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Department:
Public Service and Administration
REPUBLIC OF SOUTH AFRICA

PUBLIC SERVICE VACANCY CIRCULAR

**PUBLICATION NO 09 OF 2026
DATE ISSUED 13 MARCH 2026**

1. Introduction

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

2. Directions to candidates

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

3. Directions to departments

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

4 SMS pre-entry certificate

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

AMENDMENTS

DEPARTMENT OF, FORESTRY, FISHERIES AND THE ENVIRONMENT:
Control Environmental Officer Grade A: United Nations Framework Convention
On Climate Change– Kindly note the closing date for the post of Control
Environmental Officer Grade A: United Nations Framework Convention on
Climate Change Reference number: CCAQ05/2026 advertised in the Public

Service Vacancy Circular 07 of 2026 issued on 27 February 2026 with the closing date of 16 March 2026 has been extended to 23 March 2026.

DEPARTMENT OF HOME AFFAIRS: Kindly note that the Physical Address and Enquiries contact details for the post of Local Office Manager: Vereeniging, Gauteng Province with Ref No: HRMC 6/26/5b, advertised in the Public Services Vacancy Circular Number 08, dated 06 March 2026, was omitted. The details are as follows: Enquiries: Mr P Mlangeni, Tel No: (011) 242 9039 / 066 478 4043, Physical Address: 3rd Floor, Mineralia Building, Cnr De Beer and De Korte Street. We apologise for the inconvenience.

DEPARTMENT OF PUBLIC WORKS AND INFRASTRUCTURE: Kindly note that the following posts were advertised in Public Service Vacancy Circular 08 dated 06 March 2026, with a closing date of 20 March 2026. The following posts were advertised with incorrect requirements and are hereby withdrawn: Supervisor: Cleaning Services, Ref No: 2026/92 (X08 Posts), Centre: Pretoria Regional Office; Supervisor: Grounds Services, Ref No: 2026/94, Centre: Pretoria Regional Office; Tradesman Aid, Ref No: 2026/99 (X15 Posts); Security Officer: Security Management, Ref No: 2026/106 (X03 Posts); Driver Operator: Workshop, Ref No: 2026/103 (X04 Posts); Driver Operator: Cleaning, Ref No: 2026/104 (X02 Posts), Centre: Pretoria Regional Office; Cleaner: Cleaning Services, Ref No: 2026/108 (X23 Posts), Centre: Pretoria Regional Office; Groundsman, Ref No: 2026/111 (X12 Posts), Centre: Pretoria Regional Office; Supervisor: Grounds, Ref No: 2026/95, Centre: Gqeberha Regional Office; Supervisor: Grounds, Ref No: 2026/96, Centre: Cape Town Regional Office; Supervisor: Cleaning Services, Ref No: 2026/97 (X04 Posts), Centre: Johannesburg Regional Office; Tradesman Aid, Ref No: 2026/102 (X02 Posts), Centre: Polokwane Regional Office; Driver, Ref No: 2026/105 (X02 Posts), Centre: Johannesburg Regional Office; Cleaner: Cleaning Services, Ref No: 2026/107 (X21 Posts), Centre: Nelspruit Regional Office; Cleaner: Cleaning Services, Ref No: 2026/109 (X06 Posts), Centre: Gqeberha Regional Office; Cleaner: Cleaning Services, Ref Nos: 2026/110A–110G (X09 Posts), Centre: Polokwane Regional Office; Groundsman, Ref No: 2026/112, Centre: Nelspruit Regional Office. The following posts were advertised with incorrect job titles and are also hereby withdrawn: Artisan Foreman: Plumbing (Workshop), Ref No: 2026/75, Centre: Pretoria; Artisan: Building (Workshop), Ref No: 2026/86, Centre: Pretoria. Kindly note the following centre amendment: Artisan Production: Painter (Workshop) Grade A, Ref No: 2026/84 (X02 Posts) – Centres: Cape Town Regional Office (Customs House) (X01 post) and Cape Town Regional Office (Oudtshoorn) (X01 Post).

PROVINCIAL ADMINISTRATION: LIMPOPO: DEPARTMENT OF PUBLIC WORKS, ROADS AND INFRASTRUCTURE: Kindly note that the Centre for post no 08/446 Deputy Director: Corporate Services is Waterberg District not Head Office advertised on Public Service Vacancy Circular 08 dated 06 March 2026. The enquiries are as follows: Ms MD Mokonyane, Rammala MY and Ms PE Hlaole Tel No: (014) 718 3000/3040/3052/3027.

PROVINCIAL ADMINISTRATION: KWAZULU-NATAL: DEPARTMENT OF ECONOMIC DEVELOPMENT, TOURISM AND ENVIRONMENTAL AFFAIRS: Kindly note that the following three (3) posts were advertised in Public Service Vacancy Circular 07 dated 27 February 2026, Secretary to the Director: Black Industrial Programme with Ref No: SEC TO DIR BIP/05 FEB 2026; Secretary to the Director: Localisation of Opportunities, Township & Rural Revitalisation with Ref No: SEC TO DIR ECO EMP/06 FEB 2026; and Secretary to the Director: Women and People with Disabilities Economic Empowerment with Ref No: SEC TO DIR WPDEE/ 07 FEB 2026, these posts have been withdrawn.

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**PROVINCIAL ADMINISTRATION: FREE STATE
OFFICE OF THE PREMIER**

Free State Department of the Premier 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 positions and candidates whose appointment/promotion/transfer will promote representivity; will receive preference.

- APPLICATIONS** : Submitted to Thabo Tsoetsi or Leanne Terblanche, Room 7, Ground floor, O.R Tambo House, Bloemfontein or e-mail to recruitment@fspmier.gov.za.
- CLOSING DATE** : 27 March 2026
- NOTE** : Applications must be submitted using the newly implemented Z83 form, obtainable from any Public Service Department or the DPSA website, under public service vacancy circulars and should be accompanied by a comprehensive CV only (with full particulars of the applicants' training, qualifications, competencies, knowledge, duties & experience). All required information on the Z83 application form must be provided. Communication from the HR of the Department regarding the submission of certified copies of qualifications and other relevant documents will be limited to shortlisted candidates. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). Applications that do not comply with the above-mentioned requirements will not be considered. All shortlisted candidates, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. Shortlisted candidates will be subjected to personnel suitability checks/security clearance. Correspondence will be limited to short-listed candidates only. Applicants are respectfully informed that if no response is received within 4 months of the closing date, they must accept that their application was unsuccessful. The department reserves the right not to fill these positions. Persons with disabilities are encouraged to apply and preference will be given to the EE Targets. No late or faxed applications will be considered.

MANAGEMENT ECHELON

- POST 09/183** : **DIRECTOR: PROVINCIAL SECURITY AND INTEGRITY MANAGEMENT
REF NO: 01/2026**
- SALARY** : R1 266 714 per annum (Level 13), an all-inclusive salary package. The remuneration package includes a basic salary, State's contribution to the Government Employee Pension Fund and a flexible portion which may be structured in terms of the rules for the structuring of the flexible portion; and may include a 13th cheque, motor car allowance, homeowner's allowance and medical aid assistance.
- CENTRE
REQUIREMENTS** : Bloemfontein
Appropriate NQF Level 7 qualification as recognized by the South African Qualification Authority (SAQA) preferable in Public Administration. 5 years of experience at a middle/senior managerial level. Experience in security and integrity fields. Knowledge: Policy analysis/development, Computer Literacy, Knowledge of public service and Knowledge of security and integrity management/processes. Skills: politically sensitive, ability to communicate in a tactful, influential manner, verbally and in writing, informally and formally, and ability to work collaboratively with range of internal services and external organizations in a facilitating enabling, advisory or informative capacity Potential applicants for posts in the Senior Management Service as well as existing SMS members who wish to progress to higher levels within the SMS are expected to successfully complete the compulsory pre-entry Certificate for entry into the SMS which took effect on 1 April 2020 (Full details can be sourced by following the link: <http://www.thensg.gov.za/training-course/sms-pre-entry-programme/>. Individual applicants are expected to pay for the course, and the duration of the course is 120 hours). No applicant will be appointed in the absence of the certificate.
- DUTIES** : Coordinate the implementation of the provincial anti-corruption programme of action: Facilitate the implementation of and ensure compliance with all anti-corruption policies, strategies and regulatory frameworks; facilitate the

implementation of the anti-corruption programme of action; Develop an ethics building and development programme. Render, coordinate and provide security management services within the department and the province; Coordinate the implementation of the provincial security management policy; Monitor compliance with security management legislation, policy and procedure; Liaise with the State Security Agency. Provide and coordinate information security management services: Coordinate provincial information security; Manage the administration and implementation of vetting processes; Develop and coordinate the implementation of information security awareness programmes. Manage the rendering of effective and efficient administrative support services to the Directorate: Ensure that financial and supply chain management services are provided; Ensure that messenger and records management services are implemented; Ensure that general support services are provided.

ENQUIRIES
NOTE

- : Dr. M Phera, email: molefinyana.phera@fspremier.gov.za
- : The successful candidate will be required to enter into a Performance Agreement within 3 months after assumption of duty and will be required to disclose his/her financial interests in accordance with the prescribed regulations. All shortlisted candidates for SMS posts will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the Department. Following the interview and technical exercise, the Selection Panel will recommend candidates to attend a generic managerial competency assessment. The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools.

**PROVINCIAL ADMINISTRATION: GAUTENG
DEPARTMENT OF ROADS AND TRANSPORT**

- APPLICATIONS** : To apply for the below positions, please apply online at <http://jobs.gauteng.gov.za>. For general enquiries please contact Human Resource on Tel No: (011) 355-7082/7043. Only online applications will be considered.
- CLOSING DATE** : 27 March 2026
- NOTE** : In line with the Department's employments Equity Plan, preference will be given to Coloured Females, Indian Females, White Females candidates. Applicants must utilise the most recent Z83 application form for employment, issued by the Minister for the Public Service and Administration in line with Regulation 10 of the Public Service Regulations, 2016. All fields in the New Z83 form must be completed, initialled and signed. Furthermore, a comprehensive Curriculum Vitae (CV) must also be attached. Failure to attach the completed Z83 and Comprehensive Curriculum Vitae (CV) will result in disqualification. The New Z83 form is obtainable from any Public Service Department or the DPSA website www.dpsa.gov.za/documents. Only shortlisted candidates who meet all the requirements of the post will be requested to submit certified copies of qualifications, identity document and valid driver's license (where driving/travelling is an inherent requirement of the job) not older than six (06) months. All shortlisted candidates, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. It is our intention to promote representation (race, gender and disability) in the Public Service through the filling of posts and candidates whose transfer/promotion/appointment will promote representation 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 09/184** : **ADMINISTRATIVE CLERK REF NO: REFS/038558 (X1 POST)**
Branch: Roads Infrastructure: Traffic Engineering Services: Roads Signs and Roads Markings
- SALARY** : R228 321 per annum (Level 05), (plus benefits)
- CENTRE** : Koedoespoort Regional Office
- REQUIREMENTS** : Grade 12 certificate or NQF level 4 equivalent qualification. No experience required. Skills and Competencies: Computer literacy, Planning and organization, good verbal and written communication skills, Job Knowledge, Teamwork, Ability to work under pressure
- DUTIES** : Provide Road Signs and Road Markings applications assessment administration function; Ensure document management and security; Provide client liaison service. Conducting site inspections; Technical support; Collection and Consolidating; Organise meetings with clients; Drafting of projects submissions for approval, business plans and business correspondences
- ENQUIRIES** : Mr. S. Ngcobo Tel No: (011) 355 7498 or Ms. M. Mashele Tel No: (011) 355 7082
- POST 09/185** : **ADMINISTRATIVE CLERK REF NO: REFS/035718 (X3 POSTS)**
Branch: Roads Infrastructure: Roads Infrastructure: Traffic Engineering Services: Overload Management
- SALARY** : R228 321 per annum (Level 05), (plus benefits)
- CENTRE** : Koedoespoort Regional Office
- REQUIREMENTS** : Grade 12 certificate or NQF level 4 equivalent qualification. No experience required. Skills and Competencies: Computer literacy, Planning and

- organization, good verbal and written communication skills, Job Knowledge, Teamwork, Ability to work under pressure
- DUTIES** : Implementation of permit administration process as guided by Traffic Regulations for Highways (11); Maintain integrity of A V Traffic system records; Perform administration oversight. Plan A V Traffic Office service activities; Liaise with Law enforcement agencies on regulatory and legislative matters; Ensure establishment and maintenance of Abnormal Vehicle Traffic system operations and records. Prepare and respond to annual audit process requirements; Improve service delivery to clients/public; Ensure availability of service at all times.
- ENQUIRIES** : Mr. S. Ngcobo Tel No: (011) 355 7498 or Ms. M. Mashele Tel No: (011) 355 7082
- POST 09/186** : **CLEANER REF NO: REFS /035721 (X2 POSTS)**
Branch: Corporate Services
- SALARY** : R138 486 per annum (Level 02), (plus benefits)
CENTRE : Johannesburg, Head Office
REQUIREMENTS : ABET or equivalent qualification. No experience required. Good communication skills (Verbal and written). An ability to work under pressure and ability to work in a team. Knowledge of work procedures in respect of working environment skills. Basic numeracy and good communication skills.
- DUTIES** : Provision of cleaning services: Performing cleaning services of routine nature by utilising a variety of aids throughout the offices, corridors, elevators and boardrooms. Keep the kitchen clean by making sure that the sink has no dishes and utensils. Emptying, washing and cleaning of waste bins. Report broken cleaning machines and equipment. Replace toilet paper, hand towels and fresheners.
- ENQUIRIES** : Ms. A. Mkhombo Tel No: (011) 355 -7521) Ms. P. Mabasa (011) 355 - 7175

**PROVINCIAL ADMINISTRATION: KWAZULU-NATAL
DEPARTMENT OF AGRICULTURE AND RURAL DEVELOPMENT**

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

- APPLICATIONS** : Applications must be posted to: The Acting Director-General, KwaZulu-Natal Office of the Premier, Private Bag X9037, Pietermaritzburg, 3200 or hand delivered to: The Chief Director: Strategic Human Resource Management, Office of the Premier, 1st Floor, Invesco Centre, 16 Chatterton Road, Pietermaritzburg, 3201.
"Applicants are encouraged to apply for posts through the online e-Recruitment system at www.kznonline.gov.za/kznjobs. Applicants can submit their Z83 and CV directly to the following email address recruitment@kznpremier.gov.za.
- FOR ATTENTION** : Ms T.W. Zulu
CLOSING DATE : 27 March 2026
NOTE : Applications submitted electronically will be taken as a final application and may not be amended or supplemented in any way after the closing date indicated in the advertisement. If you have not been contacted within three (3) months after the closing date of the advertisement, please accept that your application was unsuccessful. The KwaZulu-Natal Provincial Government reserves the right not to make this appointment. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). Failure to comply with the above instructions will result in the disqualification of your application. NB: All shortlisted candidates may be subjected to a technical exercise that intends to test the relevant technical elements of the job, the logistics of which will be communicated by 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. Following the interview and technical assessment, candidates recommended for appointment at the SMS level will be required to produce a Pre-entry certificate for the course offered by the National School of Government (NSG) prior to their appointment. The course is available at the NSG under the name Certificate for entry into the SMS and the full details can be obtained by following the link: <https://www/thensg.gov.za/trainingcourse/smspre-entryprogramme>. All SMS posts have been identified to target females and people with disabilities in order to achieve the 50% and 2% targets respectively, in line with National Cabinet Directive. The successful candidate will be required to undergo security clearance and to disclose financial interests in accordance with the regulations.

MANAGEMENT ECHELON

- POST 09/187** : **HEAD OF DEPARTMENT REF NO: KZNDARD/HOD/02/2026**
5 Year Fixed-term contract
- SALARY** : R2 352 642 per annum (Level 16), inclusive remuneration package, plus a 10% non-pensionable Head of Department allowance. The inclusive remuneration package includes a 30% portion which may be structured according to the individual's needs.
- CENTRE** : Head Office – Pietermaritzburg
REQUIREMENTS : Applicants must be in possession of a post graduate qualification at NQF Level 8 in Public Administration/ Management/ Agricultural Engineering/ Rural Development Engineering, as recognised by SAQA. Minimum 10 years relevant experience at a senior management level. Computer Literacy. SMS pre-entry certificate (Nyukela) prior to their appointment. Valid driver's licence. Knowledge and Skills: Significant managerial capability and experience in providing strategic leadership and direction in the sector. Knowledge and understanding of the following: the role of Agriculture and Rural Development within the Province and South Africa. Developmental agenda of the provincial government. Development of relevant policies and strategies. Administration of policy. Agriculture and rural development needs, legislation and the mandate of the Department/ Province. PFMA and Treasury Regulations. Strong project

management skills. Excellent communication and presentation skills. Ability to work well under pressure. Skilled in the arts of facilitation and able to cultivate good stakeholder relationships. Advanced financial management capabilities. A multi-skilled dynamic leader who understands the operational environment of the public service, its service delivery imperatives and the divergent needs of the various constituents. Self-motivated professional with experience in providing strategic leadership. Ability and experience to successfully manage special projects as identified by the Administration and the Executive Authority. Computer literacy skills. Ensure integrated risk management and the implementation of minimum information security standards.

DUTIES

: Support the MEC for Agriculture & Rural Development on all matters pertaining to Agriculture and Rural Development in the Province. Provide strategic leadership and management to the Department in the provision of integrated agricultural development services. Establish and manage strategic partnerships with relevant stakeholders. Facilitate the formulation and implementation of sustainable development and empowerment strategies and initiatives at the local and provincial level to meet the needs of KZN. Provide advice to the MEC for Agriculture & Rural Development on the Department's performance, operations and the realisation of the strategic plan for the Department as contained in the performance agreement. Provide effective and efficient administrative systems. Provide advice and support services to the MEC in line with the relevant legislation. Promote the principles of holistic integrated development planning, cooperative governance, economics and efficiency in both in agriculture and rural development in the province. Ensure appropriate processes, structures and policies in relation to the growth of the Agriculture and Rural Development mandate. Provide strategic management of veterinary services. Ensure sound financial management of the expenditure of the Department and manage the budget as the Accounting Officer. Represent the Department on Provincial, National and International platforms. Ensure the establishment of relevant boards, structures and policies to facilitate the management of Agriculture and Rural Development in line with the vision and mission of the Department.

ENQUIRIES

: Mr. S.G. Ngubane at 087 743 8922

DEPARTMENT OF SOCIAL DEVELOPMENT

APPLICATIONS

: Direct or hand deliver applications for all advertised posts to the address as indicated below: Head Office: Department of Social Development, Private Bag X9144, Pietermaritzburg, 3200 or hand deliver to 174 Mayors Walk Road, Pietermaritzburg 3200 For Attention: Mrs PN Mkhize OR apply online using <https://www.eservices.gov.za> (STHESHA WAYA WAYA)

CLOSING DATE

: 27 March 2026

NOTE

: The content of this circular must without delay be brought to the attention of all potential applicants. Applications must be forwarded to the relevant address. Applications must indicate the reference number of the post applied for and the Centre using a new Z83 form (which must be completed in a manner that allows a selection committee to assess the quality of the candidate based on the information provided in the form. It is therefore prudent that fields be completed by applicants and the form must be signed noting the importance of the declaration) which is effective from 01 January 2021 obtainable from any Public Service Department and should be accompanied by a detailed/comprehensive Curriculum Vitae. NB: Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the fully completed Z83 and a detailed curriculum Vitae. Only shortlisted candidates will be required to submit certified documents on or before the date of the interview following communication from Human Resources. The Department is an Equal Opportunity Affirmative Action employer and is committed to empowering people with disabilities. Appointment is subject to a positive outcome obtained on the following checks (Security Clearance, Citizenship, qualification verification, criminal records, credit records and previous employment). The employment is subject to signing the employment contract, annual performance agreement and to disclose financial interests in accordance with relevant prescripts. All shortlisted candidates, including SMS shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. Failure to comply with any of the above instructions will result in immediate

disqualification. If the applicant has not been contacted within three (3) months after the closing date must accept that his / her application was not successful. Regrettably due to excessive budget cuts the Department is not in a position to meet any travel and subsistence costs relating to the recruitment process for the shortlisted candidates. It is regretted that due to large volumes of applications anticipated to be received, it is not possible for the Department to acknowledge receipt of the same and that only those applicants that participate in the final selection processes (interviews) will be notified of the outcome.

OTHER POST

POST 09/188 : **DEPUTY DIRECTOR: RESEARCH & DEMOGRAPHY REF NO: DSD01/01/2026HO**

Re-advertisement, Applicants who previously applied are encouraged to re-apply as previous applications will not be considered.

SALARY
CENTRE
REQUIREMENTS

: R1059 105 per annum (Level 12), all-inclusive package
: Head office, Pietermaritzburg
: Qualifications: An appropriate recognized Bachelor's degree in Demographic Studies/Population and Development Studies; Social Science / Monitoring and Evaluation. A valid driver's license. 5 years of experience at junior management in population and development / research / demography environment. Knowledge: Constitution of the Republic of South Africa, Public Service Act , Public Service Regulations, Basic Conditions of Employment Act, Employment Equity Act, Research Methodology, Public Finance Management Act, Treasury Regulations, South African Population Policy, Knowledge of Policy analysis and development, Community Development, National Development Plan, Provincial Growth and Development Plan, Social dynamics of KwaZulu-Natal communities, Organizational behaviour analysis, Service Delivery frameworks, Employee Performance Management and Development Systems, Knowledge of Government-Wide Monitoring and Evaluation System. Skills: Communication, People Management and Empowerment, Interpersonal relations, Change management, Report writing, Analytical thinking, Research, Presentation, Facilitation, Time management, Problem solving, Policy analysis and development, Financial Management, Programme and Project Management, Language, Computer literacy, Numeracy, Driving.

DUTIES

: Manage population and development related demographic research; Collaborate with government departments and research units; Monitor population related research, policy development and planning; Develop policies and strategies aimed at improving service delivery; Manage resources of the Sub-Directorate.

ENQUIRIES

: Dr NC Dlamini Tel No: (033) 264 2280

DEPARTMENT OF TREASURY

The KwaZulu-Natal Department of Provincial Treasury is an equal opportunity, affirmative action employer and preference will be given to previously disadvantaged groups.

APPLICATIONS

: KwaZulu-Natal Provincial Treasury, P O Box 3613, Pietermaritzburg, 3200 or 145 Chief Albert Luthuli Road Pietermaritzburg 3200. Applications can also be submitted via the e-services system please assess this site on (eservices.gov.za)

FOR ATTENTION
CLOSING DATE
NOTE

: Ms SL Ngema
: 27 March 2026
: The new Z83 form must be used effective 1st January 2021 and can be downloaded at www.dpsa.gov.za-vacancies. The Z83 must be completed in full. Application must be accompanied by a detailed CV only. The provisionally shortlisted candidates will be requested to submit supporting documents (certified copies of qualifications, drivers license etc.) All shortlisted candidates, including SMS, shall undertake to 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. Applicants need to ensure that they obtain and submit their foreign qualifications verified with SAQA if shortlisted or provisionally shortlisted. Non-South African citizens or permanent residency holders, if provisionally shortlisted, will be required to submit proof of citizenship. The Department will also conduct reference checks with HR of current /previous employer(s) beside the references provided on CV. Candidates will be

subjected to security screening and a technical assessment. Under no circumstances will be faxed, emailed and late applications be accepted. The Department discourages applications that are registered and will not be held responsible for applications sent via registered mail which are not collected from the post office. It is the responsibility of the applicant to ensure that the application reaches the Department timeously. Regrettably, due to excessive budget cuts, the department is not in a position to meet any travel subsistence costs relating to recruitment processes, or relocation and resettlement costs for successful candidates. Should you not hear from the Department within 3 months of the closing date, please regard your application as unsuccessful. Candidates who do not comply with the above mentioned will not be considered. Preferences: African Males, African Females and people with disabilities who meet the requirements.

OTHER POSTS

POST 09/189 : **DEPUTY DIRECTOR: MUNICIPALITIES & MUNICIPAL ENTITIES & ADVISORY SERVICES REF NO: KZNPT 26/06**

SALARY CENTRE REQUIREMENTS : R896 436 per annum, (all- inclusive package)
 : KZN Provincial Treasury, Pietermaritzburg
 : A 3-year NQF Level 7 Bachelor's Degree B-Tech Internal Audit, - B-Tech Accounting/ Cost Management (with internal audit), Advanced Diploma in Accounting Sciences: Internal Auditing, Advanced Diploma Accountancy/Internal Auditing Stream, BCom in Internal Auditing / BCom (Accounting with Internal Audit), BCompt (Bachelor of Accounting Science), Internal Audit Technician / Occupational Certificate: Internal Audit Membership of Institute of Internal Auditors South Africa (II A SA) / Membership of institute of Risk Management South Africa (IRMSA). A minimum 3 years' junior management experience in Risk Management /Auditing (Internal or External). Valid Driver's license. People with disabilities without valid driver's licenses will be assisted by the department to meet work related travel obligations. Skills, Knowledge and Competencies: public sector, local government and public/private entities systems and relevant legislation/statutes, including: Constitution, PFMA and Treasury Regulations, Municipal Finance Management Act (MFMA), PSRF (Public Service Regulatory Framework), Standards for the Professional Practice of Internal Auditing, General Recognised Accounting Principles, Generally Accepted Accounting Principles, MTEF budget compilation and analysis, Risk Analysis, Risk Management Practices.

DUTIES : Develop norms and standards on risk management and internal audit. Monitor, enforcement/implementation and reporting of delegated municipalities and municipal entities compliance with norms and standards. Provisioning of support and capacity building. Ensure the development and maintenance of provincial risk register. Manage Resources of the Sub-Directorate.

ENQUIRIES : Mr P Moloi Tel No: (033) 897 4664

POST 09/190 : **DEPUTY DIRECTOR: RISK AND ADVISORY SERVICES REF NO: KZNPT 26/08**

SALARY CENTRE REQUIREMENTS : R896 436 per annum, (all-inclusive package)
 : KZN Provincial Treasury, Pietermaritzburg
 : A 3 year NQF Level 7 qualification or Higher qualification with Financial Accounting as a major subject. Membership of the Institute of Risk Management of South Africa (IRMSA). A minimum of 3 years' experience at a junior management level in an Accounting environment. A valid driver's license and in the case of people living with disabilities who cannot personally drive, the department will assist them to meet work related travel obligations. Skills, Knowledge and Competencies: PFMA, Treasury Regulations, Accounting Principles, analytical presentation/reporting. Numeracy, advanced Excel, communication, planning, problem solving, project management.

DUTIES : Monitor, enforce and report on the effective implementation of the PFMA, Treasury regulations and Risk Management Framework to ensure compliance. Provide support and capacity building to provincial departments and public entities. Develop financial systems policies, procedure manuals and best practices. Develop and maintain the risk register within the departments. Manage the component.

ENQUIRIES

: Mr K Malapane Tel No: (033) 897 4417

**PROVINCIAL ADMINISTRATION: LIMPOPO
DEPARTMENT OF AGRICULTURE AND RURAL DEVELOPMENT**

Limpopo Department of Agriculture and Rural Development is an equal opportunity, affirmative action employer with clear employment equity targets. Applications are hereby invited for the filling of the vacant posts, which exist in the Limpopo Department of Agriculture and Rural Development. Women and people with disabilities are encouraged to apply.

- APPLICATIONS** : Applicants using electronic format must quote the relevant reference number on the application and apply on the following website: <https://erecruitment.limpopo.gov.za> and applicants submitting applications in a printed hard copy (manual or hand delivery) must quote the relevant reference number on the application and forward to the below addresses.
- For Head office: Polokwane; Mara Research Station; Tompi Seleka College and Madzivhandila College:** The Head of Department, Limpopo Department of Agriculture and Rural Development, Private Bag X9487, Polokwane 0700 or hand delivered to: Office 48, Temo Towers Floor 2, 67/69 Biccard Street, Polokwane, 0699.
- Waterberg District:** The Director Waterberg District Limpopo Agriculture and Rural Development, Private Bag X1048, Modimolle, 0510 or hand delivered to: NTK Building, Modimolle 0510.
- Capricorn District:** The Director: Capricorn District, Limpopo Department of Agriculture and Rural Development, Private Bag X28, Chuenespoort 0745 or hand delivered to: Block 28 Next to Traffic Government offices: Lebowakgomo.
- Sekhukhune District:** The Director: Sekhukhune District, Limpopo Department of Agriculture and Rural Development, Private Bag X01, Chuenespoort, 0745 or hand delivered to: Block 27 Next to Traffic Government offices: Lebowakgomo.
- Mopani District:** The Director Mopani District Limpopo Department of Agriculture and Rural Development, Private Bag X577, Giyani, 0826 or hand delivered to: Old Parliamentary Building, Giyani, 0826.
- Vhembe District:** The Director: Vhembe District, Limpopo Department of Agriculture and Rural Development, Private Bag X2247, Sibasa, 0970 or Physical address: Handed in at Makwarela Government offices.
- CLOSING DATE** : 27 March 2026 at 16:00 (walk-in) and 00:00 (online)
- NOTE** : It is compulsory for the applicant to complete all the mandatory fields of the E-recruitment System. Once all the fields in an E-recruitment System are completed, the applicant shall confirm that they understand that by applying electronically, they agree that all the information presented is true, correct, and legally binding. All applications submitted through an electronic format shall be accepted as the final application and may not be amended or supplemented in any way after the closing date indicated in the advertisement. Applicants submitting applications in a printed hard copy (manual or hand delivery) must utilize the most recent Z83 application for employment form as issued by the Minister for the Public Service and Administration in line with Regulation 10 of the Public Service Regulation, 2016, as amended, failure to do so will result in disqualification. The Z83 form must be completed in a manner that provides sufficient information about the candidate and the post he or she applies for by completing all relevant fields. The declaration must be signed in order for an applicant to be considered. The following must be considered in relation to the completion of the new z83 form by the applicants: All the fields in Parts A, B, C, and D must be completed. In Part B, all fields must be completed in full except the following; South African applicants need not provide passport numbers, If an applicant responds "no" to the question "Are you conducting business with the State or are you a Director of a Public or Private Company conducting business with the State?" then the answer to the next question "In the event that you are employed in the Public Service, will you immediately relinquish such business interests?" can be left blank or indicated as not applicable. A "not applicable" or blank response will be allowed on the question "if your profession or occupation requires official registration, provide date and particulars of registration", if you are not in possession of such registration. Noting there is limited space provided for Part E, F & G, applicants often indicate "refer to Curriculum Vitae (CV) or see attached", this is acceptable as long as the CV has been attached and provides the required information. If the information required is not provided in the CV, the applicant may be disqualified. It must be noted that a CV is an extension of the application of

employment Z83, and applicants are accountable for the information that is provided therein. The question related to conditions that prevent re-appointment under Part F must be answered (Applicants currently employed by the public service do not need to complete the section). The application must include only completed and signed Z83 form and a recently updated comprehensive CV (with detailed previous experience). 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 date of the interview date. The applicant may submit additional information separately where the space provided on z83 form is not sufficient. Applicants who apply for more than one position are requested to submit separate applications for each position they wish to apply for. Correspondence will be limited to short-listed candidates only due to the large number of applications we envisage to receive and if you have not heard from us within 90 days of the closing date, please accept that your application has been unsuccessful. However, should there be any dissatisfaction, applicants are hereby advised to, within 90 days, request reasons from the Department for any administrative action which has adversely affected them in terms of section 5(1)(2) of the Promotion of Administrative Justice Act 3 of 2000. By virtue of applying, you are consenting that the department subject you to personnel suitability checks e.g. the verification of educational qualifications, previous experience, citizenship, reference checks, financial checks and security vetting. Candidates with foreign qualifications are advised to attach SAQA accreditation of their qualifications. As per DPSA directive on human resources management and development for public service professionalization volume 1, "All shortlisted candidates, including SMS, shall undertake two pre-entry assessments. One must be a practical exercise, and the other must be an Integrity (Ethical Conduct) Assessment". Note: Shortlisted candidates for Senior Management Services (SMS) 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 tool. In order to ensure that potential SMS members have a background on processes and procedures linked to the SMS, a further requirement for appointment at SMS level will be a successful completion of the Senior Management pre-entry certificate/programme as endorsed by the National School of Governance (NSG) with effect from 01st April 2020. This is a Public Service specific training programme which will be applicable for appointments at SMS level. The link for the completion of the SMS pre-entry certificate is as follows: <https://www.thensg.gov.za/training-course/sms-pre-entry-programme/>. All short-listed candidates will be required to have completed the pre-entry SMS certificate and submit such upon appointment. Failure to comply with the above requirements will result in the disqualification of the application. Successful incumbents will be expected to sign a performance agreement within three months of the assumption of duty and be required to disclose their financial interest in accordance with the prescribed regulations. Failure to comply with the above requirements will result in the disqualification of the application. The Department reserves the right not to make any appointment for the advertised posts. The employment decision shall be made based on the Employment Equity Plan for the Department. Note: Due to austerity measures, the department will not carry any related costs (transport, accommodation, and meals) for candidates attending interviews. Note: These advertised posts will be posted on the following websites: www.ldard.gov.za / www.limpopo.gov.za and Departmental social media.

MANAGEMENT ECHELON

<u>POST 09/191</u>	:	<u>DIRECTOR: HOD SUPPORT REF NO: LDARD 1/3/2026 (X1 POST)</u>
<u>SALARY</u>	:	R1 266 714 per annum (Level 13), all-inclusive package
<u>CENTRE</u>	:	Head Office: Polokwane
<u>REQUIREMENTS</u>	:	Grade 12 plus an appropriate undergraduate (NQF level 7) qualification or equivalent qualification as recognised by SAQA. Minimum of 5 years of

experience at a middle/senior managerial level. A valid driver's license (with exception of people with disabilities). Proof of completion of SMS pre- entry certificate must be submitted before appointed. Knowledge, Competencies, and Skills: Extensive knowledge and understanding of the legislative framework governing the Public Service. Extensive experience in office management and administration. Ability to work in a highly pressured environment and driven by a sense of urgency to meet deadlines. Core Competencies: Strategic capability and leadership. People Management and empowerment, Programme and project management. Financial Management. Change and management. Process competencies: Knowledge Management, Service delivery innovation, problem solving analysis, client orientation and customer focus, communication. Willing to work under changing and difficult circumstances. Responsiveness; Pro-activeness; Professionalism; Accuracy; Flexibility; Independent; Co-operative; Team player; Supportive; Flexible.

DUTIES : Provide Executive Support to the office of the Head of Department (HOD). Provide leadership towards the realization of strategic goals and objectives to the component. Co-ordinate and provide administrative and secretarial support services to the HOD. Coordinate and monitor the implementation of governance structures. Ensure proper inter-departmental relations and special projects management. Departmental coordination, performance monitoring and reporting. Manage and utilise resources (financial, human and physical) in accordance with relevant directives and legislation.

ENQUIRIES : Ms Modiba MM Tel No: (015) 294 3170, Ms. Mtswene PV Tel No: (015) 294 3395, Ms. Mothapo RL Tel No: (015) 294 3235 or Ms. Kgobe MA Tel No: (015) 294 3347.

OTHER POSTS

POST 09/192 : **CHIEF ENGINEER GRADE A REF NO: LDARD 2/3/2026 (X1 POST)**

SALARY CENTRE REQUIREMENTS : R1 266 450 per annum, (OSD), all-inclusive package
: Head Office: Polokwane
: Grade 12 plus and appropriate undergraduate qualification (NQF 7) in Engineering (B Eng/ BSC (Eng) or equivalent qualification as recognised by SAQA. Six years post qualification experience required as a registered professional Engineer. Compulsory registration with ECSA as a Professional Engineer. A valid driver's licence (with the exception of people with disabilities). Knowledge, Competencies, and Skills Technical: Programme and Project management. Engineering, legal and operational compliance. Engineering Operational communication. Process knowledge and skills. Maintenance skills. and knowledge. Mobile equipment operating skills. Engineering design and analysis. knowledge. Research and Development. Computer-aided Engineering applications. Creating high Performance culture. Technical Consulting. Engineering and Professional judgment. Generic: Strategic capability and leadership. Problem solving and analysis. Decision making. Team leadership. Creativity Financial Management. Customer focus and Responsiveness. Communication. Computer skills. People Management. Planning and organising. Conflict Management. Negotiation skills. Change management.

DUTIES : Engineering design and analysis effectiveness. Maintain engineering operational effectiveness. Governance. Financial Management. People management.

ENQUIRIES : Ms Modiba MM Tel No: (015) 294 3170, Ms. Mtswene PV Tel No: (015) 294 3395, Ms. Mothapo RL Tel No: (015) 294 3235 or Ms. Kgobe MA Tel No: (015) 294 3347.

