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Department:
Public Service and Administration
REPUBLIC OF SOUTH AFRICA

PUBLIC SERVICE VACANCY CIRCULAR

PUBLICATION NO 29 OF 2025

DATE ISSUED 15 AUGUST 2025

1. Introduction

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

2. Directions to candidates

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

3. Directions to departments

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

4 SMS pre-entry certificate

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

AMENDMENTS

: **JUDICIAL INSPECTORATE FOR CORRECTIONAL SERVICES:** Kindly note that the following post was advertised in Public Service Vacancy Circular 28 dated 08 August 2025: Applicants for the post of Administration Clerk in the Western Cape Management Region with Reference IJ: 127/2025 must use the following link to apply: <https://forms.gle/jsHBTnm9s4GGYK2DA> The closing date will remain 29 August 2025.

DEPARTMENT OF PUBLIC WORKS AND INFRASTRUCTURE: Kindly note that the following post was advertised in Public Service Vacancy Circular 28 dated 08 August 2025 with the closing date of 22 August 2025, (1) Chief Engineer (Geologist), Scientific Manager with Ref No: 2025/60 with email: recruitment25-32@dpw.gov.za, Centre: Head Office (Pretoria), erroneously advertised with the incorrect OSD salary of all-inclusive R1 099 488 per annum. The correct OSD salary is all-inclusive R1 266 450 per annum.

NATIONAL DEPARTMENTS

NATIONAL DEPARTMENTS	ANNEXURE	PAGES
BASIC EDUCATION	A	04
COOPERATIVE GOVERNANCE	B	05
DEFENCE	C	06 - 07
EMPLOYMENT AND LABOUR	D	08 - 09
HIGHER EDUCATION AND TRAINING	E	10 - 11
JUSTICE AND CONSTITUTIONAL DEVELOPMENT	F	12 - 22
NATIONAL TREASURY	G	23 - 24
OFFICE OF THE CHIEF JUSTICE	H	25 - 27
TOURISM	I	28 - 29
TRANSPORT	J	30 - 34

PROVINCIAL ADMINISTRATIONS

PROVINCIAL ADMINISTRATION	ANNEXURE	PAGES
FREE STATE	K	35 - 48
KWAZULU NATAL	L	49 - 53
MPUMALANGA	M	54 - 66
NORTHERN CAPE	N	67 - 68
WESTERN CAPE	O	69 - 140

DEPARTMENT OF BASIC EDUCATION

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

<u>APPLICATIONS</u>	:	Submitted via post to: Private Bag X895, Pretoria, 0001 or hand-deliver to: The Department of Basic Education, 222 Struben Street, Pretoria or you can email your application at Recruitment@dbe.gov.za / HR@dbe.gov.za . Please visit the Department of Education's website at www.education.gov.za or the Department of Public Service and Administration vacancy circulars at www.dpsa.gov.za
<u>FOR ATTENTION</u>	:	Ms M Matidza/ Ms T Sekgapola
<u>CLOSING DATE</u>	:	29 August 2025
<u>NOTE</u>	:	Applications must be submitted on the most recently approved Z83 Application for Employment Form, obtainable from the DBE Website or any Public Service Department/Webpage. Use of the old Z83 Form will result in disqualification. The Z83 must be completed in full and page 2 duly signed. A clear indication of the post and reference number that is being applied for must be indicated on your Z83. Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the Z83 with a detailed Curriculum Vitae (only). Certified copies of qualifications and other relevant documents will be requested from shortlisted candidates on or before the day of the interview. Correspondence will be entered into with shortlisted candidates.

INTERNSHIP PROGRAMME (2025/2026 AND 2027/2028)

OTHER POST

<u>POST 29/01</u>	:	<u>INTERNSHIP PROGRAMME REF NO: DBE/01/2025</u> Fixed 24 Months Contract
<u>STIPEND</u>	:	Graduate Internship: R7 860.39 National Senior Certificate (Grade 12) or equivalent: R5 639.64
<u>CENTRE REQUIREMENTS</u>	:	Department of Basic Education (Pretoria) Applications are invited from candidates in the following fields of study: National Senior Certificate (Grade 12) or equivalent, Data capture, Office Management, Human Resource Management, Public Management and Administration, Financial Management, Cost Accounting, Accounting Science, Information Technology, Information Science Research, VB Programming, SQL database/GIS Knowledge, Information and Records Management, Data management and Analysis, Public Relations / Social media or Communication, Journalism, Graphic Designed, Videography, Events Management, Marketing, Arts and culture, Librarian, legal qualification/law, International Relations, Asset Management, Security Management (with PSIRA Grades), Customer Service, Health and Safety management, Public Private Partnership., Bachelor of Arts in Education, Bachelor of Education Specialising in English, Curriculum, ICT in Education, Early Childhood Development, Internal Audit, Economics, Logistical Service, Transport Management, Sport Management, Content Development, Project Management, Food Services, Health Science/promotion, Civil Engineering and Quantity Survey, Business Analyst and IT/IS Architectural Design, Psychology/Social Work, Application Development/Programme.
<u>ENQUIRIES</u>	:	Ms M Matidza Tel No: (012) 357 4508/ Ms T Sekgapola Tel No: (012) 357 3296
<u>NOTE</u>	:	People with disabilities are encouraged to apply.

DEPARTMENT OF COOPERATIVE GOVERNANCE

The vision of the Department of Cooperative Governance is one of having a well co-ordinated system of Government consisting of National, Provincial and Local spheres working together to achieve sustainable development and service delivery. The Department intends to invest in human capital, increase integrated technical capacity directed at service delivery and promote representivity in the Department through the filling of this post. The candidature of persons whose appointment/transfer/promotion will promote representivity will therefore receive preference.

<u>APPLICATIONS</u>	:	Applications must be submitted electronically via email to: Recruitment03@cogta.gov.za
<u>CLOSING DATE</u>	:	29 August 2025
<u>NOTE</u>	:	Applicants are advised that a new application for employment (Z83) has been in effect since 1 January 2021. The new application for employment form can be downloaded at http://www.dpsa.gov.za/dpsa2g/vacancies.asp . Applications submitted using the old Z83 form will not be accepted. Applications must be accompanied by a comprehensive CV, with specific starting and ending dates in all relevant positions and clarity on the levels and ranks pertaining to experience, as well as current remuneration package, as well as at least 2 contactable references. Only shortlisted candidates will be requested to submit certified documents/ copies on or before the interviews. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). Incomplete applications or applications received after the closing date will not be considered. All shortlisted candidates will be subjected to a technical exercise (or exercises/follow-up engagements/second round interviews/or any other method) that intends to test relevant technical elements of the job. The successful candidate will be appointed subject to positive results of a pre-employment screening process which includes criminal, credit, citizenship checks and verification of educational qualification certificates. The successful candidate will be appointed on probation for a period of 12 months and will be required to sign a performance agreement. It is important to note that it is the applicant's responsibility to ensure that all information and attachments in support of the application are submitted by the due date. Correspondence will be limited to short-listed candidates only. If you have not been contacted within three months of the closing date of the advertisement, please accept that your application has been unsuccessful. The Department reserves the right to make an appointment. The below post is not a senior management post. Persons with disabilities are encouraged to apply.

OTHER POST

<u>POST 29/02</u>	:	<u>SENIOR STATE ACCOUNTANT REF NO: DCOG-SSA</u>
<u>SALARY</u>	:	R397 116 per annum (Level 08)
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	A National Diploma or Bachelor's Degree in Finance or equivalent qualification at NQF 6/7 as recognized by SAQA. At least 2 to 3 years' experience in Finance. Proficiency in MS Excel, MS Word, LOGIS, BAS and Safety-web. Generic Competencies: Quality of Work. Initiative. Interpersonal Relations. Planning and Execution. Reliability. Communication. Teamwork. Technical Competencies: Public sector financial budgeting arrangements and processes. Principles of public finance, cost accounting, fiscal policy and public administration. Public sector accounting practices and procedures. Financial analysis to support service delivery requirement. Transversal systems of Government (BAS, LOGIS and Safety web). Added advantage: Management functions (supervisor).
<u>DUTIES</u>	:	The successful candidate will perform the following duties: Final authorizing of payments and journals on BAS and LOGIS. Clearing and reporting on suspense accounts. Administer revenue and authorizing Department's receipts. Creditors and grants transfers reconciliation.
<u>ENQUIRIES</u>	:	Ms T Ndou Tel No: (012) 334 0594

DEPARTMENT OF DEFENCE



- APPLICATIONS** : Department of Defence, Defence Policy Strategy and Planning, Director Strategy and Planning, Private Bag X910, Pretoria, 0001 or may be hand delivered to Defence Headquarters (Reception), Armscor Building, Corner of Nossob and Boeing Streets, Erasmuskloof, Pretoria 0001 or email to Pragasen.Ramsing@dod.mil.za
- CLOSING DATE** : 29 August 2025 at 16h00, (Applications received after the closing date and faxed copies will not be considered).
- NOTE** : Applications must be submitted on the prescribed form Z83 (obtainable from any Public Service Department office i.e effective 01 January 2021 or on the DPSA web site link: <https://www.dpsa.gov.za/newsroom/psvc/>. Should an application be received using incorrect application employment form Z83, it will be disqualified, which must be originally signed and dated by the applicant, and which must be accompanied by a detailed CV only (with full particulars of the applicants' training, qualifications, competencies, knowledge & experience). Only shortlisted candidates will be required to submit certified copies of qualifications and other related documents on or before the day of the interview which should not be older than six months. Failure to comply with the above instructions will result in applications being disqualified. Applicants applying for more than one post must submit a separate form Z83 (as well as the documentation mentioned above) in respect of each post being applied for. If an applicant wishes to withdraw an application, it must be done in writing. Should an application be received where an applicant applies for more than one post on the same applications form, the application will only be considered for the first post indicated on the application and not for any of the other posts. Under no circumstances will photostat copies or faxed copies of application documents be accepted. The successful candidates will be subjected to Personnel Suitability Checks (criminal record, citizenship & financial/asset record checks and qualification and employment verification). Successful candidates will also be subjected to security clearance processes. The level of appointments is dependent upon, qualifications, relevant experience and research output. The shortlisted candidates will be subjected to two (2) pre-entry assessments (practical and ethical exercise) which will determine the candidate's suitability. Applicants who do not receive confirmation or feedback within 3 (three) months after the closing date, please consider your application unsuccessful. Due to the large volume of responses anticipated, receipt of applications will not be acknowledged, and correspondence will be limited to short-listed candidates only. For more information on the job description(s) please contact the person indicated in the post details. Successful candidates will be appointed on probation for the period of twelve (12) months in terms of the prescribed rules.

OTHER POST

- POST 29/03** : **ASSISTANT DIRECTOR: DEFENCE STRATEGY REF NO: DPSP/25/29/25**
 Defence Policy, Strategy & Planning Division
 Chief Directorate: Strategic Management
 Directorate: Strategy and Plan
 This post is re-advertised in the DOD and Broader public service. All applicants who previously applied are encouraged to re-apply
- SALARY CENTRE** : R582 444 – R686 091 per annum (Level 10)
 : Defence Headquarters, Armscor Building, Corner of Nossob and Boeing Streets, Erasmuskloof, Pretoria.
- REQUIREMENTS** : Grade 12 (NQF Level 4) or equivalent and National Diploma or Advanced certificate (NQF Level 6) qualification related to management science and strategic studies. A minimum of three (3) years relevant work experience in strategic management environment. Special requirements (Skills needed): Understanding and interpretation of relevant Regulatory Frameworks and Policies. Sound understanding of strategy development, implementation, monitoring and evaluation. Excellent in research, analytical, report writing

(preferably Conventions of Service Writing), communication and project management skills. Excellent end user computer skills in MS Word, MS Excel, MS PowerPoint. Must be able to function under pressure and meet deadlines. Must be able to comply with the security clearance processes of the Department of Defence.

DUTIES

: Assist in compiling the Department of Defence (DOD) Strategising policy. Update and align DOD Strategising Functional Guidelines to National and Departmental Imperatives. Provide the Strategic DOD Mandate through evaluation of the external and internal environment of the DOD. Provide and manage DOD Business Strategy. Coordinate and attending strategising forums. Provide assistance in the internal management of the sub-directorate. Assist with the DOD Environmental Scan, which encapsulate the identification and management of strategic issues in the department. Assist with the development of departmental policies, strategies and plans which entails conducting research into best practices or benchmarking in respect of specific strategic issues that impact the DOD.

ENQUIRIES

: Mr P. Ramsing Tel No: (012) 355-5967

NOTE

: The Defence policy, strategy & planning division, (Directorate strategy and planning) has intention to promote representatively (race, gender and disability).

DEPARTMENT OF EMPLOYMENT AND LABOUR

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

- APPLICATIONS** : Chief Director: Provincial Operations: Private Bag X2040, Mmabatho, 2735 or hand deliver at: Provident House, University Drive, Mmabatho.
- CLOSING DATE** : 29 August 2025 at 16:00 (walk-in) and 00:00 (online)
- NOTE** : All attachments for online application must include an application form Z83 and CV only, in PDF and as one (1) document or attachment, indicate the correct job title and the reference number of the post on the subject line of your email. Use the correct email address associated with the post. JPEG (picture/snapshot) application will not be accepted. Failure to do so, your application will be disqualified. Applications quoting the relevant reference number must be submitted on the new form Z83, obtainable from any Public Service Department or on the internet at www.gov.za/documents. Received applications using the incorrect application for employment (old Z83) will not be considered. Each post(s) advert must be accompanied by its own application form for employment and must be fully completed, initialled and signed by the applicant as instructed below. Failure to fully complete, initial and sign the Z83 form will lead to disqualification of the application during the selection process. All fields of Section A, B, C and D of the Z83 must be completed in full. Section E, F, G (Due to the limited space on the Z83 it is acceptable for applicants to indicate refer to CV or see attached. However, the question related to conditions that prevent re-appointment under Part "F" must be answered and declaration signed. Only an updated comprehensive CV (with detailed previous experience if any) and a completed and signed new Z83 application form is required. Only shortlisted candidates will be required to submit certified copies of qualifications and other related documents on or before the day of the interview following the communication from Human Resources and such qualification(s) and other related document(s) will be in line with the requirements of the advert. Non-RSA Citizens/Permanent Resident Permit holders in possession of foreign qualifications must be accompanied by an evaluation report issued by the South African Qualification Authority (SAQA) (only when shortlisted). The Department does not accept applications via fax. Applicants who do not comply with the abovementioned instructions/ requirements, as well as applications received late will not be considered. Failure to submit all the requested documents will result in the application not being considered. Correspondence will be limited to shortlisted candidates only. All shortlisted candidates shall undertake a pre-entry practical exercise as part of the assessment method to determine the candidate's suitability based on the post's technical and generic requirements. Suitable candidates will be subjected to a personnel suitability check (criminal record, citizenship, credit record checks, qualification verification and employment verification). Please note by responding to the advertisement, you consent to the collection, processing, and storing of your Personal Information in accordance with the Protection of Personal Information Act (POPIA). Your information will be used solely for the purpose of this promotion and will not be shared with third parties without prior consent unless required by law. If you have not been contacted within eight (8) weeks after the closing date of this advertisement, please accept that your application was unsuccessful. The Department reserves the right not to make any appointment(s) to the below advertised post(s). The successful candidate will be required to enter into an employment contract and a performance agreement. The Department is an equal opportunity affirmative action employer. The Employment Equity Plan of the Department shall inform the employment decision. It is the Department's intention to promote equity (race, gender and disability) through the filling of this post(s)
- ERRATUM:** Kindly note that the registration with HPCSA as Psychometrist /Registered Counsellor (Independent Practices) is required for the advertised post of Psychometrist/Registered Counsellor Ref No: HR4/4/07/30 for Provincial Office: Mmabatho. The post was advertised on Public Service Vacancy Circular 26 dated 25 July 2025 with a closing date 08 August 2025. The closing date is extended to 29 August 2025; the rest of the requirements

remains the same. Apology for inconvenience. enquiries contact: Ms N Nkiwane Tel No: (018) 387 8100

OTHER POSTS

<u>POST 29/04</u>	:	<u>ASSISTANT DIRECTOR FINANCE: COID REF NO: HR4/4/07/02</u>
<u>SALARY</u>	:	R468 459 per annum
<u>CENTRE</u>	:	Mmabatho Provincial Office
<u>REQUIREMENTS</u>	:	Undergraduate qualification (NQF Level 6) as recognised by SAQA in Public Finance Management/ Costs and Management Accounting/ Management Accounting/ Financial Accounting/ Financial Information System/ Internal Auditing/ Bcom Accounting. 4 years' functional experience in Finance of which 2 years at a Senior State Accountant level/ Senior Practitioner Level. Knowledge: Digital Acumen (Financial Systems, Tools). Policy and compliance management. Compensation Fund policies, procedures, processes. Fund Governance and Risk Management. Budgeting and Financial Management. Batho-Pele Principles (Customer services). Relevant stakeholders. Generally Recognised Accounting Principles (GRAP). Generally Accepted Accounting Principles (GAAP). Public Service Act. Legislative Requirements: Public Service Finance Management Act. National Treasury Regulations. Skills: Fraud identification. Data analytics and reporting. Stakeholder development and relations. GRI (Global Reporting Initiative) and King IV Requirements. GRAP (Local Reporting Standards). Analysing & Interpreting Information (Analytical Thinking, Forecasting & Projections). Visualising, Facilitation and Presentation. Coaching and Mentoring. Conflict Management. Critical and Innovative Thinking. Inspire Commitment. People Management. Performance and oversight. Quality Assurance. Risk Management. Service Delivery Innovation. Stakeholder Development & Relations. Programme/ Project Planning & Management. Monitoring and assurance. Research and Development.
<u>DUTIES</u>	:	Coordinate the verification of compensation of employee costs, shared goods and services cost to ensure the correct implementation of the percentage split. Provide Supply Chain Management services for all CF operations in the province. Coordinate budget planning and expenditure performance monitoring for all CF operations in the provinces. Provide Financial Accounting on benefits payable services for all the CF related operations. Coordinate and facilitate the implementation of the action plan for all CF related operations. Manage all resources in the section.
<u>ENQUIRIES</u>	:	Ms. T. Esiang Tel No: (018) 387 8100
<u>APPLICATIONS</u>	:	Email: Jobs-NW@LABOUR.gov.za
<u>POST 29/05</u>	:	<u>OFFICE AID REF NO: HR4/4/07/29</u>
<u>SALARY</u>	:	R163 680 per annum
<u>CENTRE</u>	:	Mmabatho Provincial Office
<u>REQUIREMENTS</u>	:	Grade 8/10. Knowledge: Cleaning practices. Catering. Office Practice. Skills: Communication, Interpersonal relations.
<u>DUTIES</u>	:	Ensure a clean office environment at all times. Provide Food Service Aid. Assist in distributing stock. Assist with messenger functions.
<u>ENQUIRIES</u>	:	Ms. A. Modikoe Tel No: (018) 387 8100
<u>APPLICATIONS</u>	:	Email: Jobs-NW5@LABOUR.gov.za

**DEPARTMENT OF HIGHER EDUCATION AND TRAINING
(False Bay TVET College)**

False Bay Technical and Vocational Education and Training (TVET) College is inviting applications from suitably qualified candidates to fill the following vacancies

<u>APPLICATIONS</u>	:	<u>Apply online at https://falsebayz83.ngnscan.co.za/</u>
<u>CLOSING DATE</u>	:	29 August 2025. Applications received after the closing date will not be considered.
<u>NOTE</u>	:	Applicants are not required to submit any copies of qualifications and other relevant documents on application but must submit a fully signed Z83 form and detailed Curriculum Vitae. Certified copies of qualifications and other relevant documents will be submitted by shortlisted candidates. Applications received after the closing date and those that do not comply with the requirements will not be considered. It is the applicant's responsibility to have foreign qualifications and national certificates (where applicable) evaluated by the South African Qualification Authority (SAQA). The Department reserves the right not to fill the posts. The successful candidate will be subjected to personnel suitability checks and other vetting procedures. Applicants are respectfully informed that correspondence will be limited to short-listed candidates only. If notification of an interview is not received within three (3) months after the closing date, candidates may regard their application as unsuccessful. The Department will not be liable where applicants use incorrect/no reference number(s) on their applications.

OTHER POSTS

<u>POST 29/06</u>	:	<u>ASSISTANT DIRECTOR: TVET MIS REF NO: ASDTVETMIS/CO/29/04/2025</u>
<u>SALARY</u>	:	R582 444 per annum (Level 10)
<u>CENTRE</u>	:	False Bay TVET College, Central Office
<u>REQUIREMENTS</u>	:	Grade12/Matric National Diploma (NQF6)/bachelor's degree (NQF7) in Information management, Computing or equivalent qualification. 3-5 years working experience in information technology or relevant of which a minimum of 3 years must be supervisory experience. Knowledge of policies and governance environment of TVET colleges including knowledge of TVET MIS system, annual reporting requirements by the Higher Education institutions. Knowledge and understanding of Information and Data management. Knowledge understanding application and interpretation of office management, Academia data warehouse and IT prescripts. Advance excel skills and valid driver's license.
<u>DUTIES</u>	:	Responsible for managing capturing and data extraction for the college. Compile reports as required and ensure the integrity of all data. Coordinate the implementation of data processes. Compile and submit ad-hoc reports as required by stakeholders (internally and externally). Responsible for coordination of the strategic planning process and annual report, Management of human, physical and financial resources.
<u>ENQUIRIES</u>	:	S Baboo Tel No: (021) 787 0800
<u>POST 29/07</u>	:	<u>ASSISTANT DIRECTOR: MARKETING & COMMUNICATION REF NO: ASDMCOM/23/06/2025</u>
<u>SALARY</u>	:	R468 459 per annum (Level 09)
<u>CENTRE</u>	:	False Bay TVET College, Central Office
<u>REQUIREMENTS</u>	:	Grade12/ Matric. Recognized National Diploma/Bachelor's Degree in communication/ Marketing or equivalent. 3-5 years proven working experience in communications and a marketing environment at a supervisory level. Knowledge of policies and governance environment of TVET Colleges including knowledge of the annual reporting requirements by the Higher Education Institutions. Knowledge and understanding of the monitoring of performance management development system. Knowledge and understanding of the TVET Administration. Knowledge and understanding of the Higher Education sector, the policies and relevant legislation. A valid driver's license. Computer Literate (MS Office).
<u>DUTIES</u>	:	Responsible for managing and coordinating marketing, promotions and branding for the college. Digital Marketing. Managing public relations and

ENQUIRIES

media liaison services. Coordinating College events and provide communication administrative support. Internal and External Communication. Management of all the Human, Financial and other resources of the unit.
S Baboo Tel No: (021) 787 0800

DEPARTMENT OF JUSTICE AND CONSTITUTIONAL DEVELOPMENT

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

- APPLICATIONS** : Interested applicants must submit their applications for employment to <https://forms.office.com/r/X2XaVPasWu> or alternatively the address specified in each post.
- CLOSING DATE** : 01 September 2025
- NOTE** : The application must include only completed and signed new Form Z83, obtainable from any Public Service Department or on the internet at www.gov.za, and a detailed Curriculum Vitae. Certified copies of Identity Document, Senior Certificate and the highest required qualification as well as a driver's license where necessary, will only be submitted by shortlisted candidates to HR on or before the day of the interview date. Application that do not comply with the above specifications will not be considered and will be disqualified. It remains the responsibility of an applicant to ensure that application reaches the department noting different options provided for submission. A SAQA evaluation report must accompany foreign qualifications. All shortlisted candidates for posts will be subjected to a technical and/or competency assessment. A pre-entry certificate obtained from National School of Government (NSG) is required before appointment for all SMS positions. Candidate will complete a financial disclosure form and also be required to undergo a security clearance. Foreigners or dual citizenship holder must provide the Police Clearance certificate from country of origin only when shortlisted. The DOJ&CD is an equal opportunity employer. In the filling of vacant posts the objectives of section 195 (1) (i) of the Constitution of South Africa, 1996 (Act No: 108 of 1996), the Employment Equity imperatives as defined by the Employment Equity Act, 1998 (Act No: 55 of 1998) and relevant Human Resources policies of the Department will be taken into consideration. Reasonable accommodation shall be applied for People with Disabilities including where driver's license is a requirement. Correspondence will be limited to short-listed candidates only. If you do not hear from us within 3 months of this advertisement, please accept that your application has been unsuccessful. The department reserves the right not to fill these positions. Women and people with disabilities are encouraged to apply and preference will be given to the EE Target.
- ERRATUM:** The post of Senior Family Advocate: LP9 (X2 Posts) advertised in the Public Service Vacancy Circular 27 dated 01 August 2025 with Ref No: 2025/63/GP, Centre/ Office was omitted it should be Family Advocate; Pretoria. Court Interpreter, Magistrate Office: Mamelodi, advertised in the Public Service Vacancy Circular 27 dated 01 August 2025 with Ref No: 2025/41/GP Language requirements should read as follows: English, IsiXhosa and IsiZulu or Setswana
- Deputy Director: Area Court Manager, advertised in the Public Service Vacancy Circular 28, dated 08 August 2025 with Ref No: 05/25/LMP was advertised with the incorrect salary notch, the correct Salary notch is as follows: R896 436 -R1 055 958 per annum.
- Administration Clerk; Magistrate Office: Nebo advertised in the Public Service Vacancy Circular 28 dated 08 August 2025 with Ref No: 37/25/LMP (Cash Hall) (X4 Posts) the address was omitted. Applicants should direct their Application Quoting the relevant reference number to: Postal address: The Court Manager, Department of Justice & Constitutional Development, Private Bag X102, NEBO, 1059. Tel No: (013) 264 8209 OR Physical address /Reception area Magistrate Office, NEBO or <https://forms.office.com/r/X2XaVPasWu>

OTHER POSTS

<u>POST 29/08</u>	:	<u>SENIOR FAMILY ADVOCATE (LP9) REF NO: 103/25EC</u>
<u>SALARY</u>	:	R1 195 110 – R1 859 814 per annum, (Salary will be in accordance with OSD determination). The successful candidate will be required to sign a performance agreement.
<u>CENTRE</u>	:	Family Advocate: Port Elizabeth
<u>REQUIREMENTS</u>	:	An LLB Degree or recognised 4 year legal qualification; At least eight (8) years appropriate post qualification litigation experience; Admission as an Advocate; A valid driver's licence. Knowledge of applicable Standard Operation Procedures (SOP's); Knowledge of Foundations of South African law, South African private law, Constitutional law, Criminal law, Intellectual property, Evidence and African Customary Law, Muslim Personal Law, Private International Law, Children's Act, The Hague Convention of the Civil Aspects of International Child Abduction, Maintenance Act, reciprocal enforcement of Maintenance Orders Act, Child Care Act, Extensive knowledge of all local and international Legislation that regulates protection of children; Knowledge of the South African legal system, legal practices and related spheres with specific reference to civil litigation and the law of contract; Knowledge of the Constitution, the Institution of Legal Proceedings Against Certain Organs of State Act, State Attorney Act, the Public Finance Management Act, the Treasury Regulations. Knowledge and experience in office administration; Proven track record of previous managerial experience in a legal environment. Skills and Competencies: Good communication (written and verbal) skills; Research, investigation, presentation, monitoring and evaluation; Attention to detail; Diversity Management; Dispute and Conflict resolution skills; Operational and People management; Financial management; Computer literacy.
<u>DUTIES</u>	:	Key Performance Areas: Manage the implementation and monitoring of the delivery of multi-disciplinary Family Advocate services for children; Manage and monitor the provisioning of forensic and risk social work services; Manage, monitor and implement the provisions of the Hague Convention on Civil aspects of International Child Abduction; Manage and monitor provision of Forensic Social Work services; Monitor and support organizational performance of the Family Advocate services. Provide effective people Management in the office.
<u>ENQUIRIES</u>	:	Mr P Hattingh Tel No: (043) 702 7000
<u>APPLICATIONS</u>	:	Quoting the relevant reference number, direct your application to: The Provincial Head, Private Bag X9065, East London, 5200 or hand deliver at the Provincial Office, Department of Justice, 3 Phillip Frame Road, Waverley Park complex, East London OR https://forms.office.com/r/X2XaVPasWu
<u>POST 29/09</u>	:	<u>FAMILY ADVOCATE (LP7 – LP8) (X2 POSTS)</u>
<u>SALARY</u>	:	R932 904 – R1 539 321 per annum, (Salary will be in accordance with determination of OSD). The successful candidate will be required to sign a performance agreement.
<u>CENTRE</u>	:	Family Advocate, Port Elizabeth Ref No: 104/25EC (X1 Post) Family Advocate, Mthatha Ref No: 105/25EC (X1 Post)
<u>REQUIREMENTS</u>	:	An LLB Degree or recognised 4-year legal qualification; Admission as an Advocate; Five (5) years appropriate post qualification litigation experience; Knowledge of Foundations of South African law, South African private law, Constitutional law, Criminal law, Intellectual property, Evidence and African Customary Law, Muslim Personal Law, Private International Law, Children's Act, The Hague Convention of the Civil Aspects of International Child Abduction, Maintenance Act, reciprocal enforcement of Maintenance Orders Act, Child Care Act, Extensive knowledge of all local and international Legislation that regulates protection of children; Knowledge of the South African legal system, legal practices and related spheres with specific reference to civil litigation and the law of contract; Knowledge of the Constitution, the Institution of Legal Proceedings Against Certain Organs of State Act, State Attorney Act, the Public Finance Management Act, the Treasury Regulations. Knowledge and experience in office administration; A valid driver's licence. Skills and Competencies: Good communication skills, both verbal and writing; Litigation and Advocacy skills; Research, investigation, monitoring, evaluation and report writing skills with intention to detail; Diversity

	management; Dispute and Conflict resolution skills; Computer literacy; Case Flow Management.
<u>DUTIES</u>	: Key Performance Areas: Perform all functions and duties of the Family Advocate in accordance with relevant legislation; Monitor the provisioning of forensic and risk social work services; Monitor and implement the provisions of the Hague Convention on Civil aspects of International Child Abduction; Manage and implement the provision of Forensic Social Work Social Work services; Manage and provide administrative support services; Attend to all relevant circuit courts within the Province.
<u>ENQUIRIES</u>	: Mrs. L de Kock Tel No: (043) 702 7000
<u>APPLICATIONS</u>	: Quoting the relevant reference number, direct your application to: The Provincial Head, Private Bag X9065, East London, 5200 or hand deliver at the Provincial Office, Department of Justice, 3 Phillip Frame Road, Waverley Park complex, East London OR https://forms.office.com/r/X2XaVPasWu
<u>NOTE</u>	: Separate application must be made per centre and quoting the relevant reference number.
<u>POST 29/10</u>	: <u>DEPUTY DIRECTOR: FLEET AND LOGISTICS REF NO: 25/88/FMS</u>
<u>SALARY</u>	: R896 436 – R1 055 958 per annum, (all-inclusive remuneration package). The successful candidate will be required to sign a performance agreement.
<u>CENTRE</u>	: National Office, Pretoria
<u>REQUIREMENTS</u>	: An NQF level 7 qualification in Financial Management/ Public Administration/ Supply Chain Management/ Business Administration/ Purchasing Management/ Logistics Management/ Transport Management as recognized by SAQA; A minimum of 3 years' experience in fleet and logistics environment at a supervisory (Assistant Director) level; Knowledge of Public Finance Management Act, Budget Management; Knowledge of Public Service Regulations, Public Service Acts and Treasury Regulations. Skills and Competencies: Strategic capability and leadership; Programme and project management; Financial management; Change management; Knowledge management; Service delivery innovation (SDI); People management and empowerment; Client orientation and customer focus; Communication skills; Managing interpersonal conflict and resolving problems; Honesty and integrity; Computer literacy.
<u>DUTIES</u>	: Key Performance Areas: Manage the provision of fleet management services; Manage the logistics management services; Manage the administration of stores services; Monitor and manage the provision of cellphones and data services; Manage human, finance and other resources.
<u>ENQUIRIES</u>	: Ms A Van Ross Tel No: (012) 315 1094
<u>APPLICATIONS</u>	: Quoting the relevant reference number, direct your application to: Postal address: The Human Resources: Department of Justice and Constitutional Development, Private Bag X81, Pretoria, 0001 OR Physical address: Application Box, First Floor Reception, East Tower, Momentum Building, 329 Pretorius Street, Pretoria 0001 OR https://forms.office.com/r/X2XaVPasWu
<u>POST 29/11</u>	: <u>OFFICE MANAGER (X2 POSTS)</u>
<u>SALARY</u>	: R468 459 - R551 823 per annum. The successful candidate will be required to sign a performance agreement.
<u>CENTRE</u>	: State Attorney, Port Elizabeth Ref No: 100/25EC (X1 Post) State Attorney, Mthatha Ref No: 101/25EC (X1 Post)
<u>REQUIREMENTS</u>	: A 3 years National Diploma/Degree in Public Administration/ Human Resources Management/ Administration or Business Administration at NQF-Level 6; A minimum of 3 years' experience in administration environment; Knowledge of HR matters and its policies, framework; Procurement directives and procedures, Knowledge and understanding of the Constitution and the legislative framework governing the Public Service. Skills and Competencies: Applied Strategic thinking, Applying technology; Budgeting and financial management; Communication and information Management; Continuous Improvement; Citizen focus and responsiveness; Developing others; Impact and influence; Problem solving and analysis; Planning and Organising; Decision Making; Project Management; Computer literacy.
<u>DUTIES</u>	: Key Performance Areas: Manage procurement and Finance of goods and services; Manage documents for registry support services; Undertake policy or line function tasks as required Coordinate external strategic alliances between

		the office and other stakeholders; Manage general support and resources services; Manage human resource services.
<u>ENQUIRIES APPLICATIONS</u>	:	Mr A Jilana Tel No: (043) 702 7000 / 7010
	:	Quoting the relevant reference number, direct your application to: The Provincial Head, Private Bag X9065, East London, 5200 or hand deliver at the Provincial Office, Department of Justice, 3 Phillip Frame Road, Waverley Park complex, East London OR https://forms.office.com/r/X2XaVPasWu
<u>NOTE</u>	:	Separate application must be made per centre and quoting the relevant reference number.
<u>POST 29/12</u>	:	<u>COURT INTERMEDIARY REF NO: 107/25EC</u> (Re-advertisement)
<u>SALARY</u>	:	R397 116 - R467 790 per annum. The successful candidate will be required to sign a performance agreement.
<u>CENTRE REQUIREMENTS</u>	:	Magistrate Office: Peddie
	:	A three year Bachelor Degree/ National Diploma academic qualification in one of the following fields; Teaching, Social Work/ Family Counselling, Child Care and youth development, Paediatrics, Psychiatry, Clinical counselling, Educational Psychologist; Applicants must be duly registered with the relevant professional/ scientific organization/body in their field of specialization; Minimum of three years working experience in the applicable field; Experience in working with different types of disabilities, exposure to court procedure, court etiquette, legal terms and terminology and functions of courts will be added advantages; Knowledge of the relevant legal and regulatory framework. (Constitution of RSA, 1996; Criminal Procedure Act, 1977 (Act No 51 of 1977), particularly sections 153, 158 and 170A of the Act; Criminal Law (Sexual Offences and Related Matters) Amendment Act, 2007 (Act No 32 of 2007); Children's Act, 2005 (Act No 38 of 2005); Domestic Violence Act (Act No 116 of 1998). A valid driver's license; Knowledge of any foreign languages will be an added an advantage. Skills and Competencies: Communication and empathetic listening skills (with children, persons with mental disabilities and other traumatized witnesses), Trauma and basic counselling skills; Interpersonal skills; Customer focus and responsiveness; Administrative skills; Computer literacy (Ms Word, PowerPoint, Outlook, Excel); Problem-solving and decision-making skills.
<u>DUTIES</u>	:	Key Performance Areas: Provide intermediary services to children, persons with mental disabilities and other traumatized witnesses; Provide specialized child language and disability services; Maintain intermediary room by ensuring that the equipment of the private testifying room is always in good order; Provide support services to witnesses and make appropriate referrals, where necessary; Render administration support services in court; Assist children to testify with the aid of anatomically-detailed dolls.
<u>ENQUIRIES APPLICATIONS</u>	:	Mr Ndamase Tel No: (043) 702 7000 / 7129
	:	Quoting the relevant reference number, direct your application to: The Provincial Head, Private Bag X9065, East London, 5200 or to https://forms.office.com/r/X2XaVPasWu or hand deliver at the Provincial Office, Department of Justice, 3 Phillip Frame Road, Waverley Park complex, East London.
<u>POST 29/13</u>	:	<u>ASSISTANT STATE ATTORNEY (LP3-LP4) REF NO: 99/25EC</u>
<u>SALARY</u>	:	R377 523 – R1 032 906 per annum, (Salary will be in accordance with OSD determination). The successful candidate will be required to sign a performance agreement.
<u>CENTRE REQUIREMENTS</u>	:	State Attorney: East London
	:	An LLB or 4 year recognized legal qualification; Admission as an Attorney; At least 2 years' appropriate post qualification legal/litigation experience; A thorough knowledge of legal practice, office management, accounting system and trust accounts; Knowledge of the government prescripts and transformation objective as well as the Constitution of South Africa; Knowledge of legal proceedings, personal injuries claims, contracts, labour cases and criminal cases; A valid driver's license. Skills and Competencies: Computer literacy; Legal research and drafting; Dispute resolution; Case flow management; Strategic and conceptual orientation; Communication skills (written and verbal).