POST 09/193 : **DEPUTY DIRECTOR: COMMUNICATION SERVICES (MARKETING & EVENTS COMMUNICATION) REF NO: LDARD 3/3/2026 (X1 POST)**

SALARY CENTRE REQUIREMENTS : R896 436 per annum (Level 11), all-inclusive package
: Head Office: Polokwane
: Grade 12 plus an appropriate undergraduate qualification (NQF Level 6) in Communication/ Marketing / Media Studies / Strategic Brand Communication or equivalent qualification as recognized by SAQA. Minimum of 5 years' experience in communication service environment of which 3 years must have been at an Assistant Director level. A valid driver's license (with the exception of people with disabilities). Knowledge, Competencies, and Skills: Sound and

		in-depth knowledge of relevant prescripts and applications of communication services as well as understanding of the legislative framework governing the Public Service. People Management. Program and project Management skills. Financial Management skills. Change Management skills. Communication skills. Conflict Management skills. Policy analyzing skills. Report writing skills. Team player. Responsiveness. Professionalism. Supportive. Proactiveness. Willing to work under pressure.
<u>DUTIES</u>	:	Management of all departmental events. Manage internal and external marketing. Manage effective stakeholder, public participation and media relations for the department. Manage promotion of external corporate image. Manage and utilize resources (human and physical) in accordance with relevant directives and legislation.
<u>ENQUIRIES</u>	:	Ms Modiba MM Tel No: (015) 294 3170, Ms. Mothapo RL Tel No: (015) 294 3235 or Ms. Kgobe MA Tel No: (015) 294 3347.
<u>POST 09/194</u>	:	<u>DEPUTY DIRECTOR: RESEARCH CENTRE MANAGEMENT REF NO: LDARD 4/3/2026 (X1 POST)</u>
<u>SALARY</u>	:	R896 436 per annum (Level 11), all-inclusive package
<u>CENTRE</u>	:	Mara Research Centre
<u>REQUIREMENTS</u>	:	Grade 12 plus appropriate NQF Level 06 qualification in Public Administration/ Public Management/ Business Management/Administration or equivalent qualification as recognised by SAQA. Minimum of 5 years appropriate experience which 3 years must have been at an Assistant Director level. (Administration in agricultural Sector will be an added advantage). Valid driver's licence (with the exception of people with disabilities). Knowledge, Competencies and Skills: Extensive knowledge and understanding of legislation governing Public Service (e.g. Public Service Act, Public Finance Management Act, Preferential Procurement Policy Framework Act, Public Service Regulation), and those related to Agricultural Production and Natural Resource Management. Knowledge and/or experience in farming, agricultural and research management. Knowledge of supply chain management processes. Relevant experience and/or knowledge in management of agricultural institutions and/or farming sector. Knowledge Management, Client orientation and customer focus, Managerial skills, Negotiation Skills, Problem Solving, Planning & Organizing, Communication skills, Time management, Policy analysis and development, Coordination skills, Leadership skills. People Management and empowerment, Programme and project management, Financial Management, Change management. Personal attributes: Responsiveness; Pro-activeness; Professionalism; Accuracy; Flexibility; Independent; Co-operative; Team player; Supportive; Flexible; Willing to work under changing and difficult circumstances.
<u>DUTIES</u>	:	Develop and implement business plan of the Research Station in line with departmental policies and strategic objectives. Manage and coordinate the provision of farm facilities services. Provide effective management of administrative support services inclusive of sound financial administration, human resource administration, transformation services, office support and auxiliary services. Provide management and strategic support for provision of effective research and development. Building sound and sustainable relationships among all role players through liaison and co-ordination of meetings with all stakeholders. Manage and utilize resources (financial, human, & physical) in accordance with relevant prescripts.
<u>ENQUIRIES</u>	:	Ms Modiba MM Tel No: (015) 294 3170, Ms. Mothapo RL Tel No: (015) 294 3235 or Ms. Kgobe MA Tel No: (015) 294 3347.
<u>POST 09/195</u>	:	<u>DEPUTY DIRECTOR: RECORDS MANAGEMENT REF NO: LDARD 5/3/2026 (X1 POST)</u>
<u>SALARY</u>	:	R896 436 per annum (Level 11), all-inclusive package
<u>CENTRE</u>	:	Head Office: Polokwane
<u>REQUIREMENTS</u>	:	Grade 12 plus an appropriate undergraduate qualification (NQF level 6) in Information Management/ Public Management/ Administration and Records Management or equivalent qualification as recognized by SAQA. Minimum of 5 years' experience in records management of which 3 years must have been at an Assistant Director level. A valid driver's license (with the exception of people with disabilities). Knowledge, Competencies, and Skills: Sound and in-depth knowledge of relevant prescripts and understanding of the legislative

framework governing the Public Service i.e Public Service Act, Public Service Regulations, Labour Relations Act, Public Finance Management Act. Experience of, and insight into legislation which impacts on records management. Proven extensive experience in: records management practices. Thorough understanding of policy analysis and development. Communication. Teamwork. Planning and management. Managing performance. Project Management. Managing people. Presentation and Report Writing. Basic understanding of business systems analysis and process mapping. Professionalism. Loyalty. Flexibility. Honesty. Ethical.

DUTIES : Provide records management services. Manage the updating of employee details on PERSAL in terms of National Minimum information Requirements (NMIR). Facilitate the approval; review; implementation and maintenance of File Plan; records management policies and manual. Coordinate and manage the implementation of the systematic disposal programme. Coordinate and manage records management inspections and support provided to directorates/sub directorates keeping files. Manage registry services in accordance with relevant policies and directives. Manage and utilise resources (financial, human and physical) in accordance with relevant directives and legislation.

ENQUIRIES : Ms Modiba MM Tel No: (015) 294 3170, Ms. Mothapo RL Tel No: (015) 294 3235 or Ms. Kgobe MA Tel No: (015) 294 3347.

POST 09/196 : **DEPUTY DIRECTOR: CORPORATE SERVICES REF NO: LDARD6/3/2026 (X1 POST)**

SALARY CENTRE REQUIREMENTS : R896 436 per annum (Level 11), all-inclusive package
 : Mopani District
 : Grade 12 plus an appropriate undergraduate (NQF level 6) qualification in Human Resource Management, Public Management/ Administration or equivalent qualification as recognized by SAQA. Minimum of 5 years' experience in human resource management of which 3 years must have been at an Assistant Director level. PERSAL Training Certificate/ Results. A valid driver's license (with the exception of people with disabilities). Knowledge, Competencies, and Skills: Sound and in-depth knowledge of relevant prescripts and understanding of the legislative framework governing the Public Service i.e Public Service Act, Public Service Regulations, Labour Relations Act, Public Finance Management Act, Basic Conditions of Employment Act. Experience of, and insight into legislation which impacts on corporate services. Proven extensive experience in: -corporate services practices. Thorough understanding of policy analysis and development. Leadership & Management skills. Interpersonal relations. Communications skills. Conflict management skills. Policy analyzing and interpretation skills. Report writing skills. Presentation skills. Innovative and creative thinker. Management principles. Labour Relations skills. Analytical thinker. Honest. Very Intelligent. Team player. Client focused HR strategist. Independent.

DUTIES : Manage and provide all functions relating to corporate services at the district as per departmental strategic objectives. Management of Human Resource Services. Management of Human Resource Development Transformation Services. Management of Facilities and Record Management. Manage and utilise resources (financial, human and physical) in accordance with relevant directives and Legislation.

ENQUIRIES : Ms. Malatji MA and Matlou MT Tel No: (015) 811 9837 or Tel No: (015) 811 1189.

POST 09/197 : **DEPUTY DIRECTOR: FINANCIAL MANAGEMENT SERVICES REF NO: LDARD 7/3/2026 (X1 POST)**

SALARY CENTRE REQUIREMENTS : R896 436 per annum (Level 11), all-inclusive package
 : Capricorn District
 : Grade 12 plus an appropriate undergraduate (NQF level 6) qualification in Financial Management, Supply Chain Management or equivalent qualification as recognized by SAQA. Minimum of 5 years' experience in Financial Management of which 3 years must have been at an Assistant Director level. A valid driver's license (with the exception of people with disabilities). Knowledge, Competencies, and Skills Sound and in-depth knowledge of relevant prescripts and understanding of the legislative framework governing the Public Service Act, Public Service Regulations, Labour Relations Act,

Public Finance Management Act, Financial systems: PERSAL, BAS, CSD and LOGIS. Experience of and insight into legislation which impacts on financial management. Proven extensive experience in: financial planning, budgeting, reporting, revenue, expenditure management, accounting, supply chain management and assets management. Thorough understanding of policy analysis and development. People Management. Financial Management. Problem Solving. Planning & organizing. Time Management. Policy analysis and development. Good Communication skills. Group dynamics. Diversity management. Facilitation skills. Co-ordination skills. Leadership skills. Responsiveness. Proactiveness. Professionalism. Accuracy. Flexibility. Independent. Co-operative. Team player. Supportive. Willing to work under changing and difficult circumstances. Ability to work in a highly pressured environment and driven by a sense of urgency to meet deadlines. Client focused finance strategist. Action-oriented and results-driven.

DUTIES : Provide and ensure sound, effective, efficient and economical financial management services in the district. Manage Financial Planning, Budgeting and Reporting. Manage the Financial Revenue, Expenditure Management and Accounting. Manage the provision of supply chain management. Manage Asset and Inventory. Manage and utilise resources (Human and Physical) in accordance with relevant directives and legislation.

ENQUIRIES : Ms. Sebatiwane LD Tel No: (015) 632 8609 or Mr. Masera TN Tel No: (015) 632 8625 or Ms. Maredi BR Tel No: (015) 632 8610.

POST 09/198 : **ASSISTANT DIRECTOR: FACILITIES AND RECORD MANAGEMENT (X2 POSTS)**

SALARY CENTRE : R468 459 per annum (Level 09)
 : Mopani District Ref No: LDARD 8/3/2026 (X1 Post)
 : Capricorn District Ref No: LDARD 9/3/2026 (X1 Post)

REQUIREMENTS : Grade 12 plus an appropriate undergraduate qualification (NQF level 6) qualification in Public Management / Record Management or equivalent appropriate tertiary qualification as recognised by SAQA. A minimum of 3 years relevant experience in Facilities and Record Management at a Supervisory level. A valid driver's licence (with the exception of people with disabilities). Knowledge, Competencies, and Skills Management Knowledge. Policy interpretation, Knowledge of record management, Project Management, Leadership skills. Facility Management, Human Resource Management, Change Management, Communication skills and Computer literacy.

DUTIES : Facilitate the provision of records management, Facilitate registry, counter and messenger services. Facilitate facilities services. Manage and utilize resources (Human and Physical) in accordance with relevant directives and legislation.

ENQUIRIES : **Capricorn District:** Ms. Sebatiwane LD Tel No: (015) 632 8609 or Mr. Masera TN Tel No: (015) 632 8625 or Ms. Maredi BR Tel No: (015) 632 8610
Mopani District: Ms. Malatji MA and Matlou MT Tel No: (015) 811 9837 or Tel No: (015) 811 1189.

POST 09/199 : **ASSISTANT DIRECTOR: SECURITY MANAGEMENT SERVICES REF NO: LDARD 10/3/2026 (X1 POST)**

SALARY CENTRE : R468 459 per annum (Level 09)
 : Head Office: Polokwane

REQUIREMENTS : Grade 12 plus an appropriate undergraduate (NQF level 6) qualification in Security and Risk Management, Security Management or equivalent qualification as recognised by SAQA. Minimum of 3 years relevant experience Security management environment at a Supervisory level. Physical security certificate. PSIRA grade B. Firearm Certificates. A valid driver's license (with the exception of people with disabilities). Knowledge, Competencies, and Skills: Sound and in-depth knowledge of relevant prescripts and understanding of the legislative framework governing the Public Service Act, Protection of information Act, Protection of Personal information Act, Labour Relations Act, Access control Act, Promotion of Access to Information Act, Criminal procedure Act. Experience of, and insight into legislation which impacts on security management. Financial Management. People management. Problem solving. Good communication skills. Facilitation skills. Leadership skills. Responsiveness; Pro-activeness; Professionalism; Accuracy; Flexibility; Independent. Co-operative. Team player. Supportive. Willing to work under

- changing and difficult circumstances. Ability to work in a highly pressured environment.
- DUTIES** : Provide security management services. Monitor and safeguard information security measures. Coordinate and conduct personnel security: vetting. Facilitate information security threat assessment. Supervise subordinates and utilise resources (human and physical) in accordance with relevant directives and legislation.
- ENQUIRIES** : Ms Modiba MM Tel No: (015) 294 3170, Ms. Mothapo RL Tel No: (015) 294 3235 or Ms. Kgobe MA Tel No: (015) 294 3347.
- POST 09/200** : **ASSISTANT DIRECTOR: SHERQ & SPECIAL PROGRAMMES REF NO: LDARD 11/3/2026 (X1 POST)**
- SALARY CENTRE REQUIREMENTS** : R468 459 per annum (Level 09)
: Head Office: Polokwane
: Grade 12 plus an appropriate undergraduate (NQF level 6) qualification in Safety / Human Science or equivalent qualification as recognised by SAQA. Minimum of 3 years relevant experience in SHERQ and Special programmes at a Supervisory level. A valid driver's licence (with the exception of people with disabilities). Knowledge, Competencies, and Skills: Sound and in-depth knowledge of relevant prescripts and understanding of the legislative framework governing the Public Service i.e Public Service Act, Public Service Regulations, Labour Relations Act, Public Finance Management Act. Experience of, and insight into legislation which impacts on SHERQ & Special programmes. Program and project Management skills. Financial Management skills. Change Management skills. Communication skills. Policy analysing skills. Report writing skills. Team player. Responsiveness. Professionalism. Supportive. Proactiveness. Willing to work under pressure.
- DUTIES** : Provide safety, health, environment, risk and quality (SHERQ) and special programmes services. Promote occupational health and safety and ensure a safe working environment. Facilitate interventions that minimize risks and promote quality management. Facilitate Gender and Disability mainstreaming programmes. Promote rights for children, elderly and youth programmes. Supervise subordinates and utilise resources (Human and Physical) in accordance with relevant directives and Legislation.
- ENQUIRIES** : Ms Modiba MM Tel No: (015) 294 3170, Ms. Mothapo RL Tel No: (015) 294 3235 or Ms. Kgobe MA Tel No: (015) 294 3347.
- POST 09/201** : **ASSISTANT DIRECTOR: HUMAN RESOURCE PLANNING & INFORMATION REF NO: LDARD 12/3/2026 (X1 POST)**
- SALARY CENTRE REQUIREMENTS** : R468 459 per annum (Level 09)
: Head Office: Polokwane
: Grade 12 plus an appropriate undergraduate qualification (NQF level 6) in Human Resource Management, Public Management or equivalent qualification as recognised by SAQA. Minimum of 3 years relevant experience in Human Resource Planning at a Supervisory level. PERSAL Training Certificate/Results. A valid driver's licence (with the exception of people with disabilities). Knowledge, Competencies, and Skills: Sound and in-depth knowledge of relevant prescripts and understanding of the legislative framework governing the Public Service i.e Public Service Act, Public Service Regulations, Labour Relations Act, Public Finance Management Act. Computer Literacy. Presentation Skills. Report Writing Skills. Communication Skills. Problem Solving Skills. Negotiation Skills. Creativity and Innovation. Time Management. Computer Skills. Interpersonal skills. Teamwork skills. Attention to details. Enthusiasm and personal drive. Initiative. Management and organizational skills. Willingness to learn. Leadership Skills.
- DUTIES** : Coordinate the development and Review of Human Resource Plan. Coordinate the conducting of Human Resource Assessment. Coordinate the development and implementation of Employment Equity Plan. Coordinate Employee satisfaction survey and Exit interviews. Supervise subordinates and utilise resources (Human and Physical) in accordance with relevant directives and Legislation.
- ENQUIRIES** : Ms Modiba MM Tel No: (015) 294 3170, Ms. Mothapo RL Tel No: (015) 294 3235 or Ms. Kgobe MA Tel No: (015) 294 3347.

POST 09/202 : **ASSISTANT DIRECTOR: HUMAN RESOURCE TRAINING & DEVELOPMENT REF NO: LDARD 13/3/2026 (X1 POST)**

SALARY : R468 459 per annum (Level 09)
CENTRE : Head Office: Polokwane
REQUIREMENTS : Grade 12 plus an appropriate undergraduate qualification (NQF level 6) in Human Resource Management/ Development or equivalent qualification as recognised by SAQA. Minimum of 3 years relevant experience Human Resource Development at a Supervisory level. A valid driver's licence (with the exception of people with disabilities). Knowledge, Competencies, and Skills Competent knowledge in computer applications and writing skills. Sound and in-depth knowledge of relevant prescripts and understanding of the legislative framework governing the Public Service i.e Public Service Act, Public Service Regulations, Labour Relations Act, Public Finance Management Act. Experience of, and insight into legislation which impacts on human resource development. Negotiation Skills. People Management. Financial Management. Solving. Planning & Organizing. Time Management. Strategic Planning. Policy Analysis and Development. Good Communication Skills. Group dynamics. Diversity. Management. Facilitation Skills. Co-ordination Skills. Leadership Skills. Change and Knowledge Management. Professionalism. Accuracy. Flexibility. Independent. Co-operative. Team Player.

DUTIES : Coordinate provision human resource training and development services. Coordinate and facilitate skills programmes. Coordinate the implementation of Learnership/RPL, Internships, Experiential and AET programs. Administer bursaries. Provide induction and orientation program. Supervise employees to ensure effective human resource training and development and undertake all administrative functions.

ENQUIRIES : Ms Modiba MM Tel No: (015) 294 3170, Ms. Mothapo RL Tel No: (015) 294 3235 or Ms. Kgobe MA Tel No: (015) 294 3347.

POST 09/203 : **ASSISTANT DIRECTOR: PERFORMANCE MONITORING AND EVALUATION REF NO: LDARD 14/3/2026 (X1 POST)**

SALARY : R468 459 per annum (Level 09)
CENTRE : Head Office: Polokwane
REQUIREMENTS : Grade 12 plus an appropriate undergraduate qualification (NQF level 6) in Public Management / Administration or equivalent qualification as recognised by SAQA. Minimum of 3 years relevant experience in Performance monitoring and evaluation environment at a Supervisory level. A valid driver's licence (with the exception of people with disabilities). Knowledge, Competencies, and Skills Sound and in-depth knowledge of relevant prescripts and understanding of the legislative framework governing the Public Service i.e Public Service Act, Public Service Regulations, Labour Relations Act, Public Finance Management Act. People Management. Financial Management. Problem Solving. Planning & organizing. Time Management. Policy analysis. Good Communication skills; Facilitation skills. Presentation skills. Coordination skills. Responsiveness. Proactiveness. Professionalism. Accuracy. Flexibility. Independent. Co-operative. Team player. Supportive. Willing to work under changing and difficult circumstances.

DUTIES : Provide performance monitoring and evaluation services. Develop performance information plan. Facilitation of performance information. Monitoring of programmes performance. Monitoring and verification of projects. Facilitate performance and projects evaluation. Supervise subordinates and utilise resources (human and physical) in accordance with relevant directives and legislation.

ENQUIRIES : Ms Modiba MM Tel No: (015) 294 3170, Ms. Mothapo RL Tel No: (015) 294 3235 or Ms. Kgobe MA Tel No: (015) 294 3347.

POST 09/204 : **SCIENTIFIC TECHNICIAN (PRODUCTION) GRADE A: ANIMAL NUTRITION AND PRODUCT QUALITY REF NO: LDARD 20/3/2026 (X1 POST)**

SALARY : R391 671 per annum, (OSD)
CENTRE : Mara Research Centre
REQUIREMENTS : Grade 12 plus an appropriate qualification (NQF Level 6) in Science or relevant qualification as recognised by SAQA. Compulsory registration with the SACNASP as a Certificated Natural Scientist. 3 years post qualification technical (scientific) experience. A valid driver's licence (with exception of

people with disabilities). Knowledge, Competencies, and Skills: Technical Competencies: Programme and project management. Scientific methodologies. Research and development. Computer-aided scientific applications. Knowledge of legal compliance. Technical report writing. Creating high performance culture. Professional judgment. Data analysis. Mentoring. Generic competencies: Decision making. Team leadership. Analytical skills Creativity. Self-management. Financial Management. Customer focus and Responsiveness. Communication. Computer literacy. Networking. People management. Planning and organising. Conflict management. Change Management. Problem solving and analysis.

DUTIES : To provide technical support for research, assessment, evaluation, development, innovation and protection to ensure the sustainability of resources and contribute towards a knowledge economy. Develop and implement methodologies, policies, systems and procedures. Provide technical support and advice. To perform technical scientific analysis and regulatory functions. Research and development. Human capital development.

ENQUIRIES : Ms Modiba MM Tel No: (015) 294 3170, Ms. Mtswene PV Tel No: (015) 294 3395, Ms. Mothapo RL Tel No: (015) 294 3235 or Ms. Kgobe MA Tel No: (015) 294 3587

POST 09/205 : **SCIENTIFIC TECHNICIAN (PRODUCTION) GRADE A: BREEDING & REPRODUCTIVE PHYSIOLOGY REF NO: LDARD 21/3/2026 (X1 POST)**

SALARY CENTRE REQUIREMENTS : R391 671 per annum, (OSD)
: Mara Research Centre
: Grade 12 plus an appropriate qualification (NQF Level 6) in Science or relevant qualification as recognised by SAQA. Compulsory registration with the SACNASP as a Certificated Natural Scientist. 3 years post qualification technical (scientific) experience. A valid driver's licence (with exception of people with disabilities). Knowledge, Competencies, and Skills: Technical Competencies: Programme and project management. Scientific methodologies. Research and development. Computer-aided scientific applications. Knowledge of legal compliance. Technical report writing. Creating high performance culture. Professional judgment. Data analysis. Mentoring. Generic competencies: Decision making. Team leadership. Analytical skills Creativity. Self-management. Financial Management. Customer focus and Responsiveness. Communication. Computer literacy. Networking. People management. Planning and organising. Conflict management. Change Management. Problem solving and analysis.

DUTIES : To provide technical support for research, assessment, evaluation, development, innovation and protection to ensure the sustainability of resources and contribute towards a knowledge economy. Develop and implement methodologies, policies, systems and procedures. Provide technical support and advice. To perform technical scientific analysis and regulatory functions. Research and development. Human capital development.

ENQUIRIES : Ms Modiba MM Tel No: (015) 294 3170, Ms. Mtswene PV Tel No: (015) 294 3395, Ms. Mothapo RL Tel No: (015) 294 3235 or Ms. Kgobe MA Tel No: (015) 294 3587

POST 09/206 : **SENIOR STATE ACCOUNTANT: FINANCIAL AND MANAGEMENT ACCOUNTING REF NO: LDARD 15/3/2026 (X1 POST)**

SALARY CENTRE REQUIREMENTS : R397 116 per annum (Level 08)
: Vhembe District
: Grade 12 plus an appropriate undergraduate qualification (NQF level 6) in Accounting/ Financial Accounting / Financial Management or equivalent qualification as recognized by SAQA. Minimum of 2 years of experience in the finance/Financial Reporting environment. A valid driver's license (except for persons with disabilities). Knowledge, Competencies, and Skills: Sound and in-depth knowledge of relevant prescripts and understanding of the legislative framework governing the Public Service i.e. Public Service Act, Public Service Regulations, Labour Relations Act, Public Finance Management Act, Experience of, and insight into legislation which impacts on financial management. Proven extensive experience in: financial budgeting, reporting, revenue, expenditure, and accounting management. People Management Financial Management. Problem Solving. Planning & organizing Time

- Management. Good Communication skills; Diversity management; Facilitation skills; Co-ordination skills.
- DUTIES** : Provide financial budgeting management services. Provide financial revenue and expenditure management services. Facilitate the provision of financial accounting Compile reports. Supervise employees to ensure effective financial and management accounting services and undertake all administrative functions.
- ENQUIRIES** : Mamburu TD Tel No: (015) 963 2005 or Rathogwa MM Tel No: (015) 963 2007.
- POST 09/207** : **SENIOR STATE ACCOUNTANT: EXPENDITURE MANAGEMENT REF NO: LDARD 16/3/2026 (X1 POST)**
- SALARY CENTRE REQUIREMENTS** : R397 116 per annum (Level 08)
: Head Office: Polokwane
: Grade 12 plus an appropriate undergraduate qualification (NQF level 6) in Financial Management / Financial Accounting or related field or an equivalent qualification as recognized by SAQA. Minimum of 2 years of experience in expenditure management environment. Experience in salary administration will be an added advantage. A valid driver's license (except for persons with disabilities). Knowledge, Competencies, and Skills: Knowledge of relevant prescripts and understanding of the legislative framework governing the Public Service i.e. Public Service Act, Public Service Regulations, Labour Relations Act, Public Finance Management Act. Extensive knowledge of PERSAL in relation to Salary Administration (PERSAL Certificate). Knowledge of the following: BAS, PERSAL, DORA, Treasury Regulations, Transversal policies. Action-oriented and results driven. Ability to work in a highly pressured environment and driven by a sense of urgency to meet deadlines. Thorough understanding of policy analysis and co-ordination. Financial Management. Problem Solving. Planning & organizing. Time Management. Policy analysis. Good Communication skills. Group dynamics. Facilitation skills. Co-ordination skills. Leadership skills. Change and knowledge management. Responsiveness. Proactiveness. Professionalism. Accuracy. Flexibility. Independent. Co-operative. Team player; Supportive. Willing to work under changing and difficult circumstances.
- DUTIES** : Provide salary administration. Process salary related claims in PERSAL and BAS. Monitor disbursements. Monitor safe keeping of documents and distribution of correspondences. Supervise subordinates and utilise resources (human and physical) in accordance with relevant directives and legislation.
- ENQUIRIES** : Ms Modiba MM Tel No: (015) 294 3170, Ms. Mothapo RL Tel No: (015) 294 3235 or Ms. Kgobe MA Tel No: (015) 294 3347.
- POST 09/208** : **SENIOR PERSONNEL PRACTITIONER: HUMAN RESOURCE SERVICES REF NO: LDARD 17/3/2026 (X1 POST)**
- SALARY CENTRE REQUIREMENTS** : R397 116 per annum (Level 08)
: Vhembe District
: Grade 12 plus an appropriate undergraduate qualification (NQF level 6) in Human Resource Management /Human Resource Development / Public Management/Administration or equivalent qualification as recognised by SAQA. Minimum of 02 years' experience in Human Resource Services environment. PERSAL Certificate/Results. Knowledge, Competencies, and Skills: Knowledge of PERSAL system. Public Service Regulations, Public Service Act, EEA, Report writing, Communication skills.
- DUTIES** : Provide human resource provisioning. Provide conditions of service. Provide human resource planning. Supervise subordinates and utilise resources (human and physical) in accordance with relevant directives and legislation.
- ENQUIRIES** : Mamburu TD Tel No: (015) 963 2005 or Rathogwa MM Tel No: (015) 963 2007.
- POST 09/209** : **SENIOR PERSONNEL PRACTITIONER: HRD & TRANSFORMATION REF NO: LDARD 18/3/2026 (X1 POST)**
- SALARY CENTRE REQUIREMENTS** : R397 116 per annum (Level 08)
: Sekhukhune District
: Grade 12 plus an appropriate undergraduate qualification (NQF level 6) in Public Management / Administration, and Human Resource Management

		qualification or equivalent qualification as recognised by SAQA. Minimum of 02 years' experience in HRD and Transformation environment. Knowledge, Competencies, and Skills Knowledge and understanding of Regulations, Acts, Policies and procedures governing Public Service. Understanding of COIDA. Report writing skills. Facilitation skills. Co-ordination skills. Liaison skills. Networking skills. Computer skills. Good communication skills. Facilities and management skills. Responsiveness. Pro activeness. Accuracy. Independent. Cooperative. Supportive. Flexibility. Willing to work under changing and difficult circumstances. Planning and execution. Teamwork.
<u>DUTIES</u>	:	Provide Human Resource Development. Provide Performance Management Development System (PMDS). Provide Employee Health and Wellness Programmes. Provide service delivery improvement. Supervise subordinates and utilise resources (human and physical) in accordance with relevant directives and legislation.
<u>ENQUIRIES</u>	:	Ms. Laka MA, Ms. Lepulana SL or Ms. Mphahlele RS Tel No: (015) 632 7000
<u>POST 09/210</u>	:	<u>ARTISAN FOREMAN GRADE A REF NO: LDARD 19/3/2026 (X1 POST)</u>
<u>SALARY</u>	:	R382 047 per annum, (OSD)
<u>CENTRE</u>	:	Madzivhandila Colleege
<u>REQUIREMENTS</u>	:	Grade 12 plus an appropriate N3 Certificate and Trade Test Certificate in Plumbing. Five years post qualification experience as an Artisan. A valid driver's licence (with the exception of people with disabilities). Knowledge, Competencies, and Skills: Technical: Team leadership. Technical analysis knowledge. Computer-aided Applications. Knowledge of legal compliance. Technical report. Writing. Production, Process. knowledge and skills. Generic: Problem solving and Analysis. Decision making. Teamwork. Analytical skills. Creativity. Self-management. Customer focus and Responsiveness. Communication. Computer skills. Planning and organizing. Conflict Management.
<u>DUTIES</u>	:	Perform and/or supervise technical design, production, operation and maintenance services. Perform administrative and related function. Human and Capital Resource Management. Maintain and advance expertise.
<u>ENQUIRIES</u>	:	Ms Modiba MM Tel No: (015) 294 3170, Ms. Mothapo RL Tel No: (015) 294 3235 or Ms. Kgobe MA Tel No: (015) 294 3347.
<u>POST 09/211</u>	:	<u>PERSONNEL PRACTITIONER: HR PROVISIONING AND UTILISATION REF NO: LDARD 22/3/2026) (X1 POST)</u>
<u>SALARY</u>	:	R325 101 per annum (Level 07)
<u>CENTRE</u>	:	Head Office: Polokwane
<u>REQUIREMENTS</u>	:	Grade 12 plus an appropriate undergraduate qualification (NQF level 6) in Human Resource Management, Public Management/ Administration. Minimum of 2 years' experience in HRM environment. Certificate/Results in PERSAL Training. Knowledge, Competencies, and Skills: Sound and in-depth knowledge of relevant prescripts and understanding of the legislative framework governing the Public Service i.e Public Service Act, Public Service Regulations, Labour Relations Act, Public Finance Management Act. Presentation Skills. Report Writing Skills. Communication Skills. Problem Solving Skills. Negotiation Skills. Creativity and Innovation. Time Management. Computer Skills. Interpersonal skills. Teamwork skills. Attention to details. Enthusiasm and personal drive. Take Initiatives. Management and organizational skills. Computer Literacy.
<u>DUTIES</u>	:	Provide administrative support on the development of recruitment plan. Provide recruitment and selection processes. Provide transfers and translations. Facilitate packages for SMS and MMS restructured.
<u>ENQUIRIES</u>	:	Ms Modiba MM Tel No: (015) 294 3170, Ms. Mothapo RL Tel No: (015) 294 3235 or Ms. Kgobe MA Tel No: (015) 294 3347.
<u>POST 09/212</u>	:	<u>ADMINISTRATIVE OFFICER: SECURITY MANAGEMENT REF NO: LDARD 23/3/2026 (X1 POST)</u>
<u>SALARY</u>	:	R325 101per annum (Level 07)
<u>CENTRE</u>	:	Head Office: Polokwane
<u>REQUIREMENTS</u>	:	Grade 12 plus an appropriate undergraduate qualification (NQF level 6) in Security Management or equivalent qualification as recognised by SAQA. Minimum of 2 years working experience/knowledge in Security Management

		environment. Compulsory Registration with Private Security Industry Regulatory Authority (PSIRA). PSIRA Grade B certificate. Valid Firearm Competency certificate. Knowledge, Competencies, and Skills: Knowledge and understanding of Regulations, Acts, Policies and procedures governing Public Service. Knowledge of Physical and information security. Knowledge of CCTV cameras. Knowledge of fire Arm. Knowledge of Public Finance Management Act (PMFA). Physical security skills. Record keeping skills. Investigation skills. Firearm skills. Problem solving skills. Communication skills. CCTV camera skills. Report writing skills. Presentation skills. Conflict Management skills. Policy analysing skills. Computer skills.
<u>DUTIES</u>	:	Conduct Physical Security. Conduct Information Security. Monitor Compliance to Security Contracts. Conduct Security Audit and threat Risk Assessment.
<u>ENQUIRIES</u>	:	Ms Modiba MM Tel No: (015) 294 3170, Ms. Mothapo RL Tel No: (015) 294 3235 or Ms. Kgobe MA Tel No: (015) 294 3347.
<u>POST 09/213</u>	:	<u>ADMINISTRATIVE OFFICER: HRD AND TRANSFORMATION SERVICES (X2 POSTS)</u>
<u>SALARY CENTRE</u>	:	R325 101 per annum (Level 07)
	:	Vhembe District Ref No: LDARD 24/3/2026 (X1 Post)
	:	Waterberg District Ref No: LDARD 25/3/2026 (X1 Post)
<u>REQUIREMENTS</u>	:	Grade 12 plus an appropriate undergraduate qualification (NQF level 6) in Public Management/Administration, and Human Resource Development/ Management, Management of Training qualification or relevant equivalent qualification as recognized by SAQA. Minimum of 2 years' experience in HRD and Transformation environment. A valid driver's licence (with exception of people with disabilities). Knowledge, Competencies, and Skills: Knowledge of relevant prescripts and applications of Employee Health and Wellness programmes, HRD & SDI as well as understanding of the legislative framework governing the Public Service. Report writing skills. Facilitation skills. Co-ordination skills. Liaison skills. Networking skills. Computer skills. Good communication skills. Facilities and management skills.
<u>DUTIES</u>	:	Render Human Resource Development. Render Performance Management Development System (PMDS). Render employee wellness. Render Safety, Health, Environment, Risk and Quality. Provide Special Programmes. Render Service Delivery Improvement service.
<u>ENQUIRIES</u>	:	Vhembe District: Mammburu TD Tel No: (015) 963 2005 or Rathogwa MM Tel No: (015) 963 2007. Waterberg District: Ms. Kekana RM Tel No: (014) 717 4949 or Mr. Nkoko KA Tel No: (014) 717 3298/1077
<u>POST 09/214</u>	:	<u>ADMINISTRATIVE OFFICER: SUPPLY CHAIN AND ASSET MANAGEMENT REF NO: LDARD 26/3/2026 (X1 POST)</u>
<u>SALARY CENTRE</u>	:	R325 101 per annum (Level 07)
<u>REQUIREMENTS</u>	:	Vhembe District
	:	Grade 12 plus an appropriate undergraduate qualification (NQF level 6) in Supply Chain Management / Assets Management, Logistics Management or relevant equivalent qualification as recognized by SAQA. Minimum of 2 years' experience in Asset Management environment. Knowledge, Competencies, and Skills Knowledge of relevant prescripts and applications of supply chain and assets management as well as understanding of the legislative framework governing the Public Service. People Management. Financial Management. Problem Solving. Planning & organizing. Time Management. Policy analysis. Good Communication skills. Facilitation skills. Ability to work in a highly pressured environment.
<u>DUTIES</u>	:	Provide asset and inventory management services. Maintenance of assets. Conduct physical asset verification. Facilitate asset disposal process. Render stores and warehousing services. Supervise subordinates and utilise resources (Human and Physical) in accordance with relevant directives and legislation.
<u>ENQUIRIES</u>	:	Mammburu TD Tel No: (015) 963 2005 or Rathogwa MM Tel No: (015) 963 2007

POST 09/215 : **REGISTRY CLERK: PERSONNEL RECORDS REF NO: LDARD 27/3/2026 (X1 POST)**

SALARY : R228 321 per annum (Level 05)
CENTRE : Head Office: Polokwane
REQUIREMENTS : Grade 12 or an equivalent appropriate qualification NQF Level 4 as recognized by SAQA. Certificate / Qualification in Public Management/ Administration and Records Management or related fields will be an added advantage. Exposure in the field will be an added advantage. Knowledge, Competencies, and Skills: 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. Job Knowledge. Communication. Interpersonal relations. Flexibility. Teamwork. Computer. Planning and organisation. Language. Good verbal and written communication skill.

DUTIES : Provide registry services. Provide registry counter services. Handle incoming and outgoing correspondence. Render an effective filing and record management service. Process documents for archiving and/ disposal.

ENQUIRIES : Ms Modiba MM Tel No: (015) 294 3170, Ms. Mothapo RL Tel No: (015) 294 3235 or Ms. Kgobe MA Tel No: (015) 294 3347.

POST 09/216 : **HR CLERK: CONDITIONS OF SERVICE REF NO: LDARD 28/3/2026 (X1 POST)**

SALARY : R228 321 per annum (Level 05)
CENTRE : Head Office: Polokwane
REQUIREMENTS : Grade 12 or an equivalent appropriate NQF Level 4 qualification as recognized by SAQA. Certificate / Qualification in HRM or related fields will be an added advantage. Exposure in the field will be an added advantage. Knowledge, Competencies, and Skills: Knowledge of Human Resource policies, legislation, and 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. Understanding of human resource administration practices. Report writing skills. Good communication skills (verbal and written). Computer literacy. Good organizing skills, problem-solving abilities, client orientation, accuracy, and attention to detail.

DUTIES : Render effective administrative support in processing service terminations. Administer the leave management process, including the implementation of the Policy and Procedure on Incapacity Leave and Ill-Health Retirement (PILIR). Process leave gratuities and discounting. Administer service benefits. Administer pension withdrawal processes. Ensure the effective and efficient utilisation of resources.

ENQUIRIES : Ms Modiba MM Tel No: (015) 294 3170, Ms. Mothapo RL Tel No: (015) 294 3235 or Ms. Kgobe MA Tel No: (015) 294 3347.

POST 09/217 : **ADMINISTRATIVE CLERK: STORES (SUPPLY CHAIN & ASSET MANAGEMENT) REF NO: LDARD 29/3/2026 (X1 POST)**

SALARY : R228 321 per annum (Level 05)
CENTRE : Mopani District
REQUIREMENTS : Grade 12 or an equivalent appropriate (NQF Level 4) qualification as recognized by SAQA. Certificate / Qualification in Asset Management / Supply Chain Management or related fields will be an added advantage. Exposure in the field will be an added advantage. Knowledge, Competencies, and Skills: Knowledge of clerical duties, practices as well as the ability to capture data, operate 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. Good verbal and written communication skills. Interpersonal relations. Flexibility. Teamwork. Computer literacy. Planning and organization.

DUTIES : Render general clerical support services. Provide supply chain clerical support services. Provide personnel administration clerical support services. Provide financial administration support services. Provide transport support services.

ENQUIRIES : Ms. Malatji MA and Matlou MT Tel No: (015) 811 9837 or Tel No: (015) 811 1189.

<u>POST 09/218</u>	:	<u>ADMINISTRATIVE CLERK: ADMINISTRATIVE SUPPORT SERVICES (X2 POSTS)</u>
<u>SALARY CENTRE</u>	:	R228 321 per annum (Level 05) Mopani North Ref No: LDARD 30/3/2026 (X1 Post) Mopani West Ref No: LDARD 31/3/2026 (X1 Post)
<u>REQUIREMENTS</u>	:	Grade 12 or an equivalent appropriate NQF Level 4 qualification as recognised by SAQA. Certificate / Qualification in Administration / Public Management / Transport Management / Administration will be an added advantage. Exposure in the field will be an added advantage. Knowledge, Competencies, and Skills: Knowledge of clerical duties, practices as well as the ability to capture data, operate 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. Good verbal and written communication skills. Interpersonal relations. Flexibility. Teamwork. Computer literacy. Planning and organizational skills.
<u>DUTIES</u>	:	Render general clerical support services. Provide supply chain clerical support services. Provide personnel administration clerical support services. Provide financial administration support services. Provide transport support services.
<u>ENQUIRIES</u>	:	Ms. Malatji MA and Matlou MT Tel No: (015) 811 9837 or (015) 811 1189.
<u>POST 09/219</u>	:	<u>DRIVER/MESSENGER REF NO: LDARD 32/3/2026 (X1 POST)</u>
<u>SALARY CENTRE</u>	:	R193 359 per annum (Level 04) Mopani West
<u>REQUIREMENTS</u>	:	Grade 10 / AET/ ABET or equivalent appropriate qualification as recognised by SAQA. Seven 7 -12 months driving experience. A valid driver's license as well as a Professional Driving Permit (PDP). Knowledge, Competencies, and Skills Knowledge of the procedures to operate the motor vehicle. Knowledge of prescripts for the correct utilization of motor vehicles. Knowledge of the procedures to ensure that the motor vehicle is maintained properly. Knowledge of the procedures to perform messenger functions and routine office support functions like registry services and making of photocopies. Knowledge of the city (ies) / district in which the functions will be performed.
<u>DUTIES</u>	:	Drive light and medium motor vehicles to transport passengers and deliver other items (mail and documents). Perform routine maintenance on the allocated vehicle and report defects timely. Complete all the required and prescribed records and logs-books with regard to the vehicle and the goods handled. Render a clerical support/messenger service in the relevant office.
<u>ENQUIRIES</u>	:	Ms. Malatji MA and Matlou MT Tel No: (015) 811 9837 or Tel No: (015) 811 1189.
<u>POST 09/220</u>	:	<u>WATER ENGINE OPERATOR REF NO: LDARD 33/3/2026 (X1 POST)</u>
<u>SALARY CENTRE</u>	:	R163 680 per annum (Level 03) Mara Research Centre
<u>REQUIREMENTS</u>	:	Grade 10 / AET/ ABET or equivalent appropriate qualification as recognised by SAQA. A valid driver's licence (with exception of people with disabilities). Knowledge, Competencies, and Skills: Knowledge of operating machinery. Problem Solving Skills. Time Management. Communication Skills. First Aider.
<u>DUTIES</u>	:	Monitor water pumping equipment and treatment system. Ensure safe and efficient water distribution. Operate and maintain farm water machinery. Routine inspection of water reservoir. Maintenance of livestock water supply infrastructure. Administrative and safety.
<u>ENQUIRIES</u>	:	Ms Modiba MM Tel No: (015) 294 3170, Ms. Mothapo RL Tel No: (015) 294 3235 or Ms. Kgobe MA Tel No: (015) 294 3347.
<u>POST 09/221</u>	:	<u>HANDYMAN REF NO: LDARD 34/3/2026 (X1 POST)</u>
<u>SALARY CENTRE</u>	:	R163 680 per annum (Level 03) Capricorn District
<u>REQUIREMENTS</u>	:	ABET Level 04 or equivalent appropriate qualification as recognised by SAQA. Knowledge, Competencies, and Skills: Knowledge of maintenance tools and equipment. Safety regulations. Communication skills. Good interpersonal relation and knowledge of Batho Pele Principles. Buildings and related farm infrastructure maintenance experience and knowledge of various types of farm

- infrastructure and maintenance tools will be an added advantage. Driver's licence will be an added advantage.
- DUTIES** : Maintenance of building and furniture. Conduct regular building inspections. Attend to minor electrical, plumbing, building and carpentry problems. Maintenance of office equipment. Repair broken furniture and equipment. Safekeeping of maintenance tools and supplies. Report defects.
- ENQUIRIES** : Ms. Sebatjane LD Tel No: (015) 632 8609 or Mr. Masera TN Tel No: (015) 632 8625 or Ms. Maredi BR Tel No: (015) 632 8610.
- POST 09/222** : **GENERAL WORKER (X3 POSTS)**
- SALARY CENTRE** : R138 486 per annum (Level 02)
: Mopani East Ref No: LDARD 35/3/2026 (X1 Post)
: Turfloop Fish Hatchery: Aquaculture and Game Ref No: LDARD 36/3/2026 (X1 Post)
: Madzivhandila College Ref No: LDARD 37/3/2026 (X1 Post)
- REQUIREMENTS** : ABET/ AET level 2 or equivalent appropriate qualification as recognised by SAQA. Knowledge, Competencies, and Skills: Basic literacy and numeracy. Able to read and write. Knowledge of cleaning procedures and gardening principles. Ability to operate basic garden equipment and machinery. Knowledge of maintenance of relevant equipment. Good interpersonal relations Be able to work in a team. Be able to perform manual work. Show commitment and loyalty. Must be punctual, productive and show good behaviour towards customers Communication skills.
- DUTIES** : Perform general assistant work. Maintain premises and surroundings. Maintenance and safekeeping of gardening equipment. Moving furniture and equipment as required. Removing garbage and empty boxes. Assist in receiving stock and goods. Reporting losses/damage to equipment. Loading and offloading of goods.
- ENQUIRIES** : Mopani District: Ms. Malatji MA and Matlou MT Tel No: (015) 811 9837 or Tel No: (015) 811 1189.
: Capricorn District: Ms. Sebatjane LD Tel No: (015) 632 8609 or Mr. Masera TN Tel No: (015) 632 8625 or Ms. Maredi BR Tel No: (015) 632 8610.
: Madzivhandila College: Ms Modiba MM Tel No: (015) 294 3170, Ms. Mothapo RL Tel No: (015) 294 3235 or Ms. Kgobe MA Tel No: (015) 294 3347.

DEPARTMENT OF CO-OPERATIVE GOVERNANCE, HUMAN SETTLEMENTS AND TRADITIONAL AFFAIRS
The Department of Co-operative Governance, Human Settlements and Traditional Affairs is an equal opportunity employer with clear employment equity targets. The Department is committed to providing equal opportunities and affirmative action employment practices. It is our intention to promote representation in terms of race, youth, gender and disability. Women, youth and people with disabilities are encouraged to apply. The Department of Co-operative Governance, Human Settlements & Traditional Affairs would like to invite suitably qualified candidates who are creative, energetic, self-driven, and hardworking and have a passion for improving the standard of living of citizens of Limpopo, to apply for the positions as it appears below. All lower-level posts (6 & 7) are targeted for the Youth only.

- APPLICATIONS** : Applications should be submitted online through <http://erecruitment.limpopo.gov.za>
Hand delivered applications should be submitted to 28 Market Street (Next to UNISA) Registry Office (First Floor by 16h00 daily) or alternatively post to The Head of Department; Department of Co-operative Governance, Human Settlements and Traditional Affairs, Private Bag X9485, Polokwane, 0700.
- CLOSING DATE** : 02 April 2026
- NOTE** : Applications should be submitted on a New Z83 form obtainable from all Public Service Departments or at www.dpsa.gov.za (must be completed in full), and a comprehensive copy of your Curriculum Vitae only (Certified copies of ID matric certificate, drivers' license and qualifications will be requested from shortlisted candidates only). The specific reference number for the post must be quoted. SMS candidates are required to produce proof of completion of National School of Government Senior Management Pre-Entry Programme prior to appointment. The course is obtainable on link: <https://www.thensg.govza/training-course/sms-pre-entryprogramme>. "All shortlisted candidates, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. Following the interview and technical exercise for SMS posts, the selection panel will recommend

candidates to attend a generic managerial competency assessment (in compliance with DPSA directive on the implementation of competency-based assessments). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools." Short-listed candidates for the above posts will be subjected to a Security clearance and verification of qualifications. Applicants with foreign qualifications remain responsible for ensuring that their qualifications are evaluated by the South African Qualifications Authority (SAQA). Successful incumbents will be expected to sign a performance agreement within one month after the assumption of duty. The successful candidate will also be required to disclose their financial interest in accordance with the prescribed regulations. Failure to comply with the requirements will result in the applicants being disqualified. Correspondence will be limited to shortlisted candidates only. If you have not been contacted within three months of the closing date of this advertisement, please accept that your application was unsuccessful. However, should there be any dissatisfaction; applicants are hereby advised to seek reasons for the above administration action in terms of Promotion of Administrative Justice Act (PAJA), Act No.3 of 2000. The Department reserves the right to make an appointment in respect of the advertised posts.

MANAGEMENT ECHELON

POST 09/223 : **DIRECTOR: HUMAN SETTLEMENTS PROGRAMME & PROJECT MANAGEMENT REF NO: COGHSTA 82/25**
Branch: ISHS

SALARY CENTRE REQUIREMENTS : R1 266 714 per annum (Level 13), (all-inclusive salary package)
: Sekhukhune District
: Matric plus an undergraduate qualification in Built Environment (NQF 7) or related studies as recognized by SAQA. Minimum 5 Years of experience at a middle/senior managerial level and valid driver's license (with exception of person with disability). SMS Pre-Entry (Nyukela) Certificate prior to appointment. Registration with Professional Bodies will be added advantage. Core and Process Competencies: Strategic Capability and Leadership, Programme and Project Management, Change Management, Financial Management, Knowledge Management, Problem Solving and analysis, Client orientation and Customer Focus, Communication, Service Delivery Innovation. Skills and Knowledge: Sound and in-depth knowledge of relevant prescripts, application of the legislative framework governing the public service e.g., Public Service Act, Labour Relation Act, PFMA, etc. Building construction, Conflict management, Planning and costing of house designs.

DUTIES : Ensure the verification of beneficiaries; Manage, monitor, evaluate and advice on the implementation of human settlements projects in alignment with signed SLAs/contracts; Manage project information and reports; Plan, facilitate and coordinate the implementation of the EPWP in housing projects; Quality assure houses constructed; Facilitate and coordinate the development of infrastructure projects for human settlements; Manage and oversee the work of implementing agencies; Provide advice on the development of human settlements multiyear plans; Ensure the availability of coordinates (location) of projects; Manage resources (Financial, human and physical).

ENQUIRIES : Mr. Ramagoshi Phuti Tel No: (015) 294 2225

OTHER POSTS

POST 09/224 : **DEPUTY DIRECTOR: PUBLIC PARTICIPATION REF NO: COGHSTA 83/25**
Branch: Cooperative Governance

SALARY CENTRE REQUIREMENTS : R1 059 105 per annum (Level 12), (all-inclusive salary package)
: Polokwane
: Matric plus an undergraduate qualification (NQF Level 6) in Public Admin/Public Management/Political Science / Development Studies or related as recognized by SAQA. A minimum of 5 years' experience within the environment of which three (3) years MUST be at Assistant Director / junior management level and valid driver's license (with exception of person with disability). Core and Process Competencies: Sound and in-depth knowledge of relevant prescripts, application of the legislative framework governing the public service e.g. Public Service Regulations; Public Service Act; PFMA; Core;

Municipal Structures Act and Systems; Section 152 of the Constitution Act of 1996; deals with objects of local government; Local Government Municipal Structures Act, 1998; deals with the establishment and operation of ward committees; Section 16 of the Municipal Systems Act, 2000; Municipal Finance Management Act; National and Provincial Guidelines on the Establishment and operation of ward committees; Provincial Public Participation Policy Framework. Skills and Knowledge: Presentation/Facilitation skills; Report Writing; Time management; Communication; Creative/innovative; Analytical Thinking skills; Computer Literacy.

DUTIES : Manage the establishment and monitoring of ward committees. Manage the assessment of functionality of ward committees in all municipalities; Monitor Provincial, Districts and Local Public Participation Forums; Manage queries and complaints of communities on service delivery.

ENQUIRIES : Ms. Mokhomole Makgano Tel No: (015) 294 2270

POST 09/225 : **DEPUTY DIRECTOR: INSTITUTIONAL MONITORING & EVALUATION REF NO: COGHSTA 84/25**
Branch: Corporate Services

SALARY CENTRE REQUIREMENTS : R896 436 per annum (Level 11), (all-inclusive salary package)
: Polokwane
: Matric plus an undergraduate qualification in Public Management & Governance/ Public Administration (NQF 6) as recognized by SAQA; A minimum of 5 years' experience within the environment of which three (3) years MUST be at Assistant Director / at junior management level and valid South African driver's license (with exception of person with disability). Core and Process Competencies: Sound and in-depth knowledge of relevant prescripts, application of the legislative framework governing the public service e.g., Public Service Act, Labour Relation Act, Legal services PFMA, Public Audit Act etc. Skills and Knowledge: Negotiation skills, Presentation skills, People management skills, Time management, Communication, both formal, and informal, Research, Networking Policy formulation and implementation.

DUTIES : Conduct Institutional Performance Assessment and Evaluation of the implementation of Policies, Programmes and Systems; Coordinate and compile Institutional Performance and Strategic reports; Facilitate the implementation of productivity and framework measurement; Manage and facilitate the development and maintenance of the information system that supports the performance of the Department.

ENQUIRIES : Mr. Monkoe Mphodi Tel No: (015) 294 2223

POST 09/226 : **ASSISTANT DIRECTOR: STRATEGIC STATUTORY PLANNING REF NO: COGHSTA 85/25**
Branch: Cooperative Governance

SALARY CENTRE REQUIREMENTS : R582 444 per annum (Level 10)
: Polokwane
: Matric plus an undergraduate qualification (NQF Level 6) in Development/Urban/Statutory/town & Regional/Built Environmental Planning including Information Administration & Technology. or related as recognized by SAQA. Minimum 3 years relevant experience and valid driver's license (with exception of person with disability). Core and Process Competencies: Sound and in-depth knowledge of relevant prescripts, application of the legislative framework governing the public service e.g., Public Service Act, Labour Relation Act, PFMA, SPUMA, Proclamation R 293/62, 45 of 1990, Deeds Registries Act, 47 of 1937 and Proclamation 45 of 1990. Skills and Knowledge: Negotiation skills; Presentation skills; People management skills; Time management; Communication, both formal, and informal; Policy Development, Financial management, Conflict Resolution, Project Management, Leadership Skills, Listening Skills.

DUTIES : Facilitate stakeholder engagement and satisfaction; Facilitate the establishment and operational efficiency of municipal planning tribunals; Ensure compliance and quality assurance in land development applications; Facilitate operational effectiveness and compliance of municipal planning and appeal tribunals; Ensure assessment and information gathering for land development applications; Coordinate administrative support for municipal planning tribunal meetings.

ENQUIRIES : Ms. Monyela Hlokammoni Tel No: (015) 294 2073

POST 09/227 : **ASSISTANT DIRECTOR: ACQUISITION SERVICES REF NO: COGHSTA 86/25**
Branch: Financial Management Services

SALARY CENTRE REQUIREMENTS : R468 459 per annum (Level 09)
: Polokwane
: Matric plus an undergraduate qualification (NQF Level 6) in Supply Chain Management or related as recognized by SAQA. Minimum 3 years relevant experience and valid driver's license (with exception of person with disability). Core and Process Competencies: Sound and in-depth knowledge of relevant prescripts, application of the legislative framework governing the public service eg, Public Service Act, Labour Relation Act, PFMA, etc. Skills and Knowledge: Negotiation skills; Presentation skills; People management skills; Time management; Communication, both formal, and informal.

DUTIES : Coordinate (synergize), review and execute the bidding process. Coordinate, review and compile the list of prospective providers for quotations; Coordinate, Review and sourcing quotation from the database according to the threshold value determined by National Treasury; Supervise employees to ensure an effective acquisition management services and undertake all administrative functions required with regards to financial and HR administration.

ENQUIRIES : Ms. Palmer Olivia Tel No: (015) 294 2094

POST 09/228 : **HR PRACTITIONER: CONDITIONS OF SERVICES & REMUNERATION REF NO: COGHSTA 87/25**
Branch: Corporate Services

SALARY CENTRE REQUIREMENTS : R397 116 per annum (Level 08)
: Polokwane
: Matric plus an undergraduate qualification in (NQF 6) Human Resources Management/Public Management/Public Admin or related as recognized by SAQA; Minimum of 2 years relevant experience. PERSAL Certificate will be an added advantage. Valid South African driver's license (with exception of person with disability). Core and Process Competencies: Sound and in-depth knowledge of relevant prescripts, application of the legislative framework governing the public service e.g. Public Service Act, Public Service Regulations, PFMA, BCEA, EEA, Labour Relations Act, Determination and Directive of Leave of Absence in the Public Service, GEP Law, PILIR, PSCBC Resolutions and other HR Legislations, PERSAL. Skills and Knowledge: Communication and Interpersonal skills; Organizational and Time management Skills; Problem-Solving skills; Attention to Detail; Proficiency in HR Systems; Leadership and Team Management Skills.

DUTIES : Facilitate the administration of leaves; Facilitate the administration of pension benefits, Facilitate the administration of compensation and employees' benefits.

ENQUIRIES : Ms. Masha Raesibe Tel No:(015) 294 2068

POST 09/229 : **STATE ACCOUNTANT: SALARIES REF NO: COGHSTA 88/25**
Branch: Financial Management Services

SALARY CENTRE REQUIREMENTS : R325 101 per annum (Level 07)
: Polokwane
: Matric plus an undergraduate qualification in Accounting/Financial Management (NQF 6) or related studies as recognized by SAQA; A minimum of 1-2 years' relevant experience and valid driver's license (with exception of person with disability). Core and Process Competencies: Sound and in-depth knowledge of relevant prescripts, application of the legislative framework governing the public service e.g., PFMA, PPPFA, Treasury regulation, Batho Pele Principles, DORA, Public Service Act, Computer Literacy and Delegation of Authority, PERSAL, BAS, Finest. Skills and Knowledge: Negotiation skills, Presentation skills, People management skills, Time management, Communication, Computer skills, Computer skill, Numeracy skill

DUTIES : Maintenance of salary deductions and allowances; Payroll management; Salary freeze and recall; IRP5 maintenance; Attend to queries.

ENQUIRIES : Ms. Malahlela Nora Tel No:(015) 294 2224

POST 09/230 : **PERSONNEL OFFICER: RECRUITMENT & SELECTION REF NO: COGHSTA 89/25**
 Branch: Corporate Services

SALARY : R269 499 per annum (Level 06)
CENTRE : Polokwane
REQUIREMENTS : Matric plus an undergraduate qualification in Public Administration/Human resource Management (NQF 6) as recognized by SAQA. Core and Process Competencies: Sound and in-depth knowledge of Public Service Act, Public Regulation PFMA, Human Resource Management; PERSAL Systems. Skills & Knowledge: Presentation skills; People management skills; Time management skills; Communication skills (both formal and informal) and Computer Literacy.

DUTIES : Administering of advertised vacant posts on the structure); Coordinate selection processes, Facilitate PERSAL appointments; Administering Placements of officials.

ENQUIRIES : Ms. Mabina Reneilwe Tel No:(015) 294 2046

DEPARTMENT OF EDUCATION



APPLICATIONS : Quoting the relevant references `applications should be forwarded to the relevant Centre:
Head Office: The Head of Department. Private Bag X9489, Polokwane, 0700. Street Cnr 113 Biccard & 24 Excelsior Street, Polokwane, 0700.
Sekhukhune South Education District: The District Director, Private Bag X70, Lebowakgomo. 0737 Old Parliament Complex, Lebowakgomo
Vhembe West: The District Director, Vhembe West Education District, Private Bag X2250, Sibasa. 0970 Block D Old Parliament Building, Thohoyandou.
 Applications submitted via e-Recruitment system through the link a <https://erecruitment.limpopo.gov.za>

CLOSING DATE : 27 March 2026: 14 H00 (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 If an applicant wishes to withdraw an application, it must be done in writing. 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.

MANAGEMENT ECHELON

<u>POST 09/231</u>	:	<u>CHIEF DIRECTOR: INFORMATION COMMUNICATION & TECHNOLOGY MANAGEMENT SERVICES REF NO: LDOE 01/02/2026 (X1 POST)</u> Branch: Corporate Management
<u>SALARY CENTRE REQUIREMENTS</u>	:	R1 494 900 per annum, (all-inclusive package) Head Office (Polokwane) An NQF level 7 qualification in Information Communications Technology (ICT) as recognized by SAQA. A postgraduate qualification (NQF level 8 and above) and experience in the ICT environment will be an added advantage. Minimum of five (5) years' relevant experience at a senior managerial level. SMS Pre-Entry (Niemela) Certificate upon appointment. Valid driver's license (except for people with disability). Strategic Capability and Leadership. People Management and Empowerment. Teamwork. Programmer and Project Management. Financial Management. Change Management. Computer Literacy. Knowledge Management, Service Delivery Innovation. Problem Solving and Analysis. Client Orientation and Customer Focus. Communication. Public Service Knowledge. Negotiation, Policy formulation and Analytic thinking. Ability to work under pressure.
<u>DUTIES</u>	:	Oversee the provision and management of information technology services by: Developing and implementing the department's IT strategy to support education objectives. Ensuring effective management of IT infrastructure, systems, and applications across schools and administrative offices. Overseeing data security, privacy, and IT governance to comply with national regulations and standards. Managing IT budgets, procurement, and vendor relationships, including SITA, to ensure optimal resource allocation. Facilitating digital transformation initiatives, including e-learning platforms, digital content, and connectivity for schools. Providing leadership and guidance to IT staff, fostering skills development and capacity building, including skill upgrade for all officials based on need. Monitoring and evaluating technology projects to ensure alignment with educational goals and timely delivery. Supporting change management in the integration of new technologies within the education system. Collaborating with stakeholders such as SITA and other government agencies, educators, and technology partners to drive innovation. Ensuring maintenance, troubleshooting, and continuous improvement of IT services for the department. Oversee the provision and coordination of knowledge management services Oversee and manage the provision of records management service. Oversee and manage the provision of communication and publication services Oversee the resources (financial, human and physical) in the sub – branch.
<u>ENQUIRIES</u>	:	Mr Lukheli TV at 081 535 3675, Mr. Ramaru TE at 067 873 7345, Mesdames Mmowa LS at 081 532 6059, Phasiwe N at 081 550 2664 and Maupi MJ at 081 530 8921
<u>POST 09/232</u>	:	<u>DIRECTOR: INTEGRATED PLANNING, RESEARCH & REPORTING REF NO: LDOE 02/02/2026 (X1 POST)</u> Branch: Chief Directorate: Strategic Planning Services
<u>SALARY CENTRE REQUIREMENTS</u>	:	R1 266 714 per annum, (all-inclusive package) Head Office (Polokwane) An NQF level 7 as recognised by South African Qualifications Authority (SAQA)A relevant postgraduate qualification (NQF level 8 and above), and experience in planning, research and reporting will be an advantage.5 years' relevant experience at middle/senior managerial level. Driver's Licence (except people living with disabilities). SMS Pre-Entry (Nyukela) Certificate upon appointment. Core & Process Competencies: Strategic Capability & Leadership, Programme & People Management and Empowerment, Financial Management, Change Management, Knowledge Management, Service Delivery Innovation (SDI), Problem Solving & Analysis, Communication Knowledge & Skills: Ability to work under pressure. Computer Literacy. Proven management skills in education management. Advanced analytical skills and extensive knowledge of the prescripts of the Public Service, Education Policies and Strategies.
<u>DUTIES</u>	:	Lead the development and implementation of the organization's strategic plans, ensuring alignment with overall mission, vision, and objectives. Oversee the design, review and execution of research and policy initiatives to inform

evidence-based decision-making and strategic direction. Direct the preparation, analysis, and presentation of comprehensive reports to senior management, stakeholders, and oversight bodies. Monitor and evaluate the effectiveness of strategic and policy initiatives, using data-driven insights to recommend improvements. Collaborate with internal and external partners to gather relevant data and identify emerging trends and opportunities. Ensure compliance with regulatory and governance requirements in all planning, research, reporting and policy development activities. Manage and mentor the strategic planning, research, reporting and policy development team, thus fostering a culture of continuous improvement and professional development. Represent the organization in strategic forums, conferences, and stakeholder engagements as required.

ENQUIRIES : Mr Lukheli TV at 081 535 3675, Mr. Ramaru TE at 067 873 7345, Mesdames Mmowa LS at 081 532 6059, Phasiwe N at 081 550 2664 and Maupi MJ at 081 530 8921.

POST 09/233 : **DIRECTOR: INTERSEN REF LDOE 03/02/2026 (X1 POST)**
Branch: Chief Directorate: Curriculum Management

SALARY CENTRE REQUIREMENTS : R1 266 714 per annum, (all-inclusive package)
: Head Office (Polokwane)
: An undergraduate qualification (NQF level 7) as recognised by South African Qualifications Authority (SAQA)Any relevant postgraduate qualification (NQF level 8 and above), and diploma/certificate will be an advantage. 5 years' relevant experience at middle/senior managerial level. Driver's Licence (except people living with disabilities). SMS Pre-Entry (Nyukela) Certificate upon appointment. Core & Process Competencies: Strategic Capability & Leadership, Programme & People Management and Empowerment, Financial Management, Change Management, Knowledge Management, Service Delivery Innovation (SDI), Problem Solving & Analysis, Communication Knowledge & Skills: Ability to work under pressure. Computer Literacy. Proven management skills in education management. Advanced analytical skills and extensive knowledge of the prescripts of the Public Service, Education Policies and Strategies.

DUTIES : The management and the administration of the directorate. The development/review of learner attainment strategies at the intermediate and senior phase. Function meaningfully in relevant National/Provincial Policy Structures/Committees when invited to do so. Initiate special interventions and support programmes to Districts, Circuits and Schools. Provide professional support to Districts, Circuits and Schools. Manage and coordinate the development and implementation of policies, programmes and systems for Humanities. Manage and coordinate the development and implementation of policies, programmes and systems for languages. Manage and coordinate the development and implementation of policies, programmes and systems for commercial subjects and any other programmes to be added per organizational structure/components.

ENQUIRIES : Mr Lukheli TV at 081 535 3675, Mr. Ramaru TE at 067 873 7345, Mesdames Mmowa LS at 081 532 6059, Phasiwe N at 081 550 2664 and Maupi MJ at 081 530 8921.

OTHER POSTS

POST 09/234 : **DEPUTY DIRECTOR: ORGANISATIONAL TRANSFORMATION & SPECIAL PROGRAMMES REF NO: LDOE 04/02/2026 (X1 POST)**
Directorate: Service Delivery and Organisational Transformation

SALARY CENTRE REQUIREMENTS : R896 436 per annum, (all-inclusive package)
: Head Office (Polokwane)
: A relevant NQF Level 7 qualification as recognized by SAQA.A postgraduate degree in education management will be an added advantage. Minimum of five (5) years' experience at a middle/senior managerial level. Experience in monitoring, evaluation, planning, research, or policy formulation will be an added advantage. SMS Pre-Entry (Nyukela) Certificate upon appointment. Valid driver's license (except for people with disability). Competencies Strategic Capability and Leadership. People Management and Empowerment. Programme and Project Management. Financial Management. Change

- Management. Knowledge Management, Service Delivery Innovation. Problem Solving and Analysis. Client Orientation and Customer Focus.
- DUTIES** : Lead and coordinate the development, implementation, and monitoring of organisational transformation initiatives in alignment with DPSA policy objectives. Manage special programmes aimed at promoting diversity, equity, and inclusion within the department. Develop and oversee frameworks, guidelines, and policies to facilitate effective organisational transformation and the integration of special programmes. Monitor, evaluate, and report on the effectiveness of transformation and special programme interventions, ensuring compliance with relevant legislative and policy requirements. Engage stakeholders, including government departments and civil society, to foster collaboration and drive transformation outcomes. Identify emerging trends and best practices in organisational transformation and special programmes, recommending innovative approaches for continuous improvement. Prepare and manage budgets, resources, and project plans for transformation and special programmes within the Department. Represent the Department at relevant forums, task teams, and committees, advocating transformation and special programme priorities. Ensure effective communication and change management strategies are implemented to support the successful adoption of transformation initiatives.
- ENQUIRIES** : Mr Lukheli TV at 081 535 3675, Mr. Ramaru TE at 067 873 7345, Mesdames Mmowa LS at 081 532 6059, Phasiwe N at 081 550 2664 and Maupi MJ at 081 530 8921.
- POST 09/235** : **ASSISTANT DIRECTOR: STRATEGIC PLANNING REF NO: LDOE 10/02/2026 (X1 POST)**
Directorate: Integrated Planning, Research & Reporting
- SALARY CENTRE REQUIREMENTS** : R468 459 per annum, (all-inclusive package)
: Head Office (Polokwane)
: A relevant NQF level 6 in Public Administration or equivalent as recognized by SAQA. Five (5) years' experience of which three (3) years must be at Lower Management post /Supervisory level 7/8 within related field. Valid drivers' license (with exception of people with disability). Core & Process Competencies Knowledge Management, Problem – solving and analysis, Programme & Project Management, Change Management, Financial Management, Client Orientation & Customer focus, Communication. Knowledge and Skills Report writing skills. Communication skills. Project Planning. Interpersonal relations. Problem – solving skills. Presentation skills. Functional Computer literacy (MS Word, MS Excel, MS Power Point and MS Outlook).
- DUTIES** : Coordinate the development, implementation, and review of departmental strategic plans in alignment with the Department of Monitoring and Evaluation (DPME) planning framework and relevant government priorities. Facilitate stakeholder engagement sessions to ensure that strategic planning processes incorporate input from all relevant internal and external stakeholders. Monitor and evaluate the progress of strategic objectives, ensuring regular reporting in accordance with DPME requirements. Provide guidance and support to directorates on integrating departmental goals with national and provincial strategic planning frameworks. Prepare comprehensive reports, presentations, and submissions for senior management and oversight bodies on strategic planning progress and outcomes.
- ENQUIRIES** : Mr Lukheli TV at 081 535 3675, Mr. Ramaru TE at 067 873 7345, Mesdames Mmowa LS at 081 532 6059, Phasiwe N at 081 550 2664 and Maupi MJ at 081 530 8921.
- POST 09/236** : **ASSISTANT DIRECTOR: POLICY CO - ORDINATION REF NO: LDOE 11/02/2026 (X1 POST)**
Directorate: Integrated Planning, Research & Reporting
- SALARY CENTRE REQUIREMENTS** : R468 459 per annum, (all-inclusive package)
: Head Office (Polokwane)
: A relevant NQF level 6 in Public Administration or equivalent as recognized by SAQA. Five (5) years' experience of which three (3) years must be at Lower Management post /Supervisory level 7/8 within related field. Valid drivers' license (with exception of people with disability). Core & Process Competencies Knowledge Management, Problem – solving and analysis,

- Programme & Project Management, Change Management, Financial Management, Client Orientation & Customer focus, Communication. Knowledge and Skills Report writing skills. Communication skills. Project Planning. Interpersonal relations. Problem – solving skills. Presentation skills. Functional Computer literacy (MS Word, MS Excel, MS Power Point and MS Outlook).
- DUTIES** : Coordinate the development, implementation, and review of education policies in alignment with national and provincial directives. Facilitate stakeholder engagement processes to ensure effective policy formulation and feedback integration. Monitor and evaluate policy outcomes, preparing reports and recommendations for senior management. Provide technical support and guidance to departmental units regarding policy interpretation and application. Ensure policy alignment with legislative and regulatory frameworks governing basic education in South Africa. Represent the department at intergovernmental and sectoral meetings, contributing to policy dialogue and advocacy.
- ENQUIRIES** : Mr Lukheli TV at 081 535 3675, Mr. Ramaru TE at 067 873 7345, Mesdames Mmowa LS at 081 532 6059, Phasiwe N at 081 550 2664 and Maupi MJ at 081 530 8921.
- POST 09/237** : **ASSISTANT DIRECTOR: RISK MANAGEMENT REF NO: LDOE 12/01/2026 (X1 POST)**
Directorate: Risk & Integrity Management
- SALARY CENTRE REQUIREMENTS** : R468 459 per annum, (all-inclusive package)
: Head Office, Polokwane
: A relevant NQF level 6 in Risk Management or equivalent as recognized by SAQA. Five (5) years' experience of which three (3) years must be at Lower Management post /Supervisory level 7/8 within related field. Valid driver's license (with exception of people with disability). Competencies: Report writing skills. Communication skills. Project Planning. Interpersonal relations. Problem – solving skills. Presentation skills. Functional Computer literacy (MS Word, MS Excel, MS Power Point and MS Outlook). Knowledge of the Barn Owl system.
- DUTIES** : Develop, implement, and monitor the organization's risk management policies and strategies in accordance with the Public Sector Risk Management Framework as prescribed by the National Treasury. Facilitate risk assessments and maintain a comprehensive risk register, ensuring risks are identified, assessed, and prioritized appropriately. Coordinate the implementation of risk mitigation strategies and action plans and regularly report on progress to senior management and relevant oversight bodies. Provide risk management training and awareness programmes to staff to promote a culture of proactive risk management within the organisation. Ensure compliance with all legislative and regulatory requirements related to risk management in the public sector. Prepare and present risk management reports, including emerging risks and trends, for the risk committee and other stakeholders as required.
- ENQUIRIES** : Mr Lukheli TV at 081 535 3675, Mr. Ramaru TE at 067 873 7345, Mesdames Mmowa LS at 081 532 6059, Phasiwe N at 081 550 2664 and Maupi MJ at 081 530 8921.

DEPARTMENT OF SOCIAL DEVELOPMENT

Limpopo Department of Social Development is an equal opportunity and Affirmative Action Employer. Designated race groups, females and People with disabilities remain our target and are encouraged to apply.



- APPLICATIONS** : Applications should be directed to Head of Department, Private Bag X9710, Polokwane, 0700 or submitted at: 21 Biccard Street, Olympic Towers Building, Ground Floor, Office No. 30. Applicants are encouraged to register and submit their applications through the e-Recruitment website at <https://erecruitment.limpopo.gov.za>
- CLOSING DATE** : 27 March 2026
- NOTE** : Applicants are hereby invited to apply for the funded vacant post as advertised. Applicants are encouraged to register and submit their applications through the e-Recruitment website, however, hand delivery applications are acceptable

and must be submitted on the new Z83 application form obtained from all Government Departments or can be downloaded from www.gov.za / www.dpsa.gov.za / www.labour.gov.za. Applicants using e-recruitment must also complete the Z83 and upload together with their CV in addition to the online profile. 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. In Part B, all fields should be completed in full except the following: South African applicants need not provide passport numbers. If an applicant responded "No" to the question "Are you conducting business with the State or are you a Director of a Public or Private company conducting business with the State? Then it is acceptable for an applicant to indicate not applicable or leave blank to the question. If yes (provide detail), "In the event that you are employed in the Public Service, will you immediately relinquish such business interest?". Applicants may leave the following question blank if they are not in possession of such: "If your profession or occupation requires official registration, provide date and particulars of registration". Noting there is limited space provided for Part E, F & G, applicants often indicate "refer to Curriculum Vitae (CV) or see attached", this is acceptable as long as the CV has been attached and provides the required information. If the information is not provided in the CV, the applicant may be disqualified. It must be noted that a CV is an extension of the application of employment Z83, and applicants are accountable for the information that is provided therein. The questions related to conditions that prevent re-appointment under Part F must be answered. Applicants with foreign qualifications remain responsible for ensuring that their qualifications are evaluated by the South African Qualifications Authority (SAQA) and to provide proof of such evaluation. Applicants are not required to submit certified copies of educational qualifications, academic records, current registration with the relevant statutory body, Identity documents and a valid motor vehicle driver's license (where required) but must submit a duly completed Z83 application for employment form, and a detailed CV. Shortlisted candidates will be required to come for an interview, at which time, certified copies of all relevant qualifications, current registration with the relevant statutory body, copy of ID and a valid motor vehicle driver's license (where required) must be submitted. All shortlisted candidates shall undertake two pre-entry assessments. One shall be a practical exercise and the other shall be an Integrity [Ethical Conduct], an Assessment as per Directive on Human Resource Management and Development for Public Service Professionalization effective from 01 April 2024. The successful candidate will be subjected to security clearance [Vetting] as per the Directive on Human Resource Management and Development for Public Service Professionalization effective from 01 April 2024. NB: Applicants are encouraged to comply with Practice note on the Z83 application for employment DPSA Circular 19 of 2022, Clarification regarding the completion of Z83 application DPSA circular 3 of 2025 and other related matters. The Department reserves the right not to make any appointment to the post advertised. The employment decision shall among other determination be informed by the Employment Equity Plan of the Department. Correspondence will be entered into with short-listed candidates only due to a large number of applications we envisage to receive, if you have not heard from the Department within ninety (90) day from the closing date, consider your application unsuccessful. However, Faxed applications will not be considered. The contents of this circular will also be posted on the following websites www.dsd.limpopo.gov.za / www.limpopo.gov.za / www.dpsa.gov.za, Provincial Departments website and social media. Please note: Due to austerity measure, the department will not carry any related costs (transport, accommodation, and meals) for candidates attending interviews.