<u>DUTIES</u>	:	Key Performance Areas: Handle litigation and appeals in the High Courts, Magistrate's Court, Labour Courts, Land Claims Court and Commission for Conciliation, Mediation and Arbitration (CCMA), Draft and/or settle all types of agreements on behalf of the various clients; Render legal opinions and advice; Handle all forms of arbitration, including inter-departmental arbitration and debt collection.
<u>ENQUIRIES APPLICATIONS</u>	:	Mrs. L de Kock Tel No: (043) 702 7000 / 7130 Quoting the relevant reference number, direct your application to: The Provincial Head, Private Bag X9065, East London, 5200 or e-mail to the address provided on the DPSA advert or hand deliver at the Provincial Office, Department of Justice, 3 Phillip Frame Road, Waverley Park complex, East London OR https://forms.office.com/r/X2XaVPasWu
<u>POST 29/14</u>	:	<u>FAMILY COUNSELLOR/SOCIAL WORKER (GR1 – GR4) (X3 POSTS)</u>
<u>SALARY</u>	:	R325 200 – R725 754 per annum, (Salary will be in accordance with OSD determination). The successful candidate will be required to sign a performance agreement.
<u>CENTRE</u>	:	Family Advocate: Vosman Ref No: 2025/29/MP (X1 Post) Office of the family advocate: Polokwane Ref No: 16/25/LMP (X2 Posts)
<u>REQUIREMENTS</u>	:	Bachelor's Degree in Social Workers or equivalent qualification, Appropriate experience in Social Worker after registration as Social Worker with the SACSSP. Registration with SA Council for Social Service Profession (SACSSP), Knowledge and experience in Mediating, Court experience in rendering expert evidence; Knowledge and application of Family Law, including Mediation in certain Divorce Matters Act. Children's Act, Maintenance Act and Domestic Act (inclusive of Hague Convention on International Child Abduction); A valid driver's license and willing to travel extensively within the province. Skills and Competencies: Communication (written and verbal) skills, Computer literacy (MS Word), Mediation and interviewing skills; Conflict resolution, evaluation and report writing skills; Diversity and attention to details.
<u>DUTIES</u>	:	Key Performance Areas: Conduct inquiries to ascertain the best interest of the minor children involved by means of mediation and /or evaluation as per relevant legislation; Evaluate information and compile forensic court reports; Act as expert witness for the Family Advocate in Court; Ensure proper case flow administration, Travel to townships and rural areas to conduct enquires, interview parties and source references in Family Law disputes.
<u>ENQUIRIES</u>	:	Mpumalanga: Ms KN Zwane at 060 532 2006 Limpopo: Mr L Mapelane Tel No: (015) 287 2035/ Mr MP Mongwe Tel No: (015) 287 2034.
<u>APPLICATIONS</u>	:	Mpumalanga: Quoting the relevant reference number, direct your application to: The Provincial Head, Private Bag X11249, 24 Brown Street, Nedbank centre, 4th floor building, Nelspruit, 1200 or https://forms.office.com/r/X2XaVPasWu Limpopo: Quoting the relevant reference number, direct your application to: Postal address: The Provincial Head, Department of Justice & Constitutional Development, Private Bag X9526, Polokwane, 0700 OR Physical address: Reception area, Limpopo Provincial Office, 92 Bok Street, Polokwane, 0699 or https://forms.office.com/r/X2XaVPasWu
<u>NOTE</u>	:	Candidates whose name appears on Part B of the Child Protection Register as mandated by the Section 123 (5) of the Children's Act, 2005 need not to apply. Applicants are required to attach proof of registration with SACSSP. Separate application must be made per centre and quoting the relevant reference number.
<u>POST 29/15</u>	:	<u>CHIEF ADMINISTRATION CLERK (X6 POSTS)</u>
<u>SALARY</u>	:	R325 101 – R382 959 per annum. The successful candidate will be required to sign a performance agreement.
<u>CENTRE</u>	:	State Attorney, Mthatha Ref No: 102/25EC (X1 Post) Magistrate Office: Kempton Park Ref No: 2025/67/GP (X1 Post) Magistrate Office: Waterval Ref No: 20/25/LMP (X1 Post) Magistrate Office: Tlyani; Ref No: 21/25/LMP (X1 Post) Magistrate Office: Tzaneen Ref No: 22/25/LMP (X1 Post) Magistrate Office: Nkowankowa Ref No: 23/25/LMP (X1 Post)
<u>REQUIREMENTS</u>	:	Grade 12 certificate or equivalent; Three (3) years' experience in Administration; Understanding of the legislative framework governing the

		Public Service; knowledge of Public Finance Management Act, Treasury Regulations; Departmental Financial Instructions (DFI), Public Service Act and other relevant legislation. Skills and Competencies: Communication (written and verbal) skills; Computer Literacy (MS Office); Planning and Organizing skill; Ability to work under pressure; Problem solving skills; Customer service; Document management and filing; Numerical skills.
<u>DUTIES</u>	:	Key Performance Areas: Supervise and render clerical support services; Supervise and provide Supply Chain clerical services within the component; Supervise and provide personnel administration clerical support services within the component; Supervise and provide financial administration support services in the component; Provide effective people management.
<u>ENQUIRIES</u>	:	Eastern Cape: Mr Ndamase Tel No: (043) 702 7000 / 7129 Gauteng: Ms T Maphoto Tel No: (011) 332 9000 Limpopo: Ms M.R Phalane Tel No: (015) 287 2036 or Ms M.F Mathosa Tel No: (015) 287 2035
<u>APPLICATIONS</u>	:	Eastern Cape: Quoting the relevant reference number, direct your application to: The Provincial Head, Private Bag X9065, East London, 5200 or to https://forms.office.com/r/X2XaVPasWu or hand deliver at the Provincial Office, Department of Justice, 3 Phillip Frame Road, Waverley Park complex, East London Gauteng: Quoting the relevant reference number, direct your application to: The Provincial Office, Private Bag X6, Johannesburg, 2000 OR Physical address: Department of Justice and Constitutional Development; 7th floor Schreiner Chambers, 94 Pritchard Street; Johannesburg or https://forms.office.com/r/X2XaVPasWu Limpopo Quoting the relevant reference number, direct your application to: Postal address: The Provincial Head, Department of Justice & Constitutional Development, Private Bag X 9526, Polokwane 0700 OR Physical address: Reception area, Limpopo Provincial Office, 92 Bok Street, Polokwane, 0699 OR https://forms.office.com/r/X2XaVPasWu
<u>NOTE</u>	:	Separate application must be made per centre and quoting the relevant reference number.
<u>POST 29/16</u>	:	<u>SENIOR COURT INTERPRETER REF NO: 24/25/LMP</u>
<u>SALARY</u>	:	R325 101 - R382 959 per annum. The successful candidate will be required to sign a performance agreement.
<u>CENTRE REQUIREMENTS</u>	:	Magistrate Giyani
	:	NQF Level 4/ Grade 12 and National Diploma in Legal Interpreting or equivalent qualification in the field of languages and A Minimum of three years practical experience in court interpreting; OR Grade 12 with 10 year's practical experience in court interpreting; Proficiency in English and two or more indigenous languages; Language requirements: Venda, Tsonga and Shona: Skills and Competencies: Communication skills (verbal and written); Computer literacy (Ms Word and Excel); Administrative and organizational skills; Sound interpersonal relations; Ability to work under pressure; Time management; Problem solving; Analytical thinking; Accuracy and attention to detail.
<u>DUTIES</u>	:	Render interpreting services; Translate legal documents and exhibits; Record cases in criminal record book; Draw case records on request of Magistrate /Prosecutors; Make arrangements for foreign language interpreters in consultation with the prosecutors; Perform specific line and administrative support functions; Assist with capturing on ICMS; Supervise Court Interpreters.
<u>ENQUIRIES</u>	:	Ms MP Mongalo Tel No: (015) 287 2037 OR Ms MF Mathosa Tel No: (015) 287 2036
<u>APPLICATIONS</u>	:	Quoting the relevant reference number, direct your application to: Postal address: The Provincial Head, Department of Justice & Constitutional Development, Private Bag X9526, Polokwane, 0700 or Physical address: Reception area, Limpopo Provincial Office, 92 Bok Street, Polokwane, 0699 OR Recruitment portal: https://forms.office.com/r/X2XaVPasWu
<u>NOTE</u>	:	Applicants will be subjected to a language test.
<u>POST 29/17</u>	:	<u>MAINTENANCE INVESTIGATOR REF NO: 2025/68/GP</u>
<u>SALARY</u>	:	R325 101 – R382 959 per annum. The successful candidate will be required to sign a performance agreement.
<u>CENTRE</u>	:	Magistrate Krugersdorp

<u>REQUIREMENTS</u>	:	Grade 12 Certificate or equivalent qualification; Relevant Administrative experience in Family Law Matters; Knowledge of the Maintenance Act (Act of 99 of 1989). Skills and Competencies: Computer literacy (MS Office); Good communication skills (verbal and written); Planning and organizing; Good interpersonal relations; Time management; Ability to work under pressure.
<u>DUTIES</u>	:	Key Performance Areas: Serve Maintenance Summons, Warrants and Garnishee Orders for the District in terms of the Maintenance Act; Locate whereabouts of Persons; Give Testimony in Court under oath; Render administrative support to the Office.
<u>ENQUIRIES</u>	:	Ms. V Shiburi Tel No: (011) 332 9000
<u>APPLICATIONS</u>	:	Quoting the relevant reference number, direct your application to: Provincial Office-Gauteng, Private Bag X6, Johannesburg, 2000 or Physical Address: Provincial Office-Gauteng; Department of Justice and Constitutional Development; 7th floor Schreiner chambers, 94 Pritchard, Johannesburg or https://forms.office.com/r/X2XaVPasWu
<u>POST 29/18</u>	:	<u>ASSISTANT MASTER (MR1 – MR5) (X3 POSTS)</u>
<u>SALARY</u>	:	R252 855 – R1 111 323 per annum, (Salary will be in accordance with OSD determination). The successful candidate will be required to sign a performance agreement.
<u>CENTRE</u>	:	Master of The High Court, Kimberley Ref No: 27/25/NC/MAS-KIM (X1 Post) Master of The High Court, Bisho Ref No: 92/25EC (X1 Post) Master of The High Court, Port Elizabeth Ref No: 93/25EC (X1 Post)
<u>REQUIREMENTS</u>	:	LLB Degree or four years' recognized legal qualification; Knowledge of the Administration of Estates Act, Compliance Act, Mental Health Act, Insolvency Act, Companies Act, Close Corporations Act, Trust Property Control Act and other relevant legislation; Experience in the functional field and services provided by Master of the High Court. Skills and Competencies: Planning and organizing; Dispute resolution; Time management; Communication skills; Ability to work under pressure and independently in a highly pressurized environment; Computer literacy.
<u>DUTIES</u>	:	Key Performance Areas: Manage the administration of Deceased Estates, Insolvent Estates, Trust and Curatorship; Provide strategic direction to the office; Monitor the implementation of departmental policy, procedures and legislations; Manage the operations regarding the Guardian's Funds and resources in the office; Ensure continuous quality improvement of processes and policies.
<u>ENQUIRIES</u>	:	Northern Cape: Mr X. Jama Tel No: (053) 8311 942 Eastern Cape: Ms Msimang Tel No: (043) 702 7000 / 7136
<u>APPLICATIONS</u>	:	Northern Cape Quoting the relevant reference number, direct your application to: Postal address: The Provincial Head: Justice and Constitutional Development, Private Bag X6106, Kimberley, 8300. or hand delivers at the New Public Buildings, (Magistrates Court) of Knight and Stead Streets, 7th floor, Kimberley, 8301. Applicants who wish to post their application forms are encouraged to utilize courier services in light of the current postal service challenges or https://forms.office.com/r/X2XaVPasWu Eastern Cape: Quoting the relevant reference number, direct your application to: The Provincial Head, Private Bag X9065, East London, 5200 or hand deliver at the Provincial Office, Department of Justice, 3 Phillip Frame Road, Waverley Park complex, East London OR https://forms.office.com/r/X2XaVPasWu
<u>NOTE</u>	:	Separate application must be made per centre and quoting the relevant reference number.
<u>POST 29/19</u>	:	<u>MAINTENANCE OFFICER (MR1-MR5) (X2 POSTS)</u>
<u>SALARY</u>	:	R252 855 – R1 111 323 per annum, (Salary will be in accordance with OSD determination). The successful candidate will be required to sign a performance agreement.
<u>CENTRE</u>	:	Magistrate Thabazimbi Ref No: 25/25/LMP (X1 Post) Magistrate Soshanguve Ref No: 2025/34/GP (X1 Post)
<u>REQUIREMENTS</u>	:	An LLB Degree or a four (4) year recognized legal qualification; Appropriate post qualification legal experience. Knowledge of maintenance system, Maintenance Act and family law matters; Understanding of all services and procedures in the area of Maintenance; A valid driver's licence. Language requirements (Soshanguve): English, Xitsonga and Setswana; Skills and Competencies: Computer literacy (MS Office); Good communication skills

		(verbal and written); Numeracy skills; Good interpersonal relations; Problem solving skills; Report writing and time management skills; Accuracy and attention to details.
<u>DUTIES</u>	:	Key Performance Areas: Perform the powers, duties or functions of a Maintenance Officer in terms of the Maintenance Act; Obtain financial information for maintenance enquiries; Guide Maintenance investigators in the performance of their functions; Implement Bench orders; Provide reports and compile statistics.
<u>ENQUIRIES</u>	:	Limpopo: Ms MF Mathosa Tel No: (015) 287 2035/ Mr P Mongwe Tel No: (015) 287 2034 Gauteng: Ms. V Shiburi Tel No: (011) 332 9000
<u>APPLICATIONS</u>	:	Limpopo: Quoting the relevant reference number, direct your application to: Postal address: The Provincial Head, Department of Justice & Constitutional Development, Private Bag X9526, Polokwane, 0700 OR Physical address: Reception area, Limpopo Provincial Office, 92 Bok Street, Polokwane, 0699 OR https://forms.office.com/r/X2XaVPasWu Gauteng Quoting the relevant reference number, direct your application to: Provincial Office-Gauteng, Private Bag X6, Johannesburg, 2000 OR Physical Address: Provincial Office–Gauteng; Department of Justice and Constitutional Development; 7th floor Schreiner chambers, 94 Pritchard, Johannesburg OR https://forms.office.com/r/X2XaVPasWu
<u>POST 29/20</u>	:	<u>LEGAL SECRETARY (X2 POSTS)</u>
<u>SALARY</u>	:	R228 321 – R268 950 per annum. The successful candidate will be required to sign a performance agreement.
<u>CENTRE</u>	:	State Attorney: Port Elizabeth Ref No: 106/25EC (X1 Post) Office of the State Attorney: Cape Town Ref No: 54/2025/SA/WC (X1 Post)
<u>REQUIREMENTS</u>	:	Grade 12 (with typing as subject or Secretarial Certificate or relevant training/qualification that will enable the person to perform the work satisfactorily). Knowledge of the relevant policies and prescripts Skills and Competencies: Computer literacy; Communication skills (verbal and written); Planning and organizing skills; Interpersonal skills; Attention to detail; Integrity and loyalty; Good telephone etiquette; Sound organizing skills; High level of reliability. Attention to detail.
<u>DUTIES</u>	:	Key Performance Areas: Provide secretarial and administrative support; Render administrative support for meetings, functions and conferences; Provide general clerical office administration; Prepare documents for account payment processing.
<u>ENQUIRIES</u>	:	Eastern Cape: Mr Ndamase Tel No: (043) 702 7000 / 7129 Western Cape: Mr M Koopman Tel No: (021) 462 5471
<u>APPLICATIONS</u>	:	Western Cape: Please forward your application to: Provincial Head: Private Bag X9171, Cape Town, 8000 or physical address: 8 Riebeeck Street, 5th Floor Norton Rose House, Cape Town or to: https://forms.office.com/r/X2XaVPasWu Eastern Cape: Quoting the relevant reference number, direct your application to: The Provincial Head, Private Bag X9065, East London, 5200 or hand deliver at the Provincial Office, Department of Justice, 3 Phillip Frame Road, Waverley Park complex, East London or https://forms.office.com/r/X2XaVPasWu
<u>NOTE</u>	:	Separate application must be made per centre and quoting the relevant reference number.
<u>POST 29/21</u>	:	<u>SECRETARY: SUB-CLUSTER HEAD REF NO: 64/25/LMP</u>
<u>SALARY</u>	:	R228 321 – R268 950 per annum. The successful candidate will be required to sign a performance agreement.
<u>CENTRE</u>	:	Magistrate Polokwane
<u>REQUIREMENTS</u>	:	Grade 12 (with typing as subject or Secretarial Certificate or any other training/qualification that will enable the person to perform the work satisfactorily). Skills and Competencies: Planning and organizing; Computer literacy (Microsoft Word, Excel, PowerPoint and Internet); Good communication (verbal and written) skills; Presentation skills; Problem solving; Good interpersonal relations; Proper usage of presentation equipment; Ability to correctly interpret relevant documentation; Numeracy; Intermediate typing skills.
<u>DUTIES</u>	:	Key Performance Areas: Provides a Secretarial/receptionist support services to the manager; Provides clerical support service to the manager; Provides support to manager regarding meetings.

<u>ENQUIRIES</u>	:	Mr MC Rapetsoa Tel No: (015) 294 6000
<u>APPLICATIONS</u>	:	Quoting the relevant reference number, direct your application to: Postal address: The Court Manager, Magistrate Polokwane Private Bag X9320, Polokwane, 0700 or Physical address: Reception area Magistrate Polokwane, Reception area or https://forms.office.com/r/X2XaVPasWu
<u>POST 29/22</u>	:	<u>ADMINISTRATION CLERK (X10 POSTS)</u>
<u>SALARY</u>	:	R228 321 – R268 950 per annum. The successful candidate will be required to sign a performance agreement.
<u>CENTRE</u>	:	Family Advocate: Nelspruit Ref No: 2025/25/MP (X1 Post) Magistrate Office: Emgwenya Office: Ref No: 2025/07/MP (X1 Post) Magistrate Office: Krugersdorp Ref No: 2025/69/GP (X1 Post) Master of The High Court: Bisho Ref No: 96/25EC (X1 Post) Family Advocate: Port Elizabeth Ref No: 97/25EC (X1 Post) State Attorney: Port Elizabeth Ref No: 98/25EC (X1 Post) Master of The High Court: Thohoyandou Ref No: 36/25/LMP (X4 Posts)
<u>REQUIREMENTS</u>	:	Grade 12 Certificate or equivalent.
<u>DUTIES</u>	:	Key Performance Areas: Render general clerical support services; Provide supply chain clerical support services within the component; Provide personnel administration clerical support services within the component; Provide financial administration support services in the component. Skills and Competencies: Excellent communication (written and verbal skills); Computer Literacy (MS Office); Administrative and organization skill; Ability to work under pressure; Customer service; Document management and filing; Numerical skills.
<u>ENQUIRIES</u>	:	Mpumalanga: Mr TV Mavundla at 078 802 0741 or Mr LT Mndebele at 078 802 0880 Gauteng: Ms V Shiburi Tel No: (011) 332 9000 Eastern Cape: Mr Ndamase Tel No: (043) 702 7000 / 7129 Limpopo: Mr L Mapelane Tel No: (015) 287 2035 or Mr MI Modiba Tel No: (015) 287 2034
<u>APPLICATIONS</u>	:	Mpumalanga: Quoting the relevant reference number, direct your application to: The Provincial Head, Private Bag X11249, 24 Brown Street, Nedbank centre ,4th floor building, Nelspruit 1200 or https://forms.office.com/r/X2XaVPasWu Gauteng: Quoting the relevant reference number, direct your application to: The Provincial Office, Private Bag X6, Johannesburg, 2000 OR Physical address: Department of Justice and Constitutional Development; 7th floor Schreiner Chambers, 94 Pritchard Street; Johannesburg or https://forms.office.com/r/X2XaVPasWu Eastern Cape Quoting the relevant reference number, direct your application to: The Provincial Head, Private Bag X9065, East London, 5200 or hand deliver at the Provincial Office, Department of Justice, 3 Phillip Frame Road, Waverley Park complex, East London or https://forms.office.com/r/X2XaVPasWu Limpopo: Quoting the relevant reference number, direct your application to: Postal address: The Provincial Head, Department of Justice & Constitutional Development, Private Bag X9526, Polokwane 0700 or Physical address: Reception area, Limpopo Provincial Office, 92 Bok Street, Polokwane, 0699 OR https://forms.office.com/r/X2XaVPasWu
<u>NOTE</u>	:	Separate application must be made per centre and quoting the relevant reference number.
<u>POST 29/23</u>	:	<u>TELECOM OPERATOR REF NO: 79/25EC</u>
<u>SALARY</u>	:	R193 359 – R227 766 per annum. The successful candidate will be required to sign a performance agreement.
<u>CENTRE</u>	:	Magistrate Office: Motherwel
<u>REQUIREMENTS</u>	:	Grade 12 or equivalent qualification. Skills and Competencies: Communication (written and verbal); Computer literacy (MS Office); Good interpersonal skills; Good public relations skills; Ability to work under pressure; Customer service and document management.
<u>DUTIES</u>	:	Key Performance Areas: Handle incoming and outgoing calls, transfer calls, take and convey messages; Ensure that the switchboard is manned at all times; Attend to all other duties that may be required.
<u>ENQUIRIES</u>	:	Ms C Williams Tel No: (043) 702 7000 / 7131
<u>APPLICATIONS</u>	:	Quoting the relevant reference number, direct your application to: The Provincial Head, Private Bag X9065, East London, 5200 or hand deliver at the

Provincial Office, Department of Justice, 3 Phillip Frame Road, Waverley Park complex, East London OR <https://forms.office.com/r/X2XaVPasWu>.

<u>POST 29/24</u>	:	<u>MESSENGER (X5 POSTS)</u>
<u>SALARY</u>	:	R193 359 – R227 766 per annum. The successful candidate will be required to sign a performance agreement.
<u>CENTRE</u>	:	Magistrate Office: Alexandria Ref No: 75/25EC (X1 Post) Magistrate Office: Aliwal North Ref No: 76/25EC (X1 Post) Magistrate Office: Flagstaff Ref No: 77/25EC (X1 Post) Magistrate Office: Mthatha Ref No 78/25EC (X1 Post) Magistrate Office: Namakgale Ref No: 65/23/LMP (X1 Post)
<u>REQUIREMENTS</u>	:	Grade 10/Abet level 4; A valid driver's license. Skills and Competencies: Interpersonal skills; Creative thinking; Customer service orientation; Problem analysis; Self-management; Ability to work in a team; Technical proficiency.
<u>DUTIES</u>	:	Key Performance Areas: Render driver/ messenger support services; Collect correspondence, distribute mail and parcels to the various office; Collect documents from respective government institutions; Transport officials to various destinations; Render clerical support services.
<u>ENQUIRIES</u>	:	Eastern Cape: Ms C Williams Tel No: (043) 702 7000 / 7131 Limpopo: Ms M.J Mawela Tel No: (015) 769 1424
<u>APPLICATIONS</u>	:	Eastern Cape: Quoting the relevant reference number, direct your application to: The Provincial Head, Private Bag X9065, East London, 5200 or hand deliver at the Provincial Office, Department of Justice, 3 Phillip Frame Road, Waverley Park complex, East London OR https://forms.office.com/r/X2XaVPasWu Limpopo: Quoting the relevant reference number, direct your application to: Postal Address: The Court Manager, Magistrate Namakgale, Private Bag X11007, Namakgale, 1391 or Physical address: Reception Area, Magistrate Namakgale OR https://forms.office.com/r/X2XaVPasWu
<u>NOTE</u>	:	Separate application must be made per centre and quoting the relevant reference number.
<u>POST 29/25</u>	:	<u>SECURITY OFFICER (X4 POSTS)</u>
<u>SALARY</u>	:	R163 680 – R192 810 per annum. The successful candidate will be required to sign a performance agreement.
<u>CENTRE</u>	:	Magistrate Office: East London Ref No: 89/25EC (X2 Posts) Magistrate Office: Alice Ref No: 90/25EC (X1 Post) Magistrate Polokwane Ref No: 66/25/LMP (X1 Post)
<u>REQUIREMENTS</u>	:	Grade 12; Knowledge of Physical Security procedures and processes, Safety and Security Legislative Frameworks, PSIRA Grade C. Skills and Competencies: Communication skills (verbal and written); Problem solving; Good interpersonal relations; Planning and organizing skills; Computer literacy; Ability to operate security equipment; Understanding of confidentiality in Government.
<u>DUTIES</u>	:	Key Performance Areas: Provide access control; Improve safety in the building or premises; Prohibit unauthorized items from entering or leaving the building or premises; Watch CCTV cameras; Enroll staff on bio-metric system; Provide access to staff coming to the premises over weekends.
<u>ENQUIRIES</u>	:	Eastern Cape: Mr Nofemela Tel No: (043) 702 7000 / 7135 Limpopo: Mr M.C Rapetsoa Tel No: (015) 294 6000
<u>APPLICATIONS</u>	:	Eastern Cape Quoting the relevant reference number, direct your application to: The Provincial Head, Private Bag X9065, East London, 5200 or hand deliver at the Provincial Office, Department of Justice, 3 Phillip Frame Road, Waverley Park complex, East London OR https://forms.office.com/r/X2XaVPasWu Limpopo: Quoting the relevant reference number, direct your application to: Postal address: The Court Manager: Magistrate Polokwane, Department of Justice and Constitutional Development, Private Bag X9320, Polokwane 0700 OR hand deliver at Reception Area, Magistrate Polokwane opposite Polokwane Municipality. OR https://forms.office.com/r/X2XaVPasWu
<u>NOTE</u>	:	Separate application must be made per centre and quoting the relevant reference number.
<u>POST 29/26</u>	:	<u>CLEANER REF NO: 108/25EC</u>
<u>SALARY</u>	:	R163 680 – R192 810 per annum. The successful candidate will be required to sign a performance agreement.

**CENTRE
REQUIREMENTS**

: Magistrate, Mdantsane
Grade 10/ ABET level 4. Skills and Competencies: Concern for others; Creative thinking; Citizen service orientation; Decision making; Diversity citizenship; Communication skills (verbal and written); Problem analysis; Self-management; Computer literacy.

DUTIES

: Key Performance Areas: Provide cleaning services; Keeping and maintaining of cleaning material and equipment; Perform general assistant work; Perform any other relevant duties that may arise.

**ENQUIRIES
APPLICATIONS**

: Mr Nofemela Tel No: (043) 702 7000 / 7135
: Quoting the relevant reference number, direct your application to: The Provincial Head, Private Bag X9065, East London, 5200 or hand deliver at the Provincial Office, Department of Justice, 3 Phillip Frame Road, Waverley Park complex, East London, or <https://forms.office.com/r/X2XaVPasWu>

NATIONAL TREASURY

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



APPLICATIONS
CLOSING DATE
NOTE

: To apply visit: <https://erecruitment.treasury.gov.za/eRecruitment>
 : 01 September 2025 at 12:00 pm (Midday)
 : Effective from 7 April 2021, the National Treasury now utilises an e-Recruitment System which means all applicants must login/register to apply for positions, we only accept hand delivered/posted applications should an applicant prove that he/she tried to apply via e-Recruitment with no success and the National Treasury ICT unit was unable to assist. The applicant's profile on the e-Recruitment is equivalent to the newly approved Z83 and it is the responsibility of applicants to ensure their profiles are fully completed or their applications will not be considered, as per the DPSA Practice Note. Certain documentation will still be required to be uploaded on the system such as copies of all qualifications including National Senior Certificate/Matric certificate, ID, etc., however these documents need not be certified at point of application, however certification will be required prior to attending the interview. Please note: All shortlisted candidates will be subjected to two assessments. The first assessment will be a technical exercise that intends to test relevant technical elements of the job, while the second assessment will be an integrity (ethical conduct) assessment, the logistics of which will be communicated by the Department. Successful completion of the Nyukela Public Service SMS Pre-entry Programme as endorsed by the National School of Government, available as an online course on <https://www.thensg.gov.za/training-course/sms-pre-entry-programme/>, prior to finalisation of appointment, is a requirement for all SMS positions. For SMS positions certain candidates may be required to undergo additional Psychometric Assessments. All qualifications, criminal and SA citizenship checks will be conducted on all short-listed candidates and, where applicable, additional checks will be conducted in line with the new DPSA Directive effective 01 April 2024. By submitting your application, it also means you consent to the National Treasury processing your information for Human Resources Management purposes. It is the applicant's responsibility to have all their foreign qualifications (this includes O and A level certificates) evaluated by the South African Qualifications Authority (SAQA), at your own expense. Upon appointment, successful candidates will be required to sign a Performance Agreement within 3 months from date of appointment and for candidates whose appointment exceeds 12 calendar months will be appointed on probation for the period of twelve (12) calendar months excluding leave taken as prescribed by Public Service Regulation 68. The status of your application will be visible on the e-Recruitment system. However, if you have not received feedback from the National Treasury within 3 months of the closing date, please regard your application as unsuccessful NB: The National Treasury reserves the right not to fill the below-mentioned posts, withdraw or to put on hold a position and/or to re-advertise a post. All queries must be submitted via email addressed to the Human Resources Recruitment Support Team on Recruitment.Enquiries@treasury.gov.za. The National Treasury is compliant with the requirements of POPIA.

MANAGEMENT ECHELON**POST 29/27**

: **CHIEF DIRECTOR: PROVINCIAL BUDGET ANALYSIS REF NO: S027/2025**
 Division: Intergovernmental Relations Division (IGR)
 Purpose: To strategically monitor the implementation of provincial government budgets processes and oversee the smooth running of in-year budget reporting and provincial performance management practices

SALARY
CENTRE

: R1 494 900 - R1 787 328 per annum, (all-inclusive remuneration package)
 : Pretoria

REQUIREMENTS

- : A Grade 12 is required coupled with a minimum Bachelor's degree (equivalent to NQF level 7) in Economics or Accounting or Public Finance, A minimum 5 years' experience at a senior managerial level obtained in budgeting preparation and allocations, Knowledge and experience of budgetary systems within the provincial environment, Knowledge and experience of financial analysis, Knowledge and experience of policy development and implementation, Successful completion of the Nyukela Public Service Senior Management Leadership Programme as endorsed by the National School of Government available as an online course on <https://www.thensg.gov.za/training-course/sms-pre-entry-programme/>, prior to finalisation of an appointment.

DUTIES

- : Budget preparation: Coordinate budget preparation process for the Provincial governments, Primarily monitor and assess provincial government budgets and ensure alignment with broad national priorities, Lead and participate in annual budget provincial MTEC hearings. Budget implementation and Monitoring: Oversee Provincial government in-year monitoring and reporting system, Monitor trends in municipal budgets and expenditure, Facilitate the publication of quarterly provincial Section 32 information, including conditional grants, Plan and coordinate annual provincial visits and formulate reports, Monitor and maintain database to monitor provincial government. Intergovernmental coordination Coordinate the collection of budgetary and financial data for the annual IGFR, MTBPS and Budget Review, Sectoral responsibilities for Education, Health, Social Development, Housing and Infrastructure, Roads Transport and Works, Participate in technical meetings and play supporting role to concurrent functions in managing these forums. Financial Management and Budget Reform: Promote effective financial management in the Provincial government, Provide support, guidance and monitor implementation of the PFMA at Provincial government level, Oversee provincial government budget reform and new budget formats, including SDBIP and annual reports. Intergovernmental Grants: Monitor implementation of intergovernmental grant system, Contribute towards drafting of annual Division of Revenue Bill, Determine, maintain and monitor the implementation of annual provincial government payment schedules in terms of the Division of Revenue Act.

ENQUIRIES

- : Only enquiries (No applications): Recruitment.Enquiries@treasury.gov.za

OFFICE OF THE CHIEF JUSTICE

The Office of the Chief Justice is an equal opportunity employer. In the filling of vacant posts, the objectives of section 195 (1)(i) of the Constitution of South Africa, 1996, the Employment Equity imperatives as defined by the Employment Equity Act, 1998 (Act 55) of 1998) and the relevant Human Resources policies of the Department will be taken into consideration and preference will be given to Women, Persons with Disabilities and youth.

**APPLICATIONS**

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

Western Cape: Quoting the relevant reference number, direct your application to: The provincial Head, Office of the Chief Justice, Postal Address: Private Bag X9020, Cape Town, 8000, or hand deliver applications to the Office of the Chief Justice, Provincial Service Centre 30 Queen Victoria Street, Cape Town 29 August 2025

CLOSING DATE
NOTE

: All applications must be submitted on a New Z83 form, which can be downloaded on internet at www.judiciary.org.za / www.dpsa.gov.za/dpsa2g/vacancies.asp or obtainable from any Public Service Department and should be accompanied by a recent comprehensive CV only; contactable referees (telephone numbers and email addresses must be indicated). Please send your documents in a PDF and put them in one folder. Only shortlisted candidates will be required to submit certified copies of qualifications and other related documents on or before the day of the interview following communication from Human Resources. Each application form must be fully completed, duly signed and initialed on both pages by the applicant. The application must indicate the correct job title, the office where the position is advertised and the reference number as stated in the advert. Failure by the applicant to fully complete, sign and initial the application form will lead to 40 disqualification of the application during the selection process. Applications on the old Z83 will unfortunately not be considered. Should you be in a possession of a foreign qualification, it must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA). Dual citizenship holders must provide the Police Clearance certificate from the country of origin (when shortlisted all non - SA Citizens will be required to submit a copy of proof of South African permanent residence). Applications that do not comply with the above-mentioned requirements will not be considered. Suitable candidates will be subjected to a personnel suitability check (criminal record, financial checks, qualification verification, citizenship checks, reference checks and employment verification). Correspondence will be limited to short-listed candidates only. If you have not been contacted within three (3) months after the closing date of this advertisement, please accept that your application was unsuccessful. The Department reserves the right not to make any appointment(s) to the advertised post(s). Applicants who do not comply with the above-mentioned requirements, as well as applications received late, will not be considered. Failure to submit all the requested documents will result in the application not being considered during the selection process. All successful candidates will be expected to enter into an employment contract and a performance agreement within 3 months of appointment, as well as be required to undergo a security clearance three (3) months after appointment. The Office the Chief Justice complies with the provisions of the Protection of Personal Information Act (POPIA), Act No. 4 of 2013. We will use your personal information provided to us for the purpose of recruitment only and more specifically for the purpose of the position/vacancy you have applied for. In the event that your application was unsuccessful, the Office of the Chief Justice will retain your personal information for internal audit purposes as required by policies. All the information requested now or during the process is required for recruitment purposes. Failure to provide requested information will render your application null and void. The Office of the Chief Justice will safeguard the security and confidentiality of all information you shared during the recruitment process

OTHER POSTS

<u>POST 29/28</u>	:	<u>SENIOR PRACTITIONER: EMPLOYEE RELATIONS REF NO: 2025/208/OCJ</u>
<u>SALARY</u>	:	R397 116 - R468 790 per annum (Level 08). The successful candidate will be required to sign a performance agreement.
<u>CENTRE</u>	:	National Office: Midrand
<u>REQUIREMENTS</u>	:	Grade 12. A minimum of three (3) year's National Diploma in Labour Relations/ Human Resource management/Law/ equivalent qualification (NQF Level 6) as recognized by SAQA. A valid Driver License and Willingness to travel. A minimum of Two (2) years' experience in Labour Relations environment. Knowledge: Public Finance Management Act (PFMA). Public Service Regulations (PSR). Public Service Act (PSA). Labour Relations Act (LRA). Employment Equity Act (EEA). PSCBC Resolutions and CCMA Procedure. Skills and Competencies: Decision making skill; Problem solving skill Planning, Organizing and Time Management; Excellent verbal and written communication including negotiation and diplomacy; Policy analysis and development; Research and analytical skills; Report writing and editing skills; Excellent communication skills (written and verbal); Understanding of the Constitution and relevant legislation; Computer literacy (MS Word, Outlook and Internet); Ability to access and utilize computer, Ability to work under pressure and people's management; In depth knowledge and understanding of all relevant Human Resources Legislative Framework, Regulations and Prescripts. All shortlisted candidates shall undertake a pre-entry practical exercise as part of the assessment method to determine the candidate's suitability based on the post's technical and generic requirements.
<u>DUTIES</u>	:	Facilitate compliance with the disciplinary code and grievance procedure. Facilitate awareness programmes on management of discipline, the Code of Conduct. Maintain sound relations with all stakeholders. Provide administrative services in the sub-directorate. Supervise and develop staff. Competently representing the Department at external disputes resolution forums. Assist in the management of strike action within the department. Develop and manage the information and records off all the activities in the Employment Relations Unit and capture cases on PERSAL. Accurately update the Case management system. Coordinate and handle all misconduct cases within the Department promptly and effectively. Finalise all grievances and complaints received from employees in the Department timeously. Assist in the Coordination of the effective collective bargaining within the department by ensuring healthy working relationships and engagement with the relevant recognized trade unions.
<u>ENQUIRIES</u>	:	Technical related enquiries: Mr T Mashele Tel No: (010 493 2530 HR related enquiries: Ms S Tshidino Tel No: (010) 493 2500/ 8774
<u>APPLICATIONS</u>	:	can be sent via email at 2025/208/OCJ@judiciary.org.za
<u>NOTE</u>	:	The Organisation will give preference to candidates in line with the Employment Equity goals.
<u>POST 29/29</u>	:	<u>JUDGE'S SECRETARY REF NO: 2025/209/OCJ (X2 POSTS)</u>
<u>SALARY</u>	:	R325 101 - R382 959 per annum (Level 07). The successful candidate will be required to sign a performance agreement.
<u>CENTRE</u>	:	Western Cape Division of The High Court, Cape Town
<u>REQUIREMENTS</u>	:	Grade 12. A minimum of two (2) years secretarial experience. Experience in a legal/ court environment will serve as an added advantage. An LLB Degree, Bachelor of Law Degree or a minimum of 20 modules completed towards an LLB, BA or Bachelor of Law Degree will serve as an advantage. A valid driver's license will serve as an added advantage. Shortlisted candidates will be required to pass a typing test. Skills and Competencies: Proficiency in English; Good communication skills (verbal and written); Administration and organizational skills; Exceptional interpersonal skills; Ability to meet strict deadlines and to work under pressure; Attention to detail; Customer care service skills; Excellent typing skills; Confidentiality; Time management; Computer literacy (MS Office); Ability to provide support services to a Judge in the office and in a court setting; Attend and provide support services including court administration services for a Judge at circuit courts around the Western Cape.

DUTIES

: Provide general legal secretarial/ legal administrative duties to the Judge. Typing (or formatting) of draft memorandums, directions, opinions, letters for or by the Judge. Manage and type correspondence, judgments and orders for the Judge (including Dictaphone typing). Arrange and diarize appointments, meetings, official visits, make travel and accommodation arrangements for circuit, meetings etc with the relevant administration unit at the court. Store, keep and safeguard all case files and update the case files with postponements and/or orders made by the Judge. Update files with documents received. Update exhibit and witness list in criminal matters. Perform digital recordings of court proceedings on urgent court cases after hours or on circuit court and ensure the integrity of recordings. Accompany the Judge to court and keep a record of times (start and end times daily, including adjournments). Compile court statistics daily and ensure accurate updates on the statistical tools. Management of the Judge's vehicle, logbook and servicing thereof. Compile data and prepare reports and documents for assigned Judges as necessary, including expense reports, continuing legal hours, financial disclosure statements and case management. Arrange refreshments for the Judge and his or her visitors and attend to their needs. Manage the Judge's library and the updating of loose-leaf publications. Attend to and execute requests from the judiciary in connection with cases and case-related matters.

ENQUIRIES

: Technical Enquiries: Ms N Chwethiso Tel No: (021) 480 2411
HR Related Enquires: Mr SD Hlongwane Tel No: (021) 469 4032

APPLICATIONS

: Applications can be sent via email at 2025/209/OCJ@judiciary.org.za

NOTE

: The Organisation will give preference to candidates in line with the Employment Equity goals.

DEPARTMENT OF TOURISM

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

<u>APPLICATIONS</u>	:	Applications, quoting the relevant reference number must be forwarded to the attention of Chief Director: HR Management and Development at Department of Tourism, Private Bag X424, Pretoria, 0001 or hand deliver at Tourism House, 17 Trevenna Road, Sunnyside, Pretoria or by email as provided. Email Application: Recruitment12@tourism.gov.za
<u>CLOSING DATE</u>	:	29 August 2025, 16:30 (Late applications will not be considered)
<u>NOTE</u>	:	Application must include a Z83 form and CV only. The electronic application must be in PDF format and made up of a single document file, indicating the correct job title and the reference number of the post on the subject line of your email. Failure to do so, your application being disqualified. Applications quoting the relevant reference number must be submitted on the new form Z83, obtainable from any Public Service Department or on the internet at www.gov.za/documents . Received applications using the incorrect application for employment (old Z83) will not be considered. Each advertised post must be accompanied by its own application form for employment and must be fully completed, initialled, and signed by the applicant as instructed below. Failure to fully complete, initial, and sign the Z83 form will lead to disqualification of the application during the selection process. All fields of Section A, B, C, and D of the Z83 must be completed in full. Section E, F, G (Due to the limited space on the Z83, it is acceptable for applicants to indicate refer to CV or see attached. However, the question related to conditions that prevent re-appointment under Part "F" must be answered, and declaration signed. Only an updated comprehensive CV (with detailed previous experience, if any) and a completed and signed new Z83 application form is required. Only shortlisted candidates will be required to submit certified copies of qualifications and other related documents on or before the day of the interview, following the communication from Human Resources, and such qualifications (s) and other related documents (s) will be in line with the requirements of the advert. Non-RSA Citizens/Permanent Resident Permit holders in possession of foreign qualifications must be accompanied by an evaluation report issued by the South African Qualifications Authority (SAQA) (only when shortlisted). Applicants who do not comply with the abovementioned instructions/requirements, as well as applications received late, will not be considered. Correspondence will be limited to shortlisted candidates only. All shortlisted candidates shall undertake a (1) practical exercise as part of the assessment method to determine the candidate's suitability based on the posts' technical and generic requirements, and (2) an ethical conduct test. Candidates will further be subjected to a personnel suitability check (criminal record, citizenship, credit record checks, qualification verification, and employment verification). Some of the interviewed candidates for Senior Management level vacancies may be subjected to a 2-day competency assessment that will test generic competencies. Appointment will be subject to the signing of the performance agreement, employment contract, and annual financial disclosure, and must attain a security clearance applicable to the post. The Department reserves the right not to make an appointment. You are consenting to the Department of Tourism processing your personal information, subject to POPIA, by applying for this post.

OTHER POST

<u>POST 29/30</u>	:	<u>ASSISTANT DIRECTOR: CONTENT WRITER AND EDITOR REF NO: DT12/2025</u>
<u>SALARY</u>	:	R468 459 per annum (Level 09), (excluding benefits)
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	A National Diploma (NQF 6) or Bachelor's degree (NQF 7) in Language Practice/ Linguistics/ Indigenous Languages/ Communications or Journalism. Minimum of five years' working experience in language, editorial services and protocol, of which three years must be at supervisory level. Experience in published and electronic content. In-depth understanding of South African government strategies/plans, processes, programmes and communications.