OTHER POST

<u>POST 09/238</u>	:	<u>DEPUTY DIRECTOR: RISK MANAGEMENT SUPPORT REF NO: DSD/2026/59 (X1 POST)</u>
<u>SALARY</u>	:	R896 436 per annum (Level 11), (all-inclusive package)
<u>CENTRE</u>	:	Head Office
<u>REQUIREMENTS</u>	:	An appropriate qualification at NQF 6 or equivalent qualification in Risk Management / Financial Management / Internal Auditing as recognized by

SAQA. A minimum of 5 years' relevant experience of which 3 years must be at Junior / Middle Management level. Valid motor vehicle driver's licence (with the exception of persons with disabilities). Core and Process Competencies: Strategic Capability and Leadership. Programme and Project Management. Change Management. Financial Management. People Management and Empowerment. Knowledge Management. Problem Solving and analysis. Client orientation and customer focus. Good communication skills. Presentation skills, proactiveness, professionalism, time management, teamwork. Knowledge and Skills: Knowledge of Public Sector Risk Management Framework. Knowledge of Public Finance Management Act. Knowledge of Treasury Regulations. Knowledge and understanding of COSO framework, Knowledge and understanding of ISO 31000 on Risk Management, In-depth Knowledge of Business Continuity Management, Knowledge and understanding of KING IV Governance Report Knowledge of Strategic planning cycle. Policy formulation. Presentation skills. Policy development. Data analysis. Report writing. Leadership skills. Communication.

DUTIES

: Develop enterprise risk management strategies. Integrate the Risk Management, Planning and Budget Process, Manage the development and implementation of business continuity services. Manage the promotion of code of conduct. Manage the implementation of financial disclosure. Coordinate whistle blowing centre management. Develop plans for risk assessment and conduct awareness campaigns. Coordinate the development and implementation of risk management policy. Coordinate governance meetings within Risk Management Unit. Conduct lifestyle audit in line with DPSA guidelines. Generate report through Risk Management Software- Barn Owl. Monitor the implementation of risk management initiatives / programmes.

ENQUIRIES

: General enquiries about the advertised posts should be directed to Mr S Rasivumo / Ms ME Gafane / Mr QLM Mogotlane / Ms MR Semake/Mr LI Mosehlana Tel No: (015) 230 4422 / 4315 / 4375 / 4434.

**PROVINCIAL ADMINISTRATION: MPUMALANGA
DEPARTMENT OF EDUCATION**

The Mpumalanga Department of Education is committed to provide equal opportunities and practices affirmative action employment. It is the intention of the Department to promote representivity (disability, gender and race) through the filling of posts and a candidate whose transfer / promotion / appointment will promote representivity will receive preference.

- APPLICATIONS** : Postal address: The Head of Department, Department of Education, Private Bag X11341, Nelspruit, 1200. For Attention: Mr. J Ngomane / Ms. C Mkhathswa / Ms. SR Ndzinisa / Mr. X Sifunda, HR Recruitment
Applications may also be placed (recorded in the register) in the application container located at the Security Desk, Upper Ground, Ikhamanga Building of the Riverside Government Complex, Mbombela or uploaded on the following link: <https://forms.gle/o9MBmwwn3xDFCSub8>
- CLOSING DATE** : 02 April 2026
- NOTE** : Applications should be submitted on the latest Form Z.83, obtainable from any Public Service Department. Applications must in all cases be accompanied by a recent updated comprehensive CV only. Only shortlisted candidates for a post will be required to submit certified copies of qualifications, identity document and driver's license on or before the day of the interview following communication from the relevant HR section of the Department. 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 complete part A, B AND C as well as the declaration and sign form Z83, even if they are attaching a CV. 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. The filling of posts will be done in terms of the Department's approved Employment Equity Plan. Due to ongoing internal processes, the Department reserves the right to withdraw any post at any time. The Department reserves the right to verify the qualifications of every recommended candidate prior to the issuing of an offer of appointment. All short listed candidates will be subject to a vetting process prior to appointment. If no response is received from Mpumalanga Department of Education within 90 days after the closing date of the advertisement, applicants must assume that their application was not successful. The Mpumalanga Department of Education awaits applications from suitably qualified and experienced persons for appointment to positions, as set out below:

MANAGEMENT ECHELON

- POST 09/239** : **DEPUTY DIRECTOR-GENERAL: CURRICULUM REF NO: A2/006**
- SALARY** : R1 813 182 per annum, an all-inclusive remuneration package. The package can be structured according to the individual's personal needs. The successful candidate will have to sign an annual performance agreement, annually disclose his/her financial interests and be subjected to a security clearance. Appointment will be subject to competency assessment. Shortlisted candidates will be subjected to a technical exercise that intends to test relevant technical elements of the job. 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.
- CENTRE REQUIREMENTS** : Head Office, Mbombela
: An appropriate SAQA recognised Honors Degree or Post Graduate Diploma or equivalent qualification (NQF level 8) relevant to the specific field plus a minimum of 8 years experience at a senior managerial level. Proven outstanding managerial and service delivery competency. In depth knowledge and understanding of education policies and legislation, in particular the policy frameworks governing the provision of general- and further education and training, as well as the PFMA and Financial Regulations. Extensive knowledge

of and credible experience in the area of general- and further education and training. Proven communication and interpersonal skills at all levels. Sound analytical and problem solving skills. Advanced planning, organising and project management skills. Sound financial management skills. Ability to develop logical frameworks and other planning models. Ability to adhere to work schedules and to work under pressure. Ability to maintain the required level of information confidentiality and security. Developed computer literacy. Willingness to travel and work beyond normal working hours. Condition: Appointment will be subject to competency assessment. Valid driver's license. Shortlisted candidates will be subjected to a relevant technical exercise. Please note: With effect from 1 April 2020, an individual may only qualify for appointment at SMS level provided that said official has successfully completed a Public Service Senior Management Leadership Programme and that he/she can produce the required Pre-entry Certificate as issued by the National School of Governance (NSG) on her/his own cost. For further information related to the on-line course, interested officials are advised to contact nyukela@thensg.gov.za. 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.

DUTIES

: Ensure the development, planning, implementation, monitoring, assessment and co-ordination of policy and systems for general education and training (including ECD), as well as further education and training. Ensure the effective delivery of policy, programmes and systems for diverse educational support services, including education for learners with special educational needs, psychological guidance, career guidance, school enrichment programmes as well as the provisioning and utilisation of printed media and the management of school and education libraries. Ensure the planning, administration, monitoring, evaluation and reporting on learner assessments examinations and school evaluations. Ensure compliance, implementation and maintenance of national and provincial policy frameworks in the responsible areas of activity. Ensure mission effectiveness and operational efficiency through effective and efficient resources management, including the human resources, finance, equipment and systems of the component. Contribute to the strategic direction of the Department. Pro-actively build sound relationships with key stakeholders and clients, including organised labour. Empower staff within the component through coaching, development and skills transfer. The appointee will be a member of the management echelon of the Department of Education, and will be expected to contribute at that level. Promote a culture of efficiency and quality.

ENQUIRIES

: Ms. LH Moyane Tel No: (013) 766 5520

POST 09/240

: **DIRECTOR: OFFICE OF THE HOD REF NO: A2/007**

SALARY

: R1 266 714 per annum, an all-inclusive remuneration package. The package can be structured according to the individual's personal needs. The successful candidate will have to sign an annual performance agreement, annually disclose his/her financial interests and be subjected to a security clearance. Appointment will be subject to competency assessment. Shortlisted candidates will be subjected to a technical exercise that intends to test relevant technical elements of the job. 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.

CENTRE REQUIREMENTS

: Head Office, Mbombela
 : An appropriate SAQA recognised Bachelors Degree or Advanced Diploma or equivalent qualification (NQF level 7) relevant to the specific field plus a minimum of 5 years experience at a middle/senior managerial level. Experience in networking with key stakeholders in the public and private sectors. Knowledge of executive office management priorities. Knowledge of legislation as well as labour implications with regard to various acts and the PFMA. Excellent leadership-, interpersonal-, motivational-, analytical-, financial management and good written and verbal communications skills; speech- and report writing skills; executive office management skills; comprehensive knowledge of the public service and education sector related legislation and

the legal implications thereof; ability to plan, manage and delegate as well as monitor public administrative functions; innovative, analytical and creative thinking. Proficiency and computer skills in the Microsoft Office applications. Valid driver's license. Please note: With effect from 1 April 2020, an individual may only qualify for appointment at SMS level provided that said official has successfully completed a Public Service Senior Management Leadership Programme and that he/she can produce the required Pre-entry Certificate as issued by the National School of Governance (NSG) on her/his own cost. For further information related to the on-line course, interested officials are advised to contact nyukela@thensg.gov.za. 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.

DUTIES

: Manage the flow of documents and correspondences. Provide a secretarial role at Executive Management meetings. Coordinate and consolidate all relevant documentation for the HOD including strategic plans, budgets and reports. Coordinate the HOD and DDG's one-on-one meetings on a regular basis to keep the HOD informed of developments in the Department. Organise and determine the most effective methods and standards of documents that will enhance the quality of the office. Compile and distribute confidential documents i.e. cabinet memoranda and general correspondence to relevant stakeholders. Liaise with programme managers on compilation/submission of documents in the Department. Record, track and provide reports on Executive decisions taken. Render executive administration support services to the HOD. Facilitate and monitor the implementation of executive decisions. Develop strategic and operational plans for the office of the HOD. Manage relations with external stakeholders as well as coordinate special projects. Act as a principal contact and provide support to the office of the HOD and MEC. Prepare for multilateral meetings. Undertake research and compile reports for the HOD. Coordinate the submissions and response to Executive Council and legislature. Collate strategic and operational plans and performance reports. Assist with strategic and business planning processes for the Branch. Coordinate communication with all stakeholders and customers. Render secretariat support services. Assume the responsibility for the overall management of the private and administrative secretariat and personal support services to the HOD. Provide leadership in the management of the HOD's strategic diary. Manage the diary, meetings and programmes efficiently. Ensure that there are document management systems in place. Manage the flow of correspondence and ensure timeous processing thereof. Liaison with protocol, security and other support services. Liaise with MEC and Departments regarding programmes and meetings. Schedule and organise meetings of the senior management team and provide support. Liaise with other branches in the Department and ensure that all statutory reports are prepared and submitted. Draft correspondence and take minutes of meetings. Collate strategic and operational plans and performance reports.

ENQUIRIES

: Ms. LH Moyane Tel No: (013) 766 5520

POST 09/241

: **DIRECTOR: FINANCIAL ACCOUNTING REF NO: A2/008**

SALARY

: R1 266 714 per annum, an all-inclusive remuneration package. The package can be structured according to the individual's personal needs. The successful candidate will have to sign an annual performance agreement, annually disclose his/her financial interests and be subjected to a security clearance. Appointment will be subject to competency assessment. Shortlisted candidates will be subjected to a technical exercise that intends to test relevant technical elements of the job. 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.

CENTRE REQUIREMENTS

: Head Office, Mbombela
 : An appropriate SAQA recognised Bachelors Degree or Advanced Diploma or equivalent qualification (NQF level 7) relevant to the specific field plus a minimum of 5 years experience at a middle/senior managerial level. Knowledge, skills, training and competencies required: Sound technical

knowledge of GRAP (Generally Recognised Accounting Practices), the Basic Accounting System (BAS) and the PERSAL system. In depth knowledge and understanding of the provisions of the Public Finance Management Act, Treasury Regulations and the Division of Revenue Act. Ability to provide sound technical advice on the performance of the departmental financial system to the Chief Financial Officer and Line Managers. Strong leadership ability in securing financial resources for the Department to adequately fund the Strategic Plan. Ability to capitalize on human potential and to build a strong financial delivery team. Good planning, organising and project management skills. Excellent verbal communication- and report writing skills. Valid driver's license. Shortlisted candidates will be subjected to a relevant technical exercise. Please note: With effect from 1 April 2020, an individual may only qualify for appointment at SMS level provided that said official has successfully completed a Public Service Senior Management Leadership Programme and that he/she can produce the required Pre-entry Certificate as issued by the National School of Governance (NSG) on her/his own cost. For further information related to the on-line course, interested officials are advised to contact nyukela@thensg.gov.za. 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.

DUTIES

: Manage the Financial Accounting Unit. Manage the Department's general expenditure services which includes the capturing, authorisation, record keeping and control of general payments and credit notes, as well as dealing with departmental suspense accounts and general expenditure debt. Manage the Department's salary services, which includes all salary administration matters, PERSAL interface control as well as dealing with departmental salary accounts and salary debt. Ensure compliance with the provisions of the Public Finance Management Act, Treasury Regulations and the Division of Revenue Act. Meet the reporting requirements and standards set in terms of the PFMA, Division of Revenue Act and financial statements. Ensure adequate internal financial control arrangements and systems for the accountable delegation of financial powers, asset security, monitoring and evaluation, early warning and timeous corrective action.

ENQUIRIES

: Ms. TF Ntuli Tel No: (013) 766 5438

POST 09/242

: **DIRECTOR: FURTHER EDUCATION & TRAINING REF NO: A2/009**

SALARY

: R1 266 714 per annum, an all-inclusive remuneration package. The package can be structured according to the individual's personal needs. The successful candidate will have to sign an annual performance agreement, annually disclose his/her financial interests and be subjected to a security clearance. Appointment will be subject to competency assessment. Shortlisted candidates will be subjected to a technical exercise that intends to test relevant technical elements of the job. 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.

CENTRE

: Head Office, Mbombela

REQUIREMENTS

: An appropriate SAQA recognised Bachelors Degree or Advanced Diploma or equivalent qualification (NQF level 7) relevant to the specific field plus a minimum of 5 years experience at a middle/senior managerial level. Proven outstanding managerial and service delivery competency. In depth knowledge and understanding of education policies and legislation, in particular the policy frameworks governing the provision of further education and training, as well as the PFMA and Financial Regulations. Extensive knowledge of and credible experience in the area of further education and training. Proven communication and interpersonal skills at all levels. Sound analytical and problem solving skills. Advanced planning, organising and project management skills. Sound financial management skills. Ability to develop logical frameworks and other planning models. Ability to develop and adhere to work schedules. Ability to maintain the required level of information confidentiality and security. Developed computer literacy. Willingness to travel and work beyond normal working hours. Valid driver's license. Shortlisted candidates will be subjected to a relevant technical exercise. Please note: With effect from 1 April 2020, an

individual may only qualify for appointment at SMS level provided that said official has successfully completed a Public Service Senior Management Leadership Programme and that he/she can produce the required Pre-entry Certificate as issued by the National School of Governance (NSG) on her/his own cost. For further information related to the on-line course, interested officials are advised to contact nyukela@thensg.gov.za. 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.

DUTIES

: Ensure the development, planning, implementation, monitoring, assessment and co-ordination of policy and systems for further education and training. Promote the planning, research and establishment of a co-ordinated system for FET and the facilitation of the design of programmes relevant to the development needs of the province. Promote the development and implementation of FET curriculum in line with the 12 fields of learning. Render a FET institutional management support services, including the following: The administration of the establishment/ amalgamation/ conversion/ closure of institutions/campuses. The facilitation of norms and the distribution of posts for the annual post establishments of FET institutions and campuses. The evaluation of institutional budget needs, and monitoring of financial audits and accountability. The analysis of the financial expenditure of institutions and their quarterly reports regarding progress on operational plans. The alignment of institutions' financial policies with provincial and national policies. Manage and co-ordinate the following functions in regard of independent Institutions, including: The verification of enrolments and compliance to minimum standards on a regular basis. Ensuring that the governance of Independent Institutions comply with national and provincial policies. The evaluation of new applications and making recommendations regarding registration. The maintenance of a comprehensive register of all independent schools in the Province. The administration of subsidies for independent schools. Ensure compliance, implementation and maintenance of national and provincial policy frameworks in the responsible areas of activity. Ensure mission effectiveness and operational efficiency through effective and efficient resources management (including Human Resources, Finance, Equipment, etc.) of the component. Pro-actively build sound relationships with key stakeholders and clients, including organised labour. Promote a culture of efficiency and quality. The appointee will be a member of the management echelon of the Department of Education, and will be expected to contribute at that level.

ENQUIRIES

: Mr. ER Nkosi Tel No: (013) 766 0918

POST 09/243

: **DIRECTOR: HR PROVISIONING REF NO: A2/010**

SALARY

: R1 266 714 per annum, an all-inclusive remuneration package. The package can be structured according to the individual's personal needs. The successful candidate will have to sign an annual performance agreement, annually disclose his/her financial interests and be subjected to a security clearance. Appointment will be subject to competency assessment. Shortlisted candidates will be subjected to a technical exercise that intends to test relevant technical elements of the job. 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.

CENTRE REQUIREMENTS

: Head Office, Mbombela
 : An appropriate SAQA recognised Bachelors Degree or Advanced Diploma or equivalent qualification (NQF level 7) relevant to the specific field plus a minimum of 5 years experience at a middle/senior managerial level. Competencies: Extensive knowledge of HR policy frameworks, education legislation and policies and public service legislation and policies pertaining to HR Provisioning. In depth knowledge of and experience in procedures for dealing with the job evaluation system, HR Provisioning and HR Planning. Credible experience in the management of the maintenance and administration of the entire Departmental HR Establishment. Credible experience in the Management of the PERSAL system. Credible knowledge and experience related to the costing and preparation of inputs for Compensation budgeting

processes. Ability to develop logical frameworks and other planning models. Ability to maintain the required level of information confidentiality and security. Advanced planning, organising and project management skills. Ability to develop and adhere to work schedules. Strong interpersonal-, networking-, written- and verbal communication skills at all levels. Excellent report writing skills. Excellent analytical and strategic thinking capabilities. Sound financial management skills. Proven supervisory and people management skills. Proficiency and computer skills in the Microsoft Office applications. Willingness to travel and work beyond normal working hours. Ability to work under pressure and produce excellent results. Valid driver's license. Shortlisted candidates will be subjected to a relevant technical exercise. Please note: With effect from 1 April 2020, an individual may only qualify for appointment at SMS level provided that said official has successfully completed a Public Service Senior Management Leadership Programme and that he/she can produce the required Pre-entry Certificate as issued by the National School of Governance (NSG) on her/his own cost. For further information related to the on-line course, interested officials are advised to contact nyukela@thensg.gov.za. 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.

DUTIES

: Manage the HR Provisioning Unit. Manage organisational development, the job evaluation system and equitable job design in line with strategic- and HR Planning. Manage strategic plans for the provisioning of human resources, and the provision of an effective HR information service. Manage the monitoring and maintenance of the departmental establishment as well as the PERSAL Personnel sub-system. Manage the Post Provisioning Norms in the allocation of posts & employment of educators. Manage and control the provisioning of human resources in line with HR- and Affirmative Action plans. Manage the recruitment and employment of educators and officials in offices in accordance with policy and delegations. Provide costing and inputs for Compensation budgeting processes. Give direction to, co-ordinate, monitor and advise on all HR provisioning related matters (procedural and policy). Manage the development and implementation of HR Plan, HR Performance Information, Risk Management & all other HR Strategic interventions in accordance to the approved HR Strategy & appropriate policy, processes & procedures- and administrative structures for the provision and maintenance of a HR provisioning service. Identify the needs for improved HR provisioning services and formulate programmes and projects for the implementation thereof. Ensure compliance, implementation and maintenance of national and provincial policy frameworks in the responsible areas of activity. Maintain discipline of staff members. Promote a culture of efficiency and quality. Execute HR Performance Management.

ENQUIRIES

: Mr. JS Ndala Tel No: (013) 766 5383

POST 09/244

: **DIRECTOR: QUALITY ASSURANCE REF NO: A2/011**

SALARY

: R1 266 714 per annum, an all-inclusive remuneration package. The package can be structured according to the individual's personal needs. The successful candidate will have to sign an annual performance agreement, annually disclose his/her financial interests and be subjected to a security clearance. Appointment will be subject to competency assessment. Shortlisted candidates will be subjected to a technical exercise that intends to test relevant technical elements of the job. 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.

CENTRE REQUIREMENTS

: Head Office, Mbombela
 : An appropriate SAQA recognised Bachelors Degree or Advanced Diploma or equivalent qualification (NQF level 7) relevant to the specific field plus a minimum of 5 years experience at a middle/senior managerial level. Knowledge of and experience in high level planning financial and personnel management. He or she will provide strategic leadership in the Directorate. Experience and knowledge of quality assurance systems, curriculum and general education policy and legislation is a requirement. An in-depth

understanding of international trends in systemic assessments and evaluations would be an added advantage. The successful candidate should display ability to work as part of a team, good communication and writing skills. Competencies: Sound knowledge of and experience in education and/or public sector management, as well as interactions between the various role players in the education sector. Sufficient knowledge and understanding of current national and provincial education and public service policies. Distinct competence and a proven track record in the areas of participative style of management and leadership, organizational development, policy formulation, as well as performance management and evaluation. Proven negotiation skills and experience in conflict resolution. Computer literacy. Ability to communicate effectively with a broad spectrum of role players both in writing and verbally. A strong interest in the development of the education system. Valid driver's license. Shortlisted candidates will be subjected to a relevant technical exercise. Please note: With effect from 1 April 2020, an individual may only qualify for appointment at SMS level provided that said official has successfully completed a Public Service Senior Management Leadership Programme and that he/she can produce the required Pre-entry Certificate as issued by the National School of Governance (NSG) on her/his own cost. For further information related to the on-line course, interested officials are advised to contact nyukela@thensg.gov.za. 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 of Education seeks to employ a dynamic leader as Director for the Quality Assurance Directorate. The successful candidate will take responsibility for the evaluation of the system. He/ she will drive the implementation of systemic assessments, whole school evaluation and support schools to improve on the quality of the delivery of education. He or she will also be a member of the management structure of the Department, and will be expected to contribute at that level. Develop and maintain a quality Assurance system and manage all systems concerning examinations. Conduct systematic evaluation on all levels of the education system. Promote the improved performance of learners at all learners' sites. Manage systems concerning public examination, which includes the co-ordination of matters pertaining to Grade 9 and 12 and ABET level 4 exams, as well as all matters regarding the computerized examination system. Render support services for all types of examinations and the administration thereof.

DUTIES

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ENQUIRIES

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POST 09/245

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SALARY

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CENTRE REQUIREMENTS

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DIRECTOR: STRAT PLANNING & CO-ORDINATION REF NO: A2/012

R1 266 714 per annum, an all-inclusive remuneration package. The package can be structured according to the individual's personal needs. The successful candidate will have to sign an annual performance agreement, annually disclose his/her financial interests and be subjected to a security clearance. Appointment will be subject to competency assessment. Shortlisted candidates will be subjected to a technical exercise that intends to test relevant technical elements of the job. 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.

Head Office, Mbombela

An appropriate SAQA recognised Bachelors Degree or Advanced Diploma or equivalent qualification (NQF level 7) relevant to the specific field plus a minimum of 5 years experience at a middle/senior managerial level. Extensive credible experience in facilitating and monitoring strategic planning processes and research programmes. Competencies: In depth knowledge of government policies (PFMA, MTEF etc.) and its planning processes. Sound understanding and insight into the programmes and priorities of government. Sound understanding of transformation in government. Distinct competence and a proven track record in the areas of participative management and leadership, organisational development, policy formulation, as well as programme management and evaluation. Ability to develop logical frameworks and other planning models. Ability to develop and adhere to work schedules. Strong

leadership ability. Ability to capitalize on human potential and to build a strong team. Good inter-personal skills. Advanced planning, organising and project management skills. Sound financial management skills. Excellent verbal communication- and report writing skills. Excellent editing- and analytical skills. Good computer and IT skills. Valid drivers license. Shortlisted candidates will be subjected to a relevant technical exercise. Please note: With effect from 1 April 2020, an individual may only qualify for appointment at SMS level provided that said official has successfully completed a Public Service Senior Management Leadership Programme and that he/she can produce the required Pre-entry Certificate as issued by the National School of Governance (NSG) on her/his own cost. For further information related to the on-line course, interested officials are advised to contact nyukela@thensg.gov.za. 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.

DUTIES

: Conduct research related to strategic planning and formulate and review a clear strategic plan for the Department within the MTEF. Manage the promotion of integrated development planning and partnerships with all stakeholders involved in the reconstruction and development of education. Facilitate programmes alignment within the department, as well as the planning, monitoring and assessment of progress regarding the provincial programmes. Monitor the overall provisioning of education in the province and facilitate the planning of new policy directions. Ensure active and influential participation in provincial, national, and international development and planning processes with a view to identifying policy implications for education. Strategically co-ordinate, monitor and report on macro policy and planning processes, including the development of strategies for the monitoring and evaluation of programmes and the co-ordination of the preparation of the Annual Report. Determine the research needs of the department, conduct research/ co-ordinate the conducting of research and establish a departmental resource centre. Initiate, develop, facilitate and co-ordinate all developmental education projects in support of the overall strategic plan. Ensure compliance, implementation and maintenance of national and provincial policy frameworks in the responsible areas of activity. Ensure mission effectiveness and operational efficiency through effective and efficient resources management (including Human Resources, Finance, Equipment, etc.) of the component. Pro-actively build sound relationships with key stakeholders and clients, including organised labour. Promote a culture of efficiency and quality. The appointee will be a member of the management echelon of the Department of Education, and will be expected to contribute at that level.

ENQUIRIES

: Mr. D Mtembu Tel No: (013) 766 5124

DEPARTMENT OF HEALTH

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

APPLICATIONS

: Departmental Online Application System: www.mpuhealth.gov.za

CLOSING DATE

: 27 March 2026

NOTE

: NB: 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 short listed 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 was posted in the Public Service Vacancy Circular 06 dated 20 February 2026, the posts of Medical Officers Grade 1 (Matikwane Hospital, Ehlanzeni District), King Nyabela Hospital (Nkangala District), Bethal Hospital, Bethal Mortuary, Elsie Ballot Hospital, Embhuleni Hospital, Ermelo Hospital, Evander Hospital and Standerton Hospital (Gert Sibande District) with Ref No: MPDoH/Feb/26/1179 has been withdrawn.

OTHER POSTS

POST 09/246

: **MEDICAL OFFICER GRADE 1 REF NO: MPDOH/MAR/26/1224**

SALARY
CENTRE
REQUIREMENTS

: R1 001 349 - R1 078 116 per annum
: Rob Ferreira Hospital (Ehlanzeni District)
: MBChB degree (qualification) that allows registration with the HPCSA as a Medical Practitioner. Current registration with the HPCSA as a Medical Practitioner (2026) (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. Sound clinical knowledge with regard to medicine. Ability to deal with all medical emergencies. Knowledge of ethical medical practice.

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. 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 (013) 766 3207 / Ms. Sebenzile Mthisi

Tel No: (013) 766 3339, Mr. Mxolisi Maseko Tel No: (013) 766 3351 and IT related queries: Help desk Tel No: (013) 766 3018.

POST 09/247 : **DEPUTY DIRECTOR: HUMAN RESOURCE INFORMATION AND KNOWLEDGE MANAGEMENT REF NO: MPDOH/MAR/26/1225**

SALARY : R896 436 per annum (Level 11), (all-inclusive package)
CENTRE : Provincial Office, Mbombela (Nelspruit)
REQUIREMENTS : Senior Certificate / Grade 12 plus an undergraduate qualification (NQF level 7) in Human Resource Management / Public Administration / Management as recognized by SAQA. At least a minimum three (3) years' functional experience in an PERSAL environment, three (3) experience as a PERSAL System Control or three (3) experience as an Assistant Director in the Human Resource environment. Valid driver's licence. Desirable: PERSAL Certificates. PERSAL training in the following courses: Introduction to PERSAL, Salary Administration, Personnel Management, PERSAL Establishment, Leave Administration. Knowledge: Knowledge of relevant legislation (e.g. Public Service Act, Public Service Regulations, Basic Conditions of Employment Act, Labour Relations Act, PSCBC Resolutions, Public Finance Management Act (PFMA), Treasury Regulations, Basic Accounting System (BAS) Reporting procedure, Customer Care, Access to information Act, Report Requesting. etc. SKILLS: Basic interpersonal relationships, Problem Solving, Planning and Organising, Ability to interpret directives, Conflict Management, Project Management, Formulating and editing, Policy Analyst, Analytical thinking, Report writing, Facilitating, Mentoring, Communication at both high and lower levels, Accounting, Computer literacy, Networking, Financial Management and Formal presentation. Personal Attributes: Commitment, Self Confidence, Loyalty, Trustworthy, Enthusiastic, Integrity, Responsibility and Persuasive.

DUTIES : Manage the monitoring of compliance and enforcement of prescribed legislation, policies and guidelines relating to all PERSAL processes. Maintain an appropriate information system for the department. Provide analytical reports. Evaluate new system designs for use in the department. Develop and maintain a knowledge management strategy for the department.

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

POST 09/248 : **ASSISTANT MANAGER NURSING (PN-B4): MENTAL HEALTH REF NO: MPDOH/MAR/26/1226**

SALARY : R755 355 – R863 667 per annum
CENTRE : Nkangala District Office, Emalahleni (Witbank)
REQUIREMENTS : Senior Certificate / Grade 12 plus basic R425 qualification (i.e. Diploma / Degree in Nursing) or equivalent qualification that allows registration with SANC as Professional Nurse (2026) plus a post basic nursing qualification, with duration of at least 1 year, accredited with the SANC in terms of Government Notice No R212 in Psychiatric Nursing Science. Diploma in Nursing Management and Administration will be an added advantage. A minimum of ten (10) years appropriate / recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. At least six (6) years of the period referred to above must be appropriate / recognisable experience in the specific specialty after obtaining the 1-year post-basic qualification in the relevant specialty. At least three (03) years of the period referred to above must be appropriate / recognisable experience in the coordination of mental health services at sub district level. Demonstrate knowledge and understanding nursing legislation, mental health legislations and related legal and ethical practices, PFMA and public service act and regulations. Knowledge of national mental health policy framework and strategic plans, Mpumalanga mental health strategy and action plan, the guidelines for licensing mental health NGOs, and ideal clinic/hospital realization & maintenance framework. Must be computer literacy and have a valid driver's license. Good communication, interpersonal, financial, and human resource management skills. Ability to work independently and in a multidisciplinary context. Analytical thinking, independent decision making and problem-solving skills. Able to plan and organize own work. Strategic planning, project management and policy analysis. Valid driver's licence.

- DUTIES** : Train and support PHC clinicians in ensuring sustained integration of community psychiatric services, promote access and provision of quality mental health services as directed by the policies, norms and standards, guidelines, and protocol. Participate and support the auditing of health facilities, substance abuse treatment centers and mental health NGOs. Develop a mental health operational plan for the district. Provide guidance and leadership towards the realization of strategic goals and objectives of the department. Participate in the district strategic meetings and reviews. Assess the quality of community mental health and psychiatric services within the sub-district and develop a quality improvement plan. Establish referral pathways at all levels of care and liaise with district, regional and tertiary hospitals in cluster. Establish and maintain constructive working relationships with key stakeholders. Maintain professional growth and ethical standards and development of self and coworkers. Develop and submit reports and statistics as required. Participate in mental health promotions and prevention activities. Ensure effective utilization of human, material, and financial resource, perform any other duties delegated by supervisor.
- ENQUIRIES** : Mr. Emmanuel Makokoropo Tel No: (013) 766 3384 / Ms. Gugu Nkosi Tel No: (013) 766 3103 / Ms. Nomsa Maphanga (013) 766 3207 / Ms. Sebenzile Mthisi Tel No: (013) 766 3339, Mr. Mxolisi Maseko Tel No: (013) 766 3351 and IT related queries: Help desk Tel No: (013) 766 3018.
- POST 09/249** : **OPERATIONAL MANAGER NURSING (PN-B3): OPERATING THEATRE REF NO: MPDOH/MAR/26/1227**
- 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 (2026). 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. 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 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. Support Nursing Services Management by working weekend and night duty when required.

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

POST 09/250 : **OPERATIONAL MANAGER NURSING (PN-B3): ICU REF NO: MPDOH/MAR/26/1228**

SALARY : R693 096 – R789 861 per annum
CENTRE : Rob Ferreira Hospital (Ehlanzeni 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 (2026). A post basic nursing qualification, with duration of at least one (01) year accredited with the SANC in Intensive Care 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 Intensive Care 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 Intensive Care. 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 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. Support Nursing Services Management by working weekend and night duty when required.

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

POST 09/251 : **PROFESSIONAL NURSE GRADE 1 (PN-B1): ADVANCED MIDWIFERY REF NO: MPDOH/MAR/26/1229**

SALARY : R476 367 – R559 548 per annum

<u>CENTRE REQUIREMENTS</u>	:	Barberton Hospital (Ehlanzeni District)
	:	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 (2026). 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.
<u>DUTIES</u>	:	Perform clinical nursing practice in accordance with the scope of practice of Labour Ward 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, labour 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.
<u>ENQUIRIES</u>	:	Mr. Emmanuel Makokoropo Tel No: (013) 766 3384 / Ms. Gugu Nkosi Tel No: (013) 766 3103 / Ms. Nomsa Maphanga (013) 766 3207 / Ms. Sebenzile Mthisi Tel No: (013) 766 3339, Mr. Mxolisi Maseko Tel No: (013) 766 3351 and IT related queries: Help desk Tel No: (013) 766 3018.
<u>POST 09/252</u>	:	<u>PROFESSIONAL NURSE GRADE 1 (PN-B1): ONCOLOGY REF NO: MPDOH/MAR/26/1231 (X2 POSTS)</u>
<u>SALARY</u>	:	R476 367 – R559 548 per annum
<u>CENTRE REQUIREMENTS</u>	:	Rob Ferreira Hospital (Ehlanzeni District)
	:	Senior Certificate / Grade 12 qualification or equivalent plus Basic qualification accredited with the SANC in terms of Government Notice R425 (i.e. Diploma / Degree in General Nursing) or equivalent qualification that allows registration with the SANC as Professional Nurse and Midwifery (2026), a post-basic nursing qualification, with a duration of at least 1 year, accredited with the SANC in terms of Government Notice R212 specialty in Oncology Nursing Science. Minimum of four (4) years appropriate /recognizable experience in nursing after registration as a Professional Nurse with the SANC. Ability to function independently and to prioritize work. Leadership and sound interpersonal skills, problem solving and decision-making skills. Good supervisory and teaching skills.
<u>DUTIES</u>	:	Provision of optimal, holistic specialized nursing care with set standards and within a professional/legal framework. Provide comprehensive health care services in the Oncology 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, labour and health care. Implement constructive working relations with nurses and other stake holders. Ensure compliance of Infection Prevention and Control policies. Ensure that the equipment is functional and ready all the time. Ability to prioritize, coordinate activities of patient management according to protocols. Able to plan and organize your own work and that of support personnel to ensure proper nursing care. Participate in staff development and performance management. Report patient safety incidence, challenges and deficiencies within the unit. Work effectively, co-operatively amicably with people of diverse intellectual, cultural, racial or religious differences. Ensure adherence to Batho - Pele Principles and Patient's Right Charter.

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

POST 09/253 : **ASSISTANT DIRECTOR: INFORMATION SECURITY REF NO: MPDOH/MAR/26/1232**

SALARY : R468 459 per annum (Level 09), (plus service benefits)
CENTRE : Provincial Office, Mbombela (Nelspruit)
REQUIREMENTS : Senior Certificate / Grade 12 plus Diploma / Degree (NQF Level 6/7) in Security Management or Degree in Security-related fields, such as policing, Security, Risk Management, Investigation, Law as recognized by SAQA. Grade A or B PSIRA registration or a NIA Security Advisory Course certificate will be an added advantage. At least a minimum of three (3) years' experience in Security related field at a supervisory / management (Level 7/8). Knowledge of security policies and statutes, such as MISS, MPSS, Control of Access to Public Premises and vehicle Act of 1985, PSIRA 2001 and Criminal Procedure Act of 1997. Knowledge of investigation procedures. Computer literacy. Good interpersonal relations and ability to work with a very little supervision. Knowledge and skills with regard to compliance with PFMA, National Treasury Regulations and other departmental Public Service regulations and policies. Ability to compile monthly reports and other reports. Valid driver's licence. Appointment subject to security clearance.

DUTIES : Develop and monitor implementation of information Security policy, systems, and processes pertaining to security management. Manage and monitor information and Technology Security policies based on MISS. Administer and monitor the investigation of security measures including access control. Provide and administer the staff vetting process. Initiate and facilitate security awareness within the organisation. Facilitate the Personnel Suitability Checks (PSC) before appointment of new staff.

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

POST 09/254 : **ASSISTANT DIRECTOR: HUMAN RESOURCE PLANNING REF NO: MPDOH/MAR/26/1233**

SALARY : R468 459 per annum (Level 09), (plus service benefits)
CENTRE : Provincial Office, Mbombela (Nelspruit)
REQUIREMENTS : Senior Certificate / Grade 12 plus Diploma / Degree (NQF Level 6/7) in Human Resource Management / Public Administration / Management / Financial Management as recognized by SAQA. At least a minimum of three (3) years' experience in Development of HR Plans aligned to budgets, Compensation of Employees (CoE) modelling, Post establishment management (APL control), Public Service regulatory compliance, Budget Process, HR Planning and CoE Costing. Valid driver's licence. Desirable: HR planning course, PERSAL Certificates, Excel and a relevant Postgraduate qualification in Health Economics will be an added advantage. PERSAL training in the following courses: Introduction to PERSAL, Salary Administration, Personnel Management, PERSAL Establishment, Leave Administration. Knowledge: Knowledge of relevant legislation (e.g. Public Service Act, Public Service Regulations, Basic Conditions of Employment Act, Labour Relations Act, PSCBC Resolutions, Public Finance Management Act (PFMA), Treasury Regulations, Basic Accounting System (BAS) Reporting procedure, Customer Care, Access to information Act, Report Requesting, etc. Skills: Basic interpersonal relationships, Problem Solving, Planning and Organising, Ability to interpret directives, Conflict Management, Project Management, Formulating and editing, Policy Analyst, Analytical thinking, Report writing, Facilitating, Mentoring, Communication at both high and lower levels, Accounting, Computer literacy, Networking, Human Resource Management, Human Resource Planning, Staffing Needs Analysis, Financial Management, Formal presentation, Training, Research, Risk Management / Control, Data validation, Data interpretation and Data modelling. Personal Attributes: Commitment, Self Confidence, Loyalty, Trustworthy, Enthusiastic, Integrity, Responsibility, Persuasive and Hardworking.

- DUTIES** : Prepare the Human Resource Plan (HRP) and Human Resource Plan Implementation Report (HRPIR): Arrange meeting with Facilities and prepare minutes and resolution register, Follow up and report monthly on resolution register items, Arrange quarterly Departmental HRP meetings and perform tasks of Secretariat, Consolidate district inputs into HR Plan, Compile workforce demand and supply analysis Align HR Plan with CoE ceilings and funded posts, Compile quarterly HR Planning Implementation Reports, Update workforce dashboards and Analyze workload to identify critical post needs. Prepare the Approved Post List (APL) Management: Compile Monthly Progress Report on Earmarked and Approved Posts list progress, Arrange quarterly Approve Post List meetings and serve as Secretariat. Conduct quarterly reconciliation: APL vs PERSA, APL vs BAS, APL versus Workload Indicators, Ensure variance $\leq 1\%$, Verify funding before advertisement approval, Maintain funded establishment register, Report on developed vacancy dashboard (funded posts only), Compile monthly progress report on filling of funded critical posts. Prepare the Compensation of Employees & Cost-per-Head Modelling: Compile cost-per-head calculations, Prepare itemized cost-per-head per salary level and programme, Monitor monthly CoE expenditure vs projections, reconcile PERSAL vs BAS monthly, Prepare quarterly cost-per-head submissions in line with budget calendar and Update personnel numbers on MTEF Budget Data base. Perform the administrative functions attached to ICSP (Internship and Community Service Placement System) Coordination: Serve as Secretariat of monthly Medical Internship and Community Service Forum, Keep register of Hospital Management including HRM, Keep a register of workload, accommodation, equipment per facility, Conduct facility visits, Consolidate inputs for Annual Gazette, Verify funded ICSP posts prior to gazette, Prepare Submissions to obtain HOD Approval, Capture approved posts on ICSP, Reconcile ICSP vs APL within 7 days, Monitor assumption of duty (target 95%), Process replacements within 30 days and Maintain ICSP tracking register.
- ENQUIRIES** : Mr. Emmanuel Makokoropo Tel No: (013) 766 3384 / Ms. Gugu Nkosi Tel No: (013) 766 3103 / Ms. Nomsa Maphanga (013) 766 3207 / Ms. Sebenzile Mthisi Tel No: (013) 766 3339, Mr. Mxolisi Maseko Tel No: (013) 766 3351 and IT related queries: Help desk Tel No: (013) 766 3018.
- POST 09/255** : **TRAINING OFFICER REF NO: MPDOH/MAR/26/1235 (X2 POSTS)**
Three (3) Year Contract
Re-advertisement
- SALARY CENTRE REQUIREMENTS** : R325 101 per annum, (plus service benefits)
: Regional Training Centre, Evander (Gert Sibande District)
: Senior Certificate / Grade 12 plus a three (3) years' experience in a training environment of learning platform or Diploma / Degree in HR, HRD, Public Management / Affairs or equivalent (NQF level 6/7) as recognized by SAQA. A short course in a Train the Trainer / Facilitators or relevant HRD programme will be an added advantage / Experience as Project Manager will serve as an added advantage. Valid driver's licence. Knowledge of skills development and training legislations, ability to identify and resolve problems that arise during training. Have strong interpersonal skills to build rapport with learners and create a positive learning environment. Strong presentation skills to deliver managing and informative training sessions. Excellent verbal and written communication skills, Strong organizational skills, Identify and analyse training needs. Computer Literacy and Presentation skills, Ability/willingness for frequent travel. Skills: Demonstrable training, facilitation & presentation skills. Good interpersonal relations, Communication skills, working knowledge of the Public Service Act, PFMA, Skills Development Act, Employment Equity Act and other relevant prescripts. Computer literacy (Power Point and Ms Word).
- DUTIES** : Training and Coordinating of all programs of RTC, Facilitate Revision and Implementation of training programs according to latest Guidelines. Ensure development, delivery and evaluation of learning programmes which Culminate in specified registered qualification. Manage RTC Resources. Facilitate implementation of Quality Management Systems at the RTC, Facilitate and deliver training sessions, workshops and other learning activities. Ensure facility-based training and coverage per training program per facility, Maintain accurate records of training activities, participant's information and program outcomes. Liaise with Provincial RTC Manager on training and implementation of program. Supervising and rendering of general

administrative support within the Unit: Collecting, analysing and collating of information as requested by the Head of the Unit; drafting of correspondence (submissions, letters and reports) as instructed by the Head of the Unit and team members; sending and receiving of e-mails, etc. and following up on outstanding issues/submissions/reports and compiling progress/monthly and related reports to submit to Provincial RTC respectively. Perform any other duties as assigned.

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

OFFICE OF THE PREMIER

The Office of the Premier is an equal opportunity employer. It is the Office's intention to promote representativity in respect of race, youth, gender and disability through the filling of these positions - and the candidature of persons, whose transfer/promotion/appointment will promote representativeness, will receive preference.

APPLICATIONS : should only be submitted online through the link: erecruitment.mpg.gov.za.
CLOSING DATE : 31 March 2026
NOTE : The Office of the Premier is looking for dynamic, innovative, experienced and suitable candidates to fill the posts of Deputy Director-General: Cooperative Governance and Traditional Affairs Support; and Deputy Director-General: Integrated Human Settlements in the Department of Co-operative Governance, Human Settlements and Traditional Affairs. The minimum entry requirement for these posts, i.e. Senior Management Services (SMS) posts is a Pre-entry Certificate that is obtainable through a course named Certificate for entry into SMS submitted prior appointment- and the full details 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. The appointment of the successful candidates is subject to security clearance, security vetting, employment reference checks, qualifications' verification and signing of performance agreements. The successful candidates will be required to disclose their financial interests. Applications should only be submitted online through the link: erecruitment.mpg.gov.za on the new Z83 form and should be accompanied by a comprehensive CV. Only short-listed candidates will be required to submit certified copies of qualifications.

MANAGEMENT ECHELON

POST 09/256 : **DEPUTY DIRECTOR-GENERAL: COOPERATIVE GOVERNANCE AND TRADITIONAL AFFAIRS SUPPORT REF NO: DDG1/COGHSTA/2026**

SALARY : R1 813 182 per annum (Level 15), (all-inclusive package)
CENTRE : Mbombela
REQUIREMENTS : An appropriate postgraduate qualification (NQF level 8), as recognized by SAQA. 08 years' experience at a senior managerial level. Core and Process Competencies include: Strategic Capability and Leadership, People Management and Empowerment, Programme Management and Empowerment, Financial Management, Change Management, Knowledge Management, Service Delivery Innovations, Client Orientation and Customer Focus and Communication. In addition, the incumbent will have to be sensitive to the political and strategic objectives of government. The ideal candidate should have the following qualities: Strong thinking capability. Ability to lead and align teams of senior professionals and analysts. Strong research, sound networking and interpersonal skills. Sound people management capabilities. Good exposure to knowledge management ethos and practices. Proven record of honesty and integrity as a professional/ manager. Good exposure to project management practices and systems. Sensitivity to the political-administrative interface, and appreciation of the policy support role within a politically led executive decision-making process.

DUTIES : Provide strategic leadership and overall management of the Cooperative Governance and Traditional Affairs Support Branch to ensure alignment with departmental objectives and legislative mandates. Support the Accounting

Officer in the effective administration, governance, and management of the Department to enhance service delivery excellence and operational efficiency. Promote, strengthen, and monitor the development, stability, and long-term sustainability of local government within the province. Facilitate and support integrated development planning processes to ensure coordinated, responsive, and sustainable municipal planning and implementation. Coordinate and oversee disaster management support initiatives and disaster-related relief programmes to ensure timely, compliant, and effective responses. Provide strategic and administrative support to Traditional Institutions Management to enhance governance, accountability, and institutional effectiveness. Coordinate and guide the development, review, and implementation of policies relating to the House of Traditional and Khoisan Leaders within the province. Ensure the sound management, monitoring, and optimal utilization of the Branch's human, financial, and operational resources in accordance with applicable legislation and best practice.

ENQUIRIES : should be directed to the Deputy Director: Internal HRM & D: Ms. SS Monareng
Tel No: (013) 766 2004.

NOTE : These are permanent posts and the successful candidates will be required to enter into performance agreements with the Head of Department (Accounting Officer): Co-operative Governance, Human Settlements and Traditional Affairs. The Short-listed and recommended candidates will be subjected to a competency assessment and security clearance. If no correspondence is received within two months of the closing date, applicants must accept that their applications have been unsuccessful.

POST 09/257 : **DEPUTY DIRECTOR-GENERAL: INTEGRATED HUMAN SETTLEMENTS
REF NO: DDG2/COGHSTA/2026**

SALARY : R1 813 182 per annum (Level 15), (all-inclusive package)
CENTRE : Mbombela

REQUIREMENTS : An appropriate postgraduate qualification (NQF level 8), as recognized by SAQA. 08 years' experience at a senior managerial level. A qualification in the built environment will given preference. Core and Process Competencies include: Strategic Capability and Leadership, People Management and Empowerment, Programme Management and Empowerment, Financial Management, Change Management, Knowledge Management, Service Delivery Innovations, Client Orientation and Customer Focus and Communication. In addition, the incumbent will have to be sensitive to the political and strategic objectives of government. The ideal candidate should have the following qualities: Strong thinking capability. Ability to lead and align teams of senior professionals and analysts. Strong research, sound networking and interpersonal skills. Sound people management capabilities. Good exposure to knowledge management ethos and practices. Proven record of honesty and integrity as a professional/ manager. Good exposure to project management practices and systems. Sensitivity to the political-administrative interface, and appreciation of the policy support role within a politically led executive decision-making process.

DUTIES : Strategic leadership and overall management of the Integrated Human Settlements Branch to ensure alignment with departmental objectives and legislative mandates. Support the Accounting Officer in the effective administration, governance, and management of the Department to enhance service delivery excellence and operational efficiency. Oversee and coordinate human settlements planning, policy development, and research services to inform evidence-based decision-making and sustainable development. Coordinate the provision of engineering services and quality assurance mechanisms to ensure compliance, technical excellence, and value for money in all human settlements projects. Lead and coordinate the planning, implementation, and monitoring of human settlements programmes and projects to ensure timely delivery and achievement of strategic targets. Oversee the management of social housing programmes, as well as property and asset portfolios, to ensure optimal utilization, compliance, and long-term sustainability. Coordinate the development, review, and implementation of human settlements policies within the province to strengthen governance, regulatory compliance, and sector performance. Ensure the sound management, monitoring, and optimal utilization of the Branch's human, financial, and operational resources in accordance with applicable legislation and best practice.

ENQUIRIES

: should be directed to the Deputy Director: Internal HRM & D: Ms. SS Monareng
Tel No: (013) 766 2004.

NOTE

: These are permanent posts and the successful candidates will be required to enter into performance agreements with the Head of Department (Accounting Officer): Co-operative Governance, Human Settlements and Traditional Affairs. The Short-listed and recommended candidates will be subjected to a competency assessment and security clearance. If no correspondence is received within two months of the closing date, applicants must accept that their applications have been unsuccessful.

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

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

CLOSING DATE : 27 March 2026

NOTE : Applications must be submitted on the new prescribed application form Z83 obtainable from any Public Service Department or any Public Service Administration website. The fully completed and signed Z83 should be accompanied by a detailed/comprehensive Curriculum Vitae, indicating positions held, dates and key performance responsibilities. Only short-listed candidates will be required to submit certified copies of their qualifications and relevant documents on or before the day of the interview proceedings following communication from the Human Resource Management Recruitment and Selection Unit. Failure to submit the requested documents or information will result in your application not being considered. The employment decision shall be informed by the Employment Equity Plan of the Department. It is the Department's intention to promote equity (race, gender and disability) through the filling of this post(s) with a candidate whose transfer / promotion / appointment will promote representativity in line with the numerical targets as contained in our Employment Equity Plan. If you have not been contacted within eight (8) weeks after the closing date of this advertisement, please accept that your application was unsuccessful. Suitable candidates will be subjected to a personnel suitability check (criminal record, qualification verification and employment verification). 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. Where applicable, candidates will be subjected to a skills/knowledge test. The Department reserves the right not to make any appointment(s) to the above post. The successful candidate will be expected to sign a performance agreement. The Department of Health is an equal opportunity affirmative action employer. The request for certified documents will be limited to shortlisted candidates. The Human Resource Administration of the Department will inform shortlisted candidate for a post to submit certified documents on or before the day of the interview. Should an applicant wish to apply for more than one post, separate applications must be submitted for all posts

OTHER POSTS

POST 09/258 : **HEAD OF CLINICAL UNIT (MEDICAL), FORENSIC PATHOLOGY SERVICES KIMBERLEY REF NO: NCDOH 40/2026 (X1 POST)**

SALARY : R2 600 811 per annum, (all-inclusive package)

CENTRE : Provincial Office, Kimberley

REQUIREMENTS : Appropriate qualification that allows registration with the Health Professional Council of South Africa (HPCSA) as Medical Specialist in a normal Specialty or a recognized Sub-Specialty. Valid Driver's License. Experience: A minimum of three (3) years appropriate experience as Medical Specialist after registration with the Health Professional Council of South Africa (HPCSA) as a Medical Specialist in a Normal Specialty or in a recognised Sub-Specialty. Competencies: Computer literacy (MS Office), Good communication skills (written and verbal), Good administration and organisational skills, ability to work under pressure. Good interpersonal and public relation skills.

DUTIES : Facilitate teaching and training programs related to under and postgraduate students, Medical Officers as well as Forensic Pathology Officers, and contribute to promotion and development of Forensic Medical Services in the province. Participate in death review programs, in stakeholder interactive programs and in academic programs. Offer professional consultation with relevant stakeholders and provide judicial testimony. Make contributions to help formulate policies and procedures for Forensic Pathology Services. Participate in the identification process of unknown, unidentified and unclaimed bodies. Manage the performance of Forensic Medical Officers in the Province.

ENQUIRIES : Dr D Theys Tel No: (053) 8302 102

- 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
- NOTE** : All applicants must complete an application register when an application is hand delivered.
- POST 09/259** : **ASSISTANT MANAGER NURSING (AREA) REF NO: NCDOH 41/2026 (X1 POST)**
- SALARY CENTRE REQUIREMENTS** : R693 096 per annum
: Kuruman District Hospital, John Taolo Gaetsewe District
: Degree/diploma in nursing (General, Psychiatric, Community) and Midwifery or equivalent qualification that allows registration with the SANC as a Professional Nurse. Post-Basic Qualification in Health Service Management/Nursing Administration will be an advantage. Experience: A minimum of 8 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC. At least 3 years of the period referred to above must be appropriate/ recognisable experience at management level.
- DUTIES** : Provide strategic leadership and overall management of nursing services within the district hospital. Ensure alignment of nursing services with provincial and national health priorities. Participate in hospital executive management and contribute to institutional planning and policy development. Ensure delivery of safe, effective, patient-centred, and evidence-based nursing care. Oversee implementation of Ideal Hospital standards, quality improvement initiatives, and clinical audits. Ensure compliance with infection prevention and control, patient safety, and risk management protocols. Participate in managing recruitment, placement, performance management, and development of nursing personnel. Ensure optimal staffing levels and equitable allocation of nursing staff across all service areas. Promote continuous professional development, mentorship, and skills development. Address labour relations issues in line with relevant legislation and policies. Manage nursing-related budgets and resources in line with PFMA and departmental guidelines. Ensure efficient utilisation of equipment, consumables, and infrastructure. Participate in procurement planning and asset management processes. Support PHC re-engineering and integration between the district hospital and surrounding clinics/CHCs. Strengthen referral systems and continuity of care within the district. Collaborate with District Management Teams, NGOs, and community structures. Ensure accurate collection, analysis, and reporting of health information data. Monitor key performance indicators related to nursing services. Submit required reports to district and provincial authorities.
- ENQUIRIES APPLICATIONS** : Mr LI Moemedi Tel No: (053) 775 1149
: Please note applications can be hand delivered to 1 Petso Street, Kagisho Health Centre, Mothibistad or E-Mailed at nchealthhr-jtg@ncpg.gov.za
- NOTE** : All applicants must complete an application register when an application is hand delivered.
- POST 09/260** : **OPERATIONAL MANAGER NURSING (PRIMARY HEALTH CARE) REF NO: NCDOH 42/2026 (X1 POST)**
- SALARY CENTRE REQUIREMENTS** : R693 096 per annum
: Frances Baard Health District: Nomimi Mothibi PHC
: 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 plus a post basic nursing qualification, with duration of at least 1 year, accredited with the SANC in terms of Government Notice No R212 in Primary Health Care. A minimum of nine (09) years appropriate / recognizable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. At least five (05) years of the period referred to above must be appropriate / recognizable experience in Primary Health Care after obtaining the 1 year post basic PHC Nursing Science qualification. Registration with the SANC as Professional Nurse. Skills Profile: Experience and knowledge of the District Health System. Demonstrate an in depth understanding of nursing legislation and related legal and ethical nursing practices and how this impacts on service delivery. Demonstrate a basic understanding of HR and financial and practices. Knowledge of relevant legal

framework such as Nursing Act, Health Occupational and Safety Act, Patients Right Charter, Batho Pele Principles, Operational Management Skills. Problem solving, planning and Organizing Skills. Expected to work under pressure. Leadership. Supervisory, problem-solving, conflict resolution, inter-personal ad communication and communication skills. Demonstrate an in depth understanding of legislation and related ethical nursing practices and how this impact on service delivery. Computer literacy will be an added advantage (MS Word, Excel, PowerPoint and Outlook). Computer literacy.

DUTIES : Manage and provide PHC facility supervisory in line with the PHC Supervision Guideline. Ensure clinical nursing practice by the nursing team in the facility in accordance with the scope and practice and nursing standard as determined by the relevant health facility. Promote quality nursing care as directed by the professional scope of practice and standard in accordance to the PHC delivery package. Ensure the implementation on National Core Norms and Standards including Six Priority Areas. Advocate for patients through ensuring adherence to Batho Pele Principles. Coordinate community involvement and participation. Manage and Monitor effective use and maintenance of assets and infrastructure of the facility. Monitor information management and documentation.

ENQUIRIES APPLICATIONS : Mr MC Joka or Mr ND Mohamad Tel No: (053) 861 4770
: Please post or courier your application to: The Department of Health: Frances Baard Health District; 119 Green Street; Riviera, Kimberley, 8301 or hand deliver at the Registry Office at the Frances Baard Health District Office, Green street, Old West End Hospital or emailed to: ncHealthHR-FBD@ncpg.gov.za

NOTE : Applicants must complete an application register when an application is hand delivered.

POST 09/261 : **OPERATIONAL MANAGER SPECIALTY (PAEDIATRIC) REF NO: NCDOH 43/2026 (X1 POST)**

SALARY CENTRE REQUIREMENTS : R693 096 per annum
: Tshwaragano District Hospital, John Taolo Gaetsewe District
: Degree/diploma in nursing (General, Psychiatric, Community) and Midwifery, that allows registration with the SANC as a Professional Nurse. Registration with the SANC as Professional Nurse. A post-basic nursing qualification in Paediatrics (Paediatric Nursing Science), with a duration of at least 1 year, accredited with the SANC. Experience: A minimum of 9 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC. At least 5 years of the period referred to above must be appropriate/ recognisable experience in the specific specialty after obtaining the 1-year post basic qualification in the relevant specialty.

DUTIES : Provide strategic and operational leadership in Paediatric nursing services. Ensure delivery of quality, safe, and child-centred care. Manage and supervise nursing staff, including performance management. Ensure compliance with clinical protocols, policies, and standards. Coordinate patient care, bed management, and resource allocation. Monitor and evaluate nursing outcomes and quality improvement initiatives. Participate in budgeting, procurement, and asset management. Ensure effective implementation of Infection Prevention and Control. Coordinate training, mentoring, and continuous professional development of staff and research. Participate in hospital management and clinical governance structures.

ENQUIRIES APPLICATIONS : Mr LI Moemedi Tel No: (053) 775 1149
: Please note applications can be hand delivered to 1 Petso Street, Kagisho Health Centre, Mothibistad or E-Mailed at nchealthhr-igt@ncpg.gov.za

NOTE : All applicants must complete an application register when an application is hand delivered.

POST 09/262 : **CLINICAL NURSE PRACTITIONER (PRIMARY HEALTH CARE) REF NO: NCDOH 44/2026 (X2 POSTS)**

SALARY : Grade 1: R476 367 – R549 192 per annum
Grade 2: R583 989 – R713 253 (PN-B2) per annum

CENTRE : **Frances Baard Health District:**
City Clinic (X1 Post)
Phutanang PHC (X1 Post)

REQUIREMENTS : Basic qualification accredited with the South African Nursing Council in terms of Government Notice R425 (i.e. diploma/degree in nursing) or equivalent

qualification that allows for registration with the SANC as a Professional Nurse. Post-basic qualification with a duration of at least 1-year Diploma in Clinical Nursing Science: Health Assessment, Treatment and Care accredited with the SANC (i.e. R48). Understanding of Nursing legislation and related legal and ethical Nursing Practices. 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.

- DUTIES** : Provision of quality comprehensive community health care: Provision of primary curative health care. Provision of health care services. Provision of rehabilitation services. Provision of administrative services: Plan and organise clinics. Complete statistics. Ordering and control of stationary, medical class 11 stock, consumables. Ensure safekeeping. Ordering and control of medication as necessary. Up to date knowledge of appropriate legislation, regulations and departmental policies. Involvement with community meetings and committees. Identify needs for financial planning and indirect control of expenditure. Provision of educational services: Clinical teaching, training and continuous evaluation of students. Teaching patients on a one-to-one basis. Personnel development, i.e. assessing in-service training needs, planning and implementing of training programme. Continuous self-study, professional development, ensuring awareness of new professional developments. Health education of patients, public and staff. Assist patients and families to develop a sense of self-care. Provision of clinical services: Evaluate and follow-up patients during clinic visits. Initiate treatment, implementation of programmes and evaluations of patients' clinical conditions. Promoting scientific quality nursing care. Administrate and control medication. Individual consultation sessions. Identify community needs. Initiate minor ailment treatment. Initiate community participation. Coordinate between hospital and community. Maintaining professional secrecy and preventing medico-legal risks. Attend and participate in doctors' visits. Arrange admission and outpatient appointments. Function as a member of the therapeutic team. Continuous evaluation of nursing care and nursing services. Assessment of personal service delivery towards patients. Effective crisis management in the clinic.
- ENQUIRIES** : Mr MC Joka or Mr ND Mohamad Tel No: (053) 861 4770
- APPLICATIONS** : Please post or courier your application to: The Department of Health: Frances Baard Health District; 119 Green Street; Riviera, Kimberley, 8301 or hand deliver at the Registry Office at the Frances Baard Health District Office, Green street, Old West End Hospital or emailed to: ncHealthHR-FBD@ncpg.gov.za
- NOTE** : Applicants must complete an application register when an application is hand delivered.
- POST 09/263** : **CLINICAL NURSE PRACTITIONER REF NO: NCDOH 45/2026 (X4 POSTS)**
- SALARY** : Grade 1: R476 367 – R549 192 per annum
Grade 2: R583 989 – R713 253 per annum
- CENTRE** : **John Taolo Gaetsewe District:**
Loopeng CHC (X1 Post)
Olifantshoek CHC (X1 Post)
Kagisho CHC (X2 Posts)
- REQUIREMENTS** : Degree/diploma in nursing (General, Psychiatric, Community) and Midwifery or equivalent qualification that allows registration with the SANC as a Professional Nurse. Registration with the SANC as Professional Nurse. Post basic qualification in Clinical Nursing Science, Health Assessment, Treatment and Care, with a duration of at least 1 year accredited with the SANC. 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

strategies 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 E-Mailed at nchealthhr-igt@ncpg.gov.za

NOTE : All applicants must complete an application register when an application is hand delivered.

POST 09/264 : **RADIOGRAPHER REF NO: NCDOH 46/2026 (X1 POST)**

SALARY : Grade 1: R397 233 – R454 191 per annum
 Grade 2: R463 941 – R529 221 per annum
 Grade 3: R543 099 – R657 507 per annum

CENTRE : John Taolo Gaetsewe District: Tshwaragano District Hospital
REQUIREMENTS : Diploma/B Tech Degree in Diagnostic Radiography. Must have completed Community Service as per the Diagnostic Radiographer. Experience: **Grade 1:** None after registration with HPCSA in the relevant profession. **Grade 2:** A minimum of 10 years' appropriate experience in the relevant profession after registration with HPCSA as Diagnostic Radiographer. **Grade 3:** A minimum of 20 years' relevant experience after registration with HPCSA as Diagnostic Radiographer. Knowledge of Public Service Legislation, policies and procedure. Knowledge of current DOH policies governing the health sector and Radiograph and profession. Experience in digital Radiography. Experience in utilisation of computerised Radiography system is recommended. Excellent time management time management skills and must have knowledge of public service legislation governing the health sector and radiography profession. Compliance in budgeting, radiographic quality assurance. National core standards. Safety and infection control principles. Training and supervisor of students. Good written and verbal communication skills. Ability to work as member of multidisciplinary team. Must have a good understanding of public.

DUTIES : Provide and manage imaging procedure as requested by the doctors. Evaluate request forms by verifying patient information and ensuring patient history and examination correspond. Operate radiological equipment correctly for specific exam. Interrogate images. Ensure an even flow of patient at all times. Ensure adherence to radiation, health and safety protocols. Manage staff radiation procedure and ensure that all staff wear their devices all times. Protect and colleagues from radiation. Monitor personal radiation exposure. Adhere to all infection control policies. Conduct patient care and quality assurance. Ensure patients safety at all times. Protect confidentiality. Conduct quality control and safe-keep equipment. Have knowledge of all equipment and troubleshooting when there is a breakdown. Assist and implement quality control procedure. Train junior staff. Report machine faults to Radiographers in charge. Unsure staff/student development. Present for in-service training session. Training junior staff at CT/MRI. Develop for protocols for CT/MRI.

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 E-Mailed at nchealthhr-igt@ncpg.gov.za

NOTE : All applicants must complete an application register when an application is hand delivered.

POST 09/265 : **PROFESSIONAL NURSE (SPECIALTY-THEATRE) REF NO: NCDOH 47/2026 (X1 POST)**

SALARY : Grade 1: R476 367 – R549 192 per annum
 Grade 2: R583 989 – R713 253 per annum

CENTRE : John Taolo Gaetsewe District: Kuruman District Hospital

<u>REQUIREMENTS</u>	:	Degree/diploma in nursing or equivalent qualification that allows registration with the SANC as a Professional Nurse. A post-basic Nursing qualification in theatre (Peri-operative Nursing Science) with a duration of at least 1 year, accredited with the SANC. Experience: Grade 1: A minimum of 4 years appropriate/recognisable experience in nursing after registration with the SANC as Professional Nurse in General Nursing. Grade 2: A minimum of 14 years appropriate/recognisable experience in nursing after registration with the SANC as Professional Nurse in General Nursing. At least 10 years of the period referred to above must be appropriate/recognisable experience in the specific specialty after obtaining the 1-year post-basic qualification in the relevant specialty. Demonstrate an understanding of nursing legislation and related legal and ethical nursing practises.
<u>DUTIES</u>	:	Render safe, effective, and specialised peri-operative nursing care to patients. Prepare patients, equipment, and theatre environment for surgical procedures. Act as scrub nurse and/or circulating nurse as required. Ensure adherence to aseptic techniques and IPC standard. Participate in surgical safety checklists and quality improvement initiatives. Maintain accurate patient records and theatre documentation. Care for and manage theatre equipment and consumables. Participate in training, mentoring, and supervision of junior staff and students. Ensure compliance with departmental policies, protocols, and procedures.
<u>ENQUIRIES</u>	:	Mr LI Moemedi Tel No: (053) 775 1149
<u>APPLICATIONS</u>	:	Please note applications can be hand delivered to 1 Petso Street, Kagisho Health Centre, Mothibistad or E-Mailed at nchealthhr-igt@ncpg.gov.za
<u>NOTE</u>	:	All applicants must complete an application register when an application is hand delivered.
<u>POST 09/266</u>	:	<u>PROFESSIONAL NURSE SPECIALTY (PAEDIATRIC) REF NO: NCDOH 48/2026 (X1 POST)</u>
<u>SALARY</u>	:	Grade 1: R476 367 – R549 192 per annum Grade 2: R583 989 – R713 253 per annum
<u>CENTRE</u>	:	John Taolo Gaetsewe District: Tshwaragano District Hospital
<u>REQUIREMENTS</u>	:	Degree/diploma in nursing or equivalent qualification that allows registration with the SANC as a Professional Nurse. A post-basic Nursing qualification in Paediatric with a duration of at least 1 year, accredited with the SANC, Experience: Grade 1: A minimum of 4 years appropriate/recognisable experience in nursing after registration with the SANC as Professional Nurse in General Nursing. Grade 2: A minimum of 14 years appropriate/recognisable experience in nursing after registration with the SANC as Professional Nurse in General Nursing. At least 10 years of the period referred to above must be appropriate/recognisable experience in the specific specialty after obtaining the 1-year post-basic qualification in the relevant specialty.
<u>DUTIES</u>	:	Takes responsibility and accountability for own decisions, actions or omissions in childcare delivery, Participates in peer reviews (Collegiality and Quality Assurance), Participates in ethical decision-making within the multidisciplinary team, Assesses health education needs and provides health teaching that enhances risk-reducing behaviours (safety), developmental needs and activities of daily living, Assumes the role of a child nurse specialist within a multidisciplinary team, based on her qualifications and skills.
<u>ENQUIRIES</u>	:	Mr LI Moemedi Tel No: (053) 775 1149
<u>APPLICATIONS</u>	:	Please note applications can be hand delivered to 1 Petso Street, Kagisho Health Centre, Mothibistad or E-Mailed at nchealthhr-igt@ncpg.gov.za
<u>NOTE</u>	:	All applicants must complete an application register when an application is hand delivered.
<u>POST 09/267</u>	:	<u>EMS STATION MANAGER GRADE 3 – 6 REF NO: NCDOH 49/2026 (X1 POST)</u>
<u>SALARY</u>	:	R397 308 – R624 288 per annum
<u>CENTRE</u>	:	Pixley Ka Seme District: EMS Nouport
<u>REQUIREMENTS</u>	:	Grade 3: Successful completion of an appropriate Intermediate Life Support (ILS) course that allows registration with the HPCSA (Health Professional Council of South Africa) as an Ambulance Emergency Assistant (AEA), Grade 4: Successful completion of an Emergency Care Technician (ECT) course that allows registration with the HPCSA (Health Professional Council of South Africa) as Emergency Care Technician (ECT) Grade 5: Successful completion

of an Critical Care Assistant (CCA) Course or National Diploma course that allows registration with the HPCSA (Health Professional Council of South Africa) as Paramedic. **Grade 6:** Successful completion of a Bachelors of Technology Degree that allows registration with the HPCSA (Health Professional Council of South Africa) as an Emergency Care Practitioner. A Valid Code 10 Drivers Licence with Professional Drivers Permit (PrDP) Experience: **Grade 3:** Three (3) years after registration with the Health Professional Council of South Africa an Ambulance Emergency Assistant. **Grade 4:** Three (3) years after registration with the Health Professional Council of South Africa an Emergency Care Technician. **Grade 5:** Three (3) years after registration with the Health Professional Council of South Africa a Paramedic. **Grade 6:** Three (3) years after registration with the Health Professional Council of South Africa an Emergency Care Practitioner.

DUTIES : Effective Emergency Medical Service Management – Management of an EMS Division, Incident Management, Management of Search and Rescue Structures, Medical Rescue Management. Human Resource Management – Ensure completion of Staff Performance Agreements, Monitoring Staff Performance, Management of Shift Rosters, Management of Personnel Leave, Management of Staff Discipline and Conflict, Act as a role player in ensuring Personnel Training and Education, Overall Supervision of Personnel. Financial Management – Management of Personnel Allowances (i.e Standby, Overtime etc), Management of Employer Assets (i.e Vehicles and Equipment including the allocations hereof) Communication – Compile and completion of Monthly Reports and Statistical Data only a daily, weekly, monthly and quarterly basis. Liaison Function – Assisting Members of the public with enquiries and liaise with stakeholders on matters pertaining to Emergency Medical Services.

ENQUIRIES : EMS District Manager, Pixley Ka Seme Health District – Mr. E Booysen at 066 198 6749

APPLICATIONS : Please note applications can be hand delivered to the Provincial Emergency Medical Service Office, Room 3 and 4 or couriered via postal services to 30 Memorial Road Belgravia Kimberley, 8301 or emailed to nchealthhr@ncpg.gov.za

NOTE : All applicants must complete an application register when an application is hand delivered.