Knowledge of the use of Official Languages Act. Good understanding of government priorities and programmes. Knowledge of government's language policy. Understanding of the tourism sector. Understanding of protocol. Understanding of South African government processes and programmes. Knowledge of the media landscape and South Africa's communication environment. Good leadership skills. Good project management skills. Good presentation skills. Interpersonal skills. Excellent writing skills in regard to opinion pieces, articles, messaging, scripts, media statements and speeches. Excellent editing and proof-reading skills.

DUTIES

: The successful candidate will be responsible for coordinating the development and review of the departmental language policy and ensuring alignment with the Use of Official Languages Act and its amendments; facilitating the implementation of the language policy through departmental presentations and awareness campaigns; representing the department on National Language Forums and workshops related to language policy implementation by the Department of Sports, Arts and Culture and Pan South African Language Board (PanSALB); managing and overseeing the translation of documents of/by the department into relevant official languages; advising on the development of specifications for SCM processes on sign languages and braille; organising South African Sign Language interpreting for departmental activities; ensuring that there are sign language interpreters in flagship departmental events; writing articles, speeches, forewords and opinion pieces for departmental, governmental and external publications that are strategically informed; writing media messages and key messages on departmental programmes which are aligned to governmental and departmental strategic documents; liaising with stakeholders to develop webpages, social media messages, posters and infographic messages for departmental programmes; providing guidance and supporting on the development of content for stakeholders including tourism signage, brochures, reports, newsletters and speaking notes; writing media statements related to government policies and departmental events and programmes that are aligned to governmental and departmental strategic documents; writing content for community outreach and engagement activities including town hall meetings, public forums and surveys; conducting desktop research, monitoring trends and identifying strategic issues to guide the development of content and key messages; providing guidance to departmental employees on the development of articles and opinion pieces for internal and external publications; editing content of high-level publications intended for external stakeholders; editing and proofreading content for departmental publications; editing policy documents, white papers and other confidential and non-confidential documents; ensuring adherence to the GCIS editorial style guide; conducting workshops on the GCIS editorial style guide.

ENQUIRIES **NOTE**

: Ms S de Bruin Tel No: (012) 444 6605
: EE Requirements: White Male, Coloured Male and Asian Male Candidates are encouraged to apply.

DEPARTMENT OF TRANSPORT

Department of Transport is an equal opportunity, affirmative action employer with clear employment equity targets. Department of Transport is an equal opportunity employer and these posts will be filled in accordance with employment equity targets of the department.

- APPLICATIONS** : Department of Transport, Private Bag X193, Pretoria, 0001 or hand deliver at the 159 Forum Building, Cnr Struben and Bosman Street, Pretoria for attention Recruitment Unit. Room 4034 or email to: Recruitment@dot.gov.za. Note: email applications must be sent as one attachment to avoid non-delivery of the email and only quotes the name of the post you are applying for on the Subject Line as directed on the post note.
- CLOSING DATE** : 29 August 2025
- NOTE** : Applications must be accompanied by a completed new Z83 form, obtainable from any Public Service Department, (or obtainable at). Applicants must fill in full new Z83 form part A, B, C, and D. A recent updated comprehensive CV (previous experience must be comprehensively detailed, i.e. positions held and dates). Applicants will submit certified copies of all qualifications and ID document on the day of the interviews. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). The Department reserves the right not to fill the post. All shortlisted candidates for will be subjected to undertake a technical exercise that intends to test relevant technical elements of the job; the logistics will be communicated to candidates prior to the interviews. Recommended candidates will also be required to attend a generic managerial competency assessment after the interviews also take a note that National School of Governance (NSG) has introduced compulsory SMS pre-entry certificate with effect from 01 April 2020 as Minimum Entry Requirements for Senior Management Services (submitted prior to appointment) and can be accessed through the [following link: http://www.thensg.gov.za/training-course/sms-pre-entry-programme/](http://www.thensg.gov.za/training-course/sms-pre-entry-programme/). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools. The successful candidate must disclose to the Director-General particulars of all registrable financial interests, sign a performance agreement and employment contract with the Director-General within three months from the date of assumption of duty. The successful candidate must be willing to sign an oath of secrecy with the Department. Applicants will be expected to be available for selection interviews and assessments at a time, date and place as determined by the Department. An offer letter will only be issued to the successful candidate once the following has been verified educational qualifications, previous experience, citizenship, reference checks and security vetting. Please note: Correspondence will only be entered into with short-listed candidates.

MANAGEMENT ECHELON

- POST 29/31** : **DEPUTY DIRECTOR-GENERAL: CORPORATE SERVICES REF NO: DOT/HRM/2025/12**
Branch: Corporate Services
- SALARY** : R1 813 182 per annum, (all-inclusive salary package), of which 30% can be structured according to individual's needs.
- CENTRE** : Pretoria
- REQUIREMENTS** : A qualification at NQF 8 as recognised by SAQA in Human Resources Management / Human Resources Development / Public Management / Administration / Business Management / Law as recognized by SAQA with 8 years' experience within corporate services environment. 8 years of experience at a senior management level. Certificate of Successful completion of the National School of Government's Senior Management Service; Pre-Entry Programme. Knowledge and skills: High level ability to analyse and synthesise information and to formulate policy and strategy, analytical abilities, excellent liaison skills, sound knowledge of government protocol and processes, sound knowledge of Public Finance Management Act (PFMA), Treasury Regulations, and Medium-Term process; compilation of management reports; Communication; Financial Management; Strategic capability & leadership; Project/Programme Management; Training and development; Change Management.

DUTIES

: Oversee the effective implementation of overall human resource systems processes and procedures and development strategies. Oversee HR planning and administration services, oversee the development and improvement of departmental and transport sector capacity, Monitor the implementation of Training and Development interventions in support of HR strategies, oversee organizational Development, Change Management, and employee health and wellness in order to improve the overall performance and effectiveness of the organisation. Oversee the effective and efficient implementation of corporate service value-added processes, oversee the provision of effective secretariat services to the departmental strategic engagements, oversee the effective implementation of security policies and strategies and manage the performance of internal and external security personnel, oversee and monitor the provision of effective travel and facilities management services and oversee the effective management and administration of the government motor transport process and government fleet contracts. Oversee the effective overall coordination and management of international relations and engagements and facilitate effective transport regional integration, oversee and monitor the management and facilitation of sound bilateral relations and engagements across the transport sector and oversee the management of multilateral relations and engagements across the transport sector. Provide monitoring oversight of professional legal services to the Minister, Department and its Agencies, lead and provide effective corporate legal services to the Department, Minister, and the domestic and international Air Service councils, oversee the development of an appropriate legislation in support of departmental policies, oversee the provision of effective governance structures and processes to the public entities. Provide strategic direction in the provision of internal and external communications services, Oversee the effective management of internal communication, lead the effective management of media relations, monitoring and analysis of media, manage and maintain strategic stakeholder relations of the organisation through the implementation of stakeholder management strategy, monitor and control content development and publication services and monitor the implementation of the communication strategy. Ensure effective and efficient provisioning of information and communication technology (ICT) management services to support organizational objectives, Monitor the provision of effective and efficient (IT) infrastructure, establish and manage effective integrated information systems for the Department and its entities, oversee the effective provision of management information services and ensure effective ICT governance, enterprise architecture and information technology security for the department and its entities. Effectively manage the resources of the Branch, provide guidance and adequate support for and development of the staff of the branch, ensure compliance with all administrative requirements, regulations, rules, and instructions pertaining to the branch, establish and maintain governance and administrative systems continuity within the work of the branch, Develop financial reports for forecasting, trending and results analysis, Evaluate infrastructure spending plans, monitor expenditure against budget allocations and attend to budget variances, Monitor quality control of work, ensure the compilation of annual report and strategic plan of the branch, authorize expenses aligned to approved budget, monitor the planning, organizing, and delegation of work and ensure monitoring and evaluation is carried out in all areas of the branch.

**ENQUIRIES
NOTE**

: Mr M. Mokonyama Tel No: (012) 309 3172
: Candidates must quote name of the post for the above-mentioned position on the subject line when applying i.e. "Deputy Director-General: Corporate Services"

POST 29/32

: **CHIEF AUDIT EXECUTIVE REF NO: DOT/HRM/2025/13**
Branch: Office of the Director General

SALARY

: R1 494 900 per annum, (all-inclusive salary package), of which 30% can be structured according to individual's needs.

**CENTRE
REQUIREMENTS**

: Pretoria
: An undergraduate NQF level 7 qualification as recognised by SAQA in Internal Auditing/ Accounting/ Risk Management with 6 years' experience in the Internal Auditing and Fraud Investigations of which 5 years must be at a senior management level. A Certification as a Certified Internal Auditor (CIA) will be an added advantage. Membership of the Institute of Internal Auditors South

Africa (IIASA)/ Association for Certified Fraud Examiners (ACFE) will be an added advantage. Certificate of Successful completion of the National School of Government's Senior Management Service Pre-Entry Programme. Knowledge and Skills: Knowledge and understanding of internal Audit Management concepts, frameworks and methodologies, knowledge of Public Finance Management Act (PFMA), Treasury Regulations and Public Service Regulatory Framework on Internal Auditing, knowledge of the Public Service Anti-Corruption Strategy and measures, knowledge of the National Treasury Risk Management Framework, knowledge and understanding of Risk Maturity Model, knowledge and understanding of Risk management policies, procedures, principles and practice, compilation of management reports; Communication; Financial Management; Strategic Capability & leadership; People Management & Empowerment; Project/Programme Management; Training.

DUTIES

: Manage the provision of internal, performance and IT audit services, provide leadership and direction to the internal Audit department and manage all internal audit activities, set the strategy for Internal Audit in alignment with the department's priorities and strategy, develop a 3-year rolling Internal Audit Plan and Internal Audit Strategy for the department, establish auditing policies, programmes and procedures in line with IIA standards which enables Internal Audit to efficiently accomplish complete and factual reviews, provide leadership in the development of and effective implementation of audit plans, procedures and programs to evaluate the adequacy of the department's internal control environment in line with Risk Based Internal Audit Plan, support the accomplishment of strategic objectives and help ensure that established financial, operational and compliance practices, and the related controls, are designed and operating effectively, facilitate the monitoring of quality by both continuous and periodic, internal and external quality assurance initiatives and addresses performance gaps through monitored action plans, develop and maintain strong relationships and communications with the Audit Committee and other stakeholders to ensure concerns are addressed and expectations met, develop and maintain strong working relationship with external auditors to ensure effectiveness of service delivery and appropriate resolution of findings/issues identified, develop institutional think-tanks pertaining to internal audit with regard to Financial Regularity, Performance, IT, Compliance, and operational audits to achieve the audit objectives, provide technical guidance/assurance on search and rescue inspections on periodical and rotational basis. Manage departmental investigations and forensics, lead and coordinate actions to manage fraud and corruption risks in the department, ensure coordination with relevant stakeholders including SAPS and regulators to ensure compliance with local statutes, provide support in building capacity for fraud risk management, fraud prevention and forensic investigations, liaise with the AGSA and other assurance providers as part of combined assurance initiatives, manage all aspects of departmental investigations and forensics. Create and foster an anti-fraud and anti-corruption culture/environment in the department. Participate in project teams to achieve a multi-disciplinary approach to meet set objectives of the department, manage the planning and or implementation of projects, develop the definition of the project missions, goals, tasks and resources requirements, develop methods to monitor projects or area progress and provide corrective solutions if necessary, manage projects resources, project budget and resource allocation, work cross-functionally to solve problems and implement changes, oversee project progress reporting. Manage the resources of the Chief Directorate, ensure compliance with all administrative requirements, regulations, rules and instructions pertaining to the chief directorate, establish and maintain governance and administrative system's continuity within the work of the branch, ensure the submission of the strategic plan and annual report, prepare and submit implementation plans, monitor quality control of work, ensure the compilation of the annual report and strategic plan of the chief directorate, monitor the planning, organising and delegation of work, ensure compliance to the performance management system, ensure monitoring & evaluation is carried out in all areas of the chief directorate.

ENQUIRIES **NOTE**

: Mr M Mokonyama Tel No: (012) 309 3172
: Candidates must quote name of the post for the above-mentioned position on the subject line when applying i.e., "Chief Audit Executive: Office of the Director General"

OTHER POSTS

<u>POST 29/33</u>	:	<u>DEPUTY DIRECTOR: LABOUR RELATIONS REF NO: DOT/ HRM/2025/14</u> Branch: Corporate Service Chief Directorate: Human Resource Management and Development Director: Human Resource Management and Administration
<u>SALARY</u>	:	R896 436 per annum, (all inclusive)
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	A Recognised NQF level 6/7 in Labour Relations/ Employee Relations and/or Law coupled with five (5) years of experience of which three (3) years must be at Assistant Director level dealing with individual Labour Law matters representing employer at Disciplinary hearings, Conciliations & Arbitrations. Knowledge and Skills: government policies and procedures applicable to labour relations. Knowledge and understanding of Public Finance Management Act (PFMA). Computer literacy. Thorough understanding of applicable prescripts. Project management. Negotiation. Knowledge of Public Service Collective Agreements.
<u>DUTIES</u>	:	Manage and advice on all internal labour relations matters of the department. Develop departmental strategies and systems relating to dispute resolution mechanisms including policies, procedures and processes. Create and manage a case management database on all Labour-related matters. Manage grievances in accordance with the prescribed procedures. Finalise all grievances and complaints received from employees in the department. Promote sound employee relations processes including effective management of dispute settlement grievances and discipline. Facilitate collective Bargaining in the Departmental Bargaining Council. Provide support in terms of representing the department at the department Bargaining Chamber (DBC). Develop and implement departmental labour relations policies and programmes. Facilitate and assist internal stakeholders with the development and implementation of employee relations strategies, operational policies that comply with prescribed Labour Relations statutes. Provide expert labour relations advice to managers and employees. Conduct labour relations workshops in the department. Maintain awareness of and communicate to the department any relevant changes in all labour legislations. Coordinate and facilitate capacity building and advocacy relating to Labour Relations matters in the department. Manage the sub-directorate. Create an environment that provides for uninterrupted service delivery from the section. Evaluate the performance of staff against the best practices for the provision of the support in respect of the section and identity of the areas where training is required.
<u>ENQUIRIES</u>	:	Mr Phutha Mohlala Tel No: (012) 309 3542
<u>NOTE</u>	:	Candidates must quote the name of the post as follows; "DD Labour Relations" on the subject line when applying using an Email. Department of Transport is an equal opportunity employer and this post will be filled in accordance with employment equity targets of the department.
<u>POST 29/34</u>	:	<u>ASSISTANT DIRECTOR: LABOUR RELATIONS REF NO: DOT/ HRM/2025/15</u> Branch: Corporate Service Chief Directorate: Human Resource Management and Development Director: Human Resource Management and Administration
<u>SALARY</u>	:	R468 459 per annum (Level 09)
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	A Recognised NQF level 6/7 in Labour Relations/ Employee Relations and/or Law coupled with five (5) years of experience dealing with individual Labour Law matters representing the employer at Disciplinary hearings, Conciliations & Arbitrations. Three (3) years Supervisory experience. Basic knowledge of PERSAL and PERSAL introduction Certificate will be an added advantage. Knowledge and Skills: government policies and procedures applicable to labour relations. Knowledge and understanding of Public Finance Management Act (PFMA). Computer literacy. Thorough understanding of applicable prescripts. Project management. Negotiation. Knowledge of Public Service Collective Agreements.
<u>DUTIES</u>	:	Manage and advice on all internal labour relations matters of the department. Assist with the creation of case management database on all Labour-related matters. Ensure the implementation and compliance with Collective

agreements, policies and legislations. Manage grievances in accordance with the prescribed procedures. Assist in the finalisation of all grievances and complaints received from employees in the department timeously and within the prescribed timeframes. Facilitate the appointment of Investigation Officers to investigate grievances. Facilitate collective Bargaining in the Departmental Bargaining Council and represent the department at the department Bargaining Chamber (DBC). Develop and implement departmental labour relations policies and programmes. Facilitate and assist internal stakeholders with the development and implementation of employee relations strategies, operational policies that comply with prescribed Labour Relations statutes. Provide expert labour relations advice to managers and employees. Conduct labour relations workshops in the department. Maintain awareness and communicate to the department any relevant changes in all labour legislations. Coordinate and facilitate capacity building and advocacy relating to Labour Relations matters in the department. Manage the sub-directorate. Create an environment that provides for uninterrupted service delivery from the section. Evaluate the performance of staff against the best practices for the provision of the support in respect of the section and identity of the areas where training is required.

ENQUIRIES
NOTE

- : Mr Phutha Mohlala Tel No: (012) 309 3542
- : Candidates must quote the name of the post as follows; “ASD Labour Relations” on the subject line when applying using an Email. Department of Transport is an equal opportunity employer and this post will be filled in accordance with employment equity targets of the department

**PROVINCIAL ADMINISTRATION: FREE STATE
DEPARTMENT OF ECONOMIC, SMALL BUSINESS DEVELOPMENT, TOURISM AND ENVIRONMENTAL
AFFAIRS**

Free State Provincial Government is an equal opportunity affirmative action employer. We intend to promote representativity (race, gender, and disability) in the province through the filling of these posts, and candidates whose appointment/promotion/transfer will promote representativity will receive preference.

<u>APPLICATIONS</u>	:	Quoting the reference number, applications must be forwarded to the Head of Department: Economic, Small Business Development, Tourism, and Environmental Affairs, Private Bag X20801, Bloemfontein, 9300, or delivered by Hand at the Ground Floor Security Entrance, 113 St Andrews Building, St Andrew Street, Bloemfontein.
<u>FOR ATTENTION</u>	:	Mesdames. M Parkies/ K Majafa/N. Ramaebebe/ Mr. T. Chaka
<u>CLOSING DATE</u>	:	05 September 2025 at 16:00
<u>NOTE</u>	:	Directions to applicants: Applications must be submitted on a new Z.83 form (applications submitted on the old Z83 forms will not be considered), obtainable from any Public Service Department or on the internet at www.dpsa.gov.za-vacancies and must be accompanied by a recently updated comprehensive CV only (separate application for every vacancy). Applicants are requested to complete the Z83 form properly and in full. Applications received after the closing date and those that do not comply with these instructions will not be considered. The onus is on the applicants to ensure that their applications are posted or hand delivered timeously. Candidates who possess foreign qualifications and/or short course certificates must take it upon themselves to have their qualifications evaluated by the South African Qualifications Authority (SAQA), and proof of the level of their qualifications after evaluation will be required when shortlisted. No e-mailed or faxed applications will be considered. Applicants are respectfully informed that if no notification of appointment is received within 4 months of the closing date, they must accept that their applications were unsuccessful. Please take note that communication will only be limited to short-listed candidates. The Department reserves the right not to appoint. Note: Entry level requirements for SMS posts: In terms of the Directive on Compulsory Capacity Development, Mandatory Training Days & Minimum Entry Requirements for SMS that was introduced on 1 April 2015, a requirement for all applicants for SMS posts from 1 April 2020 is successful completion of the Senior Management Pre-Entry Programme as endorsed by the National School of Government (NSG). The course is available at the NSG under the name certificate for entry into SMS and the full details can be obtained by following the below link: https://www.thensg.gov.za/training-course/sms-pre-entryprogramme/ . The successful candidate will be required to provide proof of completion of the NSG Public Service Senior Management Leadership Programme Certificate for entry into the SMS. Furthermore, 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) Assessments. All short-listed candidates will be subjected to screening and security vetting to determine their suitability for employment, as well as qualification verification. Successful candidate will be expected to enter into a performance agreement. Successful candidates will be appointed on a probation period of 12 months. Following the interview and the technical exercise, the selection panel will recommend candidates who were shortlisted for SMS posts to attend a generic managerial competency assessment in compliance with the DPSA Directive on the implementation of competency-based assessments. Note: Only shortlisted candidates will be required to submit certified copies of their qualifications. Emailed applications should not exceed 4 MB. Failure to do so will result in your application being disqualified.

MANAGEMENT ECHELON

<u>POST 29/35</u>	:	<u>CHIEF DIRECTOR: INTEGRATED ECONOMIC DEVELOPMENT REF NO: DESTEA 05/08/25</u>
<u>SALARY</u>	:	R1 494 900 per annum (Level 14), (an all-inclusive salary package). The total package includes a 70% basic salary, a state contribution to the Government

		Employee Pension Fund, and a flexible portion that may be structured in terms of the applicable guidelines.
<u>CENTRE REQUIREMENTS</u>	:	Bloemfontein
	:	An appropriate Bachelor's Degree as recognised by SAQA (NQF 7) in Economics or related field. 5 years of experience at a senior managerial level. 7 years or more experience in the economic development environment. Knowledge of the relevant prescripts and legal framework in the Public Service. Computer literacy. A valid driver's license.
<u>DUTIES</u>	:	Support and promote industrial and sectoral development through collaboration with industrial stakeholders. Facilitate the development of industries in the Free State in collaboration with the Free State Development Corporation and the Maluti a Phofung Special Economic Zone (MAP-SEZ). Ensure coordination of sector-specific development funding. Facilitate the implementation of strategies and projects that improve the competitiveness of identified priority sectors in the Free State provincial plans. Management of resources of the Chief Directorate, i.e., human, asset, and financial resources.
<u>ENQUIRIES APPLICATIONS</u>	:	Dr. M. Nokwequ at (076) 940 6670
	:	Applications can be hand delivered or sent via email to recruitment1@destea.gov.za and quote the reference number for the abovementioned position on the subject line (email) when applying.
<u>POST 29/36</u>	:	<u>CHIEF DIRECTOR: SMALL BUSINESS DEVELOPMENT REF NO: DESTEA 06/08/25</u>
<u>SALARY</u>	:	R1 494 900 per annum (Level 14), (an all-inclusive salary package). The total package includes a 70 % basic salary, a state contribution to the Government Employee Pension Fund, and a flexible portion that may be structured in terms of the applicable guidelines.
<u>CENTRE REQUIREMENTS</u>	:	Bloemfontein
	:	An appropriate Bachelor's Degree as recognised by SAQA (NQF 7) in Economics / Business Administration or related field. 5 years of experience at a senior managerial level. 7 years or more experience in the economic development environment. Knowledge of the relevant prescripts and legal framework in the Public Service. Computer literacy. A valid driver's license.
<u>DUTIES</u>	:	Manage Service Centers. Promote and coordinate enterprise development and support within the province. Facilitate the route and access to markets for micro, small, and medium enterprises (MSME) and cooperatives. Provide oversight on ensuring access to enterprise and supplier development programmes in collaboration with private sector partners. Creation of an enabling environment for micro, small, and medium enterprises to access business development support services. Develop and implement policies that would ensure that micro, small, and medium enterprises benefit from state procurement. Ensure the development of the Strategic Plan and APP of the Chief Directorate. Management of resources of the Chief Directorate, i.e., human, asset, and financial resources.
<u>ENQUIRIES APPLICATIONS</u>	:	Dr. M. Nokwequ at (076) 940 6670
	:	Applications can be hand delivered or sent via email to recruitment1@destea.gov.za and quote the reference number for the abovementioned position on the subject line (email) when applying.
<u>POST 29/37</u>	:	<u>CHIEF DIRECTOR: CORPORATE AFFAIRS REF NO: DESTEA 07/08/25</u>
<u>SALARY</u>	:	R1 494 900 per annum (Level 14), (an all-inclusive salary package). The total package includes a 70% basic salary, a state contribution to the Government Employee Pension Fund, and a flexible portion that may be structured in terms of the applicable guidelines.
<u>CENTRE REQUIREMENTS</u>	:	Bloemfontein
	:	An appropriate Bachelor's degree as recognised by SAQA (NQF 7) in Corporate Communication/ Communication Sciences/ Information Technology or related field. 5 years of experience at a senior managerial level. 7 years or more experience in Communication and/ Information Technology environment. Strong business orientation with broad experience in managing information management and information technology, communication, legal services and proficiency with communications technologies and understanding of copywriting, graphic design, layout and publishing. Knowledge of Government processes and relevant legislation. Computer literacy. A valid driver's license.

<u>DUTIES</u>	:	Develop and manage effective corporate communication, marketing and public relations programmes in the department. Provide legal opinion and advice to the department on legal matters. Manage information technology, systems and ensure institutional memory (knowledge management) in the department. Provide strategic direction for the Chief Directorate and also ensuring the development of the Annual Performance Plan and report thereof. Management of resources of the Chief Directorate, i.e., human, asset, and financial resources.
<u>ENQUIRIES APPLICATION</u>	:	Dr. M. Nokwe at (076) 940 6670
	:	Applications can be hand delivered or sent via email to recruitment1@destea.gov.za and quote the reference number for the abovementioned position on the subject line (email) when applying.
<u>POST 29/38</u>	:	<u>DIRECTOR: BIODIVERSITY MANAGEMENT & CONSERVATION REF NO: DESTEA 08/08/25</u>
<u>SALARY</u>	:	R1 266 714 per annum (Level 13), (an all-inclusive salary package). The total package includes 70% basic salary, a state contribution to the Government Employee Pension Fund, and a flexible portion that may be structured in terms of the applicable guidelines.
<u>CENTRE REQUIREMENTS</u>	:	Bloemfontein
	:	An appropriate Bachelor's Degree as recognised by SAQA (NQF 7) in Natural Sciences with majors in Botany/ Zoology or related field. Postgraduate Qualification in Botany or Zoology will be an added advantage. 5 years of experience at a middle/senior managerial level. 7 years or more experience in Biodiversity planning and research. Good knowledge of appropriate legislation governing Biodiversity and Protected Areas at the National, Provincial, and Local levels. Knowledge of Project Management will be an added advantage for the candidate to be selected. Computer literacy. A valid driver's license. The following will be an add advantage: Knowledge of Project Management will be an added advantage.
<u>DUTIES</u>	:	Lead a team that provides Scientific Support to Protected Areas managed by the department. Manage a team of Biodiversity Experts employed by the department. Represent the Department in National and International Scientific Bodies. Support the Biodiversity Permit Office. Research Priority Biodiversity Projects. Management of resources of the Directorate, i.e. human, asset, and financial resources.
<u>ENQUIRIES APPLICATIONS</u>	:	Dr. M. Nokwe at (076) 940 6670
	:	Applications can be hand delivered or sent via email to recruitment1@destea.gov.za and quote the reference number for the abovementioned position on the subject line (email) when applying.
<u>POST 29/39</u>	:	<u>DIRECTOR: ENVIRONMENTAL MANAGEMENT REF NO: DESTEA 09/08/25</u>
<u>SALARY</u>	:	R1 266 714 per annum (Level 13), (an all-inclusive salary package). The total package includes 70% basic salary, a state contribution to the Government Employee Pension Fund and flexible portion that may be structured in terms of the applicable guidelines.
<u>CENTRE REQUIREMENTS</u>	:	Bloemfontein
	:	An appropriate Bachelor's Degree as recognised by SAQA (NQF 7) in Natural Science, Environmental Science, Environmental Management or related field. 5 years of experience at a middle/senior managerial level. A good knowledge of appropriate legislation governing Waste Management and pollution control, Environmental Impact Assessments, Environmental Compliance and Enforcement activities at National, Provincial and Local level. Computer literacy and a valid driver's license. Registration with EAPASA as a Registered EAP. Minimum of 5 years experience dealing with Environmental Impact Assessments. The following will be an add advantage: Knowledge of Project Management will be an added advantage.
<u>DUTIES</u>	:	Ensure effective environmental impact management. Ensure compliance with environmental legislation. Prevent environmental degradation by ensuring implementation of, amongst others air quality and waste management legislation and policies. Prevent pollution and ensure waste management policies and legislation are implemented. Management of resource of the Directorate, i.e., human, asset and financial resources.
<u>ENQUIRIES</u>	:	Ms. NM Nkoe at 082 040 4195

<u>APPLICATIONS</u>	:	Applications can be hand delivered or sent via email to recruitment1@destea.gov.za and quote the reference number for the abovementioned position on the subject line (email) when applying.
<u>POST 29/40</u>	:	<u>DIRECTOR: REGULATORY SYSTEMS AND STAKEHOLDER MANAGEMENT REF NO: DESTEA 10/08/25</u>
<u>SALARY</u>	:	R1 266 714 per annum (Level 13), (an all-inclusive salary package). The total package includes 70% basic salary, a state contribution to the Government Employee Pension Fund and flexible portion that may be structured in terms of the applicable guidelines.
<u>CENTRE REQUIREMENTS</u>	:	Bloemfontein An appropriate Bachelor's Degree as recognised by SAQA (NQF 7) in Economics or Business Management 5 years of experience at a middle/senior managerial level. 7 years experience with a role focus on coordination of sector stakeholders and in-depth understanding of the business regulatory management environment. Experience in managing catalytic projects, including developing project plans, allocating resources, and monitoring progress. Understanding of investment promotion and facilitation. Understanding of financial implications related to regulatory compliance and stakeholder management. Computer literacy. A valid driver's license. The following will be an add advantage: Good knowledge of appropriate legislation governing Sector Management. Knowledge of Project Management will be an added advantage.
<u>DUTIES</u>	:	Provide support to fast track and reduce government red tape for the effective implementation of investment project plans. Cultivate and strengthen lasting stakeholder relations for both the department and the province. Facilitate and promote Investment Value Chain in relation to investment projects. Oversee implementation of private sector catalytic projects in the province. Implement departmental programmes arising from Executive Council Resolutions, Budget Bote Injunctions meetings with institutions such as the Department of Trade, Industry and Competition (the dtic) and relevant Public Entities. Contribute to the development of Strategic documents for the Department. Manage resource of the Directorate, i.e., human, asset and financial resources.
<u>ENQUIRIES APPLICATIONS</u>	:	Dr. M. Nokwequ at (076) 940 6670 Applications can be hand delivered or sent via email to recruitment1@destea.gov.za and quote the reference number for the abovementioned position on the subject line (email) when applying.

OTHER POSTS

<u>POST 29/41</u>	:	<u>DEPUTY DIRECTOR: HUMAN RESOURCE PROVISIONING REF NO: DESTEA 11/08/25</u>
<u>SALARY</u>	:	R896 436 per annum (Level 11), (an all-inclusive salary package). The total package includes 75% or 70% basic salary, a state contribution to the Government Employee Pension Fund, and a flexible portion that may be structured in terms of the applicable guidelines.
<u>CENTRE REQUIREMENTS</u>	:	Bloemfontein An appropriate Bachelor's Degree as recognised by SAQA in Human Resource Management/ Public Management or related field. 7 years and more experience in Human Resource Management of which 5 years should be at the junior management level. Excellent knowledge of all public service statutory and regulatory requirements w.r.t Human Resource Management. Good knowledge of recruitment, PERSAL, and HR Administration. Ability to interpret and apply Acts, Regulations and Directives and Policies. Experience in developing and executing comprehensive HR Policies. Good communication skills and strong presentation skills. Ability to manage HR data and provide rigorous analysis of that data. Experience in planning, organizing, and monitoring a large volume of HR activities and managing a team with a high-volume workload. Computer literacy. A valid driver's license.
<u>DUTIES</u>	:	Develop, implement, and maintain Human Resource Provisioning (Recruitment and Selection, transfers, promotions, terminations, and staff establishment) policies and strategies. Quality assurance of all documents, statistics, and PERSAL transactions before sign-off. Authorise and approve all PERSAL transactions. Ensure that PERSAL systems and processes are in place to enable HR support on employee benefits. Effective management of

compensation framework and records management. Manage the leave reconciliation every quarter (leave in general), housing, injury on duty, and resettlement. Oversee the PILIR administration process. Oversee Human Resource Records Management System in line with the National Archives Act (HR registry and messenger services). Ensure the effective implementation and maintenance of the file plan process. Manage the preparation and provision of responses to audit queries related to HR document management. Manage the process of recruitment and selection. Provide expert advice to the panel during the interviews. Ensure that the panel approval is obtained for the interview process. Manage the process of employment screening in terms of verification of qualifications, criminal records, etc. Oversee the coordination of competency assessments for Senior Managers. Oversee the submission of /recommended candidates are submitted to the relevant authority in line with the approved delegations of authority. Monitor the reference checks for approved candidates relating to appointments. Monitor the reference checks or approved candidates relating to appointments. Develop and monitor the system of Employee Exit (Termination) within the Department. Monitor the implementation of an effective system of receiving, and recording processing of Employee Exit. Prepare Employee Exit reports. Monitor the communication of revised national resolutions and directives regulating the interpretations and implementation of Employee Exit. Prepare and respond to questions and audit queries on the administration of Employee Exit. Manage the Operational Plan of the Unit. Management of resources of the Sub-directorate, i.e., human, asset, and financial resources.

ENQUIRIES : Ms. MP Tlale at (082) 379 3412
APPLICATIONS : Applications can be hand delivered or sent via email to recruitment1@destea.gov.za and quote the reference number for the abovementioned position on the subject line (email) when applying.

POST 29/42 : **DEPUTY DIRECTOR: INDUSTRIAL DEVELOPMENT REF NO: DESTEA 12/08/25**

SALARY : R896 436 per annum (Level 11), (an all-inclusive salary package). The total package includes 75% or 70% basic salary, a state contribution to the Government Employee Pension Fund, and a flexible portion that may be structured in terms of the applicable guidelines

CENTRE : Bloemfontein
REQUIREMENTS : An appropriate Bachelor's Degree as recognised by SAQA in Economics/ Finance/ Business Administration or Public Management with majors in Public Finance/ Public Sector Economics. 5 years or more experience in Economic Development with focus on Industrialization development, special economic zones and Industrial Parks of which 3 years should be at the junior management level. Knowledge of relevant legislation and regulations. Computer literacy. A valid driver's license.

DUTIES : Support long-term industrial and economic development. Develop new special economic zones/industrial regions/parks and strengths existing ones. Create an appropriate environment for foreign direct and domestic investment. Ensure the formulation of policies and a clear framework for the development, operation, and management of SEZ. Build-up and downstream linkages in strategic value chains. Manage the resources of the sub-directorate which includes the budget personnel and assets.

ENQUIRIES : Ms P Nqgeza at (076) 884 9556
APPLICATIONS : Applications can be hand delivered or sent via email to recruitment1@destea.gov.za and quote the reference number for the abovementioned position on the subject line (email) when applying.

POST 29/43 : **RESERVE MANAGERS: TUSSEN DIE RIVIERE NATURE RESERVE CALEDON NATURE RESERVE MARIA MOROKA NATURE RESERVE**

SALARY : R612 480 per annum, (OSD). Appropriate salary will be determined by the relevant experience according to the regulatory framework based on OSD.

CENTRE : Tussen Die Riviere NR, Ref No: DESTEA 13/08/25
 Caledon NR, Ref No: DESTEA 14/08/25
 Maria Moroka NR, Ref No: DESTEA 15/08/25

REQUIREMENTS : An appropriate Bachelor's Degree as recognised by SAQA in Conservation / Wildlife / Environmental Management/ Environmental Sciences. A minimum 5 years' experience in Nature Conservation. Knowledge of relevant legislation,

		such as the National Environmental Management: Biodiversity Act, 2004 (NEMBA) and other relevant government policies regulating biodiversity conservation, including the sustainable use of natural resources and protected species. Computer literacy. Computer literacy. A valid driver's license.
<u>DUTIES</u>	:	Manage the infrastructure to ensure the functional utilization, maintenance and development of the Protected Areas. Preserve the biodiversity of the Reserve to ensure the continued livelihood thereof. Manage risks and security aspects on the Reserve. Manage internal and external relationship with all interested and affected stakeholders to the Reserve. Perform and manage administrative and related functions. Manage resource of the Reserve, i.e., human, asset and financial resources.
<u>ENQUIRIES</u>	:	Ms. K. Mocwaledi at (060) 968 3186
<u>NOTE</u>	:	Applications can be hand delivered or sent via email to recruitment2@destea.gov.za and quote the reference number for the abovementioned position on the subject line (email) when applying
<u>POST 29/44</u>	:	<u>ENVIRONMENTAL OFFICER CONTROL GRADE A: CLIMATE CHANGE</u> <u>REF NO: DESTEA 16/08/25</u>
<u>SALARY</u>	:	R612 480 – R700 620 per annum, (OSD). Appropriate salary will be determined according to the regulatory framework based on OSD.
<u>CENTRE</u>	:	Bloemfontein
<u>REQUIREMENTS</u>	:	An appropriate Bachelor's Degree as recognised by SAQA in Natural or Environmental Science/ Environmental Management/ Geography/ Climate Change/ Renewable Energy Studies. A minimum 5 years post-qualification experience in Climate Change environment or related field. Knowledge of relevant government regulations and Environmental legislation, Frameworks, Policies and Strategies, including the Climate Change Act. Knowledge of Policy development processes and implementation. Well-developed communication and reporting skills; planning and coordination skills; good interpersonal relations. Computer literacy. A valid driver's license.
<u>DUTIES</u>	:	Provide support on development and implementation of climate change related policies, strategies and plans. Implement climate change response programmes. Update, monitor, and report on climate change action programmes. Provide support to municipal and sector departments on their climate change response programmes. Coordinate climate change forum sessions, follow-up on stakeholder commitments and climate response action in the province. Facilitate development of Just transition plans and energy projects with various stakeholders. Liaise and form partnerships with public and private sectors to address climate change impacts. Ensure capacity building, training, and awareness of climate change at municipal and community levels. Manage the resources of the Division, i.e. human, asset, and financial resources.
<u>ENQUIRIES</u>	:	Ms. NM Nkoe at (082) 040 4195
<u>NOTE</u>	:	Applications can be hand delivered or sent via email to recruitment2@destea.gov.za and quote the reference number for the abovementioned position on the subject line (email) when applying
<u>POST 29/45</u>	:	<u>ASSISTANT DIRECTOR: SERVICE CENTRES AND LED (MANGAUNG)</u> <u>REF NO: DESTEA 17/08/25</u>
<u>SALARY</u>	:	R468 459 per annum. (Level 09)
<u>CENTRE</u>	:	Mangaung
<u>REQUIREMENTS</u>	:	An appropriate Bachelor's Degree as recognised by SAQA in Economics/ Business Economics/ Business Administration. A minimum 5 experience within small enterprise development sector. Computer literacy. A valid driver's license. The following will be an add advantage: Good understanding and knowledge of the prescripts governing the enterprise development sector. The successful candidate to demonstrate the following competencies/skills; customer oriented, project Management, financial and business acumen, team player and have good interpersonal skills, attention to detail.
<u>DUTIES</u>	:	Coordinate and facilitate the implementation of small business support initiatives/project plans; provide inputs into the development of the implementation plan and implement it, coordinate the resources for the implementation of small business initiatives/project, monitor and evaluate the progress of the initiatives/projects, provide the feedback report, conduct research and site visits. Support appropriate environment for Micro, Small, and

		Medium Enterprises (MSME) and Cooperatives; provide advice on appropriate business models, provide advice on suitable operational models, facilitate retention and expansion of existing small enterprises through access to funding, provide the feedback reports/ monitoring reports on the developments and performance of the enterprises after intervention. Provide inputs in the development of departmental small business support programme policies, review departmental small business support programme policies, gather information relevant to the policy development, link MSME with relevant stakeholders according to the process flow and handover to Sector and Industrial Development. Manage the resources of the Centre, i.e. human, asset and financial resources.
<u>ENQUIRIES</u>	:	Mr. M Sehularo at (082) 202 4376
<u>APPLICATIONS</u>	:	Applications can be hand delivered or sent via email to recruitment2@destea.gov.za and quote the reference number for the abovementioned position on the subject line (email) when applying
<u>POST 29/46</u>	:	<u>ASSISTANT DIRECTOR: SERVICE CENTRES AND LED (XHARIEP) REF NO: DESTEA 18/08/25</u>
<u>SALARY</u>	:	R468 459 per annum (Level 09)
<u>CENTRE</u>	:	Xhariep
<u>REQUIREMENTS</u>	:	An appropriate Bachelor's Degree as recognised by SAQA in Economics/ Business Economics/ Business Administration. A minimum 5 experience within small enterprise development sector. Computer literacy. A valid driver's license. The following will be an add advantage: Good understanding and knowledge of the prescripts governing the enterprise development sector. The successful candidate to demonstrate the following competencies/skills; customer oriented, project Management, financial and business acumen, team player and have good interpersonal skills, attention to detail.
<u>DUTIES</u>	:	Coordinate and facilitate the implementation of small business support initiatives/project plans; provide inputs into the development of the implementation plan and implement it, coordinate the resources for the implementation of small business initiatives/project, monitor and evaluate the progress of the initiatives/projects, provide the feedback report, conduct research and site visits. Support appropriate environment for Micro, Small, and Medium Enterprises (MSME) and Cooperatives; provide advice on appropriate business models, provide advice on suitable operational models, facilitate retention and expansion of existing small enterprises through access to funding, provide the feedback reports/ monitoring reports on the developments and performance of the enterprises after intervention. Provide inputs in the development of departmental small business support programme policies, review departmental small business support programme policies, gather information relevant to the policy development, link MSME with relevant stakeholders according to the process flow and handover to Sector and Industrial Development. Manage the resources of the Centre, i.e. human, asset and financial resources.
<u>ENQUIRIES</u>	:	Mr. M Sehularo at (082) 202 4376
<u>APPLICATIONS</u>	:	Applications can be hand delivered or sent via email to recruitment2@destea.gov.za and quote the reference number for the abovementioned position on the subject line (email) when applying
<u>POST 29/47</u>	:	<u>ASSISTANT DIRECTOR: STRATEGIC PLANNING REF NO: DESTEA 19/08/25</u>
<u>SALARY</u>	:	R468 459 per annum (Level 09)
<u>CENTRE</u>	:	Bloemfontein
<u>REQUIREMENTS</u>	:	An appropriate Bachelor's Degree as recognised by SAQA in Public Management or related field. 3 – 5 years' experience in strategic planning. Knowledge of the relevant prescripts and legal framework in the Public Service. Computer literacy. Project Management a Supervision of officials and other resources within the division. and management information system administration experience. A valid driver's license.
<u>DUTIES</u>	:	Develop, maintain and/or facilitate the successful implementation of the Department's strategic planning policy and/or implementation strategy. Facilitate strategic planning workshops in the Department towards the development and/or review of the Department's 5-Year Strategic Plan, 3-Year Annual Performance Plan and Annual Operational Plans in line with the

		provisions of Treasury Regulations and/or national and/or provincial formats. Improve the capacity of the Department on matters related to strategic and operational planning. Facilitate the implementation of the Departmental Strategic Plan and Annual Performance Plan. Represent the Department in national and/or provincial meetings on matters related to strategic and operational planning.
<u>ENQUIRIES</u>	:	Mr D Hagen at (071) 624 65 31
<u>APPLICATIONS</u>	:	Applications can be hand delivered or sent via email to recruitment2@destea.gov.za and quote the reference number for the abovementioned position on the subject line (email) when applying
<u>POST 29/48</u>	:	<u>ASSISTANT DIRECTOR: ICT SUPPORT REF NO: DESTEA 20/08/25</u>
<u>SALARY</u>	:	R468 459 per annum (Level 09)
<u>CENTRE</u>	:	Bloemfontein
<u>REQUIREMENTS</u>	:	An appropriate Bachelor's Degree as recognised by SAQA in Information Technology/ Computer Science/ Information Technology Management and Computer Engineering/ Informatics/ Business Applications. A minimum 5 years' experience within ICT environment. Knowledge of government micro policies relating to ICT. Computer literacy. A valid driver's license.
<u>DUTIES</u>	:	Identify the business needs, costs and benefits of implementing a computing solutions. Diverse and document business requirements based on the clients' s anticipated requirements. Develop a quality management programme to identify whether the client's specification are met. Provide inputs on the development of the IT Strategy and business plan. Provide project management service which include the management of service providers. Prepare and provide systems documentation (user manuals for the training) and provide post-delivery support to the users. Manage the resources of the division, i.e. human, asset and financial resources.
<u>ENQUIRIES</u>	:	Mr. M. Mphapang at (072)-274 1734
<u>APPLICATIONS</u>	:	Applications can be hand delivered or sent via email to recruitment2@destea.gov.za and quote the reference number for the abovementioned position on the subject line (email) when applying.
<u>POST 29/49</u>	:	<u>RISK MANAGEMENT PRACTITIONER REF NO: DESTEA 21/08/25</u>
<u>SALARY</u>	:	R468 459 per annum (Level 09)
<u>CENTRE</u>	:	Bloemfontein
<u>REQUIREMENTS</u>	:	An appropriate Bachelor's Degree in Risk Management / Internal Audit or related field. 3 – 5 years' experience in Risk Management processes. Computer literacy. A valid driver's license.
<u>DUTIES</u>	:	Assist with the development and implementation of the following on the departmental risk management: Risk Management Strategy, Management Policy and Plan. Assist with the development of Risk Management processes to ensure compliance to the Risk Management Framework. Maintain and update risk registers to determine the effectiveness of progress concerning Risk Management in the department. Assist with the promotion of a risk management culture and capacity in the department. Assist with the review of the implementation of Risk Management processes to ensure compliance in the department. Coordinate Risk Committee meetings and drafting quarterly Risk Committee reports. Implement Risk Management processes to ensure compliance to the Risk Management Plan.
<u>ENQUIRIES</u>	:	Ms C Mahlaba at (076) 093 1822
<u>APPLICATIONS</u>	:	Applications can be hand delivered or sent via email to recruitment2@destea.gov.za and quote the reference number for the abovementioned position on the subject line (email) when applying.
<u>POST 29/50</u>	:	<u>PLANNING ADVISOR: ECONOMIC STRATEGIC PLANNING REF NO: DESTEA 22/08/25</u>
<u>SALARY</u>	:	R468 459 per annum (Level 09)
<u>CENTRE</u>	:	Bloemfontein
<u>REQUIREMENTS</u>	:	An appropriate Bachelor's Degree as recognised by SAQA in Economics/ Business Economics. A minimum 5 years' experience within Economic Planning environment. Computer literacy. A valid driver's license.
<u>DUTIES</u>	:	Align economic policies to the Provincial priorities; Align the Local Economic Development Strategies with the Free State Growth and Development Strategy

		(FSGDS), Ensure implementation of the Free State Economic Reconstruction and Recovery Plan at local municipalities. Ensure that interventions programmes are adaptive to economic changes; facilitate capacity building interventions through District and Provincial Local (LED) Forums, provide support to municipalities on developing Ease of Doing business plans to local municipalities. Develop and maintain intersectoral liaison strategies; facilitate LED strategy reviews at local municipalities, Provide guidance to municipalities on Integrated Development Plans (IDPs). Contribute to the development of the policies; manage allocated expenditure in line with the budget, manage allocated assets and resources in line with the policies. Manage the resources of the Division, i.e. human, asset and financial resources.
<u>ENQUIRIES</u>	:	Mr. T. Lekutle at (071) 604 9048
<u>APPLICATIONS</u>	:	Applications can be hand delivered or sent via email to recruitment2@destea.gov.za and quote the reference number for the abovementioned position on the subject line (email) when applying
<u>POST 29/51</u>	:	<u>BIODIVERSITY OFFICER PRODUCTION GRADE A: BIODIVERSITY COMPLIANCE AND MONITORING (X2 POSTS)</u>
<u>SALARY</u>	:	R343 842 per annum, (OSD). Appropriate salary will be determined according to the regulatory framework based on OSD.
<u>CENTRE</u>	:	Bloemfontein Ref No: DESTEA 23/08/25 Thabo-Mofutsanyana Ref No: DESTEA 24/08/25
<u>REQUIREMENTS</u>	:	An appropriate Bachelor's degree/ National Diploma as recognised by SAQA in Conservation/ Wildlife/ Environmental Management/ Environmental Sciences/ Law. Knowledge of relevant legislation, such as the National Environmental Management: Biodiversity Act, 2004 (NEMBA) and other relevant government policies regulating biodiversity conservation, including the sustainable use of natural resources and protected species. Computer literacy. A valid driver's license. The following will be an add advantage: Experience in investigations.
<u>DUTIES</u>	:	Render proactive Compliance Monitoring which would include the following; verify adherence to environmental requirements, review of conditions contained in the permit, conduct site inspections, prepare report/submission of finding and determine further actions required. Conduct proactive Sector Compliance Inspections. Provide inputs on compliance checklists, policies/guidelines/frameworks and operational manuals. Render reactive Compliance Monitoring which would include the following: attend to reactive inspections (when illegal activity/breach of conditions have been identified), respond to complaints and investigate incidents, consult with relevant environmental experts and legal representatives of transgressors, gather information, analyse and make recommendations. Conduct Compliance Enforcement operations which would include the following: (prosecutions) administrative enforcement; assist with the drafting of pre-directives, compliance notices and guilt fines, civil and / criminal enforcement; apply for court interdict (in consultation with legal services / State Attorney), compile a docket and refer the matter to the Department of Public Prosecutions, drafting of affidavit, provide evidence in court when required, advocate cooperative governance in dealing with enforcement issues (SAPS, NPA, DWAF, Municipalities etc), provide inputs on comments on appeal/submissions received in terms of compliance notices. Participate in Compliance Promotion / Awareness which would include the following: Promoting environmental rights and justice (participation in sector specific forums), liaison with stakeholders, NGO's and civil society, review of information and data, provide information/support to the Advisory component in conducting compliance awareness workshops, facilitate in-house training. Perform all administrative and related functions which would include the following: contribute to the compilation of reports as required, control assets allocated to projects, provide inputs into manuals and guidelines and comply with the Public Service prescripts. Manage resource of the Directorate, i.e. asset and financial resource.
<u>ENQUIRIES</u>	:	Mr. L. Garekoe at (082) 656 1917
<u>APPLICATIONS</u>	:	Applications can be hand delivered or sent via email to recruitment3@destea.gov.za and quote the reference number for the abovementioned position on the subject line (email) when applying.
<u>NOTE</u>	:	NB: The successful candidate will be expected to work long hours and travel extensively.

<u>POST 29/52</u>	:	<u>ENVIRONMENTAL OFFICER PRODUCTION GRADE A: WASTE MANAGEMENT REF NO: DESTEA 25/08/25</u>
<u>SALARY</u>	:	R343 842 per annum, (OSD). Appropriate salary will be determined according to the regulatory framework based on OSD.
<u>CENTRE REQUIREMENTS</u>	:	Bloemfontein
	:	An appropriate Bachelors' Degree in Natural/ Physical Science/ Environmental Management or related field. Minimum of 1 year experience within the waste management and pollution control environment. Knowledge of NEM:WA and environmental legislation. Good communication and report writing skills are essential. Computer literacy. A valid driver's license.
<u>DUTIES</u>	:	Contribute towards the implementation of environmental policies, legislation, protocols, regulations and guidelines. Ensure the responsible management of waste in the province. Promote, facilitate and implement strategies for cleaner production technology. Administer, implement and enforce statutory obligations with regards to waste, storage, treatment and disposal facility permitting. Perform all administrative and related functions.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms. NM Nkoe at (082) 040 4195
	:	Applications can be hand delivered or sent via email to recruitment3@destea.gov.za and quote the reference number for the abovementioned position on the subject line (email) when applying.
<u>NOTE</u>	:	NB: The successful candidate will be expected to work long hours and travel extensively.
<u>POST 29/53</u>	:	<u>ENVIRONMENTAL OFFICER PRODUCTION GR A: COMPLIANCE MONITORING REF NO: DESTEA 26/08/25 (X2 POSTS)</u>
<u>SALARY</u>	:	R343 842 per annum, (OSD). Appropriate salary will be determined according to the regulatory framework based on OSD.
<u>CENTRE REQUIREMENTS</u>	:	Bloemfontein
	:	An appropriate Bachelors' Degree as recognised by SAQA in Environmental Science/ Management or Geography or related field. Minimum 1 year experience in environmental management. Knowledge of relevant government regulations. Computer literacy. A valid driver's license. Experience in handling a Sec 24G application, an EIA application and registered at least as a EAP Candidate with EAPASA will be an added advantage.
<u>DUTIES</u>	:	Plan, coordinate, and render compliance monitoring which would include planning for inspection and audits, ensuring the implementation of monitoring activities and verifications of reports, and determining further actions to be taken. Participate and assist in compliance and enforcement activities which may include, amongst others, undertaking investigations of complaints and/or transgressions, a compilation of administrative notices and directives, etc. Assist in determining further actions to be taken regarding administrative/ criminal prosecution; determine what type of enforcement measures to be applied - administrative/ civil/ criminal; advocate cooperative governance in dealing with enforcement issues (National Prosecuting Authority [NPA], South African Police Services (SAPS), Department of Water and Sanitation (DWS), Municipalities, etc.) and participate in law enforcement operations, subject to Environmental Management Inspector (EMI) designation. Plan and participate in compliance promotion/ awareness/ workshops which amongst others would include the promotion of environmental rights and justice etc. Render support to the Environmental Education and Awareness component in conducting compliance awareness workshops, and the Environmental Impact Assessment (EIA) component at the Environmental Management Committee for decision-making. Attend to all assigned emergency cases reported to the Department within legislated time frames.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms N Nkoe at (082) 974 3839
	:	Applications can be hand delivered or sent via email to recruitment3@destea.gov.za and quote the reference number for the abovementioned position on the subject line (email) when applying.
<u>NOTE</u>	:	NB: The successful candidate will be expected to work long hours and travel extensively

<u>POST 29/54</u>	:	<u>ENVIRONMENTAL OFFICER PRODUCTION GRADE A: ENVIRONMENTAL IMPACT ASSESSMENT (EIA) REF NO: DESTEA 27/08/25</u>
<u>SALARY</u>	:	R343 842 per annum, (OSD). Appropriate salary will be determined according to the regulatory framework based on OSD.
<u>CENTRE</u>	:	Bloemfontein
<u>REQUIREMENTS</u>	:	An appropriate Bachelors' Degree as recognised by SAQA in Natural/ Physical Science/ Environmental Science/Management or related field. Minimum 1 years' experience in environmental management good communication and report writing skills are essential. Computer literacy. A valid driver's license. The following will be an add advantage: At least having handled a minimum of 2 EIA applications. Registered at least as a EAP Candidate with EAPASA.
<u>DUTIES</u>	:	Handle EIA application(s). Provide technical and procedural advice to stakeholders and applicants. Attend Environmental Management Committee (EMC) meetings as required for project presentations and technical advice. Develop environmental advice notes to relevant stakeholders as and when required. Conduct site inspections, draft and recommend environmental authorization for submission and decision-making by the relevant delegated authority, etc. Provide technical/procedural advice which would include gather/ compile/disseminate relevant information on State of the Environment reporting, provide information to internal clients to enable effective and efficient cross-functioning of integrated environmental management, etc. Perform all administrative and procedure required for the effective and efficient operation Impact Assessment.
<u>ENQUIRIES</u>	:	Ms. NM Nkoe at (082)040 4195
<u>APPLICATIONS</u>	:	Applications can be hand delivered or sent via email to recruitment3@destea.gov.za and quote the reference number for the abovementioned position on the subject line (email) when applying.
<u>POST 29/55</u>	:	<u>ENVIRONMENTAL OFFICER PRODUCTION GRADE A: EDUCATION AND AWARENESS: FEZILE DABI REF NO: DESTEA 28/08/25</u>
<u>SALARY</u>	:	R343 842 per annum, (OSD). Appropriate salary will be determined according to the regulatory framework based on OSD.
<u>CENTRE</u>	:	Bloemfontein
<u>REQUIREMENTS</u>	:	An appropriate Bachelor's degree as recognised by SAQA in Environmental Management or Natural Science or related field. Computer literacy. A valid driver's license.
<u>DUTIES</u>	:	Promotion of Environmental Education for Sustainable Development (ESD) by amongst others Implementing environmental education programs to assist with the integration of Environmental Education in formal education structures (schools, SETA, ABET, higher education etc). Identify and implement environmental capacity building programs for the general public and relevant stakeholders (informal). Develop and implement community based natural resource management and environmental action projects for sustainable development. To initiate, implement and monitor Environmental school Programs & projects and where the programs or initiatives are on-going, provide the technical support. Promote and implement community environmental awareness and Education programs, liaise with both external and internal stakeholders and build sectoral/professional network in your area of responsibility. Perform all administrative and related functions.
<u>ENQUIRIES</u>	:	Ms. NM Nkoe at (082)040 4195
<u>APPLICATIONS</u>	:	Applications can be hand delivered or sent via email to recruitment3@destea.gov.za and quote the reference number for the abovementioned position on the subject line (email) when applying.
<u>POST 29/56</u>	:	<u>OCCUPATIONAL HEALTH & SAFETY PRACTITIONER REF NO: DESTEA 29/08/25</u>
<u>SALARY</u>	:	R325 101 per annum (Level 07)
<u>CENTRE</u>	:	Bloemfontein
<u>REQUIREMENTS</u>	:	An appropriate Bachelor's degree/ Diploma as recognised by SAQA in Occupational Health and Safety Occupational Hygiene/ Safety Management/ Environmental Health. SAMTRAC Certificate is essential. Atleast two years' experience in dealing with SHERQ Management under employee Health and Wellness Programme (EHWP) is essential. Registration with EAPA-SA Professional Association. Knowledge of the EHWP Strategic Framework. In-

		depth knowledge of OHS legislation and regulations, particularly the Occupational Health and Safety Act (OHSA) in South Africa. Computer literacy. A valid driver's license.
<u>DUTIES</u>	:	Develop and ensure implementation of the requirements of the SHERQ Management Pillar that is inclusive of Occupational Health and Safety Act, Act 85 of 1993 and other OHS related policies. Administer the implementation of the ISO Assessment Series Certification process, which include OHSAS 18001. Hazard identification and risk management. Incident investigations. Conduct health and safety inspections and ensure compliance with OHS standards. Communicate all safety related matters to employees and related stakeholders. Ensure availability of Occupational Health and Safety equipment and maintenance thereof. Develop and put in place plans to deal with natural perils and disaster i.e Contingency Plans, Emergency Procedures, Evacuation Procedures and Fire Drills. Identify SHE hazards and risks trends within the department and provide mitigation measures.
<u>ENQUIRIES</u>	:	Ms. B. Molefe at (072)-5942857
<u>APPLICATIONS</u>	:	Applications can be hand delivered or sent via email to recruitment3@destea.gov.za and quote the reference number for the abovementioned position on the subject line (email) when applying.
<u>POST 29/57</u>	:	<u>ORGANISATIONAL DEVELOPMENT PRACTITIONER REF NO: DESTEA 30/08/25</u>
<u>SALARY</u>	:	R325 101 per annum (Level 07)
<u>CENTRE</u>	:	Bloemfontein
<u>REQUIREMENTS</u>	:	An appropriate Bachelor's Degree/ Diploma as recognised by SAQA in Organizational Development Management /Work-Study Management/ Management Services/ HRM. Good management skills (Presentation & interviewing skills). Computer literacy. A valid driver's license.
<u>DUTIES</u>	:	Develop and maintain organogram in line with the strategic plan. Conduct business process re-engineering investigations. Undertake efficiency promotion. Evaluate jobs in the Department/ Province. Provide and assist in the development of job descriptions. Undertake administrative functions required.
<u>ENQUIRIES</u>	:	Mr. T Selemela at (082) 449 4690
<u>APPLICATIONS</u>	:	Applications can be hand delivered or sent via email to recruitment4@destea.gov.za and quote the reference number for the abovementioned position on the subject line (email) when applying.
<u>POST 29/58</u>	:	<u>TRADE OFFICER: SERVICE CENTRES AND LED (PHUTHADITJHABA) REF NO: DESTEA 31/08/25</u>
<u>SALARY</u>	:	R325 101 per annum (Level 07)
<u>CENTRE</u>	:	Qwaqwa
<u>REQUIREMENTS</u>	:	An appropriate Bachelor's Degree as recognised by SAQA in Economics/ Business Management/ Management. Computer literacy. A valid driver's license. The following will be an add advantage: Good understanding and knowledge of the prescripts governing the enterprise development sector. The successful candidate to demonstrate the following competencies/skills; customer oriented, project Management, financial and business acumen, team player and have good interpersonal skills, attention to detail.
<u>DUTIES</u>	:	Identify the areas that require intervention for the department and externally. Provide relevant strategic direction and business advisory services to existing small and medium enterprises. Provide support to small business with regard to linking them with markets, financial institutions and business development service providers (BDS's for capacity building). Monitor and evaluate the improvement of business position. Contribute to the development or amendment of policies that will address the needs and concerns identified during the company visits. Compile reports on businesses that were linked with markets, financial institutions and business development service providers and advice thereof. Business Development Support.
<u>ENQUIRIES</u>	:	Ms. R. Booi at (082) 454 0131
<u>APPLICATIONS</u>	:	Applications can be hand delivered or sent via email to recruitment4@destea.gov.za and quote the reference number for the abovementioned position on the subject line (email) when applying.

<u>POST 29/59</u>	:	<u>ASSET MANAGEMENT PRACTITIONER REF NO: DESTEA 32/08/25</u>
<u>SALARY</u>	:	R325 101 per annum (Level 07)
<u>CENTRE</u>	:	Bloemfontein
<u>REQUIREMENTS</u>	:	An appropriate Bachelor's Degree/ Diploma as recognised by SAQA in Accounting, Finance, Auditing or related field. Good verbal and written communication skills. Computer Literacy (Microsoft Excel and Microsoft Word). Good interpersonal skills. A valid driver's license. The following will be an add advantage: Knowledge of LOGIS system and relevant legislations governing Supply Chain Management.
<u>DUTIES</u>	:	Execute periodic asset spot-checks to update manual and electronic asset records of the allocated chief-users as per the attached list. Mark all the Departmental assets with bar-code. Conduct thorough investigations on all discrepancies identified after reconciliation of physical asset verification. Accurately complete and capture log 4 to update asset records on LOGIS. Facilitate that LOG 11 forms before any asset movements are done are duly completed to update asset records. Open and safely keep asset files according to approved filing systems. Be actively involved during stocktaking process especially at chief-users allocated. Ensure that asset records of all allocated chief-users are always updated. Be fully capacitated to use all relevant LOGIS selections to update asset records on LOGIS.
<u>ENQUIRIES</u>	:	Mr. J Motsetse at (079) 525 5111
<u>APPLICATIONS</u>	:	Applications can be hand delivered or sent via email to recruitment4@destea.gov.za and quote the reference number for the abovementioned position on the subject line (email) when applying.

DEPARTMENT OF HUMAN SETTLEMENTS

Free State Provincial Government is an equal opportunity affirmative action employer. It is our intention to promote representatively (race, gender and disability) in the province through the filling of these posts and candidates whose appointment/promotion/transfer will promote representatively will receive preference.

<u>APPLICATIONS</u>	:	Head: Human Settlements, Human Resource Management Directorate. P.O Box 247, Bloemfontein, 9300 OR Applications that are hand delivered must be brought to the foyer of OR Tambo House where they must be placed in the appropriately marked box at: Security Ground Floor, OR Tambo House, St. Andrews Street, Bloemfontein. No applications will be accepted by staff in offices in the building. OR Candidates may apply via email: recruit@fshs.gov.za (on Subject of email kindly specify the rank and reference number of the position you are applying for).
<u>CLOSING DATE</u>	:	05 September 2025 Time: 16H00
<u>NOTE</u>	:	Directions to applicants: Applications must be submitted on the new prescribed form Z.83, obtainable from any Public Service Department or on the internet at http://www.info.gov.za . The Z83 should be completed in a manner that allows the selection committee to assess the application based on the information on the form. Applicants are not required to submit copies of qualification and other relevant documents on application but must submit the Z.83 and detailed Curriculum Vitae. Therefore, only shortlisted candidates for a post will be required to submit certified documents on or prior the interview following communication. If the certified copies contradict the details on the CV or Z.83 form, the candidate will automatically be disqualified and removed from the shortlist. Should the applicant possess a foreign qualification, it must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA) (only when shortlisted). Failure to submit the requested documents will result in the application not being considered. Applicants must indicate the reference number of the vacancy in their application. Should an applicant wish to apply for more than one post, separate applications must be submitted for each post applied for. Applications received after closing date and those that do not comply with these instructions will not be considered. Candidates requiring additional information regarding the advertised post should direct their inquiries to the relevant person as indicated in the advertisement. Note: shortlisted candidates will be subject to criminal record check, citizenship verification, financial /asset record check, qualification /study verification and previous employment verification. Faxed or late applications will NOT be accepted. If you are not contacted within 4 months of the closing date of this advertisement, please accept that your application was unsuccessful. NB: Applicants must be South African citizens residing in the

Free State, must be unemployed and must have never participated in a Public Service Internship programme previously.

**INTERNSHIP PROGRAMME FOR 2025/2027
(24 MONTHS)**

OTHER POSTS

POST 29/60 : **GRADUATE INTERSHIP PROGRAMME: LEGAL SERVICE REF NO: HS 07/2025 (X2 POSTS)**

STIPEND : R7 450.62 per month
CENTRE : Bloemfontein
REQUIREMENTS : A minimum qualification at NQF Level 7 in Law or LLB
ENQUIRIES : Mr. V. Rajuili at (072) 098 9442

POST 29/61 : **GRADUATE INTERNSHIP PROGRAMME: TECHNICAL SERVICE REF NO: HS 08/2025 (X3 POSTS)**

STIPEND : R7 450.62 per month
CENTRE : Bloemfontein
REQUIREMENTS : A minimum qualification at NQF Level 6 in Civil Engineering / Construction Management / Town planning / Technical related
ENQUIRIES : Ms. Z Mayisela at (082) 322 8707

**PROVINCIAL ADMINISTRATION: KWAZULU-NATAL
DEPARTMENT OF HEALTH**

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

- APPLICATIONS** : All applications should be forwarded to: Assistant Director: HRM, Edumbe Community Health Centre, 463 eDumbe Main Street Location, Paulpietersburg, 3180, HR office No: 46 or e-mail to Getrudefikelephi.nkosi@kznhealth.gov.za NB: Sending applications using courier service/hand delivery is encouraged as we do not have the Post Office at Paulpietersburg.
- CLOSING DATE** : 02 September 2025
- NOTE** : Applications must be submitted on the prescribed Application for Employment form (Z83) which must be originally signed dated. The application form (Z83) must be accompanied by a detailed Curriculum Vitae. All other documents will be submitted by shortlisted candidates only. The Reference Number must be indicated in the column (Part A) and provided thereof on the Z83 form. NB: Failure to comply with the above instructions will disqualify applicants. Persons with disabilities should feel free to apply for the post. The appointments are subject to positive outcomes obtained from the State Security Agency (SSA) to the following checks (security clearance (vetting), criminal clearance, credit records, and citizenship), verification of Educational Qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC). Applicants are respectfully informed that, if no notification of appointment received within 3 months after the closing date, they must accept that their applications were unsuccessful. Shortlisted applicants who are in possession of a foreign qualification will be requested to submit an evaluation certificate from the South African Qualifications Authority (SAQA) before or on the date of interview. Non- RSA Citizens will be requested to submit Work Permit before or on the day of interview. All employees in the Public Service that are presently on the same salary level but on a notch/package above of the advertised posts are free to apply. Please note that S & T will not be paid to candidates who are invited for the interviews.

OTHER POST

- POST 29/62** : **OPERATIONAL MANAGER: SPECIALTY-OUTREACH (ADVANCED MIDWIFE) REF NO: 06/2025**
Job Purpose: To facilitate and provide mentorship for clinical HIV management and midwifery practice at primary health care level
- SALARY** : R693 096 per annum, (OSD). Other Benefits: Medical Aid – Optional, Housing Allowance - Employee must meet prescribed requirements, 13th Cheque and 12% rural allowance.
- CENTRE REQUIREMENTS** : Edumbe Sub-District
Grade 12 Certificate (Matric), Diploma/Degree in Nursing or equivalent qualification that allows registration with the SANC as Professional Nurse. A Post Basic Nursing qualification in midwifery neonatal nursing science, with a duration of at least 1 year accredited with the SANC. A minimum of nine (9) years appropriate /recognizable experience in nursing after registration as a Professional Nurse with SANC. At least five (5) years of the period referred to above must be appropriate/recognizable experience as an advanced Midwife after obtaining the one (1) year post-basic qualification in Advance Midwife. Current registration with the South African Nursing Council (SANC) as a Professional Nurse. Unendorsed valid driver's license. Knowledge, Skills & Competencies: Knowledge of nursing care processes and procedures, nursing statutes, and other relevant legal frameworks such as: Nursing Act, Health Act, Occupational Health and Safety Act, Patient Rights Charter, Batho Pele Principles, Public Service Regulations, Labour Relations Act, Disciplinary Code and Procedure, Grievance Procedure, etc - Good communication skills, Report writing skills, Facilitation skills, Counselling skills, Coordination skills, Planning and organizing skills, Ability to function as part of a team, Decision making skills and Computer skills.

DUTIES

- : Facilitate and provide mentorship for clinical maternal and paediatric HAST management and midwifery practice at primary health care facilities. To conduct skills audit for newly appointed midwives and train accordingly. To conduct skills audit for newly appointed midwives and train accordingly. Provide professional and technical support for the provision of quality patient care through proper management of integrated Antenatal, Intrapartum and Postnatal care, Vertical Transmission Prevention (VTP) and Maternal Child and Woman Health (MCWH). Support the Sub District perinatal and wedge meetings working closely with assistant Nursing manager: PHC -To conduct clinical audits under the MCWH and VTP programme. Provide professional and technical support for the provision of quality patient care through proper management of integrated Antenatal, Intrapartum and Postnatal care, Vertical Transmission Prevention (VTP) and Maternal Growing KwaZulu-Natal together working closely with assistant Nursing manager: PHC -To conduct clinical audits under the MCWH and VTP programme. Facilitate implementation and adherence to Policy guidelines and Standard Operating Procedures (SOPs). Ensure availability of policy guidelines including revised circulars to all the facilities. Provide training on all the guidelines, SOPs and circulars. Orientates midwives on revised policies procedures and standard operating procedures. Monitor the implementation of MCWH and VTP policies/guidelines, SOPs and standards of care. To Facilitate Child Health Services. Facilitate Early Infant Diagnosis (EID) for HIV exposed infants through real time PCR and MDO monitoring. Monitor the HIV testing for all HIV exposed infant in his/her facilities using the Elimination of Mother to Child transmission (EMCT) tracking tool. Monitor the implementation of Integrated Management of Childhood Illness (IMCI). Monitor the initiation of all HIV positive infants within 7 days. To facilitate Capacity Building of staff offering MCWH. Conduct supportive supervision and identify gaps in training needs. Provide onsite training, coaching and mentorship according to identified needs. Facilitate regular Essential Steps in the Management of Obstetrics Emergencies (ESMOE) Fire Drills in the facilities they support. Ensure that the validation and counter-signing processes are adhered to through capacity building. Facilitate data for action Monitoring and reporting using the continuous quality improvement (CQI) methodology. Facilitate training and coaching on key integrated VTP MCWH key data elements and indicators. Facilitate and coach midwives on the use of run charts to be able to identify poor performing indicator and come up with quality improvement plans. Facilitate wedge meetings where facilities will present their key dashboard indicators. Compile Sub District reports on Monthly, Quarterly and Annually basis.

ENQUIRIES

- : Mrs LT Msibi Tel No: (034) 995 8500, Ext: 8528

DEPARTMENT OF PUBLIC WORKS AND INFRASTRUCTURE

APPLICATIONS

- : Direct your application quoting the reference number of the post you are applying for and the name of the publication in which you saw the advertisement to The Director: Human Resource Management Department of Public Works, Private Bag X9142, Pietermaritzburg, 3200, for attention Mrs ZJ Hlongwane. Alternatively, applications can be delivered to 191 Prince Alfred Street, Pietermaritzburg. Applicants are encouraged to apply for posts through the online e-Recruitment system at www.kznonline.gov.za/kznjobs. Applicants can submit their Z83 and CV online.

CLOSING DATE **NOTE**

- : 05 September 2025
- : Directions To Candidates Note to applicants: The Provincial Administration of KwaZulu-Natal is an equal opportunity, affirmative action employer and Women and people with disabilities are encouraged to apply. Applications must be submitted individually on the prescribed new approved Z83 form, the form is available from the website www.kznworks.gov.za or can be obtainable from any Public Service department, and must be accompanied by a comprehensive Curriculum Vitae (CV). Certified copies of supporting documents need not accompany your application and CV, as these will be requested from shortlisted candidates only. Faxed or electronic copies will not be considered. Candidates are urged to view the guidelines available to all prospective candidates applying for vacant position on the departmental website before completing applications for posts. Direct your application quoting the reference number of the post you are applying for and the name of the publication in which you saw the advertisement to Applicants may also visit any one of our Designated Online Application Centre's (DOACS) where our friendly staff will assist you

with applying online or receiving your hardcopy application. You can find the list of Designated Online Application Centers (DOACS) at www.kznonline.gov.za/kznjobs." Candidates are also advised not to send their applications through registered mail, as the Department will not take responsibility for non-collection thereof. It is the applicants' responsibility to have foreign qualifications assessment for equivalent by the South African Qualifications Authority (SAQA). Applications that do not comply with the above-mentioned instructions will be disqualified. Please note that the Department reserves the right not to fill the post. Recommended candidate's personal information will be subject to vetting prior to an offer of appointment being made. Candidates are expected to be available on the date set for the interviews or they may be disqualified. Should you not have been contacted by this office within 3 months of the closing date of the advertisement, kindly consider your application being unsuccessful. Please note that further communication shall be restricted to those candidates who will have been shortlisted. 1.6 The appointed candidate shall be required to sign a performance agreement. Please note that reference checks and/or confirmation of employment will be done with the current employer and candidates are advised to include references from the current employment to facilitate this. The filling of this post will be guided by the Department's Employment Equity targets. Please note that requests for higher salaries will not be entertained for the advertised posts, however it may only be considered for posts falling within the Occupational Specific Dispensation (OSD) subject to the existing provisions. Candidates applying for advertised posts in the Department, will be deemed to have granted consent to their personal information being used to determine suitability in terms of the POPIA Act, 4 of 2013. Please note that employment verifications shall be undertaken for all experience which has been recognized for shortlisting purposes, experience in the public service will need to be supported with a signed job description and PERSAL service record history and experience from the private sector needs to be supported by a certificate of service confirming the name of company, position held, periods of employment and duties performed. Experience that cannot be verified will result in the applicant being disqualified.

MANAGEMENT ECHELON

<u>POST 29/63</u>	:	<u>DIRECTOR: SUPPLY CHAIN MANAGEMENT REF NO: HO/D/SCM/082025</u>
<u>SALARY</u>	:	R1 266 714 per annum (Level 13) (all-inclusive), to be structured in accordance with the rules for Senior Management Services (SMS).
<u>CENTRE</u>	:	Head Office: Pietermaritzburg
<u>REQUIREMENTS</u>	:	An appropriate and recognised NQF level 7 degree or equivalent qualification. A minimum of five (5) years' middle/senior managerial experience in the Supply Chain Management services. Computer Literacy. Possession of a valid driver's licence and an appropriate and applicable SMS Pre-entry (Nyukela) Certificate to be submitted prior to appointment. Skills, Training and Competencies: Understanding of all relevant prescripts. Interpretation and application of policies /legislations. Presentation and facilitation skills. Financial Management skills. Strategic Planning and coordination skills. People management and empowerment skills. Analytical, creative and innovative thinking skills.
<u>DUTIES</u>	:	Manage logistics services. Manage Departmental assets and the asset disposal process. Manage the provision of acquisition and demand management services. Manage construction procurement services. Manage procurement administration and BBBEE. Manage the development and implementation of policies. Manage the resources within the component.
<u>ENQUIRES</u>	:	Dr V Govender (Acting Head of Department) Tel No: (033) 355 5533
<u>NOTE</u>	:	NB: Recommended candidates will be subjected to a security clearance, competency assessment and will also be required to disclose their financial interests and will also be subjected to a technical assessment during the selection process.

DEPARTMENT OF TREASURY

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

<u>APPLICATIONS</u>	:	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 access this site (eservices.gov.za)
<u>FOR ATTENTION</u>	:	Ms SL Ngema
<u>CLOSING DATE</u>	:	29 August 2025
<u>NOTE</u>	:	Note 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 accompanied by a comprehensive Curriculum Vitae. Only provisionally shortlisted applicants will be contacted and requested to submit their supporting documents. The Z83 must be completed in full. The Department will also conduct reference checks with HR of current /previous employer(s) beside the references provided on CV. Candidates will be subjected 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. Should you not hear from the Department within 3 months of the closing date, please regard your application as unsuccessful. Regrettably, due to excessive budget cuts, the department is not in a position to meet any travel and subsistence costs relating to recruitment processes, or relocation and resettlement costs for successful candidates. Preferences: For Director posts, Females and people with disabilities who meet the requirements. For the Deputy Director post, African Females, African Males and people with disabilities who meet the requirements.

MANAGEMENT ECHELON

<u>POST 29/64</u>	:	<u>DIRECTOR: PROVINCIAL BUDGET REF NO: KZN PT25/35</u>
<u>SALARY</u>	:	R1 266 714 per annum, (all-inclusive annual package)
<u>CENTRE</u>	:	KZN Provincial Treasury, Pietermaritzburg
<u>REQUIREMENTS</u>	:	A 3 year Recognized Degree (NQF7) or higher qualification in Economics, Public Finance, Accounting or related field. SMS Pre-Entry Certificate prior to employment - please access this website for more information https://www.thensg.gov.za/trainingcourse/sms-pre-entry-programme . 5 years of experience at a middle/senior managerial level as a Budget Co-ordinator, Budget Manager or Budget Analyst in a public finance field (financial management, revenue and expenditure management and budgeting systems). A valid driver's license and 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 Finance Management Act. Treasury Regulations. Division of Revenue Act. Public Service Regulatory Framework. Public Finance Management – Best practices. National Treasury Guideline documents. South Africa's fiscal and monetary policy. Provincial policy priorities. Performance budgeting – best practices and guidelines. Vulindlela. Budget formulation. Basic Accounting System (BAS) and Standard Chart of Accounts (SCOA). In-Year Monitoring (IYM). Republic of South Africa Constitution. Public Service Act. Employee Performance and Management System. Project Management Principles. Service Delivery Framework Problem-solving, analytical and numeracy skills. Quantitative and econometric (statistical) analysis. Report writing and general (academic) writing skills. Verbal communication and presentation skills. Good interpersonal relations. Computer skills: Spreadsheets (MS Excel), word processing (MS Word). Research and analysis. Facilitating/ chairing meetings. Monitoring and forecasting. Project management. Budgeting and budgeting systems. Performance budgeting and strategic planning. Problem-solving skills. Human resource management. Strategic Planning Skill.
<u>DUTIES</u>	:	Analyse expenditure trends against budget, compile and submit consolidated expenditure reports. Oversee the process to compile the Adjustments Estimate for the province, draft the Adjustments Bill and provide input into the Adjustments Budget Speech. Oversee the processes to compile the Estimates of Provincial Revenue and Expenditure for the Province, draft the main

Appropriation bill and provide input into the speech. Manage, assess and control the implementation of the provincial budget – Compliance to the PFMA. Manage the development and implementation of policies. Manage the resources of the Directorate.

ENQUIRIES : Ms T Stielau Tel No: (033) 897 4308

POST 29/65 : **DIRECTOR: PUBLIC FINANCE REF NO: KZNPT 25/36**

SALARY : R1 266 714 per annum, (all-inclusive annual package)
CENTRE : KZN Provincial Treasury, Pietermaritzburg
REQUIREMENTS : A 3 year Recognized NQF level 7 qualification or higher qualification in Economics/Public Finance/Revenue or related field. SMS Pre-Entry certificate prior to employment- please access this website <https://www.thensg.gov.za/trainingcourse/sms-pre-entry-programme>. 5 years of experience at a middle/senior managerial level as a revenue co-ordinator, budget analyst in a public finance field/economic analysis environment. A valid driver's license and 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 Finance Management Act and Treasury Regulations. Division of Revenue Act. Public Service Regulatory Framework. Public Finance Management – Best practices. National Treasury Guideline documents. South Africa's fiscal and monetary policy. Provincial policy priorities. Performance budgeting – best practices and guidelines. Vulindlela. Budget formulation. Basic Accounting System (BAS) and Standard Chart of Accounts (SCOA). In Year Monitoring (IYM).

DUTIES : Research into revenue enhancement strategies, implementation of revenue enhancement strategies and provide management of revenue generation. Monitor and evaluate own revenue generation and collection by provincial departments and public entities. Research, develop, oversee the implementation and review of the KZN Provincial Equitable Share. Consolidate inputs and recommendations in terms of the revision and maintenance of Division of Revenue Act (DORA). Manage resources of the Sub-directorate.