POST 09/268 : **PROFESSIONAL NURSE (GENERAL NURSING) (HAST PROGRAMME SUPPORT) REF NO: NCDOH 50/2026 (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 REQUIREMENTS : Frances Baard Health District: Frances Baard District Office
Basic qualification accredited with the South African Nursing Council in terms of Government Notice R425 (i.e. diploma/degree in nursing) or equivalent qualification that allows for registration with the SANC as a Professional Nurse. Current registration with the South African Nursing Council (SANC). Valid driver's licence is essential for the post. Certificate(s) in Nurse-initiated Management of ART (NIMART) and Adult Primary Care (APC) are essential. A dispensing licence would be an advantage. Understanding of Nursing legislation and related legal and ethical Nursing Practices. Five years' experience in community-based health provision. Two years' experience in HIV and TB service provision. Experience with vaccine support, demand creation and adverse event monitoring and referral. Proven experience of community referral policies. Knowledge of HIV management and of TB management. Knowledge of QIP frameworks, QI processes and concepts. Clinical care: understanding of UTT and competence in HIV clinical management (NIMART). Experience in provider-initiated HIV counselling and testing, including index contact testing. Extensive knowledge of health promotion strategies, prevention, treatment, care and support programmes. Good understanding of the South African public health system, including national and provincial policies and management structures. Experience in providing supportive supervision and mentoring to junior facility staff. Previous work experience in NGOs or funded programmes will be an advantage. Computer literacy and sound knowledge of Microsoft Office (Excel, Word, PowerPoint, Outlook). Experience: **Grade 1:** None. **Grade 2:** A minimum of 10 years appropriate/recognisable experience in nursing after registration with the SANC as Professional Nurse in General Nursing. **Grade 3:** A minimum of 20

		years appropriate/recognisable experience in nursing after registration with the SANC as Professional Nurse in General Nursing.
<u>DUTIES</u>	:	Health Promotion & Community Engagement: Design and implement health promotion programmes, strategies, interventions, and campaigns at facility and community levels. Deliver information, education, and communication (IEC) activities to empower communities. Promote inter-sectoral collaboration and NGO participation in health initiatives. Develop integrated health promotion strategies to address communicable and non-communicable diseases. Participate in local forums to build partnerships and advocate for health priorities. Support district communications in developing and distributing IEC materials. Clinical Care & HAST Programme Implementation: Provide comprehensive HIV/AIDS/STI/TB care at the facility and HTA level. Examine and treat HIV-infected patients, including opportunistic infections. Initiate and manage ART (NIMART) and prophylaxis in line with Department of Health guidelines. Conduct HIV Testing Services (HTS) and prescribe appropriate treatments. Facilitate TB screening, diagnosis, and treatment. Manage reproductive health services, including family planning and HIV wellness programmes. Take blood samples, review results, and act according to clinical guidelines. Facilitate referrals to ensure continuity of care. Nursing Practice & Quality Assurance: Provide direction and supervision for nursing care plans. Implement standards, practices, criteria, and indicators for quality nursing. Ensure compliance with nursing laws and regulations. Conduct regular clinical audits to identify and address gaps in care. Support the development of tools, SOPs, and resources for programme implementation. Programme Support & Data Management: Increase PrEP uptake among adolescents and key populations. Strengthen TB data flow and reporting accuracy. Monitor and track performance against decanting programme targets. Review and evaluate adherence club and decanting initiatives with stakeholders. Patient Support & Continuity of Care: Identify and recruit patients for decanting into preferred modalities. Support identification of external pick-up points to improve medication access. Lead implementation of adherence club sessions and identify community venues. Ensure high-quality clinical care for decanted patients. Monitor and review progress of decanting programmes in collaboration with stakeholders. Teamwork & Flexibility: Work collaboratively as part of a health promotion team. Demonstrate willingness to rotate departmentally to support service delivery. Support health sector initiatives in sub-districts, including those initiated by local authorities.
<u>ENQUIRIES APPLICATIONS</u>	:	Mr MC Joka or Mr ND Mohamad Tel No: (053) 861 4770
	:	Please post or courier your application to: The Department of Health: Frances Baard Health District; 119 Green Street; Riviera, Kimberley, 8301 or hand deliver at the Registry Office at the Frances Baard Health District Office, Green street, Old West End Hospital or emailed to: ncHealthHR-FBD@ncpg.gov.za
<u>NOTE</u>	:	Applicants must complete an application register when an application is hand delivered.
<u>POST 09/269</u>	:	<u>PROFESSIONAL NURSE (GENERAL NURSING) REF NO: NCDOH 51/2026 (X1 POST)</u>
<u>SALARY</u>	:	Grade 1: R324 384 - R376 458 per annum Grade 2: R396 132 – R459 726 per annum Grade 3: R476 367 – R601 638 per annum
<u>CENTRE REQUIREMENTS</u>	:	John Taolo Gaetsewe District: Keolopile Olepeng Clinic (Gamopedi)
	:	Degree/diploma in nursing (General, Psychiatric, Community) and Midwifery. 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. Grade 3: A minimum of 20 years' experience appropriate/recognizable experience in nursing after registration as a Professional Nurse with the SANC.
<u>DUTIES</u>	:	Render comprehensive nursing care in a clinic setting to patients in accordance with scope of practice. Assess, plan, implement, and evaluate patient care according to protocols. Supervise and support Enrolled Nurses and Nursing Assistants. Administer medication and monitor patient responses. Provide preventive, promotive, curative, and rehabilitative services. Maintain accurate and complete clinic nursing records and reports. Ensure compliance with Infection Prevention and Control (IPC) policies. Promote patient safety, quality care, and Batho Pele principles. Participate in quality improvement initiatives,

	:	community outreach, health education and in-service training. Support health education and patient advocacy activities.
<u>ENQUIRIES APPLICATIONS</u>	:	Mr LI Moemedi Tel No: (053) 775 1149
	:	Please note applications can be hand delivered to 1 Petso Street, Kagiso Health Centre, Mothibistad or E-Mailed at nchealthhr-jtg@ncpg.gov.za
<u>NOTE</u>	:	All applicants must complete an application register when an application is hand delivered.
<u>POST 09/270</u>	:	<u>STAFF NURSE REF NO: NCDOH 52/2026 (X7 POSTS)</u>
<u>SALARY</u>	:	Grade 1: R220 614 – R246 798 per annum Grade 2: R262 287 – R294 513 per annum Grade 3: R306 798 – R376 458 per annum
<u>CENTRE</u>	:	John Taolo Gaetsewe District: Tshwaragano District Hospital (X6 Posts) Kagiso CHC (X1 Post)
<u>REQUIREMENTS</u>	:	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.
<u>DUTIES</u>	:	Render basic nursing care to patients under supervision of a Professional Nurse. Assist with patient admission, monitoring, referral, and discharge processes. Record and report patient conditions, including vital signs and changes in health status. Maintain a clean, safe, and therapeutic environment in all wards. Implement and adhere to Infection Prevention and Control (IPC) policies. Assist in emergency and casualty services as required. Support implementation of nursing care plans and clinical protocols. Maintain accurate and complete nursing records. Participate in quality improvement programmes, in-service training, and outreach activities.
<u>ENQUIRIES APPLICATIONS</u>	:	Mr LI Moemedi Tel No: (053) 775 1149
	:	Please note applications can be hand delivered to 1 Petso Street, Kagiso Health Centre, Mothibistad or E-Mailed at nchealthhr-jtg@ncpg.gov.za
<u>NOTE</u>	:	All applicants must complete an application register when an application is hand delivered.
<u>POST 09/271</u>	:	<u>FORENSIC PATHOLOGY OFFICER GRADE 1 FRANCES BAARD HEALTH DISTRICT, FORENSIC PATHOLOGY SERVICES REF NO: NCDOH 53/2026 (X1 POST)</u>
<u>SALARY</u>	:	Grade 1: R217 092 per annum
<u>CENTRE</u>	:	Kimberley
<u>REQUIREMENTS</u>	:	Grade 1: Appropriate Qualification or prescribed in-service training (with duration of less than two years) that allows for the required registration with the Health Professional Council of South Africa (HPCSA), where applicable in the relevant profession Registration: Registration with the HPCSA in the relevant profession where applicable. Experience: Grade 1: None after obtaining an appropriate qualification or prescribed in-service training that allows for the required registration with the Health Professional Council of South Africa (HPCSA), where applicable in the relevant profession.
<u>DUTIES</u>	:	Effectively and efficiently collect the deceased, which includes the physical collection, processing and safekeeping of corpses, information exhibits, property from the incident scenes, etc. Admit, store and release corpses in accordance to protocols and guidelines. Assist Forensic Pathologists with the conducting of autopsies and identification procedures in accordance to standards and guidelines. Clean the autopsy room and equipment according to health and safety requirements. Carry out the pre and post mortem preservation of dead bodies. Proper and accurate completion of the necessary documentation and statements, optimal control of reports and specimen during forensic process in adherence to chain of evidence protocols. Adhere to the Occupational Health and Safety Act and all work related protocols at all times. Render support to the management structure for efficient forensic pathology services.
<u>ENQUIRIES</u>	:	Assistant Director Forensic Analysis, Provincial Office - Ms. PP Banda at 060 983 1682, Senior Forensic Pathology Officer – Mr. GA Erasmus at 067 809 0670.

- 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
- NOTE** : All applicants must complete an application register when an application is hand delivered.
- POST 09/272** : **EMERGENCY CARE OFFICER, FRANCES BAARD HEALTH DISTRICT, EMERGENCY MEDICAL SERVICE REF NO: NCDOH 54/2026 (X2 POSTS)**
- SALARY** : Grade 1: R187 488 per annum
Grade 3: R217 983 per annum
- CENTRE** : Kimberley
- REQUIREMENTS** : **Grade 1:** Successful completion of an appropriate Basic Life Support (BLS) course that allows registration with the HPCSA (Health Professional Council of South Africa) as a Basic Ambulance Assistant (BAA). **Grade 3:** Successful completion of an Intermediate Life Support (ILS) course that allows registration with the HPCSA (Health Professional Council of South Africa) as Ambulance Emergency Assistant. A Valid Code 10 Drivers License with Professional Drivers Permit (PrDP). Experience: **Grade 1:** None after registration with the Health Professional Council of South Africa as Basic Life Support (BLS). **Grade 3:** None after registration with the Health Professional Council of South Africa (HPCSA) as Ambulance Emergency Assistant.
- DUTIES** : Conduct scene safety checks, assess patients (primary & secondary surveys), identify immediate life threats, and initiate appropriate care within their scope. Provide necessary stabilization (e.g., oxygen, splinting, immobilization) and safely transport patients to appropriate healthcare facilities. Accurately relay patient condition and treatments provided to higher-level practitioners or receiving healthcare teams, including verbal and written handovers. Complete patient report forms and incident logs clearly, accurately, and in a timely manner. Conduct daily vehicle and equipment checks; ensure adequate stock levels; maintain cleanliness and operational readiness of all equipment. Adhere to infection control protocols (hand hygiene, PPE use, cleaning of equipment and vehicles). Identify hazards, ensure personal and patient safety, assist in managing the scene, and provide support in crowd control and patient movement. Maintain professional behaviour, demonstrate empathy and respect, follow HPCSA guidelines and ethical standards at all times. Work effectively as part of a crew or larger EMS team; assist higher-level practitioners as needed; support integrated emergency services (e.g., fire, police). Participate in ongoing training, refresher courses, and skills maintenance activities to remain competent and registered.
- ENQUIRIES** : EMS District Manager, Frances Baard Health District - Mr. AA Mc Anda at 060 983 1673, Sub-District Manager – Ms. MM Motlaping at 060 974 8426
- 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
- NOTE** : All applicants must complete an application register when an application is hand delivered.
- POST 09/273** : **EMERGENCY CARE OFFICER GRADE 1 – 3, PIXELY KA SEME HEALTH DISTRICT, EMERGENCY MEDICAL SERVICE REF NO: NCDOH 55/2026 (X2 POSTS)**
- SALARY** : Grade 1: R187 488 per annum
Grade 3: R217 983 per annum
- CENTRE** : Noupoot
- REQUIREMENTS** : **Grade 1:** Successful completion of an appropriate Basic Life Support (BLS) course that allows registration with the HPCSA (Health Professional Council of South Africa) as a Basic Ambulance Assistant (BAA). **Grade 3:** Successful completion of an Intermediate Life Support (ILS) course that allows registration with the HPCSA (Health Professional Council of South Africa) as Ambulance Emergency Assistant. A Valid Code 10 Drivers Licence with Professional Drivers Permit (PrDP). Experience: **Grade 1:** None after registration with the Health Professional Council of South Africa as Basic Life Support (BLS). **Grade 3:** None after registration with the Health Professional Council of South Africa (HPCSA) as Ambulance Emergency Assistant.

- DUTIES** : Conduct scene safety checks, assess patients (primary & secondary surveys), identify immediate life threats, and initiate appropriate care within their scope. Provide necessary stabilization (e.g., oxygen, splinting, immobilization) and safely transport patients to appropriate healthcare facilities. Accurately relay patient condition and treatments provided to higher-level practitioners or receiving healthcare teams, including verbal and written handovers. Complete patient report forms and incident logs clearly, accurately, and in a timely manner. Conduct daily vehicle and equipment checks; ensure adequate stock levels; maintain cleanliness and operational readiness of all equipment. Adhere to infection control protocols (hand hygiene, PPE use, cleaning of equipment and vehicles). Identify hazards, ensure personal and patient safety, assist in managing the scene, and provide support in crowd control and patient movement. Maintain professional behaviour, demonstrate empathy and respect, follow HPCSA guidelines and ethical standards at all times. Work effectively as part of a crew or larger EMS team; assist higher-level practitioners as needed; support integrated emergency services (e.g., fire, police). Participate in ongoing training, refresher courses, and skills maintenance activities to remain competent and registered.
- ENQUIRIES** : EMS District Manager, Pixely Ka Seme Health District - Mr. E Booysen at 066 198 6749, Sub-District Manager – Mr. IE Jogee at 083 985 1786
- 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 nhealthhr@ncpg.gov.za
- NOTE** : All applicants must complete an application register when an application is hand delivered.
- POST 09/274** : **EMERGENCY CARE OFFICER GRADE 1 – 3, ZF MGCWU HEALTH DISTRICT, EMERGENCY MEDICAL SERVICE REF NO: NCDOH 56/2026 (X4 POSTS)**
- SALARY** : Grade 1: R187 488 per annum
Grade 3: R217 983 per annum
- CENTRE** : Upington (X2 Posts)
Kenhardt (X1 Post)
Keimoes (X1 Post)
- REQUIREMENTS** : **Grade 1:** Successful completion of an appropriate Basic Life Support (BLS) course that allows registration with the HPCSA (Health Professional Council of South Africa) as a Basic Ambulance Assistant (BAA). **Grade 3:** Successful completion of an Intermediate Life Support (ILS) course that allows registration with the HPCSA (Health Professional Council of South Africa) as Ambulance Emergency Assistant. A Valid Code 10 Drivers Licence with Professional Drivers Permit (PrDP). Experience: **Grade 1:** None after registration with the Health Professional Council of South Africa as Basic Life Support (BLS). **Grade 3:** None after registration with the Health Professional Council of South Africa (HPCSA) as Ambulance Emergency Assistant.
- DUTIES** : Conduct scene safety checks, assess patients (primary & secondary surveys), identify immediate life threats, and initiate appropriate care within their scope. Provide necessary stabilization (e.g., oxygen, splinting, immobilization) and safely transport patients to appropriate healthcare facilities. Accurately relay patient condition and treatments provided to higher-level practitioners or receiving healthcare teams, including verbal and written handovers. Complete patient report forms and incident logs clearly, accurately, and in a timely manner. Conduct daily vehicle and equipment checks; ensure adequate stock levels; maintain cleanliness and operational readiness of all equipment. Adhere to infection control protocols (hand hygiene, PPE use, cleaning of equipment and vehicles). Identify hazards, ensure personal and patient safety, assist in managing the scene, and provide support in crowd control and patient movement. Maintain professional behaviour, demonstrate empathy and respect, follow HPCSA guidelines and ethical standards at all times. Work effectively as part of a crew or larger EMS team; assist higher-level practitioners as needed; support integrated emergency services (e.g., fire, police). Participate in ongoing training, refresher courses, and skills maintenance activities to remain competent and registered.
- ENQUIRIES** : EMS District Manager, ZF Mgcawu Health District - Mr. DW Fortuin at 074 230 8709, Sub-District Manager – Mr. M Du Plessis at 072 065 7647, Sub-District Manager – Mr. AR Malo at 073 578 0646.

- 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
- NOTE** : All applicants must complete an application register when an application is hand delivered.
- POST 09/275** : **NUSING ASSISTANT REF NO: NCDOH 57/2026 (X5 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:**
Tsineng Clinic (X2 Posts)
Logobate Clinic (X1 Post)
Gasehunelo Clinic (X1 Post)
Churchill Clinic (X1 Post)
- 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 basic patient care under supervision of a Professional Nurse or Enrolled Nurse. Assist with hygiene, feeding, mobility, and comfort of patients. Observe, measure, and record vital signs and report abnormalities. Maintain a clean, safe, and therapeutic environment. Adhere to Infection Prevention and Control (IPC) measures. Assist with patient admission, transfer, and discharge processes. Support patients with activities of daily living. Maintain accurate and complete nursing records. Participate in in-service training and quality improvement activities.
- 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 E-Mailed at NCHHealthHR-JTG@ncpg.gov.za
- NOTE** : All applicants must complete an application register when an application is hand delivered.

**PROVINCIAL ADMINISTRATION: NORTH-WEST
OFFICE OF THE PREMIER**

- APPLICATIONS** : Applications must be submitted online, or hand delivered at the Directorate of Human Resource Management, Second Floor, Ga-rona Building, Mmabatho. All attachments for online applications including the Z83 and CV must be one document in PDF, indicating the correct job title and the reference number of the post on the subject line of your e-mail. Use the correct e-mail address associated with the post. Failure to do so, your application will be disqualified.
- CLOSING DATE** : 27 March 2026 at 16H00 (walk-in and online), late application will not be considered
- NOTE** : All applications must indicate the correct reference number. The Office of the Premier is an equal employment opportunity and affirmative action employer, and it is committed to the achievement and maintenance of diversity and equity in employment, especially in respect of race, gender and disability. In terms of the Employment Equity Plan for the Office, preference will be given to Persons with Disabilities, Youth, and Females for all these positions. Applications must be submitted on the approved Z83 form (81/971431) obtainable from any Public Service Department or on the DPSA website, www.dpsa.gov.za, which must be completed in such a manner that provide sufficient information about your candidature and the post applied for by completing all relevant fields. The declaration must be signed and initials in the second page are not mandatory. The Office reserves the right to introduce further objective criteria or post requirements for shortlisting should such a need arise. Should the applicant/s use incorrect application form for employment (Z83), or not compliant with the notes, the application applicant/s will not be considered for selection purposes(disqualified). The Z83 must be accompanied by detailed Curriculum Vitae clearly indicating positions held, period in the position and key responsibilities with three contactable referees. Subject of relevant qualification/s should be mentioned in the CV. Part A must be fully completed. Part B, C and D questions of the Z83 may be left blank, marked as not relevant, and use dashes or N/A if they do not apply to you or the position applied for. Part E, F and G do not need to be completed if the CV has been attached and provides the required information, However, the question related to conditions that prevent re-appointment under Part F is compulsory for applicants seeking re-employment into the Public Service. Applicants are not required to submit copies of qualifications and other relevant documents on application. The communication from the HR Directorate regarding the requirements for certified documents will be limited to shortlisted candidates. Therefore, only shortlisted candidates for the post will be required to submit certified documents on or before the day of the interview following communication from HR. Failure to submit the requested documents will result in your application not being considered. 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. Appointment into SMS positions will be made only upon submission of the SMS pre-entry programme (Nyukela) certificate. Suitable SMS candidate/s identified by the selection panel will be required to undergo competency assessment prior to being appointed. Incomplete Z83 and late applications will not be considered. Communication will be limited to shortlisted candidates only. The successful candidates for the advertised positions will be required to undergo personnel suitability checks, which includes criminal records, citizenship, financial checks, qualifications, and previous employment (Reference checks). It is the responsibility of the applicant to make sure that the South African Qualifications Authority evaluates foreign qualifications, and the evaluation certificate will be required on or before the day of the interview following communication from HR. If you do not hear from the Office, three months from the date of t advertisement consider your application unsuccessful. The Office reserves the right not to make an appointment following this advertisement for any reason.

MANAGEMENT ECHELON

POST 09/276 : **CHIEF DIRECTOR: PROVINCIAL PLANNING AND SUPPORT REF NO: NWP/OOP/2026/08**

Job Purpose: To manage and coordinate the implementation of Provincial Strategy and Planning in line with National and Provincial Strategy frameworks.

SALARY CENTRE

: R1 494 714 per annum (Level 14), (all-inclusive package)
: Mmabatho

REQUIREMENTS

: Three-year tertiary qualification in Public Management & Governance/ Public Administration / Social Science/ Human Science at NQF level 7 and/or equivalent. A minimum of five (5) years' experience at Senior Management level with experience within the Provincial Strategy and planning. Knowledge, Skills, and Competencies: Strategic Capability and leadership; People Management and Empowerment; Programme and Project Management; Financial Management; Change Management; Knowledge Management; Service delivery innovation (SDI), Problem Solving and Analysis; Client Orientation and Customer Focus; Communication.

DUTIES

: To coordinate and facilitate strategic planning in line with provincial and national planning frameworks. Provide strategic support and guidance during departmental strategic planning reviews sessions. Manage assessment and compilation of the report of the 1st and 2nd draft departmental APPs. Manage one-on-one departmental APP assessment feedback with all departments for the 1st and 2nd draft APPs. Manage the coordination of the incorporation SOPA inputs into the 12 APPs for approval. The provision of planning support to the provincial departments and Municipalities. Manage implementation of the departments MPAT KPA1 improvement plan. Manage the provision of support to the departments on matters related to strategic plans and APPs. Manage provision of support to municipalities on matters related to Integrated Development Plans. Manage the assessment of the 1st draft 22 of municipal IDPs. Manage compilation of IDP assessment report and submission to the MEC for local Government and Human Settlement for the communication to municipalities. The building of capacity strategy and planning in provincial and local government, manage coordination of training for departments and municipalities on areas of related to strategy and planning. Manage consultation municipalities/ departments on planning matters to enhance integration amongst all relevant stakeholders. Manage the facilitation of the submission of the IDP assessment report to the MEC for local Government and Human Settlement. The facilitation and development of the provincial spatial plan in line with provincial priorities. Manage the development of the provincial spatial development framework. Manage the awareness/ advocacy programmes of the approved PSDF. Manage the coordination and support to municipalities on the alignment of their spatial development framework to the PSDF. Manage support to municipalities on the development of the land use management scheme. To facilitate development and coordinate implementation of Provincial Growth and Development Strategy. To facilitate and coordinate policy development and analysis in the Provincial Government.

ENQUIRIES APPLICATIONS

: Mr J.T Maweela Tel No: (018) 388 4443
: E-Mail: ooprecruitment1@nwpg.gov.za

POST 09/277 : **DIRECTOR: ORGANISATIONAL DEVELOPMENT REF NO: NWP/OOP/2026/09**

Job Purpose: To provide guidance and support on Organisational Development Programmes in the NWPG

SALARY CENTRE

: R1 266 714 per annum (Level 13), (all-inclusive package)
: Mmabatho

REQUIREMENTS

: Three-year tertiary qualification at NQF level 7 and/or equivalent qualifications. Minimum of 5 years' experience at middle/senior management level within Organisational Development. Knowledge, Skills, and Competencies: Sound knowledge of Public Service prescripts/ legislations, monitoring and evaluation, research, presentation skills, conflict management & resolution, management skills, analytical skills. Strategic Capability and leadership; People Management and Empowerment; Programme and Project Management; Financial Management; Change Management; Knowledge Management; Service delivery innovation (SDI), Problem Solving and Analysis; Client Orientation and Customer Focus and Communication.

DUTIES : Coordinate and facilitate Human Resource Policy and Planning processes. Coordinate and facilitate the development and implementation of Organisational design programmes. Coordination, facilitation and implementation of Service Delivery initiatives and Change Management Programmes. Coordinate and provide support to departments on development and implementation of Operations Management Framework building blocks. Perform generic senior management functions.

ENQUIRIES APPLICATIONS : Ms. G Motsilanyane Tel No: (018) 388 3105/5659
: E-Mail: ooprecruitment2@nwpg.gov.za

POST 09/278 : **DIRECTOR: EMPLOYEE HEALTH AND WELLNESS PROGRAMME REF NO: NWP/OOP/2026/10**
Job Purpose: Manage and coordinate HIV, STI & TB and Wellness, Health, Productivity, Occupational Health and Safety programmes across the NWPG.

SALARY CENTRE REQUIREMENTS : R1 266 714 per annum (Level 13), (all-inclusive package)
: Mmabatho
: Three-year tertiary qualification at NQF level 7 and/or equivalent qualifications. Registered with Health Professions Council of South Africa / Council for Social Services Professions. Minimum of 5 years' experience at middle/senior management level within Employee Health and Wellness Programme. Knowledge, Skills, and Competencies: Sound knowledge of Public Service prescripts/ legislations, monitoring and evaluation, research, presentation skills, conflict management & resolution, management skills, analytical skills. Strategic Capability and leadership; People Management and Empowerment; Programme and Project Management; Financial Management; Change Management; Knowledge Management; Service delivery innovation (SDI), Problem Solving and Analysis; Client Orientation and Customer Focus and Communication.

DUTIES : Monitor the implementation of HIV, TB & STIs and other communicable diseases, Preventive, educational, care and Support programmes. Monitor the implementation of Wellness management programmes. Monitor the implementation of Health and Productivity management programmes. Monitor the implementation of Safety, Health, Environment, Risk & Quality management /OHS programme.

ENQUIRIES APPLICATIONS : Ms. G Motsilanyane Tel No: (018) 388 3105/5659
: E-Mail: ooprecruitment3@nwpg.gov.za

OTHER POSTS

POST 09/279 : **DEPUTY DIRECTOR: COLLECTIVE BARGAINING REF NO: NWP/OOP/2026/11**
Job Purpose: To manage and oversee functionality of collective bargaining in the province. Monitor and evaluate compliance with collective bargaining resolutions and processes in accordance with Public Service Legislation for purposes of achieving Labour Peace, and facilitation of relevant training on collective agreements.

SALARY CENTRE REQUIREMENTS : R896 436 per annum (Level 11), (all-inclusive package)
: Mmabatho
: Three- year appropriate tertiary qualification in labour relations/ labour law and/ Human Resource Management at NQF level 6 and/or related qualifications (NQF level and credits). 6 years' experience in collective bargaining to which 3 years should be in collective bargaining at Assistant Director level. A valid driver's license. Knowledge, Skills and Competencies: Extensive knowledge of Public Service Labour Relations Policies, prescripts practices and related fields. Ability to interpret and apply policy and relevant legislation, Problem solving and Presentation skills, Analytical skills, Report writing and formulation, Management skills and Charing Disciplinary cases

DUTIES : Ensure that designated chambers conduct their affairs in line with their respective constitutions. Manage Provincial Collective Bargaining Chamber. Implement and maintain employment policies, guidelines, collective agreements and procedures. Provide support in the management of sound employee relations in provincial departments

ENQUIRIES APPLICATIONS : Mr. B Malwane Tel No: (018) 388 3707
: E-Mail: ooprecruitment4@nwpg.gov.za

POST 09/280 : **DEPUTY DIRECTOR: INTERNATIONAL RELATIONS REF NO: NWP/OOP/2026/12**

Job Purpose: To coordinate, manage and monitor International Relations across the NWPG

SALARY CENTRE REQUIREMENTS

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

Post graduate appropriate tertiary qualification in International Relations/ Political Sciences/Economics and/or related qualifications at NQF level 6 (NQF level and credits). 6 years' experience in International Relations at Assistant Director level. A valid driver's license. Knowledge, Skills and Competencies: Knowledge of government prescripts and procedures, financial administration, PSA, PSR, PFMA, International law and policy and UN regulations and policies. Communication, Organisational skills, Project management and Events management. Application of International Relations as well as understanding of the South African foreign policy. Negotiation skills and change knowledge management. Understanding multilateral institutions such as the UN, AU, SADC, SACU and NAM.

DUTIES

Facilitate international dialogue to strengthen relations on foreign investment. Coordinate the implementation of memorandums of understanding between the province and sister governments abroad. Consolidate and promote the African Agenda by forging and maintaining relations. Coordinating international projects and managing stakeholders. Coordinate international visits. Update the data base of international missions.

ENQUIRIES APPLICATIONS

Ms. B Mothobi Tel No: (018) 388 3086
E-Mail: ooprecruitment5@nwpg.gov.za

POST 09/281 : **DEPUTY DIRECTOR: PUBLIC PARTICIPATION REF NO: NWP/OOP/2026/13**

Job Purpose: To manage the facilitation and coordination of the Public Participation Programme across the NWPG.

SALARY CENTRE REQUIREMENTS

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

Three- year appropriate tertiary qualification in Public Management/ Administration at NQF 6 and/or related qualifications (NQF level and credits). 6 years' experience in Public Participation to which 3 years should be within Public Participation at Assistant Director level. A valid driver's license. Knowledge, Skills and Competencies: Customer care and public administration, understanding of national, provincial and local government structures and relations, Sound knowledge of community structures, understanding of programme and project management. Computer literacy skills in Excel, Word, power point, Reporting skills, Creative thinking and analytical, Report writing, Effective verbal and writing communication, Negotiation and facilitation, Interpersonal and cooperative team work, Computer literacy, Data capturing and Time management.

DUTIES

The management and coordination Presidential Hotline. The management of complaints database and responses. The coordination, monitoring establishment and functioning of the Thusong Service Centre. The management of complaints and complements management strategy. Coordinate and manage the implementation of provincial service delivery intervention programmes. Manage the coordination and facilitation of Frontline Service Delivery Monitoring.

ENQUIRIES APPLICATIONS

Mr, J.T Mawelela Tel No: (018) 388 4443
E-Mail: ooprecruitment6@nwpg.gov.za

POST 09/282 : **DEPUTY DIRECTOR: IT GOVERNANCE, PROJECTS AND POLICY DEVELOPMENT REF NO: NWP/OOP/2026/14**

Job Purpose: To implement corporate governance and manage IT Projects and policy development

SALARY CENTRE REQUIREMENTS

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

Three- year appropriate tertiary qualification in Information Technology at NQF level 6 and/or related qualifications (NQF level and credits). 6 years' experience in Information Technology to which 3 years should be within the IT Governance, IT policy development or IT projects management at Assistant Director level.

Added advantages are certification PRINCE2, MICROSOFT/AZURE Administration, TOGAF & GWEA. Knowledge, Skills and Competencies: Public service Act and regulations, Project management principles, International best practices, IT Policy development, ICT corporate governance frameworks. IT Audits, Total Quality Management, ICT contract management, vendor relationship management, Strategic Management and Risk Auditing. Computer literacy skills in MS Teams, MS SharePoint, MS Outlook, MS AZURE AD, Excel, Word, power point. Technical Reporting, Presentation, Project management skills. Quality control and assurance skills. IT Support and service delivery, Problem solving, Interpersonal relationship, Strategic and financial planning, Report writing, good communication. Ability to apply and interpret policy, Research, and ability to work independently and as a team leader.

DUTIES

: Drive the development of departmental technology standards, policies, procedures to ensure compliance with DPSA/Government-wide ICT prescripts customised according to departmental requirements. Manage governance processes and performance metrics to ensure ICT delivers value to the department; Develop and define the IT Service Management policy to implement and manage the quality of ICT Services that meets business needs and serves as the ICT functional commitment to the departments. Manage, ICT contracts and service level agreements with service providers: Manage all ICT-related business risks, including findings; Enable the department to achieve its strategic mandate (current and future capabilities) and objectives by aligning business, and IT plans; Enable the department to achieve all ICT investments' predetermined value and benefits; Manage financial, human resources, business plans, and reporting processes; Manage the departmental ICT assets; Optimise expenditure and eliminate duplication of ICT solutions and associated technologies; Manage Enterprise agreements, Business Agreements (BA) and Services Level Agreements with SITA and Microsoft. The implementation and monitoring of Change Controls. Manage and report on All ICT related projects, portfolio and programmes. Participate in the Office of the Premier ICT structures e.g. budget committee, GITO council, ICT Steering Committee, etc.

ENQUIRIES APPLICATIONS

: Mr. G.D Mohaule Tel No: (018) 388 4393
 : E-Mail: ooprecruitment7@nwpg.gov.za

POST 09/283

: **SENIOR CUSTOMER SUPPORT OFFICER REF NO: NWP/OOP/2026/15**
 Job Purpose: To provide and facilitate technical ICT helpdesk support role to the Provincial Departments

SALARY CENTRE REQUIREMENTS

: R468 459 per annum (Level 09)
 : Mmabatho
 : A three-year tertiary qualification in Information Technology at NQF level 6 and /or related qualifications (NQF level and credits) .3 years' experience in IT customer support of which 2 years must be at supervisory level. ITIL foundation certification. Knowledge, Skills and Competencies: knowledge in incident management system and ITIL, Protection of Personal information Act, Public Service Act, Public Service Regulation as amended, Employment Equity Act, Skills Development Act, Labour Relations Act, Public Finance Management Act, and CGICT Policy Framework. Technical, Reporting Skills, MS Office Skills and Customer service focus and commitment, teamwork, Emotional intelligence, Interpersonal skills, problem solving, communication, presentation, conflict resolution.

DUTIES

: Receive, analyse and assign ICT action requests/incidents. Creation and administration of user accounts. Provide first line IT technical support. Service Level Management of call centre. Extract reports, analyse and report writing with recommendations to management to improve service delivery. Assess IT service requests/ incident management quality, compliance and adherence to policies and procedures. Develop and implement standard operating procedures. Monitor IT incidents to ensure that are assigned properly and resolved on time. Facilitate the customer communication. Supervision of Provincial IT Customer Care Centre services and staff. Follow up on resolved incidents to ensure end user satisfaction.

ENQUIRIES APPLICATIONS

: Ms. L Mofela Tel No: (018) 388 4033
 : E-Mail: ooprecruitment8@nwpg.gov.za

<u>POST 09/284</u>	:	<u>ADMINISTRATION OFFICER (X2 POSTS)</u> Purpose: To provide and supervise administrative and procurement support in the Directorate.
<u>SALARY CENTRE</u>	:	R325 101 per annum (Level 07) Ngaka Modiri Molema District Office Ref No: NWP/OOP/2026/16 (X1 Post) Bojanala District Office Ref No: NWP/OOP/2026/17 (X1 Post)
<u>REQUIREMENTS</u>	:	Three-year tertiary qualification in Public Administration at NQF level 6 and /or equivalent qualification (NQF level and credits). 2 –3 years' experience in clerical or administrative experience in Administration. Knowledge, Skills & Competencies: Knowledge and understanding of Government policies. Knowledge of computer. Good grooming and presentation. Self - management and motivation. Knowledge on the relevant legislation / policies / prescripts and procedures. Basic knowledge on financial administration. Good telephone etiquette. Sound organisational Skills. Good people skills. Basic written communication skills.
<u>DUTIES</u>	:	Provide general clerical support services. Provides supply chain clerical support services within the component. Provide personnel administration support clerical support services within the Component. Provide financial administration support services in the component. Supervision of staff. Collection of data (Consolidation of stakeholders' data, Collect POE, and reports.
<u>ENQUIRIES</u>	:	NMMD: Mr. K Thaganyane Tel No: (018) 388(NMMD)/ Bojanala District: Ms. L Letlape Tel No: (014) 592 3935
<u>APPLICATIONS</u>	:	E-Mail: ooprecruitment9@nwpg.gov.za
<u>POST 09/285</u>	:	<u>ADMINISTRATIVE CLERK: HUMAN RESOURCE STRATEGY AND PLANNING REF NO: NWP/OOP/2026/18</u> Job Purpose: To render administrative support services in the Human Resource Strategy and Planning Chief Directorate.
<u>SALARY CENTRE</u>	:	R228 321 per annum (Level 05) Mmabatho
<u>REQUIREMENTS</u>	:	Grade 12 and/or equivalent qualification as recognised by SAQA. Knowledge, Skills and Competencies: Knowledge of clerical duties, practices as well as the ability to capture data, operate computer and collecting statistics. Knowledge and understanding of the legislative framework. Ability to interpret and apply policies, Computer, Verbal and Communication, Planning and organisation Language.
<u>DUTIES</u>	:	Provides a clerical support service to the manager. Provide supply chain support services within the component. Provide personnel administration support within the component. Provide financial administration support services in the component. Ensure efficient and effective support to the Component.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms. G Motsilanyane Tel No: (018) 388 3105/5659 E-Mail: ooprecruitment10@nwpg.gov.za
<u>POST 09/286</u>	:	<u>CLEANER (X5 POSTS)</u> Job Purpose: To provide cleaning and housekeeping services to Office of the Premier – North West Province.
<u>SALARY CENTRE</u>	:	R138 486 per annum (Level 02) Mmabatho Ref No: NWP/OOP/2026/19 (X4 Posts) Bojanala District Ref No: NWP/OOP/2026/20 (X1 Post)
<u>REQUIREMENTS</u>	:	Grade 10 and/ or equivalent qualifications as recognised by SAQA. Knowledge, Skills and Competencies: Basic literacy and numeracy. Able to read and write. Communication skills. Good interpersonal relations and knowledge of Batho Pele Principles. Knowledge of cleaning products/materials and equipment. Knowledge of operating cleaning equipment. Ability to work under pressure. Teamwork. Client focus and responsiveness. Be able to perform manual work. Show commitments and loyalty. Be punctual, productive and show good behaviour towards customers.
<u>DUTIES</u>	:	Clean offices corridors, garages and Boardrooms. Keep and maintain cleaning machines and equipment. Provision of refreshment during meetings. Clean kitchens, offices, corridors, garages, and boardrooms. Collection and disposal of waste twice daily. Keep and maintain cleaning machines and equipment in good working condition. Use and maintain cleaning materials properly and

report shortages. Prepare and clean boardrooms before and after meetings. Provide refreshments during meetings as required. Rotate between different areas as directed by the supervisor.

ENQUIRIES
APPLICATIONS

: Mr. T Koko Tel No: (018) 388 3540 / Mr. E Lerefolo Tel No: (018) 388 3439
: E-Mail: ooprecruitment11@nwpg.gov.za

**PROVINCIAL ADMINISTRATION: WESTERN CAPE
DEPARTMENT OF HEALTH AND WELLNESS**

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

<u>APPLICATIONS</u>	:	Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>CLOSING DATE</u>	:	27 March 2026, 17:00 PM
<u>NOTE</u>	:	It will be expected of candidates to be available for selection interviews on a date, time and place as determined by the Department. Kindly note that excess personnel will receive preference. 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 advert for the POST 08/533: Nursing Assistant Grade 1 To 3 Cape Winelands Health District, Salary: Grade 1: R174 261 per annum, Grade 2: R203 271 per annum, Grade 3: R239 559 per annum, Centre: Phola Park, advertised in the Public Service Vacancy 08 dated 06 March 2026, with Ref No: 08/533 Post has been cancelled.

OTHER POSTS

<u>POST 09/287</u>	:	<u>MEDICAL OFFICER GRADE 1 TO 3 (OBSTETRICS) (X2 POSTS)</u> Chief Directorate: Metro Health Services
<u>SALARY</u>	:	Grade 1: R1 001 349 per annum Grade 2: R1 142 553 per annum Grade 3: R1 322 352 per annum A portion of the package can be structured according to the individual's personal needs.
<u>CENTRE</u>	:	Mowbray Maternity Hospital (X1 post) New Somerset Hospital (X1 post)
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Medical Practitioner. Registration with a professional council: Registration with the HPCSA as Medical Practitioner. Experience: Grade 1: None after registration as Medical Practitioner with the HPCSA in respect of SA-qualified employees. 1-year relevant experience after registration as Medical Practitioner with a recognised foreign Health Professional Council in respect of foreign-qualified employees, of whom it is not required to perform community service as required in South Africa. Grade 2: A minimum of 5 years' appropriate experience as Medical Practitioner after registration with the HPCSA as a Medical Practitioner in respect of SA-qualified employees. A minimum of 6 years' relevant experience after registration as Medical Practitioner with a recognised foreign Health Professional Council in respect of foreign-qualified employees, of whom it is not required to perform community service as required in South Africa. Grade 3: A minimum of 10 years' appropriate experience as a Medical Practitioner after registration with the HPCSA as a Medical Practitioner in respect of SA-qualified employees. A minimum of 11 years' relevant experience after registration as Medical Practitioner with a recognised foreign Health Professional Council in respect of foreign-qualified employees, of whom it is not required to perform community service as required in South Africa. Inherent requirement of the job: Valid South African (Code B/EB) driver's licence. Must participate in after hour duties including weekends and public holidays. Competencies (knowledge/skills): Appropriate experience and skills in obstetrics and gynaecology care. Ability to work in a team and with all levels of staff. Computer literacy in MS Office. Appropriate experience to perform a Caesarean section safely and without supervision; with proof of a minimum of 50 Caesarean Sections done independently. Appropriate experience in managing emergency Gynaecological procedures.
<u>DUTIES</u>	:	Clinical triage and management of all non-acute and emergency O&G presentation to the Labour and Ward and Emergency Centre. Managing critically ill patients including resuscitation. Supervision and teaching of

students, interns and midwives. Provide an efficient administration service regarding all clinical and non-clinical matters and medico-legal work. Provide guidance and leadership towards the realization of strategic goals and objectives of the department. Ensure a cost-efficient service at clinical level with regards to laboratory services, blood, medicine, consumables and equipment. To perform audit, including preparation for and presentation at perinatal morbidity and mortality meetings.