ENQUIRIES : Ms T Stielau Tel No: (033) 897 4308

OTHER POST

POST 29/66 : **DEPUTY DIRECTOR: STRATEGIC PLANNING REF NO: KZNPT 25/37**

SALARY : R896 436 per annum, (all-inclusive package)
CENTRE : KZN Provincial Treasury, Pietermaritzburg
REQUIREMENTS : A Recognized 3-year (NQF Level 6) or higher qualification in Social Science (Policy Development Studied, M&E), Business Management, Public Administration. A minimum of 3 years junior management experience in a strategic planning management field. A 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: Planning Frameworks Relevant legislation and plans, Public Service Regulation, 2016, MTEF and the budget Process, PFMA, Treasury Regulations, Public Service Act 1994, Strategic Plan Framework, Annual Performance Plan, Monitoring & Evaluation, National Treasury Strategic Planning, Advanced MS Office Applications, Service Delivery Framework, Employee performance and management system, Project management Act, Analytical skill, Leader skills, Planning skills, Organizational skill, Management skill, Computer Literacy skill, Policy Analysis/Development skill, Interpersonal relations skill, Presentation skill, Problem Solving Skill, Communication (verbal & written), Report writing skill, Negotiation skill, Risk management skill, Strategic planning skill, Research skill, Facilitation skill, Project Management skill, conflict management skill, Financial Management skill.

DUTIES : Manage the coordination of the department strategic and operational planning process. Develop and maintain strategic planning and reporting guidelines in the department (Strategic plans, Annual Performance Plan, Annual Operational Plan, Service Delivery Improvement Plan). Coordinate the submission and analysis of quarterly, bi-annual and annual report documents. Provide guidance & support to the line manager. Manage the resources of the sub-directorate.

ENQUIRIES : Ms. T Mgijulwa Tel No: (033) 897 4211

**PROVINCIAL ADMINISTRATION: MPUMALANGA
DEPARTMENT OF ECONOMIC DEVELOPMENT AND TOURISM**

It is the strategic intent of the Department to promote employment equity in terms of race, gender and disability through the filling of these posts with candidates whose transfer, promotion or appointment will promote equitable representativity in line with the numeric targets as contained in the departmental Employment Equity plan.

<u>APPLICATIONS</u>	:	Fully completed and signed Z83 employment application form, quoting reference number should be addressed to the Head: Economic Development and Tourism. Applications can be hand delivered to Nokuthula Simelane Building, 1st Floor, No 7 Government Boulevard, Riverside Park, Extension 02 Mbombela, 1201 or alternatively applications emailed to the respective email address provided for each post.
<u>CLOSING DATE</u>	:	29 August 2025 @ 16h00
<u>NOTE</u>	:	It is compulsory to fill all fields on the New Amended Z83 Form (No.81/971431) as prescribed with effect from 01 January 2021, which must be signed, initialled and dated. The form is obtainable at any National or Provincial Department(s), www.dpsa.gov.za/dpsa2g/vacancies.asp . Applicants must indicate the Post, Reference Number on the Z83 Form application. The new Z83 Form must be accompanied by a recent updated curriculum vitae with full personal details, experience, including three (3) names of contactable referees and it is the applicant's responsibility to have all foreign qualifications evaluated by SAQA and to provide proof of such evaluation report (only when shortlisted). The question related to conditions that prevent re-appointment under Part F must be answered by applicants who were previously appointed in the public service. Applications received after closing date will, as a rule not be accepted. Only shortlisted candidates for the post will be required to submit certified documents on or before the day of the interviews. It will be expected of candidate(s) to be available for interview process on a date, time and place as determined by the Department. Shortlisted candidate(s) will be required to undergo personal suitability checks, which include criminal records, citizenship, financial credits/assets, qualifications verification and previous employment background/reference checks will be verified. Candidates will be subject to security screening and vetting. Applicants must disclose if she/he is not a Director/Shareholder of a company or conducting any business with Organ of State and whether is performing any additional remunerative work outside his/her normal duties. The successful candidate will enter into an Annual Performance Agreement, and also annually disclose his/her financial interest. The Department reserves the right not to make appointment. Candidates requiring additional information regarding advertised post must direct their enquiries to the relevant person indicated. Communication and correspondence will be limited to shortlisted candidates only. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. The successful candidate will be appointed subject to positive results of a pre-employment screening process which includes criminal records and verification of educational qualification certificates. Candidates requiring additional information regarding advertised post must direct their enquiries to the relevant person indicated. Communication and correspondence will be limited to shortlisted candidates only. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. The Department reserves the right not to make appointment.

OTHER POSTS

<u>POST 29/67</u>	:	<u>DEPUTY DIRECTOR: ADMINISTRATIVE SUPPORT AND COORDINATION: OFFICE OF THE MEC REF NO: DEDT 2025/26/10</u>
<u>SALARY</u>	:	R896 436 per annum (Level 11), all-inclusive salary package
<u>CENTRE</u>	:	Head Office, Mbombela
<u>REQUIREMENTS</u>	:	An appropriate SAQA recognised NQF level 7 qualification in Public Administration/Public Management/Business Administration or relevant qualification, with a minimum of (3) years relevant work experience at an entry/junior managerial level (Assistant Director Level or equivalent). A valid driver's license. Competencies: Broad knowledge and understanding of the

		functional areas covered by the Executive Authority's portfolio. Working knowledge of the political and parliamentary processes in the South African Government. Proven management competencies. Knowledge of Cabinet Administration processes. Report writing skills. Presentation skills. Computer literacy. Problem solving skills.
<u>DUTIES</u>	:	Manage the administrative activities in the Office of the Executive Authority (EA) which include: Providing administrative support and receptionist services in the Office of the EA. Liaise with internal and external role players with regard to matters relating to the portfolio of the executive authority. Render a Cabinet/executive council support service to the executive authority. Providing Registry support services in the Office of the EA: Providing logistical support for the meetings of the EA. Supervision of staff.
<u>ENQUIRIES APPLICATIONS</u>	:	Mr SJ Xaba Tel No: (013) 766 4164
	:	Email application to: recruitmentdedt2@mpg.gov.za
<u>POST 29/68</u>	:	<u>REGISTRY CLERK: OFFICE OF THE MEC REF NO: DEDT 2025/26/11</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R228 321 per annum (Level 05)
	:	Head Office, Mbombela
	:	An appropriate SAQA recognized NQF level six (06) tertiary qualification in records management or equivalent qualification. Good verbal and written communication skills, knowledge of the National Archives and Records Services Act and MISS Ability to work independently and under pressure. Knowledge of the records management policy, procedures and manuals. Knowledge of legislative framework governing records management will serve as an advantage, e.g. the Promotion of Access to Information Act.
<u>DUTIES</u>	:	Responsible for safekeeping of current, closed and terminated departmental records. Filing and retrieval of records as per the National Archives Act and other prescripts. Ensure compliance with all relevant acts. Develop and manage all registers utilized by Registry. Ensure proper control and custody of the records. Render efficient and effective quality registry services to internal and external clients. Implement records management policy and procedures. Ensure the use of the file plan, indexing and referencing of documents by all personnel before filing. Provide recommendations for archiving or disposal of files on due dates. Handling incoming and outgoing mail. Render effective filing and record management service. Compile management reports with regards to records management.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms NC Ndlala Tel No: (013) 766 4370
	:	Email recruitmentdedt5@mpg.gov.za
<u>POST 29/69</u>	:	<u>DRIVER: OFFICE OF THE MEC REF NO: DEDT 2025/26/12</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R193 359 per annum (Level 04)
	:	Head Office, Mbombela
	:	Grade ten (10) with three (3) years driving experience work experience as a driver and a valid driver's license.
<u>DUTIES</u>	:	Provide messenger services for the MEC's Office and the Department. Collect and deliver mail and documents on behalf of the MEC's Office and the Department as and when required to do so. Ensure that the car is frequently serviced, and well maintained at all times. Keep record of trips undertaken as and perform duties as and when instructed to do so.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms FP Sibuya Tel No: (013) 766 4490
	:	Email to recruitmentdedt4@mpg.gov.za
<u>POST 29/70</u>	:	<u>FOOD SERVICE AID: OFFICE OF THE MEC REF NO: DEDT 2025/26/13</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R138 486 per annum (Level 02)
	:	Head Office, Mbombela
	:	Grade ten (10) with one (01) year work experience.
<u>DUTIES</u>	:	Clean the offices of MEC and support staff offices. Ensure that all kitchen utensils and equipment are always clean. Keep inventory of kitchen utensils and equipment. Apply hygiene and protection measures. Removal of rubbish disposal. Prepare food, snack and liquids (water, tea, coffee, milk, sugar drinks) for MEC's meetings.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms J Mabuza Tel No: (013) 766 4140
	:	Email to recruitmentdedt6@mpg.gov.za

DEPARTMENT OF HEALTH

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

APPLICATIONS : Departmental Online Application System: www.mpuhealth.gov.za
CLOSING DATE : 29 August 2025
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 the administration burden on HR Sections as well as considering the cost for applicants, Departments are encouraged to request certified copies of qualifications and other relevant documents from shortlisted candidates only which may be submitted to HR on or before the day of the interview following communication from the relevant HR section of the Department. All posts, health/engineering posts that are advertised within the Department professional registration will be required from various statutory councils for shortlisted candidates. A complete set of application documents should be submitted separately for every post that you wish to apply for. Please ensure that you clearly state the full post description and the relevant Post Reference Number on your application. No fax applications will be considered. Applicants must ensure that they fully complete and sign form Z83, even if they are attaching a CV. Incomplete and/or unsigned applications will not be considered. If you are currently in service, please indicate your PERSAL number at the top of form Z83. Due to ongoing internal processes, the Department reserves the right to withdraw any post at any time. The Department reserves the right to verify the qualifications of every recommended candidate prior to the issuing of an offer of appointment. All short-listed candidates will be subject to a vetting process prior to appointment. If no response is received from the Mpumalanga Department of Health within 90 days after the closing date of the advertisement, applicants must assume that their application was not successful. Please quote the correct references when applying and where possible the station / centre where the post is. www.mpuhealth.gov.za Only Online Applications will be accepted. NB: Candidates who are not contacted within 90 DAYS after the closing date must consider their applications as having been unsuccessful. Please note the department reserves the right to amend / review / withdraw the advertised posts if by so doing, the best interest of the department will be well served. (People with disabilities are also requested to apply and indicate such in their applications)

ERRATUM: Kindly note that the posts were posted in the Public Service Vacancy Circular 24 dated 11 July 2025, the post of Lecturer Grade 1 – 2 (PN-D1) (Clinical Supervisor): Rob Ferreira Hospital Campus (Mpumalanga College of Nursing, Ehlanzeni District) with Ref No: MPDoH/July/25/190 with the closing date of 25 July 2025, the posts were posted in the Public Service Vacancy Circular 27 of 2025 dated 01 August 2025, the posts of Deputy Manager Nursing (PN-A8): Comprehensive HAS Clinical Management and Treatment (CCMT) (Provincial Office, Mbombela (Nelspruit) with Ref No: MPDoH/Aug/25/275, Deputy Manager Nursing (PN-A8): HIV, AIDS and STI Prevention Programmes (Provincial Office, Mbombela (Nelspruit) with Ref No: MPDoH/Aug/25/276, Deputy Manager Nursing (PN-A8): Partnership and Stakeholder Management (Provincial Office, Mbombela (Nelspruit) with Ref No: MPDoH/Aug/25/277 and Assistant Manager Nursing (PN-A7): Comprehensive HAS Clinical Management and Treatment (CCMT) (Mbombela Sub-district and Nkomazi Sub-district, Ehlanzeni District) with the closing date of 15 August 2025, has been withdrawn.

OTHER POSTS

POST 29/71 : **MEDICAL OFFICER GRADE 1 REF NO: MPDOH/AUG/25/320 (X10 POSTS)**

SALARY : R1 001 349 - R1 078 116 per annum
CENTRE : **Ehlanzeni District:**
Rob Ferreira Hospital (X3 Posts)
Barberton Hospital (X1 Post)
Tintswalo Hospital (X2 Posts)

Nkangala District:

Witbank Hospital (X2 Posts)

Gert Sibande District:

Amajuba Memorial Hospital (X2 Posts)

REQUIREMENTS

: MBChB degree (qualification) that allows registration with the HPCSA as a Medical Practitioner. Current registration with the HPCSA as a Medical Practitioner (2025) (Independent Practice). NB: The appointed Medical Officer must be able to work shifts. A valid work permit will be required from non-South Africans. Sound knowledge of medical ethics. Multidisciplinary management and teamwork and experience in the respective medical discipline. Knowledge of current Health and Public Service regulations and policies. Skills in terms of consultations, history taking, examination, clinical assessment and clinical management. Grade 1: No experience required after registration with the HPCSA as Medical Practitioner (Independent Practice). Minimum of 1-year relevant experience after registration with a recognised Foreign Health Professions and / or the HPCSA as a Medical Practitioner (Independent Practice) for foreign qualified employees. Knowledge, Skills, Training and Competences Required: Sound knowledge of medical ethics. Multidisciplinary management and teamwork and experience in the respective medical discipline. Sound clinical knowledge, competency and skills in general clinical domains. The ability to work under supervision as an efficient team member. Good communication, leadership, interpersonal, and supervisory skills. Ability to manage patients independently, diligently, responsibility and engage when necessary. Knowledge of current health policies, legislation, programmes and priorities within the domain. Ability to teach, guide and junior staff within the department. Behavioural Attributes: Stress tolerance, to work within a team, self-confidence and the ability to build and maintain good relationship.

DUTIES

: To execute duties and functions with proficiency, to support the aims and objectives of the Institution that consistent with standards of patient care. Accept responsibility for the management of patients admitted in a level 2/3 package of service facility. Assist in the preparation and implementation of guidelines and protocols. Participate in academic and training programmes. Sound clinical knowledge with regard to medicine. Ability to deal with all medical emergencies. Knowledge of ethical medical practice. Assist with clinical audits actively participate in continuous professional development. Provide support to hospital management towards an efficient standard of patient care and services is maintained.

ENQUIRIES

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

POST 29/72

: **OPERATIONAL MANAGER NURSING (PN-B3): MATERNITY REF NO: MPDOH/AUG/25/322 (X2 POSTS)**

SALARY CENTRE

: R693 096 – R789 861 per annum
: Gert Sibande District:
Bethal Hospital (X1 Post)
Carolina Hospital (X1 Post)

REQUIREMENTS

: Senior Certificate / Grade 12 plus Basic R425 qualification (i.e. Diploma/ Degree in Nursing) that allows registration with the 'South African Nursing Council' (SANC) as a Professional Nurse (2025). A post basic nursing qualification, with duration of at least one (01) year accredited with the SANC in Advanced Midwifery. 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 Advanced Midwifery. 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

DUTIES

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.

: Provide effective management and professional leadership in the specialized units of Advanced Midwifery Unit. Demonstrate effective communication with patients, supervisors, other health professional and junior colleagues including more complex report writing when required Effective management, utilization and supervision of all resources Display a concern for patients, promoting, advocating and facilitating proper treatment and care and ensure that the unit adheres to the principles of Batho Pele Maintain clinical competence by ensuring that scientific principles of nursing and clinical governance are implemented. Implement maternal guidelines, demonstrate an in-depth understanding of nursing legislation and related legal and ethical nursing practice. Exercise control of discipline, grievance and any labour related issues in terms of laid down procedures. Provide supportive supervision and comply with PMDS evaluation of staff, formulate training programs and participate in training and development of staff and nursing students Monitor implementation of Disaster management, monitor implementation of NCS and Ideal Hospital Realization Framework and interpret its impact on service delivery thereof. Co-ordinate and participate in health promotion activities and monitor and evaluation of data. Demonstrate basic computer literacy as a support tool to enhance service delivery.

ENQUIRIES

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

POST 29/73

: **OPERATIONAL MANAGER NURSING (PN-B3): OPERATING THEATRE REF NO: MPDOH/AUG/25/323 (X1 POST)**

**SALARY
CENTRE
REQUIREMENTS**

: R693 096 – R789 861 per annum
: Carolina Hospital (Gert Sibande District)
: Senior Certificate / Grade 12 plus Basic R425 qualification (i.e. Diploma/Degree in Nursing) that allows registration with the 'South African Nursing Council' (SANC) as a Professional Nurse (2025). A post basic nursing qualification, with duration of at least one (01) year accredited with the SANC in Operating Theatre. 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. At least three (03) years of the period referred to above must be appropriate/recognizable experience at Management Level Skills: Knowledge of nursing care processes and procedures, nursing statutes and other relevant legal frameworks such as Nursing Act, Health Act, Occupational Health and Safety Act Patient's Rights Charter, Batho-Pele Principles. Sound knowledge and skills in implementing disciplinary code and procedure, grievance procedure Leadership, organizational, decision making and problem-solving abilities within the limit of the public sector and institutional policy framework Good interpersonal skills including public relations, negotiating, conflict handling and counselling skills. Knowledge of financial and budgetary prescripts and processes pertaining to the relevant resources under management Insight into public health sector strategies and priorities including the nursing strategy, standards procedures and policies pertaining to nursing care, computer skills in basic programs.

DUTIES

: Provide effective management and professional leadership in the specialized units of Operating Theatre Unit. Demonstrate effective communication with patients, supervisors, other health professional and junior colleagues including more complex report writing when required Effective management, utilization and supervision of all resources Display a concern for patients, promoting, advocating and facilitating proper treatment and care and ensure that the unit adheres to the principles of Batho Pele Maintain clinical competence by ensuring that scientific principles of nursing and clinical governance are

		implemented. Implement maternal guidelines, demonstrate an in-depth understanding of nursing legislation and related legal and ethical nursing practice. Exercise control of discipline, grievance and any labour related issues in terms of laid down procedures. Provide supportive supervision and comply with PMDS evaluation of staff, formulate training programs and participate in training and development of staff and nursing students Monitor implementation of Disaster management, monitor implementation of NCS and Ideal Hospital Realization Framework and interpret its impact on service delivery thereof. Co-ordinate and participate in health promotion activities and monitor and evaluation of data. Demonstrate basic computer literacy as a support tool to enhance service delivery.
<u>ENQUIRIES</u>	:	Mr. Emmanuel Makokoropo Tel No: (013) 766 3384 / Ms. Gugu Nkosi Tel No: (013) 766 3103 / Ms. Nomsa Maphanga Tel No: (013) 766 3207 / Ms. Sebenzile Mthisi Tel No: (013) 766 3339, Mr. Mxolisi Maseko Tel No: (013) 766 3351, Mr. Samson Nyoni Tel No: (013) 766 3087 and IT related queries: Help desk Tel No: (013) 766 3018.
<u>POST 29/74</u>	:	<u>CHIEF DIAGNOSTIC RADIOGRAPHER GRADE 1 REF NO: MPDOH/AUG/25/324</u>
<u>SALARY</u>	:	R575 250 – R638 856 per annum
<u>CENTRE</u>	:	Tonga Hospital (Ehlanzeni District)
<u>REQUIREMENTS</u>	:	Senior Certificate / Grade 12 plus an appropriate three-year National diploma/ Degree in Diagnostic Radiography. Current Registration with Health Professions Council of South Africa as Diagnostic Radiographer (Independent Practice). A minimum of 3 years appropriate experience in Diagnostic Radiography. Working Knowledge and experience in radiography principles, systems and procedures performed within the radiology department which include CT scanning, fluoroscopy, theatre screening and performing General Radiography duties. Sound knowledge of radiation safety regulations and sound knowledge in Radiography equipment and protocols. Knowledge of relevant public service policies acts and regulations. Knowledge of HR related policies and procedures, knowledge of Employee Performance Management and Development Systems. Good verbal and written communication, and sound interpersonal skills. Ability to work under pressure. Ability to promote and uphold patients' rights. Knowledge of X-ray digital system, RIS and PACS. Render 24-hour radiology services.
<u>DUTIES</u>	:	Responsibility include but not limited to: Performance of X-ray examinations. Ensure that radiology equipment installed and used meet all applicable radiation safety standards. Ensure that the equipment is well maintained and function properly. Quality improvement management. Ensure that applicable Quality assurance programme and Quality Control (QC) tests are performed at the prescribed frequencies as stipulated in the diagnostic QC policy. Ensure that radiation surveys to monitor safe performance of equipment and to monitor radiation levels in work areas are undertaken. Ensure compliance with HPCSA regulations on CPD annually. Ensure that radiation safety rules are communicated to and followed by all personnel. Train and supervise junior radiography staff. Oversight of administrative functions including compiling memos, stock control and other resources. Perform all delegated departmental tasks with limited supervision and have the ability to deal with crisis situations independently.
<u>ENQUIRIES</u>	:	Mr. Emmanuel Makokoropo Tel No: (013) 766 3384 / Ms. Gugu Nkosi Tel No: (013) 766 3103 / Ms. Nomsa Maphanga Tel No: (013) 766 3207 / Ms. Sebenzile Mthisi Tel No: (013) 766 3339, Mr. Mxolisi Maseko Tel No: (013) 766 3351, Mr. Samson Nyoni Tel No: (013) 766 3087 and IT related queries: Help desk Tel No: (013) 766 3018.
<u>POST 29/75</u>	:	<u>OPERATIONAL MANAGER (PN-A5): GENERAL REF NO: MPDOH/AUG/25/327 (X3 POSTS)</u>
<u>SALARY</u>	:	R549 192 - R629 121 per annum
<u>CENTRE</u>	:	Gert Sibande District: Standerton Hospital (X1 Post) Bethal Hospital (X1 Post) Amajuba Memorial Hospital (X1 Post)
<u>REQUIREMENTS</u>	:	Senior Certificate / Grade 12 plus Basic qualification accredited with the South African Nursing Council in Terms of Government Notice 425, (i.e. Diploma /

		Degree in Nursing) or equivalent qualification that allows registration with the SANC as a Professional Nurse. A minimum of seven (7) years of appropriate/recognizable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing (2025). A Diploma / Degree in Nursing Administration and Management will be an added advantage. Knowledge/skills: Basic computer literacy, strong Leadership, Good communication and Sound Interpersonal skills. Ability to work under pressure, manage own time, function as an effective leader of the nursing team. Implement and manage change. Willingness to work shifts and standby in accordance with the requirements of the unit and nursing services. Report writing.
<u>DUTIES</u>	:	The candidate will be responsible for Planning, Organizing, Managing, and coordinating as well as maintaining optimal Nursing Services as an Operational Manager in OPD Unit. Develop / establish and maintain constructive working relationships with Nursing and stakeholders (i.e. inter- Professional, inter-sectoral and multi – disciplinary team workers). Participate in the analysis, formulation, and implementation of nursing guidelines, practices, Standards, and procedures. Effectively manage the utilization of Human, Financial and Physical resources. Maintain professional Growth / Ethical standards and self-development. Deliver a supportive service to the Nursing Service and the institution by taking overall supervision after hours and on weekends. Ensure implementation of Norms and Standards and Ideal Hospital Framework and develop Quality Improvement Plans. Manage Performance and Development of staff as well as participating in the Managers scheduled meetings. Exercise control of discipline, grievance and other labour related issues in terms of laid down policies or procedures. Manage data in the unit and ensure submission to facility information office. Identity develops and control Risk Management Systems within the unit. Provide safe therapeutic environment as laid by Nursing Acts, Occupational Health and safety Acts and all the applicable prescripts. Implementation and management of Infection Prevention and Control protocols. Uphold the Batho Pele and Patients Right Principles.
<u>ENQUIRIES</u>	:	Mr. Emmanuel Makokoropo Tel No: (013) 766 3384 / Ms. Gugu Nkosi Tel No: (013) 766 3103 / Ms. Nomsa Maphanga Tel No: (013) 766 3207 / Ms. Sebenzile Mthisi Tel No: (013) 766 3339, Mr. Mxolisi Maseko Tel No: (013) 766 3351, Mr. Samson Nyoni Tel No: (013) 766 3087 and IT related queries: Help desk Tel No: (013) 766 3018.
<u>POST 29/76</u>	:	<u>CLINICAL SUPERVISOR (LECTURER GRADE 1-2 (PN-D1) REF NO: MPDOH/AUG/25/330 (X3 POSTS)</u>
<u>SALARY</u>	:	Grade 1: R476 367 – R559 548 per annum Grade 2: R583 989 - R766 686 per annum
<u>CENTRE</u>	:	Rob Ferreira Hospital (Ehlanzeni District)
<u>REQUIREMENTS</u>	:	Senior Certificate / Grade 12 or equivalent qualification. Basic R425 qualification (Diploma / Degree in Nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse and Midwifery (2025) plus post basic qualification in Nursing Education registered with the SANC. A minimum of four (4) years appropriate / recognisable nursing experience after registration as Professional Nurse with the SANC in General Nursing. Ability to function independently and to prioritize work. Leadership and sound interpersonal skills, problem solving and decision-making skills. Good supervisory and teaching skills. Experience after registration with SANC in Nursing Education after obtaining post basic qualification in Nursing Education will be an added advantage. Excellent written and verbal communication. Leadership skills, Presentation, Facilitation, problem solving, conflict management, research, project management and time management skills. Excellent written and verbal communication.
<u>DUTIES</u>	:	Planning, co-ordination, implementation, and facilitation of training programmes for nurses in the health establishment. Mentoring and coaching of nursing staff. Co-ordinate the activities of Clinical Education and Training Unit (CETU). Facilitate the implementation of Continuous Professional Development (CPD) Framework. Liaise between Nursing Education and Nursing Practice (Hospital & Nursing College). Provide Skills and competency updates and facilitation of in-service training. Monitoring, evaluation and analysis of training programmes/activities/competencies and skills to ensure quality health service delivery. Internal and External Collaboration on training programmes to ensure effective capacity building. Effective Management,

		coordination, administration, and reporting of Teaching Programmes. Demonstrate an understanding of nursing legislation and related legal and ethical nursing practices. Effective and efficient management of resources.
<u>ENQUIRIES</u>	:	Mr. Emmanuel Makokoropo Tel No: (013) 766 3384 / Ms. Gugu Nkosi Tel No: (013) 766 3103 / Ms. Nomsa Maphanga Tel No: (013) 766 3207 / Ms. Sebenzile Mthisi Tel No: (013) 766 3339, Mr. Mxolisi Maseko Tel No: (013) 766 3351, Mr. Samson Nyoni Tel No: (013) 766 3087 and IT related queries: Help desk Tel No: (013) 766 3018.
<u>POST 29/77</u>	:	<u>LECTURER GRADE 1 (PN-D1): STANDERTON HOSPITAL SUB-CAMPUS</u> <u>REF NO: MPDOH/AUG/25/331</u>
<u>SALARY</u>	:	R476 367 - R559 548 per annum
<u>CENTRE</u>	:	Mpumalanga College of Nursing, Kabokweni
<u>REQUIREMENTS</u>	:	Senior Certificate / Grade 12 plus Basic R425 qualification (i.e. Masters / Degree in Nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional nurse plus post basic qualification in Nursing Education registered with the SANC. A minimum of four (4) years appropriate / recognisable nursing experience after registration as Professional Nurse with the SANC in General Nursing (2025). Ability to function independently and to prioritize work. Leadership and sound interpersonal skills, problem solving and decision-making skills. Good supervisory and teaching skills. Experience after registration with SANC in Nursing Education after obtaining R118 in Nursing Education will be an added advantage. Excellent written and verbal communication. Leadership skills, Presentation, Facilitation, problem solving, conflict management, research, project management and time management skills. Excellent written and verbal communication. Leadership skills, Presentation, Facilitation, problem solving, conflict management, research, project management and time management skills.
<u>DUTIES</u>	:	Planning, co-ordination, implementation, and facilitation of training programmes for nurses in the health establishment. Mentoring and coaching of nursing staff. Co-ordinate the activities of Clinical Education and Training Unit (CETU). Facilitate the implementation of Continuous Professional Development (CPD) Framework. Liaise between Nursing Education and Nursing Practice (Hospital & Nursing College). Provide Skills and competency updates and facilitation of in-service training. Monitoring, evaluation and analysis of training programmes/activities/competencies and skills to ensure quality health service delivery. Internal and External Collaboration on training programmes to ensure effective capacity building. Effective Management, co-ordination, administration, and reporting of Teaching Programmes. Demonstrate an understanding of nursing legislation and related legal and ethical nursing practices. Effective and efficient management of resources.
<u>ENQUIRIES</u>	:	Mr. Emmanuel Makokoropo Tel No: (013) 766 3384 / Ms. Gugu Nkosi Tel No: (013) 766 3103 / Ms. Nomsa Maphanga Tel No: (013) 766 3207 / Ms. Sebenzile Mthisi Tel No: (013) 766 3339, Mr. Mxolisi Maseko Tel No: (013) 766 3351, Mr. Samson Nyoni Tel No: (013) 766 3087 and IT related queries: Help desk Tel No: (013) 766 3018.
<u>POST 29/78</u>	:	<u>LECTURER GRADE 1 (PN-D1): ROB FERREIRA HOSPITAL SUB-CAMPUS</u> <u>REF NO: MPDOH/AUG/25/332</u>
<u>SALARY</u>	:	R476 367 - R559 548 per annum
<u>CENTRE</u>	:	Mpumalanga College of Nursing, Kabokweni
<u>REQUIREMENTS</u>	:	Senior Certificate / Grade 12 plus Basic R425 qualification (i.e. Masters / Degree in Nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional nurse plus post basic qualification in Nursing Education registered with the SANC. A minimum of four (4) years appropriate / recognisable nursing experience after registration as Professional Nurse with the SANC in General Nursing (2025). Ability to function independently and to prioritize work. Leadership and sound interpersonal skills, problem solving and decision-making skills. Good supervisory and teaching skills. Experience after registration with SANC in Nursing Education after obtaining R118 in Nursing Education will be an added advantage. Excellent written and verbal communication. Leadership skills, Presentation, Facilitation, problem solving, conflict management, research, project management and time management skills. Excellent written and verbal communication.

<u>DUTIES</u>	:	Leadership skills, Presentation, Facilitation, problem solving, conflict management, research, project management and time management skills.
	:	Planning, co-ordination, implementation, and facilitation of training programmes for nurses in the health establishment. Mentoring and coaching of nursing staff. Co-ordinate the activities of Clinical Education and Training Unit (CETU). Facilitate the implementation of Continuous Professional Development (CPD) Framework. Liaise between Nursing Education and Nursing Practice (Hospital & Nursing College). Provide Skills and competency updates and facilitation of in-service training. Monitoring, evaluation and analysis of training programmes/activities/competencies and skills to ensure quality health service delivery. Internal and External Collaboration on training programmes to ensure effective capacity building. Effective Management, co-ordination, administration, and reporting of Teaching Programmes. Demonstrate an understanding of nursing legislation and related legal and ethical nursing practices. Effective and efficient management of resources.
<u>ENQUIRIES</u>	:	Mr. Emmanuel Makokoropo Tel No: (013) 766 3384 / Ms. Gugu Nkosi Tel No: (013) 766 3103 / Ms. Nomsa Maphanga Tel No: (013) 766 3207 / Ms. Sebenzile Mthisi Tel No: (013) 766 3339, Mr. Mxolisi Maseko Tel No: (013) 766 3351, Mr. Samson Nyoni Tel No: (013) 766 3087 and IT related queries: Help desk Tel No: (013) 766 3018.
<u>POST 29/79</u>	:	<u>PROFESSIONAL NURSE GRADE 1 (PN-B1): ICU REF NO: MPDOH/AUG/25/333</u>
<u>SALARY</u>	:	R476 367 – R559 548 per annum
<u>CENTRE</u>	:	Ermelo Hospital (Gert Sibande District)
<u>REQUIREMENTS</u>	:	Senior Certificate / Grade 12 plus Basic R425 qualification (i.e. Degree/ Diploma in Nursing or equivalent qualification that allows registration with SANC as a Professional Nurse (2025). A post basic nursing qualification with of at least 1year, accredited with the SANC in terms Government Notice R212 in ICU 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 ICU Nursing Care. 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 Tel No: (013) 766 3207 / Ms. Sebenzile Mthisi Tel No: (013) 766 3339, Mr. Mxolisi Maseko Tel No: (013) 766 3351, Mr. Samson Nyoni Tel No: (013) 766 3087 and IT related queries: Help desk Tel No: (013) 766 3018.
<u>POST 29/80</u>	:	<u>PROFESSIONAL NURSE GRADE 1 (PN-B1): PSYCHIATRIC REF NO: MPDOH/AUG/25/334</u>
<u>SALARY</u>	:	R476 367 – R559 548 per annum
<u>CENTRE</u>	:	Ermelo Hospital (Gert Sibande District)
<u>REQUIREMENTS</u>	:	Senior Certificate / Grade 12 plus Basic R425 qualification (i.e. Degree/ Diploma in Nursing or equivalent qualification that allows registration with SANC as a Professional Nurse (2025). A post basic nursing qualification with of at least 1year, accredited with the SANC in terms Government Notice R212

		in Psychiatric Nursing Science. A minimum of four (4) years appropriate/recognizable experience in nursing after registration as a Professional Nurse with SANC in General Nursing. Ability to function independently and to prioritize work. Leadership and sound interpersonal skills, problem solving and decision-making skills. Good supervisory and teaching skills. Demonstrate an understanding of legislation and related legal and ethical nursing practices.
<u>DUTIES</u>	:	Perform clinical nursing practice in accordance with the scope of practice of Psychiatric Nursing Care. 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 Tel No: (013) 766 3207 / Ms. Sebenzile Mthisi Tel No: (013) 766 3339, Mr. Mxolisi Maseko Tel No: (013) 766 3351, Mr. Samson Nyoni Tel No: (013) 766 3087 and IT related queries: Help desk Tel No: (013) 766 3018.
<u>POST 29/81</u>	:	<u>CLINICAL NURSE PRACTITIONER GRADE 1 (PN-B1): PHC REF NO: MPDOH/AUG/25/338 (X4 POSTS)</u>
<u>SALARY CENTRE</u>	:	R476 367 – R559 548 per annum
	:	Gert Sibande District:
		Mispel Clinic (X1 Post)
		Eerstehoek Clinic (X1 Post)
		Mooiplaas Clinic (X1 Post)
		Kromdraai Clinic (X1 Post)
<u>REQUIREMENTS</u>	:	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 (2025), 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 Primary Health Care 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 Primary Health Care Unit. Ensure effective and efficient management of resources. Provide quality patient care, follow norms and standards. Participate in quality improvement programs. Supervise and implement patient care standards. Implement and practice nursing health care in accordance with the statutory laws governing the nursing profession, labor and health care. Implement constructive working relations with nurses and other stakeholders. Ensure compliance of Infection Prevention and Control policies. Ensure that 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.

<u>ENQUIRIES</u>	:	Mr. Emmanuel Makokoropo Tel No: (013) 766 3384 / Ms. Gugu Nkosi Tel No: (013) 766 3103 / Ms. Nomsa Maphanga Tel No: (013) 766 3207 / Ms. Sebenzile Mthisi Tel No: (013) 766 3339, Mr. Mxolisi Maseko Tel No: (013) 766 3351, Mr. Samson Nyoni Tel No: (013) 766 3087 and IT related queries: Help desk Tel No: (013) 766 3018.
<u>POST 29/82</u>	:	<u>OCCUPATIONAL THERAPIST GRADE 1 REF NO: MPDOH/AUG/25/339</u>
<u>SALARY</u>	:	R397 233 - R454 191 per annum
<u>CENTRE</u>	:	Tonga Hospital (Ehlanzeni District)
<u>QUIREMENTS</u>	:	Senior Certificate / Grade 12 plus appropriate qualification that allows for the registration with the HPCSA in the relevant profession (where applicable). Current registration with the HPCSA as an Occupational Therapist (2025) (Independent Practice). A valid work permit will be required from non-South Africans. Grade 1: No experience required after registration with the HPCSA as an Occupational Therapist (Independent Practice). Minimum of 1-year relevant experience after registration with a recognised Foreign Health Professions and / or the HPCSA as an Occupational Therapist (Independent Practice) for foreign qualified employees. Clinical experience in general adult and paediatric assessment and treatment is required. Knowledge in the fields of mental health, vocational rehabilitation, neurology, hand injuries, burns, amputations, developmental delays, etc. is expected. Clinical experience in these fields will be beneficial.
<u>DUTIES</u>	:	To provide optimal and evidence-based occupational therapy in individual and group settings for patients in, out and clinics. To administer standardized and clinical assessments to patients requiring FCEs and other clinical reports. To perform and complete administrative functions including record keeping, statistics, participate in various meetings and awareness campaigns. To plan for and participate in internal and external audits and ensure departmental standards and effective service delivery. To participate in the performance management and training and development programs within the department. To supervise junior level staff. To supervise allocated students and learners.
<u>ENQUIRIES</u>	:	Mr. Emmanuel Makokoropo Tel No: (013) 766 3384 / Ms. Gugu Nkosi Tel No: (013) 766 3103 / Ms. Nomsa Maphanga Tel No: (013) 766 3207 / Ms. Sebenzile Mthisi Tel No: (013) 766 3339, Mr. Mxolisi Maseko Tel No: (013) 766 3351, Mr. Samson Nyoni Tel No: (013) 766 3087 and IT related queries: Help desk Tel No: (013) 766 3018.
<u>POST 29/83</u>	:	<u>CLINICAL TECHNOLOGIST GRADE 1: NEUROLOGY REF NO: MPDOH/AUG/25/340</u>
<u>SALARY</u>	:	R397 233 – R454 191 per annum
<u>CENTRE</u>	:	Rob Ferreira Hospital (Ehlanzeni District)
<u>REQUIREMENTS</u>	:	Senior Certificate / Grade 12 plus an appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as Clinical Technology. Current registration with the HPCSA as Clinical Technologist (2025). Basic life support (BLS). A minimum of two (2) years Dialysis experience will be an added advantage. Grade 1: SA qualified employees: no experience after registration with the HPCSA in the relevant profession (where applicable) in respect of employees who performed Community Service as required in SA. Foreign qualified employees: one (1) year relevant experience after registration with the HPCSA in the relevant profession (where applicable) in respect of employees who performed Community Service as required in SA. Knowledge and insight related to dialysis machines and reverse osmosis/water purification system. Knowledge of infection prevention and control (IPC) protocols. Basic computer literacy. Knowledge of relevant legislation and policy related to nephrology. Ability to function independently as well as part of a multidisciplinary team. Effective 98 communication. Good organizational skill and ability to function under pressure. Must be prepared to work shifts, weekends and public holidays.
<u>DUTIES</u>	:	Deliver safe, comprehensive and quality patient care, with specific reference to renal disease treatment and education according to the Scope of Practice and Renal Care policies and standard procedures. Clinical record keeping, procedures and protocols. Dialysis machine and water purification system operation. Identify, prevent and manage risks to ensure patient safety. Facilitate a positive patient experience by creating a conducive environment.

		Develop/modify an integrated, comprehensive patient-based care plan. Patient assessment and interpretation of blood results.
<u>ENQUIRIES</u>	:	Mr. Emmanuel Makokoropo Tel No: (013) 766 3384 / Ms. Gugu Nkosi Tel No: (013) 766 3103 / Ms. Nomsa Maphanga Tel No: (013) 766 3207 / Ms. Sebenzile Mthisi Tel No: (013) 766 3339, Mr. Mxolisi Maseko Tel No: (013) 766 3351, Mr. Samson Nyoni Tel No: (013) 766 3087 and IT related queries: Help desk Tel No: (013) 766 3018.
<u>POST 29/84</u>	:	<u>PROFESSIONAL NURSE GRADE 1 (PN-A2): GENERAL NURSING REF NO: MPDOH/AUG/25/362 (X22 POSTS)</u>
<u>SALARY CENTRE</u>	:	R324 384 – R382 107 per annum
	:	Gert Sibande District: Amajuba Memorial Hospital (X1 Post) Balfour CHC (X4 Posts) Daggakraal CHC (X1 Post) Driefontein CHC (X1 Post) Embalenhle CHC (X2 Posts) Evander Hospital (X4 Posts) Lebohang CHC (X1 Post) Kinross Clinic (X1 Post) Sakhile Clinic (X1 Post) Nthoroane Clinic (X1 Post) Vukuzakhe Clinic (X1 Post) KwaNgema Clinic (X1 Post) Ermelo Hospital (X3 Posts)
<u>REQUIREMENTS</u>	:	Senior Certificate / Grade 12 or equivalent plus Basic qualification accredited with the SANC in terms of Government Notice (I.E. Diploma/ Degree in General Nursing) equivalent qualification that allows registration with the SANC as Professional Nurse (2025). Grade 1: A minimum of 1-10 years appropriate / recognizable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. Ability to function independently and to prioritize work. Leadership and sound interpersonal skills, problem solving and decision-making skills.
<u>DUTIES</u>	:	Perform a clinical nursing practice in accordance with the scope of practice and nursing standards as determined by the health facility. Promote quality of nursing care as directed by the professional scope of practice and standards. Participate in the implementation of the National Core Standards and Ideal Hospital Realization Framework. Demonstrate effective communication with patients, supervisors and other clinicians, including report writing when required. Work as part of the multi-disciplinary team to ensure quality nursing care. Work effectively, co-operatively amicably with persons of diverse intellectual, cultural, racial or religious differences. Able to plan and organize own work and that of support personnel to ensure proper nursing care. Display a concern for patients, promoting and advocating proper treatment and care including awareness and willingness to respond to patient needs, requirements and expectations (Batho- Pele). Effectively manage resources allocated in your unit.
<u>ENQUIRIES</u>	:	Mr. Emmanuel Makokoropo Tel No: (013) 766 3384 / Ms. Gugu Nkosi Tel No: (013) 766 3103 / Ms. Nomsa Maphanga Tel No: (013) 766 3207 / Ms. Sebenzile Mthisi Tel No: (013) 766 3339, Mr. Mxolisi Maseko Tel No: (013) 766 3351, Mr. Samson Nyoni Tel No: (013) 766 3087 and IT related queries: Help desk Tel No: (013) 766 3018.
<u>POST 29/85</u>	:	<u>PROFESSIONAL NURSE GRADE 1 (PN-A2): WITH MIDWIFERY REF NO: MPDOH/AUG/25/364 (X2 POSTS)</u>
<u>SALARY CENTRE</u>	:	R324 384 – R382 107 per annum
	:	Ehlanzeni District: Mayflower Clinic (X1 Post) Piet Retief Hospital (X1 Post)
<u>REQUIREMENTS</u>	:	Senior Certificate / Grade 12 or equivalent plus Basic qualification accredited with the SANC in terms of Government Notice R425 (I.E. Diploma/ Degree in General Nursing) equivalent qualification that allows registration with the SANC as Professional Nurse (2025). Grade 1: A minimum of 1-10 years appropriate / recognizable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. Ability to function independently and to

prioritize work. Leadership and sound interpersonal skills, problem solving and decision-making skills.

DUTIES

: Perform a clinical nursing practice in accordance with the scope of practice and nursing standards as determined by the health facility. Promote quality of nursing care as directed by the professional scope of practice and standards. Participate in the implementation of the National Core Standards and Ideal Hospital Realization Framework. Demonstrate effective communication with patients, supervisors and other clinicians, including report writing when required. Work as part of the multi-disciplinary team to ensure quality nursing care. Work effectively, co-operatively amicably with persons of diverse intellectual, cultural, racial or religious differences. Able to plan and organize own work and that of support personnel to ensure proper nursing care. Display a concern for patients, promoting and advocating proper treatment and care including awareness and willingness to respond to patient needs, requirements and expectations (Batho- Pele). Effectively manage resources allocated in your unit.

ENQUIRIES

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

**PROVINCIAL ADMINISTRATION: NORTHERN CAPE
OFFICE OF THE PREMIER**

<u>APPLICATIONS</u>	:	Please forward the applications for the post quoting the relevant reference number to: Senior Manager, Human Resources Administration, Office of the Premier, Kimberley, 8300, hand deliver at T & I Building, 69 Monument Heights, Office of the Premier, Ground Floor (Security) and or email to hrarecruitment@ncpg.gov.za
<u>FOR ATTENTION</u>	:	Ms. K. Moremi
<u>CLOSING DATE</u>	:	29 August 2025
<u>NOTE</u>	:	The NC Provincial Government is an equal opportunity, affirmative action employer and aims to achieve gender and disability representativity at this level. Therefore, we specifically call for suitably qualified women and persons with disabilities to apply. Applications must be submitted on the new application for employment form (Z83) and accompanied by a comprehensive CV specifying all qualifications and experience with respective dates. The new form can be downloaded at www.dpsa.gov.za vacancies or obtained from any Public Service Department. Only shortlisted candidates will be required to submit certified copies of qualifications, ID and driver's licence before or on the day of the interview. Failure to comply with these pre-conditions will disqualify applications from being processed. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). No late applications will be accepted. All shortlisted candidates will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be accordingly communicated by the Department. All shortlisted candidates will further be subjected to a personnel suitability check, which includes criminal record checks, verification of qualifications, financial and asset record checks, previous employment verification and citizenship verification.

OTHER POST

<u>POST 29/86</u>	:	<u>PERSONAL ASSISTANT: OFFICE OF THE CHIEF FINANCIAL OFFICER</u> <u>REF NO: PA/FM/2025</u>
<u>SALARY</u>	:	R325 101 per annum (Level 07)
<u>CENTRE</u>	:	Kimberley
<u>REQUIREMENTS</u>	:	Applicants must be in possession of a National Diploma (NQF Level 6) Secretarial/Office Management Diploma. Minimum 3 years' experience rendering support service to Senior Management. Demonstrable competency in acting independently, professionally, accountability and with credibility. General computer literacy. Language skills and ability to communicate well with people at different levels and background. Good telephone etiquette and sound organisational skills. Good people skills. High level of reliability. Written communication skills. Ability to do research and analyse documents and situations. Ability to act with tact and discretion. Basic knowledge of the relevant legislations, policies, prescripts and procedures applicable in the public sector. Basic knowledge of financial administration. A valid driver's license. Competencies: The following key competencies and skills are required for the position: Provide secretarial, administration support, including answering telephone and handling of diary of the Chief Financial Officer, typing letters, memorandums and presentations. Make travel and logistical arrangements for meetings and events. Prepare travel documentation and coordinate bookings. Take minutes during meetings. Develop and maintain an accessible and user-friendly electronic filing system. Perform secretarial and other related tasks. Ensure effective flow of information and documents to and from the office of the CFO. Respond to enquiries received from internal and external stakeholders. Draft documents as required. Manage leave registers. Handle the procurement of standard items such as stationery, refreshments, etc. for the activities of the Unit. Key Responsibilities: Provide secretarial/receptionist support services to the Chief Financial Officer and Senior Managers; Manage incoming and outgoing information of the office; Performs administrative duties pertaining to office affairs; Research and prepare information for office documentation; Provide a professional reception service to internal and external guests and clients.

ENQUIRIES

: Ms. N. Kruger Tel No: (053) 0300 820

**PROVINCIAL ADMINISTRATION: WESTERN CAPE
DEPARTMENT OF AGRICULTURE**

- APPLICATIONS** : Only applications submitted online will be accepted. To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>
- CLOSING DATE** : 08 September 2025
- NOTE** : Shortlisted candidates will be required to submit copies of their documentation for verification purposes. These candidates will be required to complete a practical assessment and attend interviews on a date and time as determined by the department. The selection process will be guided by the EE targets of the employing department. Should you experience difficulties with your online application, kindly note that technical support (challenges with online application) is only available from Monday to Friday from 08:00 to 16:00. you may contact the helpline at 0861 370 214. Otherwise, all other queries relating to the position, kindly contact the enquiries person as indicated in the advert. Please ensure that you submit your application before the closing date as no late applications will be considered.

OTHER POSTS

- POST 29/87** : **SCIENTIST (PRODUCTION LEVEL): BREEDING/ REPRODUCTION/ ANIMAL HOUSING AND WELFARE (ELSENBURG) REF NO: AGR 55/2025**
- SALARY CENTRE REQUIREMENTS** : Grade A: R761 157 - Grade C: R1 144 008 per annum, (OSD as prescribed)
: Department of Agriculture, Western Cape Government
: An appropriate 4-year Degree: BSc (Hons) in Genetics or BSc (Agric) in Animal Science; Compulsory registration with SACNASP (South African Council for Natural Scientific Professions) as a Professional Natural Scientist in Animal Science or Biological Science; Three years post-qualification (research) experience; A valid driving licence. Competencies: Working knowledge of the following: Programme and project management; Scientific methodologies and models; Computer-aided scientific applications; Technical report writing; Data analysis; Policy development and analysis; Presentation skills; Mentoring. Skills in the following: Team leadership; Analytical skills; Communication; Networking; People management; Planning and organising; Problem solving and analysis; Change management; Innovation; Computer literacy; Ability to work independently.
- DUTIES** : Develop and implement methodologies, policies, systems and procedures; Perform scientific analysis and regulatory functions; Research and development; Human capital development. The following will be advantageous: MSc (Agric) or PhD in Animal Sciences/ MSc or PhD in Genetics; A record of publication; Proven ability to conduct research in functional genetics/genomics/breeding within the context of agricultural production or farmed species; Experience with management and processing of scientific data related to genetic analyses.
- ENQUIRIES** : Ms M Mulaudzi Tel No: (021) 808 5220
- POST 29/88** : **SCIENTIST (PRODUCTION LEVEL): NUTRITION AND PRODUCT QUALITY REF NO: AGR 54/2025**
- SALARY CENTRE REQUIREMENTS** : Grade A: R761 157 - Grade C: R1 144 008 per annum, (OSD as prescribed)
: Department of Agriculture, Western Cape Government
: An appropriate 4-year Degree: BSc (Hons) or BSc (Agric) in Animal Science; Compulsory registration with SACNASP (South African Council for Natural Scientific Professions) as a Professional Natural Scientist in Animal Science; Three years post-qualification experience in animal nutrition; A valid driving licence. Competencies: Working knowledge of the following: Programme and project management; Scientific methodologies and models; Computer-aided scientific applications; Technical report writing; Data analysis; Policy development and analysis; Presentation skills; Mentoring. Skills in the following: Team leadership; Analytical skills; Communication; Networking; People management; Planning and organising; Problem solving and analysis; Change management; Innovation; Computer literacy; Ability to work independently; Proven ability to conduct research in animal nutrition.

<u>DUTIES</u>	:	Develop and implement farm animal research methodologies, systems and standard operating procedures; Perform farm animal research data analysis and compliance functions; Research and development; Human capital development. It will be advantageous to have the following: PhD in Animal Science (Nutrition), Proven proficiency in feed formulation and a record of publications in animal nutrition.
<u>ENQUIRIES</u>	:	Ms M Mulaudzi Tel No: (021) 808 5220
<u>POST 29/89</u>	:	<u>COMMUNICATIONS OFFICER: DEPARTMENTAL COMMUNICATION SERVICES (ELSENBURG, STELLENBOSCH) REF NO: AGR 60/2025</u>
<u>SALARY</u>	:	R397 116 - R 467 790 per annum (Level 08)
<u>CENTRE</u>	:	Department of Agriculture, Western Cape Government
<u>REQUIREMENTS</u>	:	An appropriate 3-year National Diploma/B Degree (equivalent or higher qualification) in Communication, Public Relations or related field; A minimum of 1-year relevant experience in communication, public relations, marketing or relevant; A valid Code B (or higher) driving licence. NB: People with disabilities that restrict driving abilities, but who have reasonable access to transport, may also apply. Competencies: Knowledge of the following: Creating and maintaining good relations with people from all walks of life; Communication/Public Relations/Marketing; Graphic design using Adobe Creative Cloud (InDesign, Photoshop, Illustrator) and Canva in the production of communication products; Digital media and photograph; Branding, broadcasting/media liaison, online media (both web and social), research, public speaking, events management, latest trends in communication and information products; Strategic thinking in the agricultural and communication field. Skills in the following: Excellent communication (written and verbal); Computer literacy in MS Office Package (Word, Excel, PowerPoint); Ability to work independently and as part of a team; Ability to implement; Proven ability to organise.
<u>DUTIES</u>	:	Manage Communication Services for the Agricultural Producer Support and Development (APSD) Programme, the Branch ADSS and the Western Cape Department of Agriculture: Manage public enquiries relating to the APSD Programme as well as the department; Enhance the department's corporate identity and brand; Develop and implement communication campaigns and products; Design and rollout of above-the-line communication campaigns and products in collaboration with relevant stakeholders (programmes, regions and facilities); Build relations and collaborate with stakeholders to ensure a common communication message to the sector through the coordination of and participation in functions, exhibitions, conferences, roadshows and other events of the Programme as well as the Department; Compile, edit and develop communication and information products such as brochures, posters, invitations, letters advertisements and publications (such as the departmental magazine) in consultation with the Head of Communication (HoC) of the department; Assist with the sponsorship campaign for the World Food Day event as well as any other similar events hosted by the department; Write as well as collect articles toward the written publications of the Department (internal and external) such as writing of "feel good" human interest stories of farmers and other; Provide information timeously to the HoC for media related matters, social media and website content; Edit videos and other digital content; Update the website with relevant information; Ensure administrative compliance and adherence to reporting processes and structures; Develop a photo library through photographic services at events as well as of projects; Work with and give direction to communication related service providers such as videographers and writers.
<u>ENQUIRIES</u>	:	Mary James Tel No: (021) 808 5008 / Cell: 084 817 2376
<u>POST 29/90</u>	:	<u>SCIENTIFIC TECHNICIAN (PRODUCTION LEVEL): ANALYTICAL SERVICES (ELSENBURG) REF NO: AGR 56/2025</u>
<u>SALARY</u>	:	Grade A: R391 671 - R418 332 per annum Grade B: R442 389 - R473 778 per annum Grade C: R498 816 - R586 665 per annum (Salary will be determined based on post registration experience as per OSD prescribed).
<u>CENTRE</u>	:	Department of Agriculture, Western Cape Government

<u>REQUIREMENTS</u>	:	An appropriate 3-year National Diploma (equivalent or higher qualification); Compulsory registration with SACNASP (South African Council for Natural Scientific Professions) as a Certificated Natural Scientist in the appropriate scientific field; Three years post-qualification technical (scientific) experience; A valid driving licence. Competencies: Knowledge of the following: Plant analyses; Relevant equipment; Major crops in the Western Cape; Written and verbal communication skills; Computer literacy in MS Office package and LIMS (Word, Excel, PowerPoint); Technical skills; Ability to work independently and as part of a team.
<u>DUTIES</u>	:	Analyse samples (plant material) and respond to clients; Development of new analytical procedures; Supervise, mentor and guide Laboratory Assistants; Keep up to date with regard to the applicable prescripts, policies, procedures, technologies and new development to be able to render an efficient and effective service; Agricultural laboratory plant analyses; Experience with LIMS and ICP equipment.
<u>ENQUIRIES</u>	:	Ms A Swanepoel Tel No: (021) 808 5320
<u>POST 29/91</u>	:	<u>SCIENTIFIC TECHNICIAN (PRODUCTION LEVEL): BREEDING/REPRODUCTION/ ANIMAL HOUSING AND WELFARE (RIVIERSONDEREND) REF NO: AGR 59/2025</u>
<u>SALARY</u>	:	Grade A: R391 671 - R418 332 per annum Grade B: R442 389 - R473 778 per annum Grade C: R498 816 - R586 665 per annum (Salary will be determined based on post registration experience as per OSD prescribed).
<u>CENTRE REQUIREMENTS</u>	:	Department of Agriculture, Western Cape Government
	:	An appropriate 3-year National Diploma (equivalent or higher qualification) in Animal Science or relevant; Compulsory registration with SACNASP (South African Council for Natural Scientific Professions) as a Certificated Natural Scientist in Animal Science; Three years post qualification technical (scientific) experience; A valid driving licence. Competencies: Knowledge of the following: Programme and project management; Scientific methodologies and models; Computer aided scientific applications; Technical report writing; Data analysis; Policy development and analysis; Presentation and mentoring; Skills needed: Written and verbal communication; Proven computer literacy; Team leadership; Analytical; Networking; People management; Planning and organising; Problem solving and analysis; Change management; Innovation; Ability to work independently.
<u>DUTIES</u>	:	Develop and implement methodologies, policies, systems and procedures; Provide technical support and advice; Perform technical scientific analysis and regulatory functions; Research and development; Human capital development. The following will have advantageous: Working knowledge of fine wool production systems, wool classification and testing; Experience in recording and coordination of research data related to animal science or breeding research.
<u>ENQUIRIES</u>	:	Ms M Mulaudzi Tel No: (021) 808 5220
<u>POST 29/92</u>	:	<u>LABORATORY ASSISTANT: ANALYTICAL SERVICES (ELSENBURG) REF NO: AGR 53/2025</u>
<u>SALARY</u>	:	R193 359 - R227 766 per annum (Level 04)
<u>CENTRE REQUIREMENTS</u>	:	Department of Agriculture, Western Cape Government
	:	Senior Certificate (Grade 12 or equivalent qualification). Competencies: Knowledge of laboratory (soil, plants and water); Good analytical skills, attention to detail, technical accuracy; Computer literacy; Must be able to plan to and meet strict deadlines; Ability to work under pressure and follow methods.
<u>DUTIES</u>	:	Prepare samples for analyses; Perform routine analysis of samples under mentorship/ supervision of senior personnel; Perform basic maintenance on selected equipment and instrumentation; Report all faulty equipment and instrumentation; Maintain tidiness of laboratories; Clean/ sterilize glassware and equipment; Perform basic maintenance and control functions of lab equipment and stock; Perform administrative and related functions including complying with health and safety regulations; Laboratory (soil, plants, water) analyses; Experience in the research environment.
<u>ENQUIRIES</u>	:	Annelene Swanepoel Tel No: (021) 808 5320

POST 29/93 : **AUXILIARY SERVICES OFFICER: RESEARCH: BREEDING/REPRODUCTION/ ANIMAL HOUSING AND WELFARE (OUDTSHOORN)**
REF NO: AGR 58/2025

SALARY : R193 359 - R227 766 per annum (Level 04)
CENTRE : Department of Agriculture, Western Cape Government
REQUIREMENTS : Grade 11/NQF Level 3 (equivalent or higher qualification); A minimum of 1 year of animal handling and management experience. Competencies: Knowledge of the following: Computer literacy; Technical report writing, Data management; Interpersonal relationships and communication; Reliability and ability to work independently; Planning, organising and analytical skills; Problem solving and innovation; Animal-handling; This will be advantageous: A valid (Code B or higher) driving licence. NB: People with disabilities that restrict driving abilities, but who have reasonable access to transport, may also apply.

DUTIES : Perform ostrich-specific research activities and associated tasks; Maintenance of natural resources; Administration; Management of Human Resources; Technology transfer. An animal production/science related qualification will be advantageous.

ENQUIRIES : Dr P Muvhali Tel No: (021) 808 5229

DEPARTMENT OF CULTURAL AFFAIRS AND SPORT

CLOSING DATE : 08 September 2025
NOTE : Shortlisted candidates will be required to submit copies of their documentation for verification purposes. These candidates will be required to complete a practical assessment and attend interviews on a date and time as determined by the department. The selection process will be guided by the EE targets of the employing department. Should you experience difficulties with your online application, kindly note that technical support (challenges with online application) is only available from Monday to Friday from 08:00 to 16:00. you may contact the helpline at 0861 370 214. Otherwise, all other queries relating to the position, kindly contact the enquiries person as indicated in the advert. Please ensure that you submit your application before the closing date as no late applications will be considered.

OTHER POSTS

POST 29/94 : **DEPUTY DIRECTOR: CENTRAL ORGANISATION REF NO: CAS 35/2025**

SALARY : R896 436 per annum (Level 11), (all-inclusive salary package)
CENTRE : Department of Cultural Affairs and Sport, Western Cape Government
REQUIREMENTS : An appropriate 3-year National Diploma/B-Degree (equivalent or higher qualification) in Library and Information Services or related qualification; A minimum of 3 years' management level experience. Competencies: Knowledge of the following: Public Finance Management Act and Supply Chain Management processes; Library Information Management Systems; Selection, Cataloguing and Processing of Library Material; Communications and Marketing; Asset Management; Sita Library Information Management System (SLIMS); It will be advantageous to have a valid (Code B or higher) driving licence. NB: People with disabilities that restrict driving abilities, but who have reasonable access to transport, may also apply. Skills needed: Proven computer literacy (MS Office); Communication skills (written and verbal); Negotiation and Conflict Management; Ability to work independently and as part of a team.

DUTIES : Responsible for the Library Information Management System (LIMS); Manage the publication of the Annual Review and the Cape Librarian; Co-ordinate the selection, acquisitions, cataloguing and processing processes; Responsible for performance management, recruitment and disciplinary matters of staff in Central Organisation; Ensure effective supply chain management and financial management within Programme 3: Library and Archive Services; Asset management of library material and capital assets; Coordinate general administrative matters including the fleet and OHSA.

ENQUIRIES : Ms C Sani Tel No: (021) 483 2273
APPLICATIONS : Only applications submitted online will be accepted. To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>

<u>POST 29/95</u>	:	<u>ASSISTANT DIRECTOR: RECORDS MANAGEMENT REF NO: CAS 28/2025</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R468 459 - R561 894 per annum (Level 09) Department of Cultural Affairs and Sport, Western Cape Government An appropriate 3-year National Diploma/B-Degree (equivalent or higher qualification); A minimum of 3 years relevant experience. Competencies: Knowledge of the following: Public Service legislation, including POPI, PAIA and PAJA; Records Management Systems; Electronic Content Management; Policies and prescripts related to records and knowledge management; Western Cape ICT Governance Charter; Written and verbal communication skills.
<u>DUTIES</u>	:	Develop and maintain departmental physical records system; Provide a registry service; Develop and maintain electronic content; People management; It will be advantageous to have experience in ICT Governance.
<u>ENQUIRIES APPLICATIONS</u>	:	Mr S Julie Tel No: (021) 483 3134 Only applications submitted online will be accepted. To apply submit your application online only: via http://www.westerncape.gov.za/jobs or https://westerncapegov.erecruit.co
<u>POST 29/96</u>	:	<u>CHIEF LANGUAGE PRACTITIONER (ISIXHOSA): TRANSLATION AND INTERPRETING SERVICES REF NO: CAS 34/2025</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R468 459 - R561 894 per annum (Level 09) Department of Cultural Affairs and Sport, Western Cape Government An appropriate 3-year National Diploma/B-Degree (equivalent or higher qualification); A minimum of 3 years appropriate experience. Competencies: Knowledge of the following: Profound working knowledge of English and IsiXhosa; English and IsiXhosa translation and editing of all official documents. Skills needed: Written and verbal communication in English and isiXhosa; Language skills; Strong leadership; Proven computer literacy; Strong planning and organisational skills; Ability to work independently and as part of a team.
<u>DUTIES</u>	:	Ensuring the provision of translation, editing and interpreting services; Quality assurance of all documents; Render language advisory services; Implement the necessary policy and procedures with regard to provincial language services; Develop and record terminology; Compile and maintain databases relating to language services rendered; Perform administrative tasks; Financial administration, including procurement and tender processes; Human resource management; It will be advantageous to have experience in: Editing and translation of English/IsiXhosa documents; Procurement procedures and Terminology development.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms G. Abdullatief at email: Gadija.Abdullatief@westerncape.gov.za Only applications submitted online will be accepted. To apply submit your application online only: via http://www.westerncape.gov.za/jobs or https://westerncapegov.erecruit.co
<u>POST 29/97</u>	:	<u>LANGUAGE PRACTITIONER (ISIXHOSA): TRANSLATION AND INTERPRETING SERVICES REF NO: CAS 33/2025</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R397 116 - R467 790 per annum (Level 08) Department of Cultural Affairs and Sport, Western Cape Government An appropriate 3-year National Diploma/B-Degree (equivalent or higher qualification); A minimum of 1-year relevant work experience. Competencies: Knowledge of the following: Profound working knowledge of English and IsiXhosa; Editing and translation of documents; Editing and translation of documents; Terminology development. Skills in the following: Excellent written and verbal communication in English and isiXhosa; Excellent language skills; Computer literacy in MS Office Package (Word, Excel, PowerPoint etc); Ability to work independently and as part of a team; Strong planning and organisational skills.
<u>DUTIES</u>	:	Render language advisory services; Translate documents in the official languages; Edit documents; Facilitate provision of interpreting services; Develop and record terminology; Compile and maintain databases relating to language matters; Perform administrative tasks; It will be advantageous to be well versed in English and IsiXhosa.
<u>ENQUIRIES</u>	:	Ms M Davidson at Meryl.Davidson@westerncape.gov.za

<u>APPLICATIONS</u>	:	Only applications submitted online will be accepted. To apply submit your application online only: via http://www.westerncape.gov.za/jobs or https://westerncapegov.erecruit.co
<u>POST 29/98</u>	:	<u>ARCHIVIST: DIGITISATION OF ARCHIVAL RECORDS REF NO: CAS 29/2025</u>
<u>SALARY</u>	:	R325 101 - R382 959 per annum (Level 07)
<u>CENTRE</u>	:	Department of Cultural Affairs and Sport, Western Cape Government
<u>REQUIREMENTS</u>	:	An appropriate 3-year National Diploma/B-Degree (equivalent or higher qualification) in Archival studies or with history as a main subject; A valid code B (or higher) driving licence. Note: People with disabilities that restrict driving abilities but have reasonable access to transport may also apply. Competencies: Knowledge of the following: Legislative framework, governing the public service; Registry duties; Storage and retrieval of archival records; Procedures in terms of the working environment; Archival Automated retrieval systems and capturing of meta data; Archival systems and procedures; Digitisation of Archival records; Archival policies and legislation; It will be advantageous to have the following experience: Digitising of archival records; Archival legislation and policies. Skills needed: Proven computer literacy (MS Office); Written and verbal communication; Teamwork; Writing reports; Ability to work independently and as part of a team.
<u>DUTIES</u>	:	Scanning of records and maps; Digitisation of archival records; Skills development and administration; Stored and managed scanned images on MyContent follow the relevant steps at all times.
<u>ENQUIRIES</u>	:	Ms C Ngobo Tel No: (021) 483 0400
<u>APPLICATIONS</u>	:	Only applications submitted online will be accepted. To apply submit your application online only: via http://www.westerncape.gov.za/jobs or https://westerncapegov.erecruit.co
<u>POST 29/99</u>	:	<u>ARCHIVIST: ELECTRONIC RECORDS MANAGEMENT REF NO: CAS 30/2025</u>
<u>SALARY</u>	:	R325 101 - R382 959 per annum (Level 07)
<u>CENTRE</u>	:	Department of Cultural Affairs and Sport, Western Cape Government
<u>REQUIREMENTS</u>	:	An appropriate 3-year National Diploma/B-Degree (equivalent or higher qualification) in Information Management Systems or related qualification; A valid (Code B or higher) driving licence. NB: People with disabilities that restrict driving abilities, but who have reasonable access to transport, may also apply. Competencies: Knowledge of the following: Legislation, policies and procedures of the Western Cape Archives and Records Service; Public Management practices in SA and in other countries; Financial Management and Supply Chain Management Services; Public Service reporting structures; Strategic planning; Meeting procedures; It will be advantageous to have a Post Graduate Qualification in Archival Studies. Skills needed: Communication (written and verbal); Proven computer literacy; Research; Problem solving; Analytical and strategic thinking; Presentation skills.
<u>DUTIES</u>	:	Approval of electronic records management systems; Development and maintenance of electronic records management systems; Audits of electronic records management systems; Guides and directives: compilation, update and distribution.
<u>ENQUIRIES</u>	:	Mr M Mazibuko Tel No: (021) 483 0402
<u>APPLICATIONS</u>	:	Only applications submitted online will be accepted. To apply submit your application online only: via http://www.westerncape.gov.za/jobs or https://westerncapegov.erecruit.co
<u>POST 29/100</u>	:	<u>PERSONAL ASSISTANT: OFFICE OF THE HEAD OF DEPARTMENT REF NO: CAS 31/2025</u>
<u>SALARY</u>	:	R325 101 – R382 959 per annum (Level 07)
<u>CENTRE</u>	:	Department of Cultural Affairs and Sport, Western Cape Government
<u>REQUIREMENTS</u>	:	Grade 12 (Senior Certificate or equivalent qualification) plus an accredited secretarial diploma and/or administrative qualification on the level of NQF level 5 or relevant higher tertiary qualification; A minimum of 3 years relevant experience in rendering secretarial/ administrative support services to management/ senior management. Competencies: Knowledge of the following: Relevant legislation, policies, prescripts and procedures; Financial

		administration; Information systems (LOGIS); Reporting procedures. Skills needed: Interpersonal relations; Written and verbal communication; Analytical thinking, Planning and organising, Computer Literacy, Interpreting regulations. It will be advantageous to have a valid (Code B or higher) driving licence. NB: People with disabilities that restrict driving abilities, but who have reasonable access to transport, may also apply.
<u>DUTIES</u>	:	Provide a secretarial/receptionist support service to the manager; Provides support to manager regarding meetings; Studies the relevant Public Service and departmental prescripts/policies and other documents and ensure that the application thereof is understood properly; Renders administrative support services; Supports the manager with the administration of the manager's budget.
<u>ENQUIRIES APPLICATIONS</u>	:	Mr D Burger Tel No: (021) 483 9505
	:	Only applications submitted online will be accepted. To apply submit your application online only: via http://www.westerncape.gov.za/jobs or https://westerncapegov.erecruit.co
<u>POST 29/101</u>	:	<u>SCHOOL SPORT COORDINATOR: SCHOOL SPORT REF NO: CAS 36/2025 (X5 POSTS)</u> (3-Year Contract Position)
<u>SALARY CENTRE REQUIREMENTS</u>	:	R228 321 - R268 950 per annum (Level 05), plus 37% in lieu of benefits
	:	Department of Cultural Affairs and Sport, Western Cape Government
	:	Senior Certificate (Grade 12 or equivalent qualification); A minimum of 1 year experience in coaching or administration in at least one of the specific codes: Aquatics, Gymnastics, Netball and Table Tennis/ Athletics, Basketball, Goalball and Tennis/ Baseball, Football, Hockey and Softball/ Chess, Cricket, Rugby and Volleyball/ Kgati, Kho-Kho, Jukskei and Morabaraba. Competencies: Knowledge of the following: Recreation-based activities, School Sport activities and relevant next-level participation, e.g. inter - school participation; Relevant recreation, school sport, and sport in general policies, rules, and regulations; National Sport and Recreation Plan; Prescripts surrounding the Public Service, e.g. Public Service Act & Regulations and Public Finance Management Act (PFMA); It will be advantageous to have a valid (Code B or higher) driving licence. Skills needed: Numeracy; Literacy; Computer Literacy; Project Management; Presentation; Networking; Written and verbal communication; Interpersonal; Problem solving and strong ability to handle conflict; Ability to work under pressure; Proven leadership, managerial, administrative and asset management skills; Research and inter-sectoral collaboration skills; Ability to function as a team member; Ability to liaise with personnel at all levels; Possess presentation skills; Possess decision-making skills; Mediation skills; Be innovative and creative; Be tactful; and people and performance management skills.
<u>DUTIES</u>	:	To support and work closely with federation code specific structures, for the relevant sport or Indigenous codes to be developed in the following areas: To link the school sport code specific structures with their respective federation structure in order: To assist with the implementation of code development for the relevant priority codes: Ensure that code specific accredited training is delivered to educators, coaches and volunteers: Manage the collection of statistics, collate reports, and maintain a database of participants and track their development; Monitoring and evaluation; It will be advantageous to have experience managing activities, events, and people.
<u>ENQUIRIES APPLICATIONS</u>	:	Mr C Meyer Tel No: (021) 483 9530
	:	Only applications submitted online will be accepted. To apply submit your application online only: via http://www.westerncape.gov.za/jobs or https://westerncapegov.erecruit.co
<u>POST 29/102</u>	:	<u>SCHOOL SPORT COORDINATOR: RECREATION REF NO: CAS 37/2025</u> (3-Year Contract Position)
<u>SALARY CENTRE REQUIREMENTS</u>	:	R228 321- R268 950 per annum (Level 05), plus 37% in lieu of benefits
	:	Department of Cultural Affairs and Sport, Western Cape Government
	:	Senior Certificate (Grade 12 or equivalent qualification); A minimum of 1 year experience in coaching or administration in at least one of the specific codes (Dibeke/Intonga/Kho-Kho); A valid (Code B or higher) driving licence. Competencies: Knowledge of the following: Recreation-based activities, School Sport activities and relevant next-level participation, e.g. inter - school

		participation; Relevant recreation, school sport, and sport in general policies, rules, and regulations; National Sport and Recreation Plan; Prescripts surrounding the Public Service, e.g. Public Service Act & Regulations and Public Finance Management Act (PFMA); It will be advantageous to have experience of managing activities, events and people. Skills needed: Numeracy; Literacy; Computer Literacy; Written and verbal communication; Project Management; Presentation; Networking; Interpersonal; Problem solving and strong ability to handle conflict; Ability to work under pressure; Proven leadership, managerial, administrative and asset management skills; Research and inter-sectoral collaboration skills; Ability to function as a team member; Ability to liaise with personnel at all levels; Possess presentation skills; Possess decision-making skills; Mediation skills; Be innovative and creative; Be tactful; and people and performance management skills.
<u>DUTIES</u>	:	To support and work closely with federation code specific structures, for the relevant sport or Indigenous codes to be developed in the following areas: To link the school sport code specific structures with their respective federation structure in order: To assist with the implementation of code development for the relevant priority codes: Ensure that code specific accredited training is delivered to educators, coaches and volunteers: Manage the collection of statistics, collate reports, and maintain a database of participants and track their development; Monitoring and evaluation.
<u>ENQUIRIES</u>	:	Mr J Urion Tel No: (021) 483 9629
<u>APPLICATIONS</u>	:	Only applications submitted online will be accepted. To apply submit your application online only: via http://www.westerncape.gov.za/jobs or https://westerncapegov.erecruit.co
<u>POST 29/103</u>	:	<u>ADMINISTRATION CLERK: RESEARCH SECTION REF NO: CAS 27/2025</u>
<u>SALARY</u>	:	R228 321- R268 950 per annum (Level 05)
<u>CENTRE</u>	:	Department of Cultural Affairs and Sport, Western Cape Government
<u>REQUIREMENTS</u>	:	Grade 12 (Senior Certificate or equivalent qualification). Competencies: Knowledge of the following: Office Administration and filing; Statistical proficiency; Information retrieval; Data capturing. Skills needed: Proven computer literacy (MS Office); Written and verbal communication.
<u>DUTIES</u>	:	Information management and retrieval; Research and fieldwork; Information retrieval; Data capturing; Office Administration.
<u>ENQUIRIES</u>	:	Mr N Adonis Tel No: (021) 483 2145/ Neville.adonis@westerncape.gov.za
<u>APPLICATIONS</u>	:	Only applications submitted online will be accepted. To apply submit your application online only: via http://www.westerncape.gov.za/jobs or https://westerncapegov.erecruit.co
<u>POST 29/104</u>	:	<u>LIBRARY AID: LIBRARY SERVICE (STELLENBOSCH) REF NO: CAS 32/2025</u>
<u>SALARY</u>	:	R138 486 - R163 131 per annum (Level 02)
<u>CENTRE</u>	:	Department of Cultural Affairs and Sport, Western Cape Government
<u>REQUIREMENTS</u>	:	Grade 10 (or equivalent qualification). Competencies: A good understanding of stock, stores, control measures; Computer Literacy; Numeracy; Ability to work independently and as part of a team; Communication skill (written and verbal); Interpersonal skills; It will advantageous to a valid (Code B or higher) driving licence. NB: People with disabilities that restrict driving abilities, but who have reasonable access to transport, may also apply.
<u>DUTIES</u>	:	Processing and handling library stock and equipment; Postage and messenger tasks; Auxiliary Service.
<u>ENQUIRIES</u>	:	Mr S Booysen Tel No: (021) 483 2332
<u>APPLICATIONS</u>	:	To apply, please complete an application form (Z 83) and current CV (5 pages maximum). The post being applied for and the reference number must be clearly indicated on the Z83 application form. To submit your application, there are 3 methods in which you can apply, please only use 1 of the following: 1. Hand deliver your application for Attention: Western Cape Government Jobs, 44 Gannet Street Pelican Heights, Cape Town (From Monday to Friday between 07:00am to 17:00pm); Or 2. Post your application for Attention: Western Cape Government Jobs, PO Box 22432, Fish Hoek, 7974, Or 3. Email your application to, westerncape@respond.co.za Clearly indicate the reference number of post in email subject line and ensure attachments are in the appropriate format (MS Word or PDF).

NOTE : Applications not submitted on or before the closing date as well as faxed copies will not be considered. If you did not receive any correspondence within 3 months of closing date, consider your application as unsuccessful.

DEPARTMENT OF ECONOMIC DEVELOPMENT AND TOURISM

APPLICATIONS : Only applications submitted online will be accepted. To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>

CLOSING DATE : 08 September 2025

NOTE : Shortlisted candidates will be required to submit copies of their documentation for verification purposes. These candidates will be required to complete a practical assessment and attend interviews on a date and time as determined by the department. The selection process will be guided by the EE targets of the employing department. Should you experience difficulties with your online application, kindly note that technical support (challenges with online application) is only available from Monday to Friday from 08:00 to 16.00. you may contact the helpline at 0861 370 214. Otherwise, all other queries relating to the position, kindly contact the enquiries person as indicated in the advert. Please ensure that you submit your application before the closing date as no late applications will be considered.

OTHER POSTS

POST 29/105 : **ASSISTANT DIRECTOR: MANAGEMENT ACCOUNTING REF NO: DEDAT 37/2025**

SALARY : R468 459 - R561 894 per annum (Level 09)

CENTRE : Department of Economic Development and Tourism, Western Cape Government

REQUIREMENTS : An appropriate 3-year B-Degree (equivalent or higher qualification) with Accounting or Economics as majors; A minimum of 3 years relevant experience in a financial management environment; A valid (Code B or higher) driving licence. NB: People with disabilities that restrict driving abilities, but who have reasonable access to transport, may also apply. Competencies: Knowledge of the following: Financial norms and standards (Public Finance Managements Act, National Treasury regulations, Provincial Treasury Directives etc); Medium-Term Expenditure Framework Budget process and procedures; Principles and Practices of Financial Accounting; Government Accounting Standards (GRAP); Economic Reporting Framework including Standards Charts of Accounts; Government Financial Systems. Skills needed: Proven computer literacy (MS Office); Written and verbal communication; Numeracy; Literacy.

DUTIES : Planning – Coordinate, review, analyse and quality assure the financial supporting information for planning purposes; Budgeting – Coordinate, review, analyse and quality assure the budget preparation process; Reporting – Coordinate, review, analyse and quality assure the management accounting reporting processes; Manage the operational processes, resources and procedures associated with the management accounting functions.