- ENQUIRIES** : Dr TA Horak Tel No: (021 659-5579 (for Mowbray Maternity Hospital)
Dr D Richards Tel No: (021) 402-6522 (for New Somerset Hospital).
- NOTE** : No payment of any kind is required when applying for this post. Candidates that meet these criteria will be invited to perform an online clinical MCQ examination. These candidates will be required to submit a logbook outlining their surgical experience in Obstetrics and Gynaecology. 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. Candidates who are not in possession of the stipulated registration requirements may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable to candidates who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status).
- POST 09/288** : **REGISTRAR (NUCLEAR MEDICINE)**
(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** : Groote Schuur Hospital, Observatory, Observatory
- REQUIREMENTS** : Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Medical Practitioner. Registration with a professional council: Registration with the HPCSA as a Medical Practitioner (Independent Practice). Inherent requirement of the job: Commuted overtime is compulsory. Emergency and after-hours call cover. Willingness and ability to travel. Competencies (knowledge/skills): Effective leadership & interpersonal skills. Appropriate and sufficient clinical experience since obtaining the MBChB degree. Knowledge and practical skills in Nuclear Medicine. Appropriate general medical experience. Computer skills including typing, managing spreadsheets and using databases. Good communication skills (written and verbal).
- DUTIES** : Provision of safe, comprehensive 24-hour tertiary level diagnostic and therapeutic service to patients at Groote Schuur Hospital, Observatory. Produce timeous and accurate nuclear medicine reports and assist in optimal workflow through imaging domains. Perform after-hours duties as per call roster. Attend teaching program activities, tutorials and assessments as part of the registrar training program. Assist with the training medical students, nursing staff and radiographers and related referral disciplines. Learn critical skills required of a Nuclear Medicine Physician. Involvement in research/audits relating to Nuclear Medicine.
- ENQUIRIES** : Prof S More Tel No: (021) 404 4169
- NOTE** : No payment of any kind is required when applying for this post. The pool of applicants will be considered for other similar posts within Groote Schuur Hospital, Observatory, 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, Observatory has adopted the department's ecosystem framing of its training platform. Accordingly, all registrar appointments may be called upon to work across this platform and may include rotations at Metro West and Rural East hospitals. This includes Red Cross War Memorial Children's Hospital, New Somerset Hospital, Mitchells Plein District Hospital, Victoria Hospital and George Provincial Hospital. Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for

registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable on health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status). Consideration will be given to existing employees who are already on higher salary packages to retain their existing salary position, as personal. As such they are entitled to receive pay progression. Appointment as a Registrar will be for a maximum contract period of 4 years. Employees in service who opt to continue with their pension benefits as Registrar, will be required to resign after completion of their registrarship should they not be successful for advertised Specialist positions. Should registration with the HEI as a student be discontinued for any reason the appointment of Registrar also discontinues. Applicants must indicate whether they have bursary obligations. Please ensure that you attach an updated CV. 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.

<u>POST 09/289</u>	:	<u>MEDICAL OFFICER GRADE 1 TO 3 (X2 POSTS)</u>
<u>SALARY</u>	:	Grade 1: R1 001 349 per annum Grade 2: R1 142 553 per annum Grade 3: R1 322 352 per annum A portion of the package can be structured according to the individual's personal needs.
<u>CENTRE</u>	:	Bothasig (X1 Post) Delft CHC (X1 Post)
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Medical Practitioner. Registration with a professional council: Registration with the Health Professions Council of South Africa (HPCSA) as a Medical Practitioner. Experience: Grade 1: None after registration as Medical Practitioner with the HPCSA in respect of SA qualified employees. 1-year relevant experience after registration as Medical Practitioner with a recognised foreign Health Professional Council in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa. Grade 2: A minimum of 5 years' appropriate experience as Medical Practitioner after registration with the HPCSA as a Medical Practitioner in respect of SA qualified employees. A minimum of 6 years' relevant experience after registration as Medical Practitioner with a recognised foreign Health Professional Council in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa. Grade 3: A minimum of 10 years' appropriate experience as a Medical Practitioner after registration with the HPCSA as a Medical Practitioner in respect of SA qualified employees. A minimum of 11 years' relevant experience after registration as Medical Practitioner with a recognised foreign Health Professional Council in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa. Inherent requirement of the job: A Valid driver's licence. Willingness to travel and perform relief duties when required. A Valid Basic Life Support certificate and Advance Cardiac Life Support certificate. Willingness to perform Commuted Overtime as per operational needs. Competencies (knowledge/skills): Experience in general medical and surgical conditions on PHC level. Experience of South African TB and HIV care guidelines (including drug resistant TB and HIV in children). Computer literacy (MS Excel, Word, Outlook etc.) and good interpersonal, organizational and teamwork skills. Ability and willingness to do outreach services to clinics throughout the Northern/Tygerberg Sub-District, guiding health care colleagues in managing difficult PHC cases.
<u>DUTIES</u>	:	Practicing cost-effective holistic patient care. Forensic and social service provision. Effective management and utilization of physical and financial

		resources and Clinical governance. Training and development. Effective data management. Quality of Care and Code of Conduct.
<u>ENQUIRIES</u>	:	Dr. C Richards Tel No: (021) 954 2237 Dr. L Snyders Tel No: (021) 204 9400
<u>NOTE</u>	:	No payment of any kind is required when applying for this post. Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable to health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status)". "The pool of applications will be considered for vacancies within Metro Health Services, for a period of three months from the date of the advert, provided that the job title, core functions, inherent requirements, and salary level are the same as those of the advertised post." Shortlisted candidates will be subjected to a written/practical and oral assessment.
<u>POST 09/290</u>	:	<u>MEDICAL OFFICER: GRADE 1 TO 3 GENERAL INTERNAL MEDICINE</u> (1-Year Contract)
<u>SALARY</u>	:	Grade 1: R1 001 349 per annum Grade 2: R1 142 553 per annum Grade 3: R1 322 352 per annum A portion of the package can be structured according to the individual's personal needs.
<u>CENTRE</u>	:	Groote Schuur Hospital, Observatory
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Medical Practitioner. Registration with the Professional Council Registration with the HPCSA as a Medical Practitioner. Experience: Grade 1: None after registration as Medical Practitioner with the HPCSA in respect of SA-qualified employees. 1-year relevant experience after registration as Medical Practitioner with a recognized foreign Health Professional Council in respect of foreign-qualified employees, of whom it is not required to perform community service as required in South Africa. Grade 2: A minimum of 5 years' appropriate experience as Medical Practitioner after registration with the HPCSA as a Medical Practitioner in respect of SA- qualified employees. A minimum of 6 years' relevant experience after registration as Medical Practitioner with a recognised foreign Health Professional Council in respect of foreign-qualified employees, of whom it is not required to perform community service as required in South Africa. Grade 3: A minimum of 10 years' appropriate experience as a Medical Practitioner after registration with the HPCSA as a Medical Practitioner in respect of SA-qualified employees. A minimum of 11 years' relevant experience after registration as Medical Practitioner with a recognised foreign Health Professional Council in respect of foreign-qualified employees, of whom it is not required to perform community service as required in South Africa. Inherent requirement of the job: Commuted overtime is compulsory. Emergency and after hour call cover. Valid ACLS Certificate. Competencies (knowledge/skills): Communication including clinical summary/report generation, consultation as well as patient counselling. Knowledge and clinical skills required of a Medical Officer (e.g. Assessment, diagnosis and treatment in inpatient, outpatient, and acute medical/emergency contexts). Practical clinical skills appropriate for diagnostic investigations and those required for resuscitation and stabilisation of acutely unwell patients according to ACLS principles. Effective leadership & interpersonal skills. Effective and efficient administration. Completion of FCP Part 1.
<u>DUTIES</u>	:	Provision of safe medical care to patients in the Acute Medical Admissions and Emergency Unit, High Care Unit, Inpatient medical wards and Medical Outpatients department at Groote Schuur Hospital, Observatory and satellite hospitals. Involvement in research/audits relating to Internal Medicine. Perform onsite after-hours duties as per call roster. Supervise and support medical students, interns and community service medical officers providing medical care.
<u>ENQUIRIES</u>	:	Dr D Maughan Tel No: (021) 406 6422 or deborah.maughan@uct.ac.za
<u>NOTE</u>	:	No payment of any kind is required when applying for this post. 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). Please ensure that you attached an updated CV. Groote Schuur Hospital, Observatory has adopted the department's ecosystem framing of its training platform. Accordingly, all Medical Officer appointments may be called upon to work across this platform and may include rotations at Metro West and Rural East hospitals. This includes Red Cross War Memorial Children's Hospital, New Somerset Hospital, Mitchells Plein District Hospital, Victoria Hospital and George Provincial Hospital. The pool of applicants will be considered for other similar posts within Groote Schuur Hospital, Observatory, 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.

- POST 09/291** : **DEPUTY DIRECTOR: ADMINISTRATION (PROJECTS)**
Directorate: Health Technology
- SALARY** : R896 436 per annum, A portion of the package can be structured according to the individual's personal needs.
- CENTRE** : Goodwood, Western Cape
- REQUIREMENTS** : Minimum educational qualification: An appropriate National Diploma or Degree in Engineering (Mechanical/Mechatronics /Electrical) or equivalent relevant qualification. Experience: At least 3 – 5years appropriate/recognisable 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 requirement of the job: Willing to work overtime and travel throughout the Cape Metro and -Rural as part 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, risk mitigation strategies, and prioritization. Conversant with Occupational Health and Safety Act (OHSA) and regulations pertaining to Electrical and Electronic installations. Conversant with New Engineering Contract (NEC) especially the Short-, Term service- and Framework agreement forms of contracts. Computer literate (MS Office. Auto CAD, etc.) Budgeting and planning workshop activities to support the province with maintenance activities. Sound interpersonal and good verbal and written communication skills.
- DUTIES** : Management and provision of effective, efficient, and affordable hospital engineering services. Monitor and evaluate maintenance projects according to the strategy and plans and provide feedback to all stakeholders. Perform inspections and provide transversal technical guidance and advice to Health Facilities within the Province. Planning and implementation of Health Technology projects aligned to infrastructure and direct technical support to facilities. Finance and Supply Chain Management. People Management.
- ENQUIRIES** : Ms Z Ziyayi at Ziyanda.Ziyayi@westerncape.gov.za
- NOTE** : No payment of any kind is required when applying for this post.
- POST 09/292** : **PHARMACIST GRADE: 1 TO 3**
West Coast District
- SALARY** : Grade 1: R848 862 per annum
Grade 2: R917 634 per annum
Grade 3: R1 001 349 per annum
A portion of the package can be structured according to the individual's personal needs.
- CENTRE** : Diazville CDC, Saldanha Bay Sub-district

<u>REQUIREMENTS</u>	:	Minimum educational qualification: Basic qualification accredited with the South African Pharmacy Council (SAPC) that allows registration with the SAPC as a Pharmacist. Registration with a professional council: Registration with the SAPC as a pharmacist. Experience: Grade 1: None after registration as a Pharmacist with the SAPC in respect of SA qualified employees. 1-year relevant experience after registration as a pharmacist 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 after registration as a Pharmacist with the SAPC in respect of SA qualified employees. 6-years' relevant experience after registration as a pharmacist 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 13 years' appropriate experience after registration as a Pharmacist with the SAPC in respect of SA qualified employees. 14 years' relevant experience after registration as a pharmacist 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 requirement of the job: Valid (Code B/EB) driver's license. Willingness to work as a pharmacist within a multi-disciplinary team within the sub-district. Competencies (knowledge/skills): Knowledge of institutional pharmacy practices and procedures, Good numeric skills/computer literate, Knowledge of Drug Supply Management Principles, Standard Treatment Guidelines and Provincial Code List. Experience with JAC/WellSky dispensing system. Meticulous and attention to detail. Good communication skills. Time management, strategic planning, prioritizing of tasks. Financial management and reporting. Good People Management and interpersonal skills, team orientated. Client orientated and Customer focused. Problem solving and analysis. Mentoring and Tutoring skills. Computer literacy (MS Word, Excel and Outlook).
<u>DUTIES</u>	:	Drug supply management within the Saldanha Bay Sub-District. Governance of dispensing practices within sub-district. Ensuring improved access to medication through strengthening of the CDU and/or DMOC. Finance and Supply Chain Management. People Management (in capacity of Delegated Supervisory Pharmacist). Quality assurance through adherence to Ideal Clinic and National audits and data collection.
<u>ENQUIRIES</u>	:	Ms. E Julius Tel No: (022) 709 7237
<u>NOTE</u>	:	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. 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).
<u>POST 09/293</u>	:	<u>OPERATIONAL MANAGER NURSING (PRIMARY HEALTH CARE) (X2 POSTS)</u> Overberg District
<u>SALARY CENTRE</u>	:	R693 096 per annum Genadendaal Clinic (X1 Post) Bredasdorp Clinic (X1 Post)
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as Professional Nurse and Midwife. Post-basic qualification with duration of at least one-year Diploma in Clinical Nursing Science: Health Assessment, Treatment and Care accredited with the SANC (R48). Registration with a professional council: Registration with the SANC as 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 in the specific specialty after obtaining the one-year post-basic qualification as mentioned above. Inherent requirement of the job: Valid code B/EB/C1 driver's

- license. Willingness to assist within the Sub-district and work overtime. Competencies (knowledge/skills): Demonstrate an in-depth knowledge of nursing and public service legislation. Knowledge of Human Resource and Financial policies. Computer literacy (MS Word and Excel).
- DUTIES** : Responsible for the management and coordination of PHC services and delivery of person-centered quality nursing care in accordance with the scope of practice and nursing standards at the Primary Health Care Facility, inclusive of COVID – 19 screening, testing and management. Plan to practice a holistic health service on a short-/medium-/long term basis including the provision of effective mobile Primary Health Care services attached to the fixed facility. Manage Personnel matters including supervision and performance management, the utilisation and supervision of staff, finances and procuring as well as implementing of policies, prescripts and protocols regarding the mentioned facets. -Manage Health Programmes (CBS, COPC, Comprehensive Health HAST School Health) and Quality assurance program of the facility. Manage control and act in facet of Health, Support, Data collection and timeous submission of accurate PHC, CBS and HAST data, including Security, Cleaning, Infection control and Ground services reports monthly. Organise a cost-effective service daily and participate in community involvement including attending community engagements as required.
- ENQUIRIES** : Ms H Human Tel No: (028) 212-1070; Ms G Van der Westhuizen Tel No: (028) 514-8400
- NOTE** : No payment of any kind is required when applying for this post. Shortlisted candidates may be subjected to a practical test. The pool of applications will be considered for vacancies within the Overberg District, for a period of 3 months from the date of the advert, provided that the job title, core functions, inherent requirements, and salary level are the same as those of the advertised post.
- POST 09/294** : **OPERATIONAL MANAGER NURSING GRADE 1 (GENERAL: GYNAECOLOGY)**
- SALARY** : R549 192 per annum
- CENTRE** : Tygerberg Hospital, Parow Valley
- REQUIREMENTS** : Minimum educational qualification: Basic R425 qualification (i.e degree/ diploma in Nursing) or equivalent 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 of 7 years appropriate/recognisable experience in Nursing after registration as Professional Nurse with the SANC in General Nursing. Inherent requirement of the job: Ability and willingness to assist with shifts and after-hours hospital cover including weekends, public holidays, night duty relief and overtime as the need arises. Competencies (knowledge/skills): Knowledge or experience in Manual Vacuum Aspiration (MVA). Ability to function independently as well as part of a multi-disciplinary team. Effective communication, interpersonal, leadership, decision-making and conflict resolution skills. Good organisational skills and the ability to function under pressure. Basic computer literacy. Knowledge and insight of relevant legislation and policy related to nursing within the public sector. Ability to promote quality patient care through the setting, implementation and monitoring of standards.
- DUTIES** : The candidate will be responsible for planning, managing, co-ordinating and maintaining an optimal quality Nursing Service as an Operational Manager. Participative management and utilisation of Human Resources to fulfil operational and developmental functions in the area. Manage and monitor the Financial Resources of the clinical area. Initiate and participate in training, development and research within the nursing department. Deliver a support service to the Nursing Service and the institution. To maintain ethical standards and promote professional growth and development.
- ENQUIRIES** : Mrs V Dubase Tel No: (021) 938-4000
- NOTE** : No payment of any kind is required when applying for this post. Shortlisted candidates will be subjected to a practical/ competency assessment.
- POST 09/295** : **OPERATIONAL MANAGER NURSING: GENERAL (POST-NATAL WARD)**
Chief Directorate: Metro Health Services
- SALARY** : R549 192 per annum

<u>CENTRE REQUIREMENTS</u>	:	Khayelitsha District Hospital
	:	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) in Professional Nurse and Midwife/Accoucheur. Registration with a professional council: Registration with the South African Nursing Council as a Professional Nurse and Midwife/Accoucheur (annual licensing receipt of 2026). Experience: A minimum of 7 years appropriate/recognisable experience in nursing after registration as a Professional Nurse with SANC in General Nursing. Inherent requirement of the job: Willingness to work overtime, after hours hospital cover, weekends and public holidays as required. Competencies (knowledge/skills): Good Managerial, supervisory and decision-making skills. Computer literate (Word, Outlook, Excel and PowerPoint). Knowledge and insight of legislation and policies, relevant to the current nursing practice within the Public Service. Disciplinary and conflict management skills. Ability to function independently as well as part of a multi-disciplinary team. Good organizational skills and ability to work under pressure.
<u>DUTIES</u>	:	Provide management support, guidance and direction to personnel under your supervision towards the realisation of strategic goals and objectives of the nursing division. Co-ordinate the proper utilization of physical, human and financial resources in accordance with the legislation policies. Participate in health promotion, illness prevention initiatives and contribute to their evaluation. Maintain 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.
<u>ENQUIRIES NOTE</u>	:	Ms E Brock Tel No: (021) 360-4370
	:	No payment of any kind is required when applying for this post. Shortlisted candidates will be subjected to a practical assessment.
<u>POST 09/296</u>	:	<u>CLINICAL NURSE PRACTITIONER GRADE 1 TO 2 (PHC)</u> Cape Winelands Health District
<u>SALARY</u>	:	Grade 1: R476 367 per annum Grade 2: R583 989 per annum
<u>CENTRE REQUIREMENTS</u>	:	TC Newman CDC
	:	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. 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 requirement 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).
<u>DUTIES</u>	:	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.
<u>ENQUIRIES NOTE</u>	:	Drakenstein Sub District – Ms J Bosch Tel No: (021) 862 4520
	:	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.

<u>POST 09/297</u>	<u>PROFESSIONAL NURSE GRADE 1 TO 2 (SPECIALTY: MATERNITY)</u>
<u>SALARY</u>	Grade 1: R476 367 per annum Grade 2: R583 989 per annum
<u>CENTRE REQUIREMENTS</u>	Tygerberg Hospital, Parow Valley Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council as a Professional Nurse and Midwife. A post-basic nursing qualification, with duration of at least 1 year accredited with the SANC in Advanced Midwifery and Neonatal Nursing Science. Registration with a professional council: Registration with the SANC as Professional Nurse and Midwife. Experience: Grade 1: A minimum of 4 years appropriate/recognisable experience in nursing after registration with the SANC as Professional Nurse in General Nursing. Grade 2: A minimum of 14 years appropriate/recognisable experience in nursing after registration with the SANC as Professional Nurse in General Nursing. At least 10 years of the period referred to above must be appropriate/recognisable experience in the relevant speciality after obtaining the 1-year post-basic qualification in the relevant speciality. Inherent requirement of the job: Willingness to work shifts, day & night duty, weekends and public holidays to meet the operational requirements. Competencies (knowledge/skills): Knowledge and insight of relevant legislation and policy related to nursing within the Department of Health Western Cape. Plan, Organize, & Coordinate the service by analysing, problem solving, and decision making. Leadership towards the realization of strategic goals and objective of the speciality clinical department. Display core values of the Department of Health and Wellness (WCG) on the execution of duties while practicing within the legislation, regulations and protocols applicable to the public service.
<u>DUTIES</u>	Ensure quality patient care regarding the identification of nursing care needs, the planning and implementation of nursing care plans and the education of the nursing personnel as a Professional Nurse in the specific speciality clinical area. Render and supervise specialised clinical nursing care and support clinical staff with procedures within the specific clinical speciality unit. Utilize human, material and physical resources and development of self and others.
<u>ENQUIRIES NOTE</u>	Ms V Dubase Tel No: (021) 938-4000 No payment of any kind is required when applying for this post. Candidates who are not in possession of stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable to candidates who apply for the first time for registration in the post-basic qualification in Advanced Midwifery and Neonatal Nursing Science.
<u>POST 09/298</u>	<u>PROFESSIONAL NURSE GRADE 1 TO 2 (SPECIALTY: THEATRE)</u> Chief Directorate: Metro Health Services
<u>SALARY</u>	Grade 1: R476 367 per annum Grade 2: R583 989 per annum
<u>CENTRE REQUIREMENTS</u>	Mitchells Plain District Hospital 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. A post-basic nursing qualification with a duration of at least 1 year accredited with SANC in Medical and Surgical Nursing Science: Operating theatre. Registration with a professional council: Registration with SANC as a Professional Nurse.

Experience: **Grade 1:** Minimum of 4 years appropriate / recognizable experience in nursing after registration as Professional nurse in general nursing. **Grade 2:** Minimum of 14 years appropriate / recognizable experience in nursing after registration as Professional nurse in general nursing. At least 10 years of the above periods must be appropriate / recognizable experience in Operating Theatre after obtaining the 1-year post basic qualification in relevant specialty. Inherent requirement of the job: Willingness to work shifts, day and night duty, weekends, and public holidays to meet the operational requirements. Ability to work under pressure and in a multi-disciplinary team context. Competencies (knowledge/skills): Ability to function/make decisions independently as part of a multi-disciplinary team. Good communication, interpersonal, leadership and conflict resolution skills. Knowledge of major incident disaster plan. Computer skills (Ms Office).

DUTIES : Provide safe and comprehensive care delivered to patients in theatre. Provision of optimal, holistic specialized 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 human, material and physical resources.

ENQUIRIES NOTE : Mr R Geswindt Tel No: (021) 377-4410
 : No payment of any kind is required when applying for this post. Candidates who are not in possession of the required qualification will be appointed into the general stream, and they will be required to obtain the necessary qualification within the predetermined period of time. Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointed 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- Operating Theatre Nursing.

POST 09/299 : **INDUSTRIAL TECHNICIAN (HEAD OF UNIT: LIFE SUPPORT) (CLINICAL ENGINEERING)**

SALARY CENTRE REQUIREMENTS : R468 459 per annum
 : Red Cross War Memorial Children's Hospital
 : Minimum educational qualification: National Diploma in Electronics and / or National Diploma Mechanical Engineering (T; S or N Streams). Experience: Appropriate experience in the Life Support field, general repairs on Life support equipment, such as Blenders, Ventilators and Anesthetic machines. Inherent requirement of the job: A Valid (Code B/EB) driver's licence and own reliable transport. Promptness and reliability. Ability to complete tasks and work without supervision Willingness to work on equipment related to other Clinical Engineering disciplines in the Hospital Willingness to work overtime and do standby duties. Shall be able to use the relevant test equipment to calibrate and maintain Life Support equipment Must be physically fit and healthy. Must be able to cope under pressure. Competencies (knowledge/skills): Ability to work independently and under pressure. Ability to plan (pro-active) and comply with in-house systems and procedures. Strict adherence to the Occupational Health and Safety Act.

DUTIES : Management and supervision of Staff Repair and service all life support equipment. Work independently and as part of a team in the Clinical Engineering Department. Assist when needed in other departments within the CED. Compile and manage contracts in the Life Support Department. Ensure that the allocated Life Support area is kept clean and adheres to all OHS regulations. Complete all requisitioned tasks and the accompanied admin. Commission all new Life support assets. Complete all relevant documentation in the in-house database. Ability to work with outside Suppliers/Contractors. Ability to liaise with Supply Chain management. Ability to liaise with Internal Customers.

ENQUIRIES NOTE : Mr D.Stockwell Tel No: (021) 658-5011
 : No payment of any kind is required when applying for this post. Candidates may be subjected to a competency test.

<u>POST 09/300</u>	:	<u>ASSISTANT DIRECTOR: HUMAN RESOURCE ADMINISTRATION (EMPLOYEE SOURCING)</u> Chief Directorate: Metro Health Services
<u>SALARY</u>	:	R468 459 per annum
<u>CENTRE</u>	:	Khayelitsha Eastern Sub-structure office
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Appropriate 3-year Diploma/Degree. Experience: Appropriate experience in the KRA's of this post. Appropriate previous experience in a supervisory or managerial position. Inherent requirement of the job: Valid (Code B/EB) driver's licence. Willingness to travel. Competencies (knowledge/skills): Excellent verbal and written communication in at least two of the three official languages of the Western Cape. Extensive knowledge of PERSAL. Extensive knowledge and skills of HR policies, procedures and practice, pertaining to Establishment management, Recruitment and Selection. Excellent interpersonal, time management and organisational skills. Ability to work in a team, meet deadlines and targets and problem-solving abilities. Computer skills – intermediate to advance (MS Office).
<u>DUTIES</u>	:	Establish, monitor and compile submissions for creation/abolishment of posts and manage the Approved Post List/HF2 process. Co-ordinate Organisational Design interventions, implementation, monitor incumbent/post placement appropriateness. Manage and render recruitment and selection function, including advertising, requests for transfers and payment of MIE accounts. Compile monthly reports on status of posts, maintenance of a database of applications and tracking process of posts advertised. Investigate grievances/disputes linked to recruitment and selection. Assist with the authorisation of appointments on PERSAL as required. Conduct training. Manage the Talent Sourcing Section and assist staff, supervisor and management with recruitment and selection policies.
<u>ENQUIRIES</u>	:	Mr B Hendricks Tel No: (021) 360-4513
<u>NOTE</u>	:	No payment of any kind is required when applying for this post. A practical/competency test will form part of the selection process.
<u>POST 09/301</u>	:	<u>ORAL HYGIENIST GRADE 1 TO 3 (ORAL HEALTH CENTRE)</u> Chief Directorate: Metro Health Centres
<u>SALARY</u>	:	Grade 1: R397 233 per annum Grade 2: R463 941 per annum Grade 3: R543 099 per annum
<u>CENTRE</u>	:	Oral Health Centre, Tygerberg/Mitchell's Plain
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as an Oral Hygienist. Registration with a professional council: Registration with the HPCSA as an Oral Hygienist. Experience: Grade 1: None after registration with the HPCSA as Oral Hygienist in respect of SA qualified employees. 1-year relevant experience after registration with the HPCSA as Oral Hygienist 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 as Oral Hygienist in respect of SA qualified employees. Minimum of 11 years relevant experience after registration with the HPCSA as Oral Hygienists in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. Grade 3: Minimum of 20 years relevant experience after registration with the HPCSA as Oral Hygienist in respect of SA qualified employees. Minimum of 21 years relevant experience after registration with the HPCSA as Oral Hygienists in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. Inherent requirement of the job: Valid (Code E/EB) driver's licence. Willingness to travel and provide a service across the Oral Health platform. Competencies (knowledge/skills): Good Computer literacy (MS Word, Excel and Outlook). Good interpersonal skills and perform effectively as part of a multidisciplinary team. Professional ethics. Ability to work independently. Ability to work under pressure. Appropriate experience in treating special needs patients.
<u>DUTIES</u>	:	Engage in service provision to support the Dept of Health and Wellness and University of the Western Cape public mission. Deliver oral health care through clinical, preventive, and health-promotion services. Collaborating with health professionals and communities and building professional networks. Provide

expert support, assistance/training to colleagues, community and patients. Provide oral health care to vulnerable patient groups, ie. Special needs patients. Administration duties relating to facility/patient admin within scope of Oral Hygienist. Engage in individual and collaborative research across areas such as clinical practice, and oral public health.

**ENQUIRIES
NOTE**

: Dr CCA Cloete Tel No: (021) 937 3092
: No payment of any kind is required when applying for this post. Shortlisted candidates will be subjected to a written/practical and oral assessment. Candidates who are not in possession of the stipulated registration requirements may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable to candidates who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status)". The pool of applicants will be considered for vacancies within the Chief Directorate: Metro Health Services, for a period of 3 months from date of advert, provided that the job title, core functions, inherent requirements, and salary levels are the same as those of the advertised post.

POST 09/302

: **SYSTEM CONTROLLER (X4 POSTS)**
Directorate: Information Technology – Application Support Centre, Tygerberg Hospital / Metro Institutions / Rural Institutions

**SALARY
CENTRE
REQUIREMENTS**

: R397 116 per annum
: Head Office, Cape Town
: Minimum educational qualification: Appropriate three-year National Diploma or Degree. Experience: Appropriate working experience in Health Information Technology and Health IT Systems. Appropriate experience in training end-users and core trainers on system functionality. Appropriate experience in report writing and the use of tools such as Microsoft Excel, Power BI, and helpdesk systems (e.g., BMC). Appropriate experience in a Health environment will be to your advantage. Inherent requirements of the job A valid (Code B/EB) driver's license. Willingness to travel to Department of Health and Wellness facilities and services across the Western Cape. Willingness to work overtime, with flexibility and adaptability in a changing Health IT environment. Willingness to work in a team. Competencies (knowledge/skills): Suitable skills in IT service management, system administration, data quality assurance, and end-user support. Broad knowledge of health service business processes. Appropriate experience in system support for the Integrated Health Solution (IHS), including modules such as Clinicom, AR Billing, Pharmacy Applications, PHCIS, Clinical Documentation, HECTIS, CAReS and ECM. Strong communication skills to manage change processes and engage constructively with colleagues, managers, and stakeholders. Knowledge of system administration, user access management, and master file maintenance. Training and facilitation skills for both end-users and core trainers. Problem-solving skills and business process re-engineering capabilities. High computer literacy (MS Word, Excel, PowerPoint, Teams, OneDrive, SharePoint). Ability to produce accurate system reports and conduct quality control testing of new releases. Competency in health facility systems and processes, supported by relevant knowledge, skills, or work experience within a healthcare facility.

DUTIES

: Provide end user support across all health facilities and services in the Western Cape. Respond to and resolve helpdesk calls, investigate problems, and escalate where required. Maintain and update master files, manage change control processes, control system access and print management, and ensure effective system operation. Identify training needs, coordinate and deliver training to users and core trainers, and ensure knowledge transfer of new system changes. Contribute to business process re engineering across IHS modules, ensuring the solution is optimised for efficiency and effectiveness. Conduct quality control testing on new releases, generate reports, encourage correct system usage, and ensure dissemination of accurate information. Assist with development, testing, and implementation of new or enhanced IHS modules and functionality. Update and maintain system user manuals, guidelines, and procedures. Provide additional support to the supervisor and system managers as required.

ENQUIRIES

: Mr J Maharaj Tel No: (021) 938-6513

- NOTE** : No payment of any kind is required when applying for this post.
- POST 09/303** : **SENIOR PERSONNEL PRACTITIONER: PEOPLE DEVELOPMENT**
Chief Directorate: Emergency and Clinical Services Support
- SALARY CENTRE REQUIREMENTS** : R397 116 per annum
: People Management, Emergency and Clinical Services Support
: Minimum educational qualification: Appropriate Three-year National Diploma or Degree. Experience: Appropriate experience in People Development. Appropriate experience in Training. Inherent requirement of the job: Valid driver's license. Willingness to travel. Competencies (knowledge/skills): Good planning, people management and organisational skills. Sound problem analysis. Computer literacy (MS Word, advanced Excel, PowerPoint and Outlook). Ability to function as a team player and independently with or without supervision. Ability to function under stressful environment and cope with a heavy workload. Project management knowledge and capabilities. Appropriate planning and administration skills. In depth understanding, knowledge and extensive appropriate experience within People Development and Training. Appropriate knowledge of the policies, guidelines and legal framework that regulates People Development and Training practices.
- DUTIES** : Manage and co-ordinate the work and responsibilities of the People Development & Training component. Develop and implement policy frameworks and operational plans to guide implementation strategies for the Skills Development within CD: ECSS. Develop and implement a quality assurance system guided by appropriate benchmarks. Responsible for budget administration for the People Development and Training component. Ensure compliance with relevant skills development and related legislation and policies and implement projects and programmes. Management and co-ordination of the Internships, Bursaries, and Workplace Skills Plan administration processes.
- ENQUIRIES NOTE** : Mr X Xontana Tel No: (021) 815 8784
: No payment of any kind is required when applying for this post. All shortlisted candidates shall undertake two pre-entry assessments. One will be a practical exercise to determine the candidate's suitability based on the post's technical and generic requirements, and the other will be an integrity (ethical conduct) assessment. The pool of applicants may be considered for other vacant Senior Personnel Practitioner: People Development posts within the Chief Director Emergency & Clinical Services Support, 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.
- POST 09/304** : **SENIOR STATE ACCOUNTANT: FINANCE**
Directorate: Financial Accounting
- SALARY CENTRE REQUIREMENTS** : R397 116 per annum
: Head Office, Cape Town
: Minimum educational qualification: An appropriate 3-year National Diploma or Degree in Accounting or equivalent with extensive experience/competencies that focuses on the Key Performance Areas (KRA's) of the post. Experience: Appropriate experience in BAS and PERSAL. Competencies (knowledge/skills): Ability to work accurately with figures. Must be able to work under pressure. Good communication skills (Written and Verbal). Public Finance Management Act (PFMA), National Treasury Regulations, Provincial Treasury Instructions and the departmental delegations and procedures. Advanced computer literacy in Microsoft Office applications (Word, Excel, PowerPoint). Strong leadership, managerial, organisational, strategic, operational and contingency planning skills. Independent decision-making, problem-solving and interpersonal skills. Knowledge of asset and liability suspense accounts. Extensive knowledge of debt management and book closure procedures. Knowledge of BAS (Basic Accounting System), LOGIS and PERSAL. Extensive knowledge of departmental debt policies. Excellent project management skills. Presentation skills.
- DUTIES** : Manage and administrate the Department's Asset and Liability suspense accounts. Analyse and manage the Departmental debt account, the reporting thereof and compilation of write-off submissions. Consolidate and provide inputs with regard to the Interim and Annual Financial Statements. Control of

		monthly IYM departmental reporting. Overall Human Resource Management of staff. Effective control to audit queries.
<u>ENQUIRIES</u>	:	Mr. DA Hendricks Tel No: (021) 483-4398
<u>NOTE</u>	:	No payment of any kind is required when applying for this post.
<u>POST 09/305</u>	:	<u>SENIOR ADMINISTRATIVE OFFICER: HUMAN RESOURCE MANAGEMENT</u> Central Karoo District
<u>SALARY</u>	:	R397 116 per annum
<u>CENTRE</u>	:	Beaufort West Hospital
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Appropriate three-year National Diploma /Degree in Human Resource related field. Experience: Appropriate experience in Human Resources (i.e. Salary Administration, Service Conditions, Personnel Management, PERSAL and Recruitment and Selection, Labour relations and training). Appropriate experience in Supervision. Inherent requirement of the job: Valid (Code B/EB) driver's licence. Competencies (knowledge/skills): Computer literacy (MS Word, Excel, Power Point, Teams and Outlook). Ability to function as a team player, with or without supervision. Ability to function in a stressful environment and cope with a heavy workload. Leadership capabilities managerial and organisation skills. Appropriate planning and administration skills. Ability to analyse, interpret and apply legislation, policies and prescripts. Appropriate knowledge of PERSAL.
<u>DUTIES</u>	:	Monitoring control measures for all allowances. Ensure Audit Compliance (CMI and HRAAP). Appropriate utilization of overtime budget. Management of service benefits. Ensure efficient personnel administration and leave management. Effective Management of incapacity, Pilir applications and WCA. Ensure pension administration. Effective management of paysheets and Commuted overtime. Provide training, support and guidance to staff and line managers within the scope of profile. Effective management and development of subordinates. Facilitate sub-district Training Committee meetings, assist with compiling of WSP and report training stats to District Office. Compile Misconduct and Grievance register. Administer the recruitment and selection. Oversee and administer performance management process.
<u>ENQUIRIES</u>	:	Ms A Zenzile Tel No: (023) 414- 8200
<u>NOTE</u>	:	No payment of any kind is required when applying for this post. Shortlisted candidates may be subjected to a practical. The pool of applicants will be considered for similar vacant posts within Central Karoo District for a period of 3 months from date of advert, provided that the job title, core functions, inherent requirements, and salary level are the same as those of the advertised post.
<u>POST 09/306</u>	:	<u>ADMINISTRATIVE OFFICER: SUPPORT SERVICES</u> Chief Directorate: Metro Health Services
<u>SALARY</u>	:	R325 101 per annum
<u>CENTRE</u>	:	Wesfleur Hospital
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Senior Certificate or equivalent. Experience: Appropriate experience within a support services environment and contract management. Inherent requirement of the job: Valid (Code B/EB) drivers' licence. Competencies (knowledge/skills): Knowledge of Human Resource, Fleet Management, SCM procedures, Labour Relations policies and prescripts and Service Level Agreements in respect of Outsourced Services. Good communication skills, both verbal and written and computer skills (MS Office, Excel and Word). Ability to draft and implement standard operating procedures as well as the ability to draft service level agreements and contracts. Knowledge of the Treasury Regulations and Contract Management, PFMA, OHS and Public Service Acts as well as knowledge of Western Cape Government maintenance protocols.
<u>DUTIES</u>	:	Effective and efficient supervision of the Support Services Sections (Drivers, Porters, transport, telecommunication, linen and laundry, catering, workshop, grounds and security services). Responsible for Contract Management (Infection control, Grounds, Security Services). Responsible for administrative duties and render assistance to the supervisor and the facility Ensure relevant policy implementation and compliance (Occupational Health & Safety, Ideal Hospital Framework, regulated norms & standards, etc.) at the Hospital. Support to the Assistant-Director: Support Services, Heads of Departments
<u>ENQUIRIES</u>	:	Ms. CB Matthews Tel No: (021) 5718040

- NOTE** : No payment of any kind is required when applying for this post.
- POST 09/307** : **PERSONAL ASSISTANT**
Chief Directorate: Emergency and Clinical Services Support
- SALARY CENTRE REQUIREMENTS** : R325 101 per annum
: Directorate: Medicine Management, Laboratory and Blood Services Support
: Minimum educational qualification: An accredited secretarial diploma and/or administrative qualification on the level of NQF level 5 (a certificate of completion should be provided). Experience: Appropriate experience in rendering secretarial/administrative support services to management. Inherent requirement of the job: Valid Driver's license. Willingness to travel. Computer literate in MS office, i.e MS Office, Advanced Excel, Outlook and PowerPoint. Competencies (knowledge/skills): Good telephone etiquette. Sound organizational skills. Good people skills. Written communication skills. High level of reliability. Ability to multi-task. Ability to act with tact and discretion. Information gathering and analysis of information. Self-management and motivation. Basic knowledge Office management and financial administration. Knowledge of the relevant legislation/policies/prescripts and procedures. Basic knowledge of financial administration. Basic Knowledge of AI tools for administrative work.
- DUTIES** : Provide a secretarial/receptionist support service to the Director. Renders administrative support services. Provides support to the Manager regarding meetings. Supports the Manager with the administration of the Manager's compliance requirements of audits, staff reporting to her etc. Study the relevant Public Service and departmental prescripts/policies and other documents and ensure that the application thereof is understood properly.
- ENQUIRIES NOTE** : Ms K Lowenherz Tel No: (021) 483 - 4293
: No payment of any kind is required when applying for this post. All shortlisted candidates shall undertake two pre-entry assessments. One will be a practical exercise to determine the candidate's suitability based on the post's technical and generic requirements, and the other will be an integrity (ethical conduct) assessment. The pool of applicants may be considered for other vacant Personal Assistant posts within the Chief Director Emergency & Clinical Services Support, 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.
- POST 09/308** : **PROFESSIONAL NURSE GRADE 1 TO 3: GENERAL (X2 POSTS)**
Chief Directorate: Metro Health Services
- SALARY** : Grade 1: R324 384 per annum
: Grade 2: R396 132 per annum
: Grade 3: R 476 367 per annum
- CENTRE REQUIREMENTS** : New Somerset Hospital
: Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the SANC as a Professional Nurse and Midwife. Registration with a professional council: Registration with the SANC as a Professional Nurse and Midwife. Experience: **Grade 1:** None. **Grade 2:** A minimum of 10 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. **Grade 3:** A minimum of 20 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. Inherent requirement of the job: Willingness to work shifts, 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. Competencies (knowledge/skills): Ability to function and make decisions independently and as part of a multi-disciplinary team. Good communication, interpersonal, leadership and conflict resolution skills. Knowledge of grievance procedure and disciplinary legislation. 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 optimal, holistic nursing care with set standards within professional/legal framework. Provision of effective control and management of equipment

and stock. Administrative responsibilities and information management. Accurate record keeping for statistical and legal purposes. Effective utilization of human, material and physical resources. Participate in training and research. Provide support to Nursing Services. Assist with coordination and implementation of the Ideal Hospital Programme in the institution for better quality patient care. Maintain professional growth/ethical standards and self-development.