ENQUIRIES : Mr R le Breton Tel No: (021) 483 9158 /Robert.lebreton@westerncape.gov.za

POST 29/106 : **ASSISTANT DIRECTOR: MANAGEMENT ACCOUNTING REF NO: DEDAT 39/2025**

SALARY : R468 459 - R561 894 per annum (Level 09)

CENTRE : Department of Economic Development and Tourism, Western Cape Government

REQUIREMENTS : An appropriate 3-year B-Degree (equivalent or higher qualification) with Accounting or Economics as majors; A minimum of 3 years relevant experience in a financial management environment; A valid (Code B or higher) driving licence. NB: People with disabilities that restrict driving abilities, but who have reasonable access to transport, may also apply. Competencies: Knowledge of the following: Financial norms and standards (Public Finance Managements Act, National Treasury regulations, Provincial Treasury Directives etc); Medium-Term Expenditure Framework Budget process and procedures; Principles and Practices of Financial Accounting; Government Accounting Standards (GRAP); Economic Reporting Framework including Standards

		Charts of Accounts; Government Financial Systems. Skills needed: Proven computer literacy (MS Office); Written and verbal communication; Numeracy; Literacy.
<u>DUTIES</u>	:	Effective and efficient operational management of the revenue and expenditure sub-component; Manage Revenue and Expenditure Portfolio; Committees/ Forums/Working Groups.
<u>ENQUIRIES</u>	:	Mr R le Breton Tel No: (021) 483 9158 / Robert.lebreton@westerncape.gov.za
<u>POST 29/107</u>	:	<u>SUPPLY CHAIN MANAGEMENT PRACTITIONER: SUPPLY CHAIN MANAGEMENT REF NO: DEDAT 38/2025</u>
<u>SALARY CENTRE</u>	:	R397 116 - R467 790 per annum (Level 08)
	:	Department of Economic Development and Tourism, Western Cape Government
<u>REQUIREMENTS</u>	:	An appropriate 3-year National Diploma/B-Degree (equivalent or higher qualification); A minimum of 2 years' administrative experience in a Supply Chain Management environment. Competencies: Knowledge of the following: Public Finance Management Act; Supply Chain Management; Procurement prescripts. Skills needed: Communication (written and verbal) skills; Report writing skills; Proven computer literacy skills (MS Office); Decision making; Organising and Planning; Problem Solving; Analytical.
<u>DUTIES</u>	:	Provide the following services: Demand management, Acquisition management, Contract management, Logistics and payment, File and database management and general administration.
<u>ENQUIRIES</u>	:	Mr T Malgas Tel No: (021) 483 9148
<u>POST 29/108</u>	:	<u>SENIOR STATE ACCOUNTANT: FINANCIAL ACCOUNTING (X2 POSTS), REF NO: DEDAT 41/2025</u>
<u>SALARY CENTRE</u>	:	R397 116 - R467 790 per annum (Level 08)
	:	Department of Economic Development and Tourism, Western Cape Government
<u>REQUIREMENTS</u>	:	An appropriate 3-year National Diploma/ B-Degree (or equivalent qualification) with Financial Accounting or Economics as a major; A minimum of 1 year relevant experience required in a Financial Accounting or similar working environment. Competencies: Knowledge of the following: Financial background (Public Sector Finance recommended; Accounting principles; Public Finance Management Act (PFMA); National Treasury Regulations (NTR); Division of Revenue Act; Departmental instructions and delegations; Basic Accounting Systems; Compilation of Annual Financial Statements; It will be advantageous to have a financial background in Public Sector Finance; Prescripts/circulars, legislation and guidelines issued by National / Provincial Treasury. Skills needed: Analytical thinking; Strategic thinking; Communication (written and verbal); Computer literacy; Ability to analyse, conceptualise and implement policy; Presentation; Problem solving; Conflict resolution; People management; Ability to work under pressure and meet strict deadlines; Ability to work independently and as part of a team.
<u>DUTIES</u>	:	Control and management of miscellaneous and transfer payments; Preparation of financial statements and reporting; Collection and recording of revenue and petty cash control; Management of journals; People management.
<u>ENQUIRIES</u>	:	Mr N Kagee Tel No: (021) 483 0160
<u>POST 29/109</u>	:	<u>TRANSPORT OFFICER: SUPPLY CHAIN MANAGEMENT REF NO: DEDAT 36/2025</u>
<u>SALARY CENTRE</u>	:	R325 101 - R382 959 per annum (Level 07)
	:	Department of Economic Development and Tourism, Western Cape Government
<u>REQUIREMENTS</u>	:	An appropriate 3-year National Diploma/B-Degree (equivalent or higher qualification); A minimum of 1 year experience in transport administration; A valid (Code B or higher) driving licence. NB: People with disabilities that restrict driving abilities, but who have reasonable access to transport, may also apply. Competencies: Knowledge of the following: Transport management systems and government vehicles usage policies; Fleet maintenance and control procedures; Public Finance Management Act, Treasury Regulation and Transport Circulars. Skills needed: Written and verbal communication;

	Decision-making; Planning, Analytical thinking; Computer literacy (fleet database, MS Office); Report writing; Organising and co-ordination.
<u>DUTIES</u>	: Render advise and administrative support on transport, Coordinate and facilitate maintenance and servicing of vehicles, Coordinate monthly GMT invoice payments and Conduct employee supervision.
<u>ENQUIRIES</u>	: Ms J Hendricks Tel No: (021) 483 9413
<u>POST 29/110</u>	: <u>ADMINISTRATIVE SUPPORT OFFICER: SKILLS DEVELOPMENT REF NO: DEDAT 40/2025</u>
<u>SALARY CENTRE</u>	: R325 101 - R382 959 per annum (Level 07) : Department of Economic Development and Tourism, Western Cape Government
<u>REQUIREMENTS</u>	: An appropriate 3-year National Diploma/B-Degree (equivalent or higher qualification); A minimum of 1-year administrative experience. Competencies: Knowledge of the following: Provincial and national strategies to address Sector development; Micro economic development strategy; Relevant software packages and sound application of relevant computer programmes (i.e. BAS); Relevant legislation, policies, prescripts and procedures; Financial administration. Skills needed: Report writing; Organising and planning; Time management; Accuracy and numeracy; Computer literacy; Communicate (written and verbally); Content design; Analytical; Monitoring, evaluation and reporting; Interpersonal; Presentation; Problem Solving; Research.
<u>DUTIES</u>	: Render line administrative support services; Co-ordinate monitoring and evaluation activities and maintain the relevant systems; Provide support to the Directorate in respect of supply chain management; Render Communication support for the Chief Directorate; It will be advantageous to have experience in the skills or education ecosystem.
<u>ENQUIRIES</u>	: Ms M Parker Tel No: (021) 483 9011

ENVIRONMENTAL AFFAIRS AND DEVELOPMENT PLANNING

<u>APPLICATIONS</u>	: Only applications submitted online will be accepted. To apply submit your application online only: via http://www.westerncape.gov.za/jobs or https://westerncapegov.erecruit.co
<u>CLOSING DATE</u>	: 08 September 2025
<u>NOTE</u>	: Shortlisted candidates will be required to submit copies of their documentation for verification purposes. These candidates will be required to attend interviews on a date and time as determined by the department. The selection process will be guided by the EE targets of the employing department. Should you experience difficulties with your online application, kindly note that technical support (challenges with online application) is only available from Monday to Friday from 08:00 to 16.00. you may contact the helpline at 0861 370 214. Otherwise, all other queries relating to the position, kindly contact the enquiries person as indicated in the advert. Please ensure that you submit your application before the closing date as no late applications will be considered.

OTHER POST

<u>POST 29/111</u>	: <u>ENVIRONMENTAL OFFICER (PRODUCTION LEVEL): ENVIRONMENTAL IMPACT ASSESSMENT REF NO: EADP 18/2025</u> (12-Month Contract)
<u>SALARY CENTRE</u>	: R343 842 per annum, (OSD as prescribed)
<u>REQUIREMENTS</u>	: Environmental Affairs and Development Planning, Western Cape Government : An appropriate 3-year tertiary National Diploma/B-Degree in Environmental Management, Natural or Environmental Sciences or related field; A valid driving license (Code B or higher); Registered as a Candidate Environmental Assessment Practitioner (EAP) or Registered as an EAP with the Environmental Assessment Practitioners Association of South Africa (EAPASA): already registered; or meets the requirements for registration and have either already applied for registration or will by a certain date apply for registration (appointment will be conditional to actual registration with EAPASA by a specified date). Competencies: Knowledge in the following: Balanced environmental knowledge including biophysical knowledge of the functioning of ecosystems, interactions and other environmental aspects; Methodologies and techniques for evaluation of environmental impact assessments;

Methodologies for the evaluation of environmental management programme reports, as well as environmental monitoring, audit and ECO reports; Practical implementation of environmental policies, guidelines, norms and standards; Environmental management systems; Practical implementation of environmental legislation, policies, norms and guidelines; Integrated Environmental Management; EIA process applicable in the Western Cape. Skills needed: Written and verbal communication; Report writing; Problem Solving.

- DUTIES** :
- Maintain quality and productivity with regards to evaluation of applications in terms of the relevant environmental legislation; Implementation of the compliance monitoring and auditing strategy for environmental authorisations; Maintain quality and productivity with regards to the processing of post-decision reports and applications, for example, amendment applications, Environmental Audit reports and ECO reports; Maintain quality and productivity with regard to provision of comment on assigned non-applications; Leadership in assigned projects; Qualifications with respect to environmental management, natural or environmental sciences or related field; It will be advantageous to have working knowledge and experience in the following: Review of EIA applications; Integrated Environmental Management, including applicable legislation and policies; Post-decision requirements (e.g amendment applications, Environmental Audit reports and ECO reports).
- ENQUIRIES** :
- Mr E van Boom Tel No: (021) 483 2877

DEPARTMENT OF HEALTH AND WELLNESS

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

- NOTE** :
- It will be expected of candidates to be available for selection interviews on a date, time and place as determined by the Department. Kindly note that excess personnel will receive preference.
- ERRATUM:** Kindly note that the advert for the Post 27/296: Assistant Director: Quality Improvement and Governance: Chief Directorate: Metro Health Services: Victora Hospital Salary: R468 459 per annum advertised in the Public Service Vacancy 27 dated 01 August 2025, with reference number: Post 27/296 has been cancelled.

OTHER POSTS

- POST 29/112** :
- CLINICAL MANAGER (MEDICAL) GRADE 1**
Central Karoo District
- SALARY** :
- Grade 1: R1 422 810 per annum, (A portion of the package can be structured according to the individual's personal needs).
- CENTRE** :
- Beaufort West Hospital
- REQUIREMENTS** :
- Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as Medical Practitioner. Registration with a Professional Council: Registration with the HPCSA as a Medical Practitioner (independent practice). Experience: A minimum of 3 years appropriate experience as Medical Officer after registration with HPCSA as Medical Practitioner. Inherent requirements of the job: Valid driver's licence (Code B/EB). Willingness to travel throughout the district. Competencies (knowledge/skills): Good interpersonal relations, leadership and communication skills (verbal and written). Proven management competencies in a health environment. Appropriate experience of managing clinical services.
- DUTIES** :
- Quality clinical, non-clinical and medico-legal patient care as required by the various programmes of the Department of Health and Wellness. Supervise-, Support -, transfer of knowledge to, training- and mentoring of the clinical staff and auxiliary staff. Provide and efficient administration service regarding all clinical and non-clinical matters and medico-legal work. Provide guidance and leadership towards the realisation of strategic goals and objectives of the division. Ensure a cost-efficient service at clinical level with regards to laboratory services, blood, medicine, consumables and equipment.
- ENQUIRIES** :
- Dr AJ Muller Tel No: (023) 414 - 8200
- APPLICATIONS** :
- Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").

<u>NOTE</u>	:	No payment of any kind is required when applying for this post. Candidates will be subjected to a practical assessment. The pool of applications will be considered for similar vacant posts within the Central Karoo District, for a period of 3 months from date of advert.
<u>CLOSING DATE</u>	:	29 August 2025
<u>POST 29/113</u>	:	<u>MEDICAL SPECIALIST GRADE 1 TO 3: PSYCHIATRY (CHILD AND ADOLESCENT)</u> Chief Directorate: Metro Health Services
<u>SALARY</u>	:	Grade 1: R1 341 855 per annum Grade 2: R1 531 032 per annum Grade 3: R1 773 222 per annum (A portion of the package can be structured according to the individual's personal needs).
<u>CENTRE</u>	:	Lentegeur Hospital
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Medical Specialist in Psychiatry. Registration with the HPCSA as a Medical Specialist in Psychiatry. Experience: Grade 1: None after registration with the HPCSA as a Medical Specialist in Psychiatry. Grade 2: A minimum of 5 years' appropriate experience as Medical Specialist after registration with the HPCSA (or a recognised foreign Health Professional Council in respect of a foreign-qualified employee) as a Medical Specialist in Psychiatry. Grade 3: A minimum of 10 years' appropriate experience as Medical Specialist after registration with the HPCSA (or a recognised foreign Health Professional Council in respect of a foreign-qualified employee) as a Medical Specialist in Psychiatry. Inherent requirement of the job: Valid (Code B/EB) driver's licence. Willingness to participate in after-hours duties when required. Competencies (knowledge/skills): Ability to clinically assess and management of child and adolescent mental disorders. Strong record of clinical expertise, clinical governance, research, teaching and training at under and postgraduate levels. Excellent managerial, interpersonal, leadership, administrative, communication, analytical and problem-solving skills. Ability to supervise clinical training and teaching. Appropriate experience in teaching, training and supervision of students, Registrars and Medical Staff. Appropriate experience in delivering clinical services to children and adolescents.
<u>DUTIES</u>	:	Provide specialist clinical services to inpatients and outpatients, including outreach services within the hospital catchment area and Ecosystem Framework. Management of relevant clinical governance and administrative requirements. Leadership of a multi-disciplinary clinical team. Academic teaching, training and research.
<u>ENQUIRIES</u>	:	Ms M Jacobs Tel No: (021) 370-1314
<u>APPLICATIONS</u>	:	Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	:	No payment of any kind is required when applying for this post. Shortlisted candidates will be subjected to a written/practical and oral assessment. Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted with their job application/on appointment. This concession is only applicable on health professionals whom 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 other vacant posts within the Chief Directorate: Metro Health Services for a period of 3 months from date of advert.
<u>CLOSING DATE</u>	:	29 August 2025
<u>POST 29/114</u>	:	<u>SENIOR REGISTRAR (MEDICAL) (ENDOCRINOLOGY)</u> (2 Year Contract)
<u>SALARY</u>	:	R1 341 855 per annum, (A portion of the package can be structured according to the individual's personal needs.)
<u>CENTRE</u>	:	Tygerberg Hospital, Parow Valley
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as

	Medical Specialist in Internal Medicine. Registration with a Professional Council: Registration with the HPCSA as Medical Specialist in Internal Medicine. Inherent requirements of the job: Valid (Code B/EB) driver's licence. Willingness to work after hours. The position will be full- time (40 hours per week). Competencies (knowledge/skills): Good communication skills. Experience in Diabetes and Endocrinology. Previous research experience.
<u>DUTIES</u>	: Successful completion of the MPhil (Endo). Successful completion of the Cert Endo & Metab Phys (SA) which includes all the logbook requirements of the College of Medicine. Participating fully in all activities of the division. Conducting research into endocrine disease prevalent in South Africa.
<u>ENQUIRIES</u>	: Dr M Conradie-Smit Tel No: (021) 938-4400/ or email: marlic@sun.ac.za
<u>APPLICATIONS</u>	: Applicants apply online: www.westerncape.gov.za/health-jobs (click "online applications")
<u>NOTE</u>	: No payment of any kind is required when applying for this post. Appointment as Senior Registrar will be for a maximum contract period of 2 years. It may become necessary to second/transfer staff to another hospital/institution during their period of training, in which case affected staff will be consulted prior to any decision being implemented. Senior Registrars will function across health facilities, as per an agreed programme. Should registration with the HEI as a student be discontinued for any reason the appointment as a Senior Registrar also discontinues. Consideration will be given to existing employees who are already on higher salary packages to retain their existing salary position, as personal. As such they are entitled to receive pay progression. Appointment as Senior Registrar will be on contract. Employees in service who opt to continue with their pension benefits as Senior Registrar, will be required to resign after completion of their registrar-ship should they not be successful for advertised Medical Sub-Specialist positions. The Department of Health is guided by the principles of Employment Equity. Candidates with disability are encouraged to apply and an indication in this regard will be appreciated. Specific Senior 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. Senior Registrars will be required to register as post-graduates with Stellenbosch University according to the yearbook and guidelines. "Candidates who are not in possession of the stipulated registration requirements may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable on health professionals who apply for the first time for registration as Medical Specialist in Internal Medicine with the relevant council (including individuals who must apply for change in registration status)".
<u>CLOSING DATE</u>	: 29 August 2025
<u>POST 29/115</u>	: <u>MEDICAL SPECIALIST: GRADE 1 TO 3 (CARDIOTHORACIC SURGERY)</u>
<u>SALARY</u>	: Grade 1: R1 341 855 per annum Grade 2: R1 531 032 per annum Grade 3: R1 773 222 per annum (A portion of the package can be structured according to the individual's personal needs).
<u>CENTRE</u>	: Red Cross War Memorial Children's Hospital, Rondebosch
<u>REQUIREMENTS</u>	: Minimum educational qualification: Appropriate qualification that allows registration with the Health Professional Council of South Africa (HPCSA) as Medical Specialist in Cardiothoracic Surgery. Registration with Professional council: Registration with the Health Professional Council of South Africa (HPCSA) as Medical Specialist in Cardiothoracic Surgery. Experience: Grade 1: None after registration with HPCSA as a Medical Specialist in Cardiothoracic Surgery. Grade 2: A minimum of 5 years' appropriate experience after registration with the HPCSA (or recognised foreign Health Professional Council in respect of a foreign qualified employee) as a Medical Specialist in Cardiothoracic Surgery. Grade 3: A minimum of 10 years' appropriate experience after registration with the HPCSA (Or as recognised foreign Health Professional council in respect of a foreign qualified employee) as a Medical Specialist in Cardiothoracic Surgery. Inherent requirements of the job: Must participate in commuted overtime at 16-hours per week. Calls include organ

	donor management, cannulation and management of extracorporeal life support Valid driver's licence. Competencies (knowledge/skills): Clinical and surgical competency in Cardiothoracic Surgery. Able to take overtime calls and operate independently in both Adult Cardiac and Adult Thoracic Surgery. Computer literacy and interest in data collection for service improvement. Insight into challenges of local health care delivery, diversity, transformation and equity. Experience in supervision and training of staff and students at under- and post-graduate levels. Experience with teamwork, planning, organizing and coordination. Excellent interpersonal, administrative, communication, analytical and problem-solving skills.
<u>DUTIES</u>	: Supervision and training of junior surgical staff. Participation in under- and post-graduate divisional activities. Cardiothoracic surgery specialist clinical service provision in the Chris Barnard Division of Cardiothoracic Surgery at the hospitals the division services. Improve professional competence by regular self-learning and reflection with the application of current evidence.
<u>ENQUIRIES</u>	: Prof T Pennell, email: tim.pennell@uct.ac.za
<u>APPLICATIONS</u>	: Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	: No payment of any kind is required when applying for this post. 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>CLOSING DATE</u>	: 29 August 2025
<u>POST 29/116</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
<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 Professions 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 requirements of the job: Valid (Code B/EB) driver's licence. Must participate in after hour duties including weekends and public holidays. Appropriate recent experience in obstetrics. Must have performed > 50 Caesarean Sections independently in the last 3 years. Competencies (knowledge/skills): Appropriate experience and skills in obstetrics and gynaecology care. Ability to work in a team and with all levels of staff. Must be able to do a Caesarean section safely and without supervision. Computer literacy in MS Office mandatory.

<u>DUTIES</u>	:	Clinical triage and management of all non-acute and emergency O&G presentation to the Labour Suite at Mowbray Maternity Hospital. 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.
<u>ENQUIRIES</u>	:	Dr TA Horak Tel No: (021) 659-5579
<u>APPLICATIONS</u>	:	Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	:	No payment of any kind is required when applying for this post. Shortlisted candidates will be subjected to a written/practical and oral assessment. Candidates will be required to submit a logbook outlining their surgical experience in Obstetrics and Gynaecology. "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 similar posts within the Chief Directorate: Metro Health Services, for a period of 3 months from date of advert.
<u>CLOSING DATE</u>	:	29 August 2025
<u>POST 29/117</u>	:	<u>MEDICAL OFFICER GRADE 1 TO 3</u> Cape Winelands Health District
<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>	:	Stellenbosch Sub-district (Clinics Included)
<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 Professional council: Registration with the HPCSA as Medical Practitioner. Experience: Grade 1: None after registration as a Medical Practitioner with the HPCSA in respect of SA qualified employees. One-year relevant experience after registration as Medical Practitioner with a recognized foreign Health Professional Council in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. Grade 2: A minimum of 5 years' appropriate experience as a Medical Practitioner after registration with the HPCSA as a Medical Practitioner in respect of SA qualified employees. A minimum of 6 years' relevant experience after registration as a Medical Practitioner with a recognized foreign Health Professional Council in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. Grade 3: A minimum of 10 years' appropriate experience as a Medical Practitioner after registration with the HPCSA as Medical Practitioner in respect of SA qualified employees. A minimum of 11 years' relevant experience after registration as Medical Practitioner with a recognized foreign Health Professional Council in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. Inherent requirements of the job: Valid (code B/EB) driver's licence. Compulsory Commuted Overtime (COT) duties. Competencies (knowledge/skills): Sound knowledge of general medical and surgical conditions at district hospital and Primary Health Care level and knowledge applicable to the South African TB and HIV care guidelines. Comprehensive evidence-based, direct patient-centred Clinical Service Provision in the sub-district Health Service and computer literacy (MS Excel, Word, Outlook etc.) and good interpersonal, organizational and teamwork skills. Competent in performing district level procedures including performance of caesarian sections, administration of spinal and general anesthesia,

		management of chronic conditions and HIV/TB care, maternal and child health as well as emergency medical care including adult and neonatal resuscitations. Ability and willingness to do outreach services to clinics throughout the Stellenbosch sub-district, and guiding health care colleagues in managing difficult district-level cases.
<u>DUTIES</u>	:	Provide quality care to patients in the Stellenbosch sub-district including Stellenbosch Hospital and surrounding clinics and healthcare facilities. Provide Outreach and Support service to PHC facilities in the Stellenbosch sub-district. Actively participate in skills transfer, training, and academic opportunities relevant to the post. Active involvement in the clinical governance of Stellenbosch sub-district facilities as required.
<u>ENQUIRIES</u>	:	Dr LB Eksteen Tel No: (021) 808-6135
<u>APPLICATIONS</u>	:	Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	:	No payment of any kind is required when applying for this post. Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable on health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status). The pool of applicants will be considered for similar vacant posts within Stellenbosch Sub-district for a period of 3 months from date of advert.
<u>CLOSING DATE</u>	:	29 August 2025
<u>POST 29/118</u>	:	<u>MEDICAL OFFICER GRADE 1 TO 3 (PSYCHIATRY AND MEDICAL SERVICES)</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>	:	Alexandra Hospital
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council (HPCSA) as a Medical Practitioner. Registration with Professions Council: Registration with the Health Professions Council of South Africa as a Medical Practitioner. Experience: Grade 1: None after registration as a Medical Practitioner with the HPCSA in respect of SA qualified employees. 1-year relevant experience after registration as Medical Practitioner with a recognized foreign Health Professional Council in respect of foreign qualified employees, of who is not required to perform Community Service as required in South Africa. Grade 2: A minimum of 5 years appropriate experience as a Medical Practitioner after registration with the HPCSA as a Medical Practitioner in respect of SA qualified employees. A minimum of 6 years relevant experience after registration as a Medical Practitioner with a recognized foreign Health Council in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa. Grade 3: A minimum of 10 years appropriate experience as a Medical Practitioner after registration with the HPCSA as a Medical Practitioner in respect of SA qualified employees. A minimum of 11 years relevant experience after registration as a Medical Practitioner with a recognized foreign Health Professional Council in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa. Inherent requirements of the job: Willingness to participate in the commuted overtime system. Valid (Code B/EB) driver's licence. Competencies (knowledge/skills): Ability to apply the necessary skills, knowledge and aptitude as a medical officer when rendering services to mental health care users with intellectual & developmental disabilities and other mental /psychosocial disabilities. Ability to function as part of a multi-disciplinary team with good interpersonal, organizational and teamwork skills. Good communication skills (verbal and written) Computer literacy in MS office and report writing skills. Ability to manage medical, psychiatric emergencies and urgent care after hours.

<u>DUTIES</u>	:	Provision of quality comprehensive and holistic medical care to patients in Alexandra Hospital following a patient centred approach. Clinical Administration and Medico-Legal matters. Clinical Governance and Quality Assurance. General administration. Professional development and training.
<u>ENQUIRIES</u>	:	Dr N Morris Tel No: (021) 503-5006
<u>APPLICATIONS</u>	:	Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	:	No payment of any kind is required when applying for this post. Shortlisted candidates will be subjected to a written/practical and oral assessment." Candidates who are not in possession of the stipulated registration requirements may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable to candidates who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status). The pool of applicants will be considered for similar vacant posts within the Chief Directorate: Metro Health Services for a period of 3 months from date of advert.
<u>CLOSING DATE</u>	:	29 August 2025
<u>POST 29/119</u>	:	<u>REGISTRAR (MEDICAL) (GENERAL SURGERY)</u> (5 year contract)
<u>SALARY</u>	:	R1 001 349 per annum, (A portion of the package can be structured according to the individual's personal needs). (It will be expected of the successful candidate to participate in a system of remunerated commuted overtime).
<u>CENTRE</u>	:	Tygerberg Hospital, Parow Valley
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Medical Practitioner. Registration with a Professional Council: Registration with the HPCSA as a Medical Practitioner. Inherent requirements of the job: A valid (code B/EB) driver's licence. Commuted overtime is compulsory. Emergency and after hour call cover. Each Registrar will be appointed in a specific training complex but could be required to work across the platform on request. Competencies (knowledge/skills): Appropriate experience as a Medical Officer in a recognized General Surgical training unit are essential. FCS Primary Examination passed. Current ATLS certification. FCS Intermediate exam passed, having done research (and particularly having published), additional postgraduate qualifications and certificates. Evidence of effective leadership & interpersonal skills are essential (as per CV and references).
<u>DUTIES</u>	:	Provision of safe surgical care to patients. Peri-operative care of surgical patients. Participation in Intensive Care management. Learn the art and science of general surgery, trauma, and burn care. Attend tutorials and assist with the training of interns, medical students, nursing staff and paramedics. On-site after-hours duties relating to care of newly arriving acute patients as well as inpatients. Involvement in research/audits relating to surgery, trauma, and burn care.
<u>ENQUIRIES</u>	:	Ms M Brand, email: mbran@sun.ac.za
<u>APPLICATIONS</u>	:	Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	:	No payment of any kind is required when applying for this post. Appointment as Registrar will be for a maximum contract period of 5 years. It may become necessary to second/transfer staff to another hospital/institution during their period of training, in which case affected staff will be consulted prior to any decision being implemented. Registrars will function across health facilities, as per an agreed programme. Should registration with the HEI as a student be discontinued for any reason the appointment as a Registrar also discontinues. Consideration will be given to existing employees who are already on higher salary packages to retain their existing salary position, as personal. As such they are entitled to receive pay progression. Appointment as Registrar will be on contract. Employees in service who opt to continue with their pension benefits as Registrar, will be required to resign after completion of their registrarship should they not be successful for advertised Specialist positions. The Department of Health is guided by the principles of Employment Equity. Candidates with disability are encouraged to apply and an indication in this regard will be appreciated. Specific Registrar posts within the Department will

be identified as part of the Affirmative Action programme to create a representative Specialist cadre in line with applicable procedures. Preference will be given to SA citizens/permanent residents with a valid identity document. Registrars will be required to register as post-graduates with Stellenbosch University according to the yearbook and guidelines." "Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview."

<u>CLOSING DATE</u>	:	29 August 2025
<u>POST 29/120</u>	:	<u>REGISTRAR (MEDICAL) (ORTHOPAEDIC SURGERY) (X4 POSTS)</u> (5 Year Contract)
<u>SALARY</u>	:	R1 001 349 per annum, (A portion of the package can be structured according to the individual's personal needs).
<u>CENTRE</u>	:	Tygerberg Hospital, Parow Valley (X2 Posts) Worcester Regional Hospital (X1 Post) Paarl Hospital (X1 Post)
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as Medical Practitioner. Registration with a Professional Council: Registration with the HPCSA as Medical Practitioner. Inherent requirement of the job: Be part of after-hours roster. Competencies (knowledge/skills): Knowledge of medicine at the level of a medical practitioner with FCS primary and Intermediate or equivalent. Comprehensive surgical competencies in primary, secondary and some tertiary trauma orthopaedic procedures with an appropriate logbook. Commitment and dedication to patient care. Physical, mental and psychological ability to ensure demands of routine and emergency care are met. Ability to work as a team and lead effectively when required. Good communication with staff, colleagues and patients. Integrity. Strong ethical principles and relevant clinical and counselling skills. Computer literacy. FCS (SA) Part 1 and FCOrth (SA) Intermediate exam. Appropriate experience as an Orthopaedic Medical Officer, in a fully functional Orthopaedic Unit, under direct supervision of at least one full time Orthopaedic Specialist. ATLS and Basic Surgical Principles. Proven research output on an orthopaedic topic or research methodology courses.
<u>DUTIES</u>	:	Provision of clinical service delivery at registrar level for Orthopaedic Surgery. Pre-operative work-up of patients. Intra-operative management of patients. Post-operative patient care including ICU. Administrative duties. Accurate and neat record keeping. Active participation in training and research. Effective supervision of all personnel and subordinates. Function within departmental norms and standards.
<u>ENQUIRIES</u>	:	Prof. J Du Toit Tel No: (021) 938-9266
<u>APPLICATIONS</u>	:	Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	:	No payment of any kind is required when applying for this post. Appointment as Registrar will be for a maximum contract period of 5 years. It may become necessary to second/transfer staff to another hospital/institution during their period of training, in which case affected staff will be consulted prior to any decision being implemented. Registrars will function across health facilities, as per an agreed programme. Should registration with the HEI as a student be discontinued for any reason the appointment as a Registrar also discontinues. Consideration will be given to existing employees who are already on higher salary packages to retain their existing salary position, as personal. As such they are entitled to receive pay progression. Appointment as Registrar will be on contract. Employees in service who opt to continue with their pension benefits as Registrar, will be required to resign after completion of their registrar-ship should they not be successful for advertised Specialist positions. The Department of Health is guided by the principles of Employment Equity. Candidates with disability are encouraged to apply and an indication in this regard will be appreciated. Specific Registrar posts within the Department will be identified as part of the Affirmative Action programme to create a representative Specialist cadre in line with applicable procedures. Preference will be given to SA citizens/permanent residents with a valid identity document. Registrars will be required to register as post-graduates with Stellenbosch

University according to the yearbook and guidelines. "Candidates who are not in possession of the stipulated registration requirements may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable to health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for a change in registration status)".

<u>CLOSING DATE</u>	:	29 August 2025
<u>POST 29/121</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 REQUIREMENTS</u>	:	Mowbray Maternity Hospital
	:	Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Medical Practitioner. Registration with Professions 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 (Code B/EB) driver's licence. Must participate in after hour duties including weekends and public holidays. Appropriate recent experience in obstetrics. Must have performed > 50 Caesarean Sections independently in the last 3 years. Competencies (knowledge/skills): Appropriate experience and skills in obstetrics and gynaecology care. Ability to work in a team and with all levels of staff. Must be able to do a Caesarean section safely and without supervision. Computer literacy in MS Office mandatory.
<u>DUTIES</u>	:	Clinical triage and management of all non-acute and emergency O&G presentation to the Labour Suite at Mowbray Maternity Hospital. 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.
<u>ENQUIRIES APPLICATIONS</u>	:	Dr TA Horak Tel No: (021) 659-5579
	:	Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	:	No payment of any kind is required when applying for this post. Shortlisted candidates will be subjected to a written/practical and oral assessment. Candidates will be required to submit a logbook outlining their surgical experience in Obstetrics and Gynaecology. "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 similar posts within the Chief Directorate: Metro Health Services, for a period of 3 months from date of advert.

<u>CLOSING DATE</u>	:	29 August 2025
<u>POST 29/122</u>	:	<u>MEDICAL OFFICER GRADE 1 TO 3 (UROLOGY) (6/8TH POST)</u> Chief Directorate: Metro Health Service
<u>SALARY</u>	:	Grade 1: R751 011 per annum Grade 2: R856 914 per annum Grade 3: R991 764 per annum (A portion of the package can be structured according to the individual's personal needs).
<u>CENTRE REQUIREMENTS</u>	:	New Somerset Hospital Minimum educational qualification: Appropriate qualification that allows registration with the Health Professional Council of South Africa (HPCSA) as a Medical Practitioner. Registration with professions Council: Registration as a Medical Practitioner with the Health Professions Council of South Africa. Experience: Grade 1: None after registration with the HPCSA as a Medical Practitioner in respect of South African qualified employees. 1-year relevant experience after registration as a 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 a Medical Practitioner after registration with the HPCSA as a Medical Practitioner in respect of South African qualified employees. A minimum of 6 years relevant experience after registration as a 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 South African qualified employees. A minimum of 11 years relevant experience after registration as a 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 Driver's licence. Willingness to partake in the Commuted Overtime system. Competencies (knowledge/skills): Relevant appropriate experience within a Urology department. Strong ethical principles and relevant clinical and counselling skills. Computer literacy. Ability to successfully run an extremely busy Urology service on a secondary level. Leadership, interpersonal and organisational skills.
<u>DUTIES</u>	:	Provision of effective clinical services in the Urology department. Provision of clinical service delivery at Urology Surgery (regional level). Effective and efficient urological outpatient services including booking, triaging and follow up strategies. Supervision of clinical activities in the Urology department. Active participation in the postgraduate and undergraduate teaching programmes of the Division of Urology and training and teaching of junior medical staff. Effective management and administration of a wide range of "Portfolios" and the development, conducting and supervision of research projects. Research and Audits on relevant Burden of Disease. Clinical Governance and administration inherent to the services.
<u>ENQUIRIES APPLICATIONS</u>	:	Dr H Bougard Tel No: (021) 402 6444 Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	:	No payment of any kind is required when applying for this post. Shortlisted candidates will be subjected to a written/practical and oral assessment. Candidates who are not in possession of the stipulated registration requirements may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable to candidates who apply for the first time for registration in a specific category with the relevant council (including individuals

		who must apply for change in registration status). The pool of applicants will be considered for other similar vacant posts within the Chief Directorate: Metro Health Services for a period of 3 months from date of advert.
<u>CLOSING DATE</u>	:	29 August 2025
<u>POST 29/123</u>	:	<u>OPERATIONAL MANAGER NURSING (PRIMARY HEALTH CARE)</u> Chief Directorate: Metro Health Services
<u>SALARY</u>	:	R693 096 per annum
<u>CENTRE</u>	:	Goodwood CDC
<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 nursing qualification, with a duration of at least 1 year accredited with the SANC in Diploma in Clinical Science, Health Assessment, Treatment and Care. (R48). Registration with Professional council: Registration with the SANC as a Professional Nurse and Midwife. Experience: A Minimum of 9 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. At least 5 years of the period referred to above must be appropriate/recognisable experience after obtaining the one-year post-basic qualification in Clinical Science, Health Assessment, Treatment and Care. Inherent requirement of the job: Valid (Code B/EB) driver's license. Willingness to work after hours when required. Competencies (knowledge/skills): Good interpersonal, leadership and management skills. Ability to direct the team to ensure quality holistic healthcare and to function independently in a multi-disciplinary team. Demonstrate an in-depth knowledge of nursing and public service legislation. Knowledge of Human Resource, Financial and Supply Chain policies/guidelines & computer literacy (MS Word).
<u>DUTIES</u>	:	Effective execution and integrated management of all clinical programmes (i.e. Acute, Chronic, Woman and Child Health and TB/HIV/AIDS/STI). Manage control and act in facet of Health, Support, Security, Cleaning, Infection control and Ground services. Effective management of Support Services which includes Information Management with regards to data collection, verification, report writing and submission of data, Human Resources (supervision of staff, employee development, employee relations and performance management (Finance and Supply Chain). Management of personnel including supervision and performance management, finances and procurement. Implement policies, prescripts and protocols regarding the above-mentioned facets within the parameters of the Ideal Clinic standards. Liaise and communicate effectively with relevant stakeholders including Facility Committees and Community Structures.
<u>ENQUIRIES</u>	:	Mr AE Patientia Tel No: (021) 815-8866
<u>APPLICATIONS</u>	:	Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	:	No payment of any kind is required when applying for this post. "The pool of applications will be considered for vacancies within Metro Health Services, for a period of three months from the date of the advert, provided that the job title, core functions, inherent requirements, and salary level are the same as those of the advertised post." Candidates will be subjected to a practical/oral assessment.
<u>CLOSING DATE</u>	:	29 August 2025
<u>POST 29/124</u>	:	<u>CLINICAL PROGRAMME COORDINATOR (PREVENTION OF MOTHER-TO-CHILD TRANSMISSION)</u> Chief Directorate: Metro Health Services
<u>SALARY</u>	:	Grade 1: R549 192 per annum
<u>CENTRE</u>	:	New Somerset Hospital
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Basic R425 qualification (diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as Professional Nurse and Midwife. Registration with Professional council: Registration with the SANC as Professional Nurse and Midwife. Experience: A minimum of 7 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. Competencies (knowledge/skills): Appropriate experience in the provision of HIV/AIDS and

	Prevention of Mother-to-Child Transmission (PMTCT) services. Appropriate experience in HIV and Prevention of Mother-to-Child Transmission (PMTCT) care. Nurse Initiated Management of Antiretroviral Therapy (NIMART) or Clinical Initiation Management of Antiretroviral Therapy (CIMART) qualification. Ability to think strategically and analytically. Ability to provide in-service training to all levels of staff. Good communication and interpersonal skills. Ability to analyse Health System Information. Computer literacy (MS Word, PowerPoint and Excel).
<u>DUTIES</u>	: Evaluate Prevention of Mother-to-Child Transmission (PMTCT) systems and recommend system improvements. Management and oversight of patient care activities within the facility related to the Prevention of Mother-to-Child Transmission (PMTCT) programme. Implement Standard Operating Procedures for: bookings, antenatal follow-up, care and drug delivery intra-partum. Implement the use of revised obstetric tools that integrate HIV care as well as Prevention of Mother-to-Child Transmission (PMTCT) records, including Antiretroviral therapy in antenatal, in labour and to infants. Improve clinical record keeping, data collection and information flow of Prevention of Mother-to-Child Transmission activities. Identify gaps in service and plan and implement quality improvement initiatives on an on-going basis. Effective communication, supervision, training, performance management and relations with staff. Policy implementation and quality improvement initiatives in general, antenatal care as well as in Labour wards.
<u>ENQUIRIES</u>	: Ms S Basardien Tel No: (021) 402-6485
<u>APPLICATIONS</u>	: Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	: No payment of any kind is required when applying for this post. Candidates will be subjected to a written/practical and oral assessment. The pool of applicants will be considered for other similar vacant posts within the Chief Directorate: Metro Health Services, for a period of 3 months from date of advert.
<u>CLOSING DATE</u>	: 29 August 2025
<u>POST 29/125</u>	: <u>CLINICAL NURSE PRACTITIONER GRADE 1 TO 2 (PRIMARY HEALTH CARE)</u> Garden Route District
<u>SALARY</u>	: Grade 1: R476 367 per annum Grade 2: R583 989 per annum
<u>CENTRE</u>	: Oudtshoorn Dorp Clinic, Oudtshoorn and Kannaland Sub-districts
<u>REQUIREMENTS</u>	: Minimum educational qualification: Basic R425 qualification (i.e., diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council as Professional Nurse and Midwife. Post-basic qualification, with a duration of at least 1-year, in Curative Skills in Clinical Nursing Science: Health Assessment, Treatment and Care (R 48) accredited with the SANC. Registration with a Professional Council: Registration with the SANC as a Professional Nurse and Midwife. Experience: Grade 1: A minimum of 4 years appropriate/recognizable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. Grade 2: A minimum of 14 years appropriate/recognizable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. At least 10 years of the period referred to above must be appropriate/recognizable experience after obtaining the 1-year post-basic qualification in the specific specialty. Inherent requirements of the job: A valid (code B/EB) driver's license. Willingness to work overtime when necessary and to work at other clinics in the Sub-district. Competencies (knowledge/skills): Good Communication Skills. NIMART training or experience. Problem solving, report writing, liaison and facilitation skills. Basic computer skills in (i.e. MS Word, Excel, Outlook).
<u>DUTIES</u>	: Assist with the management of the Burden of disease according to the comprehensive health programmes. Quality of service Plan and implement Health Promotion and Prevention activities in facility and Community. Link to the community structures and NPO's. Collect data and submit reports. Provide PHC services to the surrounding communities. Assist with the management of Human Resources, Finance, SCM, Strategy and Health support and Infrastructure and equipment management under supervision.
<u>ENQUIRIES</u>	: Ms NC Jackson Tel No: (044) 203-7205
<u>APPLICATIONS</u>	: Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").