ENQUIRIES : Ms S Basardien Tel No: (021) 402 6485
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 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 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.

POST 09/309 : **PROFESSIONAL NURSE: GENERAL GRADE 1 TO 3 (CLINICAL NURSE TRAINING)**
 Chief Directorate: Rural Health Services

SALARY : Grade 1: R324 384 per annum
 Grade 2: R396 132 per annum
 Grade 3: R476 367 per annum

CENTRE : Paarl 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 a professional council: Registration with 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 requirement of the job: Valid Code (B/EB) driver's license. Travel to attend formal and informal training courses to be trained as a trainer in e.g. BLS, MBFI Willingness to assist with accredited HEI's with practical examination assessments of students as required Deputising for the Clinical Programme Coordinator: Nurse Training. Willingness to work overtime and perform relief duties. Competencies (knowledge/skills): Basic computer literacy and presentation skills. Knowledge and insight related to training and development of nurses and students. Knowledge of relevant legislation and policy related to Nursing training and development. Ability to promote quality patient care through the setting, implementation and monitoring of standards. Effective communication, interpersonal, leadership, decision making, and conflict resolution skills.

DUTIES : Facilitate the in-service training/updating of skills and competencies as well as the orientation programme for nurses. Assist with effective management and utilisation of physical, material and financial resources within the nurse training department. Maintain ethical standards and promote professional growth and self – development. Participate in personal development, research and quality initiatives. Implement assessment strategies to determine staff and learners' competencies.

ENQUIRIES : Ms MW Holtman Tel No: (021) 860 2589
NOTE : No payment of any kind is required when applying for this post. Candidates who are not in possession of the stipulated registration requirements may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only

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

POST 09/310 : **PROFESSIONAL NURSE GRADE 1 TO 3 (GENERAL: PRIMARY HEALTH CARE)**
Garden Route District

SALARY : Grade 1: R324 384 per annum
Grade 2: R396 132 per annum
Grade 3: R476 367 per annum

CENTRE REQUIREMENTS : Grootbrak Clinic, Mossel Bay Sub-district
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 a professional council: Registration with the SANC as a Professional Nurse and Midwife. Experience: **Grade 1:** None. **Grade 2:** A minimum of 10 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. **Grade 3:** A minimum of 20 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. Inherent requirement of the job: Willing to work in all Primary Health Care facilities e.g. Community Day Centers, Clinics, Satellite clinics and on Mobile Clinics. Valid driver's license. Willingness to work overtime when needed. Competencies (knowledge/skills): Planning and organisational Skills. Self-discipline and motivation. The ability to function independently under pressure. Good communication skills.

DUTIES : Provide direction and supervision for the implementation of quality comprehensive nursing care within the Primary Health Care context. Maintain ethical practise within legal and regulatory frameworks. Maintain a constructive working relationship with all relevant stakeholders of the Primary Health Care Team. Utilize human, material and physical resources efficiently and effectively. Participate in training programmes and research activities. Maintain workplace disciplinary of sub-ordinates.

ENQUIRIES NOTE : Ms A Lamprecht Tel No: (044) 604-6106
No payment of any kind is required when applying for this post. Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable on health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status). The pool of applicants will be considered for similar vacant posts within Garden Route District 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.

POST 09/311 : **PHARMACIST ASSISTANT (POST-BASIC) GRADE 1 TO 3**

SALARY : Grade 1: R264 750 per annum
Grade 2: R306 411 per annum
Grade 3: R330 540 per annum

CENTRE REQUIREMENTS : Red Cross War Memorial Children's Hospital
Minimum educational qualification: Appropriate qualification that allows registration with the South African Pharmacy Council (SAPC) as Pharmacist Assistant (Post Basic) Institutional or Pharmacist's Assistant (Post Basic). Registration with a 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). **Grade 2:** A minimum of 5 years' appropriate experience as Pharmacist's Assistant after registration as a Pharmacist's Assistant (Post Basic) with the SAPC. **Grade 3:** A minimum of 13

years' appropriate experience as Pharmacist's Assistant after registration as a Pharmacist's Assistant (Post Basic) with the SAPC. Inherent requirement of the job: Willingness to work overtime, after-hours, weekends, and public holidays. Ability to function effectively within rotating rosters and multidisciplinary teams. Competencies (knowledge/skills): Computer literacy (MS Office and pharmacy systems; WellSky/JAC advantageous). Sound knowledge of institutional pharmacy practice, medicine supply management, and Good Pharmacy Practice. Working knowledge of relevant health legislation and public-sector policies. Strong attention to detail, professionalism, and ability to work under pressure. Excellent interpersonal, communication, and teamwork skills. Physical ability to manage pharmaceutical stock and storeroom activities.

DUTIES : Provide pharmaceutical support services under the supervision of a pharmacist. Manage medicine supply processes, including ordering support, receipt, storage, rotation, cold-chain management, and disposal. Dispense inpatient and outpatient prescriptions according to Standard Treatment Guidelines and institutional protocols. Participate in quality assurance activities and multidisciplinary forums. Support pharmacy management in delivering high-quality, patient-centred pharmaceutical services.

ENQUIRIES : Mr E Williams Tel No: (021) 658 5031

NOTE : No payment of any kind is required when applying for this post.

POST 09/312 : **ADMINISTRATION CLERK: SUPPLY CHAIN MANAGEMENT (TRANSIT)**
Garden Route District

SALARY : R228 321 per annum
CENTRE : Harry Comay Hospital, George Sub-district
REQUIREMENTS : Minimum educational qualification: Senior Certificate (or equivalent) with Mathematics and/or Accounting as 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 Supply Chain Management. Appropriate experience in Warehouse Process. Inherent requirement of the job: Valid (Code B/EB) drivers' licence. Competencies (knowledge/skills): Appropriate knowledge and practical experience of the LOGIS System. Ability to capture data accurately and good record keeping. Computer literacy (MS Office: Word, Excel, Outlook). Knowledge of Accounting Officers System and SCM delegations of the department.

DUTIES : Perform tasks related to procurement such as goods and services, supply chain stock and to maintain a database of contracts. Deliver stock to clinics within the George Sub-District. Maintain 0-9 files and follow-up with suppliers on outstanding store stock and buy-outs. Capture requisitions/issues and receipt vouchers documentation on the LOGIS system. Prepare order batches for payments. Filing and recordkeeping of receipt and issues vouchers. Monthly SCM reporting to supervisor. Provide support to the supervisor and assist within the Supply Chain Component. Ensure compliance with all relevant laws and prescripts in the Supply Chain Management. Maintain open communication channels with suppliers. Ensure that all purchases are made according to existing state contracts and delegations.

ENQUIRIES : Ms I Slabbert Tel No: (044) 814 1112

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

POST 09/313 : **ADMINISTRATION CLERK: SUPPLY CHAIN MANAGEMENT (LOSS CONTROL AND ASSET MANAGEMENT)**
Chief Directorate: Metro Health Services

SALARY : R228 321 per annum
CENTRE : Office of the Chief Directorate: Metro Health Services
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

Supply Chain Management and/or Asset Management. Inherent requirement of the job: Valid code (B/EB) driver's licence. Willingness to lift heavy boxes and equipment. Competencies (knowledge/skills): Knowledge of the PFMA, Treasury Directives and Legislation pertaining to a Financial, Supply Chain Management and Procurement work environment. Knowledge of LOGIS, asset management procedures, Computer literacy (MS Word, Excel and PowerPoint).

DUTIES : Ensure that all transactions comply with legislative requirements Control and management of all assets. Perform LOGIS functions and ensure that all transactions comply with legislative requirements (Audit compliance). Maintaining and updating of asset register. Procurement of assets and services; ensure all transactions comply with the legislative framework. -Asset movement, and barcoding of assets. Undertake interim and annual financial stocktakes, reporting of losses, theft, shortages and surpluses. Ensure disposals of all assets. Assist with monthly reporting, IFS and AFS. Assist and liaise with institutions within the Chief Directorate regarding all Asset Management processes and related queries, provide guidance and identify shortcomings within institutions and provide the necessary support to ensure compliance.

ENQUIRIES NOTE : Mr J Sickle Tel No: (021) 815-8757
: 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.

POST 09/314 : **ADMINISTRATION CLERK: FINANCE/ADMIN (FEES)**
Garden Route District

SALARY CENTRE REQUIREMENTS : R228 321 per annum
: Harry Comay Hospital
: Minimum educational qualification: Senior Certificate (or equivalent) with Mathematics and/or Accounting as a passed subject and/or Senior Certificate (or equivalent) with experience/competencies that focuses on the Key Performance Areas (KPA's) of the post. Experience: Appropriate experience in a hospital and/or patient fees environment. Appropriate experience in BAS, Clinicom and Accounts Receivable system experience. Inherent requirement of the job: Valid (Code B/EB) drivers' licence. Willingness to work at Reception/Admissions when needed. Competencies (knowledge/skills): Ability to perform Medical Aid/EDI (Electronic Data Interchange) related transactions in the billing systems and billing related transactions for state departments. Appropriate knowledge of patient billing and ICD 10 coding. Appropriate knowledge of systems i.e. Clinicom or other similar hospital admission system, Accounts Receivable (AR) and BAS. Appropriate knowledge of applicable policies - Hospital Fees memorandum Chapter 18 and the Uniform Patient Fee Schedule (UPFS). Computer Literacy (MS Word and Excel). Good communication skills (verbal and written).

DUTIES : Liaise with debtors and private companies (i.e. Medical Aids, State departments, etc) and others telephonically, in person and in writing. Clinicom, Billing and other PGWC system computer duties, Hospital Fees policies and procedures including attending to patient queries (verbal and written). Debit charge entries to invoices as per UPFS and PGWC billing procedures, including ICD10 coding capturing. Handle and receive public money, cash collection and banking of State Money. Process Journals and capture BAS payments.

ENQUIRIES NOTE : Ms I Slabbert Tel No: (044) 814 - 1112
: No payment of any kind is required when applying for this post. Shortlisted candidates may be subject to competency testing. 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.

- POST 09/315** : **ADMINISTRATION CLERK: FINANCE/ADMIN**
Central Karoo District
- SALARY** : R228 321 per annum
CENTRE : Laingsburg Hospital
REQUIREMENTS : Minimum educational qualification: Senior Certificate (or equivalent) with Mathematics and/or Accounting as a passed subject and/or Senior Certificate (or equivalent) with experience/competencies that focuses on the Key Performance Areas (KPA's) of the post. Experience: Appropriate experience in a financial/administration environment. Competencies (knowledge/skills): Appropriate knowledge of BAS, LOGIS, Clinicom and Accounts Receivable. Good organising, numerical and analytical skills. Good communication skills (verbal and written).
- DUTIES** : Patient fees billing administration. Patient fees account administration. LOGIS payment administration and supply chain management requests. Finance Administration. Ad hoc duties, such as relieving at switchboard and admissions.
- ENQUIRIES** : C Bothma Tel No: (023) 814-2015/24
NOTE : No payment of any kind is required when applying for this post. Shortlisted candidates may be subject to competency testing. 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.
- POST 09/316** : **ADMINISTRATION CLERK: SUPPORT**
Chief Directorate: Emergency and Clinical Services Support
- SALARY** : R228 321 per annum
CENTRE : Forensic Pathology Laboratory; Forensic Pathology Service, Vredendal
REQUIREMENTS : Minimum educational qualification: Senior Certificate (or equivalent). Experience: Appropriate Administration experience. Inherent requirement of the job: A valid (code B/EB) driver's licence. Ability to work in a mortuary environment. Competencies (knowledge/skills): Computer literacy in MS Office Ability to achieve and maintain good interpersonal and working relations with staff and clients. Ability to communicate clearly and discreetly in person and in writing. Good interpersonal and organisational skills and the ability to function under pressure under pressure, interpret and apply policies. Knowledge of SCM and Finance Documentation (SCOA codes and PMFA). Knowledge of LOGIS. Administrative duties, including switchboard, front desk and deductive bundles and labour reporting. Ability to collate and verify data accurately Knowledge of Petty cash and EPS (Electronic Purchasing system). Knowledge of Electronic Content Management software (ECM). Knowledge of Contract Management.
- DUTIES** : Efficient and effective processing and filing of documentation. Effective control of reports and statements, during and after the Forensic Mortuary process. Effective Management of stores, assets, and infrastructure. Administering documentation in relation to Forensic Pathology Laboratory functional activities. Effective support to the Facility Manager.
- ENQUIRIES** : Mr C King, email: Curnell.King@westerncape.gov.za
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, Vredendal Facility), 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."
- POST 09/317** : **ADMINISTRATION CLERK: SUPPORT SERVICES**
- SALARY** : R228 321 per annum
CENTRE : Western Cape College of Nursing (Metro Campus, Athlone)
REQUIREMENTS : Minimum educational qualification: Grade 12/Senior Certificate. Experience: Appropriate experience in support services/assistance. Inherent requirement of the job: Valid (code B/EB) driver's license. Willingness to travel and work overtime if required. Competencies (knowledge/skills): Computer literacy in

		Microsoft Word and Excel. Good interpersonal and communication skills. Good numerical skills. Good communication skills. Ability to accept accountability and responsibility and to work independently and unsupervised.
<u>DUTIES</u>	:	Performs advanced clerical tasks and assists with all OHS compliance outputs. Performs field inventory by physically locating, identifying, and counting assets. Ordering and control of stock and key control. Responsible for assisting Head of Campus with contract management functions. Identify, report and follow up on maintenance defaults.
<u>ENQUIRIES</u>	:	Dr Y Magerman Tel No: (021) 684-1202
<u>NOTE</u>	:	No payment of any kind is required when applying for this post. Shortlisted candidates will be subjected to a practical test.
<u>POST 09/318</u>	:	<u>STAFF NURSE GRADE 1 TO 3 (HIGH CARE, PAEDIATRIC AND D WARD) (X3 POSTS)</u> Chief Directorate: Metro Health Services
<u>SALARY</u>	:	Grade 1: R220 614 per annum Grade 2: R262 287 per annum Grade 3: R306 798 per annum
<u>CENTRE</u>	:	Helderberg Hospital
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Qualification that allows registration with the SANC as Staff Nurse. Registration with a professional council: Registration with SANC as Staff Nurse. Experience: Grade 1: None. Grade 2: A minimum of 10 years appropriate/recognizable experience in nursing after registration as Staff Nurse with the SANC. Grade 3: A minimum of 20 years appropriate/recognizable experience in nursing after registration as Staff Nurse with the SANC. Inherent requirement of the job: Will be required to work shifts, night duty, weekends, public holidays as well as overtime. Willingness to rotate between departments. Competencies (knowledge/skills): Ability to interpret basic clinical signs and symptoms. Knowledge of Nursing Practices and IPC, control measures and practices. Ability to lift and turn patients, stand long hours and lift heavy equipment. Good communication skills. Basic computer literacy. Self-discipline.
<u>DUTIES</u>	:	Provide basic clinical nursing care. Development and implementation of basic patient care plan. Reporting on patient safety and adverse incidents Actively participating in in-service training interventions. Effective utilization of resources. Maintain professional growth/ethical standards and self-development.
<u>ENQUIRIES</u>	:	Ms T Khumalo Tel No: (021) (021) 850-4752
<u>NOTE</u>	:	No payment of any kind is required when applying for this post. Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable to candidates who apply for the first time for registration with the SANC (including individuals who must apply for change of registration status). The pool of applications will be considered for vacancies within Metro Health Services, for a period of three months from the date of the advert, provided that the job title, core functions, inherent requirements, and salary level are the same as those of the advertised post.
<u>POST 09/319</u>	:	<u>STAFF NURSE GRADE 1 TO 3</u> Overberg District
<u>SALARY</u>	:	Grade 1: R220 614 per annum Grade 2: R262 287 per annum Grade 3: R306 798 per annum
<u>CENTRE</u>	:	Otto du Plessis Hospital
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Qualification that allows you registration with the South African Nursing Council (SANC) as 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 of appropriate/recognizable experience in nursing after registration with SANC as an Staff Nurse. Grade 3: A minimum of 20 years of appropriate/recognizable experience in nursing after registration with SANC as Staff Nurse. Inherent requirement of the job: Willingness to work overtime. Willingness to work

- nightshift, shifts, weekends and public holidays. Relieve and rotate in all areas. Competencies (knowledge/skills): Basic Computer literacy (MS Office). Ability to function independently, as well as in a multi-disciplinary team to ensure good patient care. Ability to communicate effectively.
- DUTIES** : Provide basic clinical nursing care. Development and implementation of basic patient care plans. Effective utilization of resources. Maintain professional growth/ethical standards and self-development.
- ENQUIRIES** : Ms N Kula Tel No: (021) (028) 424-1167
- NOTE** : No payment of any kind is required when applying for this post. Candidates will be required to undergo 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 to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable to health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status). The pool of applications will be considered for vacancies within the Overberg District, for a period of 3 months from the date of the advert, provided that the job title, core functions, inherent requirements, and salary level are the same as those of the advertised post.
- POST 09/320** : **FOOD SERVICE SUPERVISOR (X2 POSTS)**
- SALARY** : R193 359 per annum
- CENTRE** : Groote Schuur Hospital, Observatory
- 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 requirement of the job: Straight shift but required to work late call and weekends 1 in 6. Required to work night shifts (24/7) services. Competencies (knowledge/skills): Ability to handle industrial equipment. Dress according to Departmental specifications. Good leadership, interpersonal skills and ability to work under pressure. Knowledge and understanding of the basic food groups, normal and therapeutic diets, cooking methods, Hygiene and Safety standards.
- DUTIES** : Assist the Manager with Human and Financial Resource Management (Responsible for subordinates quarterly SPMS reporting, training allocation, leave, discipline and stock control of the Recon Kitchen). Communicate with patients and ward staff to provide feedback of any problems and recommendations to the food service manager. Supervise FSA's in the running of a reconstitution/kitchen and the night duty food service aid's in the Main Kitchen from 18h30-06h30. Supervising and assisting with service of 3 meals and 4 beverages daily to the Patients, along with the cleaning and maintenance of the kitchen area and equipment and adhere to hygiene and safety standards. Supervising service of the 20h00 tea and snack and the 05h00 coffee to the Patients on the wards, collect and cleaning of cups afterwards and supervise the cooking of the porridge for breakfast. Supervise FSA's in the unloading and cleaning of supper trolleys and the washing of the crockery, lids, trays etc.
- ENQUIRIES** : Ms K Mapekula Tel No: (021) (021) 404 4002
- 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, Observatory, 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. No payment of any kind is required when applying for this post. Shortlisted candidates may be subjected to a practical test.
- POST 09/321** : **ARTISAN ASSISTANT**
Garden Route District
- SALARY** : R193 359 per annum
- CENTRE** : Harry Comay Hospital, George Sub-district
- REQUIREMENTS** : Minimum educational qualification: NQF 3 (Grade 10 or equivalent). Experience: Appropriate handyman experience within a Health environment. Inherent requirement of the job: Valid (Code B/EB) driver's license and willingness to travel in the sub district. Willingness to work overtime and do standby duties. Ability to do strenuous physical labour. Competencies

- (knowledge/skills): Ability to function independently and in a team environment. Ability to plan own work activities (pro-active). Ability to adhere to safety standards. Ability to handle conflict and problem-solving situations.
- DUTIES** : Assist with repairs and installation of objects, emergency breakdowns, supervise and in- service training of co-workers. Maintain and repair equipment, repair of plant equipment, furniture, fixtures and mechanical fittings. Assist in preventive maintenance procedures, including autoclave, steam generators, water tanks, and clarifiers. Basic welding repairs and installations. Obtain quotations, order and control of materials as needed to complete requisitions. Strict adherence to the Occupational Health and Safety Act.
- ENQUIRIES** : Mr E Thom Tel No: (021) (044) 814 - 1099
- 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 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.
- POST 09/322** : **NURSING ASSISTANT GRADE 1 TO 3**
Cape Winelands Health District
- SALARY** : Grade 1: R174 261 per annum
Grade 2: R203 271 per annum
Grade 3: R 239 559 per annum
- CENTRE** : Phola Park Clinic, Drakenstein Subdistrict
- 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 Nurse Assistant. 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 SANC as a Nurse Assistant. Inherent requirement of the job: Willingness to work overtime when necessary. 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** : Assists patients with activities of daily living (physical care). To provide elementary clinical nursing care. Effective utilization of physical and financial resources. Maintain professional growth/ethical standards and self-development.
- ENQUIRIES** : Mrs EJ Williams Tel No: (021) (021) 877 -6400
- 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 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."
- POST 09/323** : **NURSING ASSISTANT GRADE 1 TO 3**
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** : Helderberg 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 Nursing Assistant. Experience: **Grade 1:** None. **Grade 2:** A minimum of 10 years' appropriate/recognisable experience after registration with the SANC as Nursing Assistant. **Grade 3:** A minimum of 20

years' appropriate/recognizable nursing experience after registration with the SANC as Nursing Assistant. Inherent requirement of the job: Must be prepared to work shifts, weekends and public holidays. Willingness to work overtime when necessary and to work all departments at Helderberg Hospital. Competencies (knowledge/skills): Good communication skills (written and verbal) Basic Computer skills in MS Word and Outlook. Knowledge of relevant nursing legislation, policies and protocols of the Department of Health and Wellness, Western Cape.

DUTIES : Maintain professional growth/ethical standards and self-development. Effective functioning within multidisciplinary team. Effective utilization of resources. Assist patients with activities of daily living. Provide elementary clinical nursing care.

ENQUIRIES : Ms T Khumalo Tel No: (021) (021) 850-4752
NOTE : No payment of any kind is required when applying for this post. Candidates who are not in possession of the stipulated registration requirements may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable to candidates who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status)". The pool of applicants will be considered for other vacant Nursing Assistant posts within the Chief Directorate: Metro Health Services, for a period of 3 months from date of advert. Candidates will be subjected to a written/practical and oral assessment.

POST 09/324 : **PRINCIPAL PORTER**

SALARY : R163 680 per annum
CENTRE : Groote Schuur Hospital, Observatory, Observatory
REQUIREMENTS : Minimum educational qualification: General Education and Training Certificate (GETC)/Grade 9 (Std 7). Experience: Appropriate porter experience within a hospital environment and experience in checking and handling of oxygen cylinders. Inherent requirement of the job: Work shifts, night shift, weekends, and on public holidays. Physically fit and able to perform tasks such as lifting patients from/onto beds, trolleys, and wheelchairs, and lifting oxygen cylinders. Perform relief work in other sections within the Porter Department. Competencies (knowledge/skills): Knowledge of the Infection Prevention and Control Standards. Knowledge of the disciplinary code and procedure as well as the Health and Safety Regulations. Knowledge of basic Contract Management. Good interpersonal skills. Good communication skills (written and verbal).

DUTIES : Responsible for control, organizing, performing, and coordinating tasks related to porters, oxygen cylinders, blood specimens, infection prevention and control, removal of bodies, and folder management. Responsible for the monitoring of the Agency Staff and ensuring compliance with the SLA. Ensure safe transit of patients, collection and delivery of folders, blood, and blood specimens, and the maintenance of patient trolleys and wheelchairs. Responsible for the identification of training needs about porter development and functions, patient-centered approach, and the lifting and handling of patients. Provide an effective and efficient support to the Chief Porter with regard to Personnel Administration (i.e., SPMS, Labour Related Issues, etc.), and the selection and recruitment processes.

ENQUIRIES : Mr E Cassiem Tel No: (021) 404 3237
NOTE : No payment of any kind is required when applying for this post. Shortlisted candidates may be subjected to a practical test. The pool of applicants will be considered for other similar posts within Groote Schuur Hospital, Observatory, 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.

POST 09/325 : **PORTER (X2 POSTS)**

SALARY : R138 486 per annum
CENTRE : Groote Schuur Hospital, Observatory
REQUIREMENTS : Minimum educational qualification: Basic reading and writing skills. Experience: Appropriate porter experience within a hospital environment.

Inherent requirement of the job: The ability to do physical tasks such as lifting of patients from/onto beds, trolleys and wheelchairs. Render a shift duty and rotate in different departments. Competencies (knowledge/skills): Basic knowledge of Infection Prevention Control procedures. Appropriate knowledge of porter service delivery within a hospital. Good communication skills (written and verbal).

DUTIES : Safe transport of patients on trolleys and wheelchairs, within various areas in the hospital. Check and replace gas cylinders in wards and assist with shifting of medical equipment. Ensure a safe and hygienic work environment and apply basic Infection prevention control measures as well as collecting and cleaning of equipment. Assist with the removal of bodies from wards and perform relevant duties. Collecting and delivery of blood specimens, blood hampers and patient folders. Assist with ambulatory patients as well as greeting and directing patients to various areas in the hospital.

ENQUIRIES : Mr E Cassiem Tel No: (021) 404 3237

NOTE : No payment of any kind is required when applying for this post. Shortlisted candidates may be subjected to a practical test. The pool of applicants will be considered for other similar posts within Groote Schuur Hospital, Observatory, 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.

POST 09/326 : **DRIVER (LIGHT DUTY VEHICLE) (TRANSPORT SERVICES)**
Chief Directorate: Metro Health Services

SALARY : R138 486 per annum
CENTRE : Stikland Hospital
REQUIREMENTS : Minimum educational qualification: Basic literacy and numeracy skills. Experience: Appropriate experience as a driver. Appropriate experience in patient transportation. Inherent requirement of the job: Valid (Code B/EB) driver's licence. Valid Public Driving Permit (PDP). Ability to perform physical duties, including lifting heavy objects daily. Willingness to work overtime when required. Competencies (knowledge/skills): Knowledge of Transport Circular no 4 of 2000 and U2 33-2009. Ability to accept accountability and responsibility and to work independently.

DUTIES : Ensure accurate and detailed completion of logbooks & all vehicles are kept clean and tidy. Conduct routine maintenance, inspecting vehicles and timely reporting of defects. Transport official passengers, patients, and equipment. Collect, deliver, post and parcels daily in a hospital capacity. Perform administrative and relief duties when required or necessary.

ENQUIRIES : Mr N De Wet Tel No: (021) 940 4415

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 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 levels are the same as those of the advertised post.

POST 09/327 : **LINEN STORES ASSISTANT (X2 POSTS)**
Chief Directorate: Metro Health Services

SALARY : R138 486 per annum
CENTRE : Eerste River Hospital
REQUIREMENTS : Minimum requirement: Basic numeracy and literacy. Experience: Appropriate experience in a linen bank in a hospital environment. Inherent requirement of the job: Prepared to work weekends and public holidays. Ability to work shifts and to work overtime when operationally required. Physically able to hear and speak clearly. Ability to lift heavy objects and stand for long hours. Competencies (knowledge/skills): Ability to sort and count linen and to sluice the linen. Ability to operate equipment and machinery.

DUTIES : Ensure effective, safe hygiene and cleaning practices. Support the supervisor in daily operations. Collect dirty linen from wards/departments and return clean linen from the linen bank. Sort, count, sluice, and prepare dirty linen for laundry. Perform routine tasks in the linen bank, including packing shelves and preparing linen for dispatch. Handle heavy physical tasks such as loading, offloading, and pushing linen trolleys. Empty soiled linen bags and maintain a clean work area.

ENQUIRIES : Sr J Anand Tel No: (021) 902-8081
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 Chief Directorate: Metro Health Services, for a period of 3 months from date of advert. Candidates will be subjected to a written/practical and oral assessment.

POST 09/328 : **HOUSEHOLD AID**
Chief Directorate: Metro Health Services

SALARY : R138 486 per annum
CENTRE : Helderberg Hospital
REQUIREMENTS : Minimum requirement: Basic numeracy and literacy numeracy. Experience: Appropriate experience as a household aid/cleaner in a hospital environment. Inherent requirement of the job: Ability to operate machinery and equipment. Ability to lift/move heavy equipment and supplies. Must be willing to render a shift service on weekends, public holidays, day and night duties and rotate in different departments according to operational needs and requirements. Competencies (knowledge/skills): Ability to work effectively in a team, independently and unsupervised, to accept accountability and responsibility. Able to handle conflict and the ability to work under pressure.

DUTIES : General cleaning and maintenance (dusting, sweeping, polishing, scrubbing and mopping, cleaning windows and walls. Ensure that cleaning equipment e.g. Polisher and scrubbing machines, mops, brooms and buckets are clean after usage and securely stored. Effective use of cleaning agents and stock as well as elementary stock control. Provide clean linen for hospital and manage clean and soiled linen. Responsible for general hygienic and safe environment in terms of standards and procedures to prevent injuries and the spread of infection. Attend training courses where applicable.

ENQUIRIES : Mr D Brecht Tel No: (021) 850-4750
NOTE : No payment of any kind is required when applying for this post.

POST 09/329 : **PHARMACIST GRADE 1 TO 3 (20 SESSIONS PER WEEK)**
Garden Route District
(Until 31 March 2027)

SALARY : Grade 1: R409 per hour
Grade 2: R442 per hour
Grade 3: R482 per hour

CENTRE : Knysna CDC, Knysna/Bitou Sub-district
REQUIREMENTS : Minimum educational qualification: A qualification accredited with the South African Pharmacy Council (SAPC) that allows registration with the SAPC as a Pharmacist. Registration with a professional council: Registration with the SAPC as Pharmacist. Experience: **Grade 1:** None after registration as a pharmacist with the SAPC in respect of SA qualified employees. 1-year relevant experience after registration as pharmacist with a recognised foreign Health Professional council in respect of foreign qualified employees, of whom it is not required to perform Community service as required in South Africa. **Grade 2:** A minimum of 5 years appropriate experience after registration as a pharmacist with the SAPC in respect of SA qualified employees. 6-years relevant experience after registration as pharmacist 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 13 years appropriate experience after registration as a pharmacist with the SAPC in respect of SA qualified employees. 14-years relevant experience after registration as pharmacist with a recognised foreign Health Professional council in respect of foreign qualified employees, of whom it is not required to perform Community service as required in South Africa. Inherent requirement of the job: Valid (Code B/EB) driver's license. Competencies (knowledge/skills): Ability to work with and within a diverse multi-disciplinary team. Appropriate knowledge of National and Provincial Health Policies and Pharmaceutical acts and laws. Ability to work accurately under pressure and maintain a high standard of professionalism. Sound Management and conflict handling skills. Computer literacy including Pharmacy Dispensing and Stock Systems, Microsoft Excel, Microsoft Word, Microsoft PowerPoint (To be specified in application/CV). Good communication skills (written and verbal).

DUTIES : Maintaining a value driven culture in line with national and provincial treatment guidelines and the Western Cape Code List of approved medicines. Effective monitoring of pharmaceutical expenditure, implementation, and evaluation of budgetary control measures. Ensure accessibility to medication and pharmaceutical care for patients. Maintain and improve the quality of patient care as a member of the multi-disciplinary team within the primary health care setting, which includes but is not limited to Antimicrobial Stewardship and rational medicine use prescription reviews. -Effective Dispensing, compounding, and mixing of pharmaceuticals in line with statutory requirements. Ordering and maintaining stock levels. Assist supervisor with placing of orders from depot and ensuring stock levels is maintained. Ensure sufficient stock without overstocking to prevent the expiration of medicine. Record keeping for statistical feedback. Ensure that all operations adhere to Pharmacy Act.

ENQUIRIES : Ms GA Turner Tel No: (044) 302-8400

NOTE : No payment of any kind is required when applying for this post. Candidates may be requested to perform 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 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 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.

POST 09/330 : **SESSIONAL ORAL HYGIENIST GRADE 1 TO 3 (DENTAL PERIODONTICS & ORAL HYGIENE) MAXIMUM 20 HRS PER WEEK**
Chief Directorate: Metro Health Services

SALARY : Grade 1: R262 per hour
Grade 2: R306 per hour
Grade 3: R358 per hour

CENTRE : Oral Health Centre, Tygerberg/Mitchells Plain, Satellite Clinics, Groote Schuur Hospital, Observatory, Red Cross Hospital and Mitchell Plain Day Hospital

REQUIREMENTS : Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as an Oral Hygienist. Registration with a professional council: Registration with the HPCSA as an Oral Hygienist. Experience: **Grade 1:** None after registration with the HPCSA as Oral Hygienist in respect of SA qualified employees. 1-year relevant experience after registration with the HPCSA as Oral Hygienist 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 as Oral Hygienist in respect of SA qualified employees. Minimum of 11 years relevant experience after registration with the HPCSA as Oral Hygienists in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. **Grade 3:** Minimum of 20 years relevant experience after registration with the HPCSA as Oral Hygienist in respect of SA qualified employees. Minimum of 21 years relevant experience after registration with the HPCSA as Oral Hygienists in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. Inherent requirement of the job: Valid (Code B/EB) driver's licence. Willingness to travel and provide a service across the Oral Health platform. Competencies (knowledge/skills): Good Computer literacy (MS Word, Excel and Outlook). Good interpersonal skills and perform effectively as part of a multidisciplinary team. Professional ethics. Ability to work independently. Ability to work under pressure. Appropriate experience in treating special needs patients.

DUTIES : Engage in service provision to support the Dept of Health and Wellness and University of the Western Cape public mission. Deliver oral health care through clinical, preventive, and health-promotion services. Collaborating with health professionals and communities and building professional networks. Provide expert support, assistance/training to colleagues, community and patients. Provide oral health care to vulnerable patient groups, ie. Special needs

ENQUIRIES
NOTE

patients. Administration duties relating to facility/patient admin within scope of Oral Hygienist. Effective stock management.

: Dr CCA Cloete Tel No: (021) 937 3092

: 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)⁹. 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 levels are the same as those of the advertised post.