<u>CLOSING DATE</u>	:	29 August 2025
<u>POST 29/126</u>	:	<u>PROFESSIONAL NURSE GRADE 1 TO 2 (SPECIALTY: TRAUMA AND EMERGENCY)</u> Chief Directorate: Metro Health Services
<u>SALARY</u>	:	Grade 1: R476 367 per annum Grade 2: R583 989 per annum
<u>CENTRE</u>	:	Karl Bremer Hospital
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Basic R425 (Degree/Diploma in nursing) or equivalent qualification that allows registration with SANC as a Professional Nurse with Midwife/Accoucheur. A post-basic nursing qualification, with duration of at least 1 year accredited with the SANC in Medical and Surgical Nursing Science: Critical Care Nursing: General or Medical and Surgical Nursing Science: Critical Care Nursing: Trauma and Emergency. Registration with Professional council: Registration with the SANC as a Professional Nurse and Midwife/Accoucheur. Experience: Grade 1: A minimum of 4 years appropriate/recognisable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. Grade 2: A minimum of 14 years appropriate/recognisable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. At least 10 years of the period referred to above must be appropriate/recognisable experience in Medical and Surgical Nursing Science: Critical Care Nursing: General or Medical and Surgical Nursing Science: Critical Care Nursing: Trauma and Emergency after obtaining the 1-year post-basic qualification in the relevant specialty. Inherent requirements of the job: Valid (Code B/EB) driver's licence. Basic computer literacy skills. Willingness to work shifts and after hours (weekends, public holidays and night duty). Competencies (knowledge/skills): Excellent verbal, written communication skills and effective communication, interpersonal, decision making and conflict resolution skills. Demonstrate an in-depth understanding of nursing legislation and related legal and ethical nursing practices in the field of specialty. Ability to promote quality through the setting, implementation, and the monitoring of nursing standards in the Trauma and Emergency Centre. Ability to function independently as well as part of a multi-disciplinary team, good organisational skills and the ability to function under pressure.
<u>DUTIES</u>	:	Provision of optimal, holistic specialized nursing care with set standards and within a professional/legal framework. Effective utilization of resources. Participation in training and research. Provision of Support to Nursing Services. Maintain professional growth/ethical standards and self-development.
<u>ENQUIRIES</u>	:	Ms A Fritz Tel No: (021) 918-1360
<u>APPLICATIONS</u>	:	Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	:	No payment of any kind is required when applying for this post. Candidates who are not in possession of the stipulated registration requirements may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. The pool of applications will be considered for vacancies within the Chief Directorate: Metro Health Services, for a period of three months from the date of the advert, provided that the job title, core functions, inherent requirements, and salary level are the same as those of the advertised post.
<u>CLOSING DATE</u>	:	29 August 2025
<u>POST 29/127</u>	:	<u>PROFESSIONAL NURSE GRADE 1 TO 2 (SPECIALTY: TRAUMA AND EMERGENCY)</u> Garden Route District
<u>SALARY</u>	:	Grade 1: R476 367 per annum Grade 2: R583 989 per annum
<u>CENTRE</u>	:	Riversdale Hospital, Hessequa Sub-district
<u>REQUIREMENTS</u>	:	Minimum educational requirements: Basic R425 qualification (i. e. diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse and Midwife. Post-basic nursing qualification with a duration of at least one year accredited with the SANC in Medical and Surgical Nursing Science: Critical

Care Nursing: General or Medical and Surgical Nursing Science: Critical Care Nursing: Trauma and Emergency. Registration with Professional council: Registration with the SANC as a Professional Nurse and Midwife. Experience: **Grade 1:** A Minimum of 4 years' appropriate/recognisable experience in nursing after registration as a Professional Nurse with SANC in General Nursing. **Grade 2:** A minimum of 14 years' appropriate/recognisable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. At least 10 years of the period referred to above must be appropriate/recognisable experience in the specific speciality after obtaining the 1-year post-basic nursing qualification in the relevant speciality as mentioned above. Inherent requirement of the job: A valid (Code B/EB) driver's licence. Willingness to work shifts, Sundays, public holidays, night shift and overtime. Competencies (knowledge/skills): Demonstrate an in-depth understanding of nursing legislation and related legal and ethical nursing practices and how this impact on service delivery. Effective interpersonal, leadership, organisational, decision making and conflict resolution skills. Be knowledgeable about South African Triage Scale (SATS) and Emergency Nursing. Good communication skills. Computer literacy (i.e. MS Word, Excel, PowerPoint and Outlook).

DUTIES : Provide holistic specialized nursing care to patients in a cost-effective manner. Effective implementation of infection control policies and health and safety legislation. Assist with managing human and material resources. Maintain a constructive working relationship with nursing and other stakeholders. Participate in training, development and research within the nursing department. Provision of Support to Nursing Services.

ENQUIRIES : Mr NL Mphato Tel No: (028) 713-8656
APPLICATIONS : Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").

NOTE : No payment of any kind is required when applying for this post. Shortlisted candidates will be subjected to a practical/written and oral assessment. Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable to candidates who apply for the first time for registration in the post-basic qualification in Medical and Surgical Nursing Science: Critical Care Nursing: General or Medical and Surgical Nursing Science: Critical Care Nursing: Trauma and Emergency. The pool of applicants will be considered for similar vacant posts within Garden Route District for a period of 3 months from the date of advert.

CLOSING DATE : 29 August 2025

POST 29/128 : **PROFESSIONAL NURSE GRADE 1 TO 2 (SPECIALTY NURSING: CHILDREN'S WARD)**
 Chief Directorate: Metro Health Services

SALARY : Grade 1: R476 367 per annum
 Grade 2: R583 989 per annum

CENTRE : Karl Bremer Hospital
REQUIREMENTS : Minimum educational qualification: Basic R425 qualification (i.e., diploma/degree in nursing) or equivalent qualification that allows registration with the South African Council (SANC) as a Professional Nurse and Midwife/Accoucheur. A post-basic nursing qualification with a duration of at least 1 year accredited with the SANC in Child Nursing Science. Registration with Professional council: Registration with the SANC as a Professional Nurse and Midwife/Accoucheur. Experience: **Grade 1:** A minimum of 4 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. **Grade 2:** A minimum of 14 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. At least 10 years of the period referred to above must be appropriate/recognisable experience in the specific speciality after obtaining the 1-year post-basic qualification in Child Nursing Science. Inherent requirement of the job: Computer literacy (i.e. MS Word, Excel, PowerPoint, and Outlook). Valid (Code B/EB) driver's licence. Willingness to work shifts (day and night duty), public holidays, after-hours, and weekend cover for nursing. Deputising for the Operational Manager: Nursing.

	Knowledge and insight of all relevant legislation and policies within the public sector. Competencies (knowledge/skills): Demonstrate an in-depth understanding of nursing legislation and related legal and ethical nursing practices in the field of speciality. Ability to promote quality through the setting, implementation, and the monitoring of nursing standards in the Children's ward. Ability to function independently as well as part of a multi-disciplinary team. Effective verbal and written communication, interpersonal, decision making, and conflict resolution skills.
<u>DUTIES</u>	: Provision of optimal, holistic specialized nursing care with set standards and within a professional/legal framework. Effective utilization of resources. Participation in training and research. Provision of Support to Nursing Services. Maintain professional growth/ethical standards and self-development.
<u>ENQUIRIES</u>	: Ms E Linden-Mars Tel No: (021) 918-1224
<u>APPLICATIONS</u>	: Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	: No payment of any kind is required when applying for this post. Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable to candidates who apply for the first time for registration in the post-basic qualification in Child Nursing Science. "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>CLOSING DATE</u>	: 29 August 2025
<u>POST 29/129</u>	: <u>ASSISTANT DIRECTOR: FINANCE</u> Cape Winelands Health District
<u>SALARY</u>	: R468 459 per annum
<u>CENTRE</u>	: Stellenbosch Hospital
<u>REQUIREMENTS</u>	: Minimum educational qualification: Appropriate 3-year National Diploma or degree. Experience: Appropriate experience in all aspects of supply chain and financial management. Appropriate management and supervisory experience. Appropriate LOGIS and BAS experience. Inherent requirement of the job: Valid Driver's license. Willingness to work after hours as required. Competencies (knowledge/skills): Advanced computer skills including Microsoft office packages and BAS and LOGIS. Sound knowledge of finance and supply chain policies, procedures, audit compliance prescripts, PFMA and treasury regulations. Practical workable knowledge of LOGIS, BAS, AR and Clinicom and strong managerial and supervisory skills. Ability to work under pressure and to carry responsibility for a component that includes a 24/7 service component. Ability to work in a team and excellent communication skills (verbal and written).
<u>DUTIES</u>	: Effectively manage supply chain, revenue, expenditure, patient administration and information management components of the Stellenbosch sub-district that includes Stellenbosch Hospital and clinics. Achieve this by developing and maintaining proper systems to enhance efficiency and compliance. Effective leadership and management of staff including capacity development. Support management of the sub-district. Support the Health Facility Board.
<u>ENQUIRIES</u>	: Dr ND Blanckenberg Tel No: (021) 808-6100
<u>APPLICATIONS</u>	: Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	: No payment of any kind is required when applying for this post. Candidates may be required to a practical test and competency assessment. The pool of applicants will be considered for similar vacant posts within Stellenbosch Hospital for a period of 3 months from date of advert.
<u>CLOSING DATE</u>	: 29 August 2025
<u>POST 29/130</u>	: <u>ASSISTANT DIRECTOR: EMPLOYEE RELATIONS</u> Garden Route District
<u>SALARY</u>	: R468 459 per annum

<u>CENTRE REQUIREMENTS</u>	:	Garden Route District Office, George
	:	Minimum educational qualification: An appropriate 3-year National Diploma/Degree. Experience: Appropriate experience in Labour Relations in the Public Sector. Inherent requirements of the job: Valid (Code B/EB) driver's license and willingness to travel vast distances. Competencies (knowledge/skills): Strong interpersonal and good time management planning skills. Ability to think analytically and be able to resolve problems. Ability to negotiate and conciliate. Understanding collective bargaining and dispute resolution in essential services. Computer literacy (MS Word, Excel, MS Outlook, MS Teams and Power point). Good communication skills (verbal and written).
<u>DUTIES</u>	:	Support and advice to all staff and supervisors with regards to employee relations in the Garden Route and Central Karoo Districts. Effective management of all disciplinary matters and disputes. Monitor and maintain collective bargaining structures. Provide training with regards to employee relations for all employees. Provide advice, guidance, and support to supervisor and the Management team. Coordinate and manage statistics/data with regards to disciplinary- and grievance procedures.
<u>ENQUIRIES APPLICATIONS</u>	:	Mr R Joubert Tel No: (044) 803-2700
	:	Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	:	No payment of any kind is required when applying for this post. Suitable candidates may be subjected to a competency assessment. The pool of applicants will be considered for similar vacant posts within the Garden Route District for a period of 3 months from date of advert.
<u>CLOSING DATE</u>	:	29 August 2025
<u>POST 29/131</u>	:	<u>ASSISTANT DIRECTOR: HUMAN RESOURCE MANAGEMENT (PEOPLE MANAGEMENT)</u> Garden Route District
<u>SALARY CENTRE REQUIREMENTS</u>	:	R468 459 per annum
	:	Garden Route District Office, George
	:	Minimum educational qualification: Appropriate three-year National Diploma or Degree. Experience: Appropriate supervisory as well as People Management Administration experience. Appropriate PERSAL experience. Inherent requirements of the job: Valid code B/EB driver's license and willingness to travel. Competencies knowledge/skills): Appropriate knowledge of HR Policies, procedures and practices. Leadership-, Change Management- and Diversity Management skills. Proven knowledge of Public Service Regulations, Prescripts and Acts.
<u>DUTIES</u>	:	Manage, supervise and co-ordinate the work and responsibilities of People Management Administration (Personnel Administration) component. Administer conditions of service, allowances and deductions (housing, medical aid, leave, pension, overtime, commuted overtime, etc. Ensure compliance with HR policies and practices. Provide Human Resource Administration service within District. Provide Professional and Specialized support/advice to management. Handle all matters related to supervision of component. Responsible for people administration matters in the Garden Route and Central Karoo Districts.
<u>ENQUIRIES APPLICATIONS</u>	:	Mr R Joubert Tel No: (044) 803-2700
	:	Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	:	No payment of any kind is required when applying for this post. Suitable candidates may be subjected to a competency assessment. The pool of applicants will be considered for similar vacant posts within the Garden Route District for a period of 3 months from date of advert.
<u>CLOSING DATE</u>	:	29 August 2025
<u>POST 29/132</u>	:	<u>ASSISTANT DIRECTOR: HUMAN RESOURCE ADMINISTRATION (PERSONNEL PRACTICES)</u> Chief Directorate: Emergency and Clinical Services Support
<u>SALARY CENTRE REQUIREMENTS</u>	:	R468 459 per annum
	:	Emergency Medical Services (on the premises of Karl Bremer Hospital)
	:	Minimum educational qualification: Appropriate 3-year National Diploma/Degree or equivalent NQF6 qualification in the Human Resource

related field. Experience: Appropriate experience in Human Resource Management. Appropriate experience in a supervisory or a managerial position in Human Resource Management. Inherent requirement of the job: Valid Code B/EB drivers' licence. Willingness to travel throughout the province, stay overnight when required and work overtime. Thorough knowledge of the Departmental policies, prescripts and Acts that govern the functions below. Competencies (knowledge/skills): Excellent written and verbal proficiency. Ability to function as a team player, with or without supervision. Ability to function under stressful environment and cope with a heavy workload. Leadership capabilities, managerial and organisational skills. Ability to manage conflict and function under pressure. Ability to analyse, interpret and apply legislation, policies and prescripts. Computer literacy (MS Word, Excel, PowerPoint, Outlook and Internet).

DUTIES : Responsible for the effective management of the APL (including the APL budget), HR Planning and Job Evaluation processes, Establishment Control, Recruitment, Selection, Transfer and appointment of staff within the Compensation management prescripts. Responsible for the effective management of the Staff Performance Management System and Job Descriptions in EMS. Conduct training to staff and line managers and provide support and guidance within the scope of the above profile. Responsible for the investigation of grievances/disputes linked to recruitment and selection and performance management processes. Serve as nodal point for maintaining and reporting on integrated HR Information (within the scope of profile) to stakeholders. Effective management and development of sub ordinates and co-ordinate an equitable workflow.

ENQUIRIES : Ms L Meter Tel No: (021) 948 9374 or email: Liesl.Meter@westerncape.gov.za
APPLICATIONS : Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").

NOTE : No payment of any kind is required when applying for this post. Candidates may undergo a Competency Based Assessment. The pool of applicants will be considered for other vacant Assistant Director: Human Resource Management posts within the Chief Director Emergency & Clinical Support Services, for a period of 3 months from date of advert. Candidates will be subjected to a written/practical and oral assessment. Please Note: The People Management Offices will be relocating onto the premises of Alexandra Hospital.

CLOSING DATE : 29 August 2025

POST 29/133 : **QUALITY ASSURANCE COORDINATOR**
Cape Winelands District

SALARY : R468 459 per annum
CENTRE : Cape Winelands District Office based in Breede Valley Sub District
REQUIREMENTS : Minimum educational qualification: An appropriate four-Year National Diploma/ Degree or equivalent in Health Sciences registerable with a South African Statutory Health Professions Council or South African Nursing Council. Experience: Appropriate experience in Quality Assurance (QA). Appropriate experience in Infection Prevention Control (IPC), Occupation Health and Safety (OH&S). Experience in Management. Inherent requirement of the job: Valid (Code B/EB) driver's license and willingness to travel extensively within the Rural Districts. Competencies (knowledge/skills): Ability to analyze and interpret Health Systems Information, compile reports and present the data to direct planning. Knowledge of Project and Financial Management. Good organizational, interpersonal, creative problem solving and research skills. Computer literacy (MS Office: Word, Excel, PowerPoint and Outlook).

DUTIES : Support the Health Establishment staff with the implementation of the Ideal Clinic Realization and Maintenance (ICRM) and Ideal Hospital requirements in preparation for the Office of Health Standards Compliance (OHSC). Establish measures that will ensure health and safety of staff and users and ensure the maintenance of the Infection Prevention and Control (IPC) standards. Help build the competency of staff by identifying, planning and addressing Quality Improvement (QI), Infection Prevention and Control (IPC) and Occupational Health and Safety training needs and maintaining and updating the Health Establishment training database. Monitor data quality in the Health Establishment. Manage service utilization by care coordination to meet the comprehensive Health needs of the individual client and to ensure quality and cost-effective outcomes.

ENQUIRIES : Ms C Van Staden Tel No: (023) 348-1350

<u>APPLICATIONS</u>	:	Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	:	No payment of any kind is required when applying for this post. Shortlisted candidates may be subjected to a practical test and competency assessment. The pool of applicants will be considered for similar vacant posts within Breede Valley SD for a period of 3 months from the date of the advert
<u>CLOSING DATE</u>	:	29 August 2025
<u>POST 29/134</u>	:	<u>OCCUPATIONAL THERAPIST GRADE 1 TO 3</u>
<u>SALARY</u>	:	Grade 1: R397 233 per annum Grade 2: R463 941 per annum Grade 3: R543 099 per annum
<u>CENTRE</u>	:	Red Cross War Memorial Children's Hospital, Rondebosch
<u>REQUIREMENTS</u>	:	Minimum educational qualification: An appropriate qualification that allows for the registration with the Health Professions Council of South Africa (HPCSA) as an Occupational Therapist. Registration with the professional council: Registration with the Health Professions Council of South Africa (HPCSA) as an Occupational Therapist. Experience: Grade 1: None after registration with the Health Professions Council of South Africa (HPCSA) as an Occupational Therapist. One-year relevant experience after registration with the HPCSA as an Occupational Therapist in respect of foreign-qualified employees, of whom it is not required to perform Community Service, as required in South Africa. Grade 2: A minimum of 10 years relevant experience after registration with the Health Professions Council of South Africa (HPCSA) as an Occupational Therapist. A minimum of 11 years relevant experience after registration with the Health Professions Council of South Africa as an Occupational Therapist in respect of foreign qualified employees, of whom it is not required to perform community service, as required in South Africa. Grade 3: A Minimum of 20 years relevant experience after registration with the Health Professions Council of South Africa (HPCSA) as an Occupational Therapist. A minimum of 21 years relevant experience after registration with the HPCSA as an Occupational Therapist in respect of foreign-qualified employees, of whom it is not required to perform community service, as required in South Africa. Competencies (Knowledge/Skills): Foundational to intermediate therapeutic knowledge and clinical skills in managing paediatric clients across a range of diagnoses and developmental stages. Flexibility, creativity, and innovation in addressing varied client and family needs, with the ability to function effectively within an interdisciplinary team. Sound knowledge of available community-based resources and appropriate referral pathways, including the ability to integrate these into discharge planning. Understanding and correct application of internal protocols and external policies, including Department of Health and Wellness procedures, ethical guidelines, and HPCSA standards of professional conduct. Ability to provide mentorship and clinical supervision to occupational therapy students. Demonstrated experience in working with children with disabilities in a healthcare setting, ideally within a paediatric or tertiary-level hospital context. Proficiency in Microsoft Office and basic administrative systems (e.g., patient records, statistics, reports).
<u>DUTIES</u>	:	Deliver comprehensive Occupational Therapy services to paediatric clients at a tertiary level, including assessment, intervention planning, treatment implementation, rehabilitation, and discharge preparation/implementation. Facilitate the re-integration of paediatric clients into home, school, and community environments through caregiver training, school liaison, and appropriate referrals. Prescribe and provide specialised interventions, including seating assessments and the provision of assistive devices tailored to the developmental and functional needs of children. Collaborate actively in ward rounds, multidisciplinary team discussions, and family meetings to ensure coordinated, patient-centred care. Maintain accurate and timeous documentation, including clinical notes, statistics, reports, and referrals, in accordance with institutional and departmental protocols. Participate in and support departmental training and development activities, including the supervision and clinical guidance of occupational therapy students. Contribute to the effective functioning of the OT department by supporting supervisory structures and engaging in human and material resource management in line with HR and institutional prescripts. Participate in departmental quality improvement initiatives, audits, and ongoing professional development to maintain high standards of paediatric OT practice.

<u>ENQUIRIES APPLICATIONS</u>	:	Ms M Pursad Tel No: (021 658-5038 or mereille.pursad@westerncape.gov.za)
	:	Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	:	No payment of any kind is required when applying for this post. Candidates who are not in possession of the stipulated registration requirements may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable to candidates who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status)". The pool of applicants will be considered for other vacant similar posts within the Department of Health & Wellness, for a period of 3 months from date of advert. Candidates will be subjected to a written/practical and oral assessment.
<u>CLOSING DATE</u>	:	29 August 2025
<u>POST 29/135</u>	:	<u>CLINICAL TECHNOLOGIST GRADE 1 TO 3 (PULMONOLOGY)</u>
<u>SALARY</u>	:	Grade 1: R397 233 per annum Grade 2: R463 941 per annum Grade 3: R543 099 per annum
<u>CENTRE REQUIREMENTS</u>	:	Tygerberg Hospital, Parow Valley
	:	Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as Clinical Technologist in Pulmonology. Registration with a Professional Council: Registration with the HPCSA as a Clinical Technologist: Pulmonology. Experience: Grade 1: None after registration with the HPCSA as a Clinical Technologist: Pulmonology in respect of RSA qualified employees. 1-year relevant experience after registration with the HPCSA as a Clinical Technologist: Pulmonology in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. Grade 2: A minimum of 10 years' relevant experience after registration with the HPCSA as a Clinical Technologist: Pulmonology in respect of SA qualified employees. A Minimum of 11 years' relevant experience after registration with the HPCSA as a Clinical Technologist: Pulmonology in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. Grade 3: A minimum of 20 years' relevant experience after registration with the HPCSA as a Clinical Technologist: Pulmonology in respect of SA qualified employees. A minimum of 21 years' relevant experience after registration with the HPCSA as a Clinical Technologist: Pulmonology in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. Inherent requirements of the job: After-hour's service is compulsory. Competencies (knowledge/skills): Good communication skills (verbal and written). Ability to work within a group at all levels of authority. Ability to work under pressure. Capable of maintaining confidentiality. Good computer skills in MS Word and MS Excel. Knowledge of ventilation and experience in Critical Care Area.
<u>DUTIES</u>	:	Perform all diagnostic procedures in Pulmonology and Critical Care. Optimal Patient Care in Pulmonology able to do following investigations, Spirometry, Plethysmography, Gas Distribution, Exercise Testing, Compliance, NIOX, Provocation. Optimal Patient Care in Critical Care able to help with ventilation and haemodynamic monitoring. Training in Pulmonology according to ATS/ERS guidelines, Spirometry, Plethysmography, Gas Distribution, Exercise Testing, Compliance, NIOX, Provocation. Research with GCP.
<u>ENQUIRIES APPLICATIONS</u>	:	Mr F Swart Tel No: (021) 938-5789
	:	Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	:	No payment of any kind is required when applying for this post. Candidates who are not in possession of the stipulated registration requirements may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable on health professionals who apply for the first time for registration

		as Clinical Technologist: Pulmonology with the relevant council (including individuals who must apply for change in registration status)".
<u>CLOSING DATE</u>	:	29 August 2025
<u>POST 29/136</u>	:	<u>SENIOR ADMINISTRATIVE OFFICER: FINANCE</u> Chief Directorate: Emergency and Clinical Services Support
<u>SALARY</u>	:	R397 116 per annum
<u>CENTRE</u>	:	Finance and Supply Chain Management
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Appropriate 3-year National Diploma/Degree. Experience: Appropriate experience in Financial Management and expenditure control. Appropriate supervisory experience. Appropriate experience in completing and analysing BMI's. Inherent requirements of the job: Valid drivers' licence. Willingness to travel. Competencies (knowledge/skills): Organizational, managerial, leadership skills and an aptitude for working with financial figures. Appropriate knowledge relevant to supply chain management prescripts, departmental policies, delegations and procedures. Strong people management and supervisory skills, ability to work in a team context and motivate team members. Computer literacy in Microsoft Office. Knowledge of PFMA, Finance instructions, Provincial and National Treasury regulations, as well as Accounting Officer System. Good verbal and written communication skills.
<u>DUTIES</u>	:	Budgetary functions within the Chief Directorate: ECSS Sector. Management of budget, revenue & expenditure monitoring and control within the Chief Directorate: ECSS Sector. Monitoring and Evaluation, effective and efficient support to the ASD in financial accounting, including compliance and risk management within the Chief Directorate: ECSS Sector. People Management within the component.
<u>ENQUIRIES</u>	:	Ms Y Classen Tel No: (021) 815-8738
<u>APPLICATIONS</u>	:	Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	:	No payment of any kind is required when applying for this post. The pool of applicants will be considered for other vacant Senior Administrative Officer: Finance posts within the Chief Director Emergency & Clinical Services Support, for a period of 3 months from date of advert. Candidates will be subjected to a written/practical and oral assessment.
<u>CLOSING DATE</u>	:	29 August 2025
<u>POST 29/137</u>	:	<u>SENIOR ADMINISTRATIVE OFFICER: HUMAN RESOURCES MANAGEMENT</u> Cape Winelands Health District
<u>SALARY</u>	:	R397 116 per annum
<u>CENTRE</u>	:	Ceres Hospital
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Appropriate three-year National Diploma / Degree. Experience: Appropriate Human Resource Administration experience. Appropriate supervisory experience. Practical PERSAL experience. Inherent requirement of the job: Valid (Code B/EB) driver's license. Willingness to drive between the various PHC Clinics in the sub district if required. Competencies (knowledge/skills): Computer literacy (MS Word, Excel, PowerPoint, GroupWise and PERSAL). Good knowledge and experience in Human Resource Manage. Ability to provide training. Good interpersonal, communication, presentation and writing skills.
<u>DUTIES</u>	:	Responsible for co-ordination, supervision and control of component as well as support to supervisor. Assist with all transversal personnel practices, including all employment practices, conditions of service and terminations, SPMS and establishment within the Sub-district. Responsible for the Human Resource Development function within the Sub-district which includes the compiling of the workplace skills plan, training statistics and relevant administrative duties regarding Human Resource Development. Render a support and advisory service with regard to personnel administration and human resource management. Handle Labour Relation issues which include grievances, dispute resolutions, IMLC matters and the capturing of Labour Relation information on PERSAL with regard to human resource matters. Provide training and advice with regard to all relevant HRM policies, legislation, prescripts and procedure within the Sub-district to ensure the correct implementation. Monitor compliance to HR policies.

<u>ENQUIRIES</u>	:	Mr WJ Owen Tel No: (023) 316-9601
<u>APPLICATIONS</u>	:	Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	:	No payment of any kind is required when applying for this post. The pool of applicants will be considered for similar vacant posts within Ceres Hospital for a period of 3 months from date of advert.
<u>CLOSING DATE</u>	:	29 August 2025
<u>POST 29/138</u>	:	<u>SENIOR ADMINISTRATIVE OFFICER: HUMAN RESOURCE MANAGEMENT (SPMS)</u>
<u>SALARY</u>	:	R397 116 per annum
<u>CENTRE</u>	:	Tygerberg Hospital, Parow Valley
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Appropriate three-year National Diploma/Degree in Human Resources Management. Experience: Appropriate supervisory experience in Performance management systems. Appropriate experience in personnel and salary administration. Inherent requirements of the job: Valid driver's licence (Code B/EB). Competencies (knowledge/skills): Good working knowledge and experience of PERSAL and the relevant functions. Computer literacy (MS Word, Excel, PowerPoint, Outlook and PERSAL). Ability to provide training. Good communication skills (verbal and written). Sound knowledge of the SPMS, PMDS and OSD prescripts. Knowledge and experience in doing BAS payments. Knowledge of the PFMA and debt management and good numeracy skills. Good interpersonal and conflict resolution skills.
<u>DUTIES</u>	:	Manage and supervise of the Performance Management component with a very high workload, which are responsible for all SPMS & PMDS related matters. Implement and monitor the relevant policies, procedures, prescripts with regards to SPMS & PMDS Provide assistance to clients, personnel, management and supervisors. Assist with and provide training and information sessions with regard to SPMS and PMDS. Provide assistance and secretarial support to the Pre- and Formal Moderating Committees and advice with regard to the strategic overview of the performance management process. Assist with and investigate grievances regarding performance management processes. Advise and assist with the dealing of poor performances, grade progressions and pay progressions Act as Systems Administrator of the Performance Management Information System (PERMIS). Complete ad-hoc tasks, e.g. answer audit reports.
<u>ENQUIRIES</u>	:	Ms Z Melane Tel No: (021) 938-4138.
<u>APPLICATIONS</u>	:	Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	:	No payment of any kind is required when applying for the post. Candidates may be subjected to a practical assessment.
<u>CLOSING DATE</u>	:	29 August 2025
<u>POST 29/139</u>	:	<u>SOCIAL WORKER GRADE 1 TO 4</u> Chief Directorate: Metro Health Services
<u>SALARY</u>	:	Grade 1: R325 200 per annum Grade 2: R397 119 per annum Grade 3: R477 564 per annum Grade 4: R585 441 per annum
<u>CENTRE</u>	:	Helderberg Hospital
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Appropriate Bachelor's Degree in Social Work or equivalent qualification. Registration with a Professional Council: Registration with the South African Council for Social Service Professions (SACSSP) as Social Worker. Experience: Grade 1: No experience. Grade 2: A minimum of 10 years appropriate experience in Social Work after registration as a Social Worker with the South African Council for Social Service Professions. Grade 3: A minimum of 20 years appropriate experience in Social Work after registration as a Social Worker with the South African Council for Social Service Professions. Grade 4: A minimum of 30 years appropriate experience in Social Work after registration as a Social Worker with the South African Council for Social Service Professions. Inherent requirements of the job: Valid code (B/EB) driver's licence and willingness to travel. Competencies (knowledge/ skills): Computer literacy in Microsoft Office package (MS word, Excel, and PowerPoint) and e-mail (Outlook) Knowledge and insight of relevant

		legislation and policy related to social work service in the public sector. Good report writing, interpersonal, leadership and planning skills. Ability to work independently and within an interdisciplinary team to achieve functional outcomes for the clients. Knowledge and understanding of illness and disease, human behaviour, and social systems within a hospital setting.
<u>DUTIES</u>	:	Provision of comprehensive, client centered clinical social work services in the hospital setting, with regards to care, support and protection of vulnerable individuals, groups, families and communities, to ensure safe discharge plans. Deliver an accountable service through the application of Social Work administrative processes. Effective networking with the multi-disciplinary team as well as relevant external role players. Keep up to date with new developments in social work and welfare fields. Utilize and manage resources. Support social auxiliary workers and volunteers. Participate in training and development of staff. Assist with the achievement of the departmental and organizational goals. Perform all the administrative functions required of the job.
<u>ENQUIRIES</u>	:	Ms E Vlok Tel No: (021) 850-4702
<u>APPLICATIONS</u>	:	Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	:	Shortlisted candidates will be subjected to a written/practical and oral assessment. No payment of any kind is required when applying for this post. Candidates who are not in possession of the stipulated registration requirements may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable on health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status)".The pool of applicants will be considered for other Social Worker posts within the Chief Directorate: Metro Health Services for a period of 3 months from date of advert.
<u>CLOSING DATE</u>	:	29 August 2025
<u>POST 29/140</u>	:	<u>ADMINISTRATIVE OFFICER: SUPPORT SERVICES (LINEN MANAGEMENT)</u> Directorate: Facilities Management
<u>SALARY</u>	:	R325 101 per annum
<u>CENTRE</u>	:	Head Office, Cape Town (Sub-directorate: Laundry Services)
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Appropriate Senior Certificate/Grade 12 qualification. Experience: Appropriate supervisory experience and experience in the laundry and linen environment. Inherent requirement of the job: Valid (Code B/EB) driver's licence. Travelling within the Western Cape. Willingness to work long hours sometimes. Competencies (knowledge/skills): Excellent verbal and writing communication skills. Motivational and leadership skills. Sound knowledge of Linen management. Sound knowledge and understanding of the Public Finance Management Act and Public. Procurement procedures.
<u>DUTIES</u>	:	Training and mentorship of laundry and linen management staff. Investigating claims for loss or damage to linen. Management of inventories for linen stock and Provincial Linen Depot. Collect, maintain and analyse data for all records necessary for linen accountability and security, including statistical preparation reports. Manage the Limiting Bid Linen Contract and ordering linen items. Human Resource Management. Provide relief duties as Acting Control Laundry Manager in the Linen Management Services.
<u>ENQUIRIES</u>	:	Ms J van der Riel Tel No: (021) 918-1626
<u>APPLICATIONS</u>	:	Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	:	No payment of any kind is required when applying for this post.
<u>CLOSING DATE</u>	:	29 August 2025
<u>POST 29/141</u>	:	<u>ADMINISTRATIVE OFFICER: HUMAN RESOURCE MANAGEMENT</u> Cape Winelands Health District
<u>SALARY</u>	:	R325 101 per annum
<u>CENTRE</u>	:	Ceres Hospital

<u>REQUIREMENTS</u>	:	Minimum educational qualification: Senior certificate (or equivalent). Experience: Appropriate experience in Human Resources (i.e. Salary Administration, Service Conditions, Personnel Management, PERSAL and Recruitment and Selection). Inherent requirement of the job: Valid (Code B/EB) driver's license and willingness to travel. Competencies (knowledge/skills): In-depth knowledge and experience of the Recruitment and Selection Policies and Procedures in the Public Service. Strong analytical and strategic thinking abilities. Computer skills in MS Office (i.e. Word, Excel, PowerPoint and Outlook). Good verbal and written communication skills.
<u>DUTIES</u>	:	Administer and ensure effective and efficient implementation of HRM policies, prescripts, approval of PERSAL transactions with regards to Personnel provisioning, Personnel and Salary administration. Assist with the administration of OSD and Grade Progression. Maintain an effective and efficient Recruitment and Selection service. Provide an effective support function to manager and personnel. Supervise Administration Clerks to ensure effective functioning of the Personnel Administration Section.
<u>ENQUIRIES</u>	:	Mr WJ Owen, Tel No: (023) 316-9601
<u>APPLICATIONS</u>	:	Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	:	No payment of any kind is required when applying for this post. Shortlisted candidates will be subjected to a practical test. The pool of applicants will be considered for similar vacant posts within Ceres Hospital for a period of 3 months from date of advert.
<u>CLOSING DATE</u>	:	29 August 2025
<u>POST 29/142</u>	:	<u>PROFESSIONAL NURSE GRADE 1 TO 3: GENERAL (WARD 19 & 10 AND WARD 5 & 6) (X3 POSTS)</u> Chief Directorate: Metro Health Services
<u>SALARY</u>	:	Grade 1: R324 384 per annum Grade 2: R396 132 per annum Grade 3: R476 367 per annum
<u>CENTRE</u>	:	Alexandra Hospital
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the SANC as a Professional Nurse with Psychiatry. Registration with Professional council: Registration with the SANC as Professional Nurse and Psychiatry. Experience: Grade 1: None Grade 2: A minimum of 10 years recognisable experience in nursing after registration with the SANC as a Professional Nurse in General Nursing. Grade 3: A minimum of 20 years recognisable experience in nursing after registration with the SANC as a Professional Nurse in General Nursing. Inherent requirement of the job: Willingness to work shifts, day and night duty, weekends and public holidays to meet the operational requirements. Prepared to work in all departments/wards according to the operational needs of the hospital. Competencies (knowledge/skills): Knowledge and understanding of nursing care processes, procedures, statuses, and other relevant legal and ethical practices. Computer literacy: MS Office, MS Outlook. Good Communication Skills. Report Writing. Appropriate experience in comprehensive nursing treatment and care to patients in a Mental Health Unit.
<u>DUTIES</u>	:	Provision of optimal, holistic nursing care with set standards and within a professional/legal framework. Effective utilisation of resources. Maintain professional growth/ethical standards and self-development. Provision of Support to Nursing Services. Participation in training and research.
<u>ENQUIRIES</u>	:	Ms JE Isaacs Tel No: (021) 503-5000
<u>APPLICATIONS</u>	:	Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	:	No payment of any kind is required when applying for this post. Shortlisted candidates will be subjected to a written/practical and oral assessment. "Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview." This concession is only applicable 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.

<u>CLOSING DATE</u>	:	29 August 2025
<u>POST 29/143</u>	:	<u>PROFESSIONAL NURSE GRADE 1 TO 3 (GENERAL NURSING) (X3 POSTS)</u> Chief Directorate: Metro Health Services
<u>SALARY</u>	:	Grade 1: R324 384 per annum Grade 2: R396 132 per annum Grade 3: R476 367 per annum
<u>CENTRE REQUIREMENTS</u>	:	Wesfleur 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 Professional Nurse and Midwife. Registration with a Professional Council: Registration with the SANC as Professional Nurse and Midwife. Experience: Grade 1: None. Grade 2: A Minimum of 10 years appropriate/recognizable experience in nursing after registration as Professional Nurse with the SANC in General Nursing Grade 3: A Minimum of 20 years appropriate/recognizable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. Inherent requirements of the job: Good verbal and written communication skills. Required to work shifts and after hours (weekend, public holidays, and night duty). Willingness to rotate within the institution. Computer literacy. Competencies (knowledge/skills): Ability to function/make decisions independently and as part of a multi-disciplinary team. Good communication, interpersonal relationships, exceptional leadership and conflict resolution skills. Basic computer skills in MS Word, Excel, Outlook. Knowledge of relevant legislation and policies of the Department of Health Western Cape.
<u>DUTIES</u>	:	Provide optimal, holistic nursing care within set standards and professional/legal framework. Assist with management of people management services within the Department and compliance to professional, legal, and ethical regulations governing nursing practice. Effective utilization of financial and physical resources within the department. Ensure the promotion of Quality Assurance, Infection Control and Prevention & Occupational Health & Safety within the Department. Deliver a support service to the Operational Manager, whilst maintaining professional growth and ethical standards and self-development.
<u>ENQUIRIES</u>	:	Ms LA Abrahams Tel No: (021) 816-500, Email: Lee-Anne.Abrahams@westerncape.gov.za
<u>APPLICATIONS</u>	:	Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	:	No payment of any kind is required when applying for this post. Candidates who are not in possession of the stipulated registration requirements may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable to candidates who apply for the first time for registration with the SANC after obtaining their qualification. The pool of applicants will be considered for similar vacant posts within Wesfleur Hospital for a period of 3 months from date of advert.
<u>CLOSING DATE</u>	:	29 August 2025
<u>POST 29/144</u>	:	<u>ARTISAN PRODUCTION GRADE A TO C (TECHNICAL SERVICES)</u> Chief Directorate: Metro Health Services.
<u>SALARY</u>	:	Grade A: R243 597 per annum Grade B: R285 816 per annum Grade C: R332 061 per annum
<u>CENTRE REQUIREMENTS</u>	:	Wesfleur Hospital
	:	Minimum educational requirement: Appropriate Trade Test Certificate in a trade relevant to Electrical, Building, Equipment & Infrastructure Construction & Maintenance (including general fault-finding & repair). Experience: Grade A: No experience required. Grade B: At least 18 years' appropriate/recognizable

	experience in the area after obtaining the relevant Trade Test certificate. Grade C: At least 34 years' appropriate/recognizable experience in the area after obtaining the relevant Trade Test certificate. Inherent requirements of the job: Valid (Code B/EB) driver's license. Physically fit to perform duties and work at heights and in confined spaces. Work overtime should the need arise, day or night, and perform standby duties. Willingness to travel and work at all Public Health Institutions within the Atlantis area. Willingness to perform over a spectrum of technical trades and continual training in these. Competencies (knowledge/skills): A practical, working knowledge of the requirements of the Machinery, and Occupational Health and Safety Act (Act 85). Able to interpret and apply regulations. A practical, working knowledge of the working principle, parts and assembly, testing, routine & breakdown maintenance of the following: Domestic & light commercial laundry & kitchen equipment, access control, basic building terminology and construction, Hospital technical systems & plant, HVAC equipment, Welding & Plumbing skills (Demonstrable). Good communication skills. Demonstrable computer literacy in at least Ms Word and Excel (able to create and edit basic documents), efficiently use an email program and internet browser.
<u>DUTIES</u>	: Repairs of equipment, reticulations and plant. Plan and design basic new installations and perform alterations Do installations of systems and equipment. Perform preventative maintenance tasks on equipment. Mentor other technical staff. Perform administrative and related functions regarding the workshop. Control over equipment, tools, plan and materials. Supervise and manage the workshop and staff.
<u>ENQUIRIES</u>	: Mr R Cupido Tel No: (021) 816-8575, Email: Ricardo.Cupido@westerncape.gov.za
<u>APPLICATIONS</u>	: Applicants apply online: www.westerncape.gov.za/health-jobs (click "online applications")
<u>NOTE</u>	: No payment of any kind is required when applying for this post. All shortlisted candidates will be subjected to a practical assessment.
<u>CLOSING DATE</u>	: 29 August 2025
<u>POST 29/145</u>	: <u>ADMINISTRATION CLERK: FINANCE</u> Chief Directorate: Metro Health Services
<u>SALARY</u>	: R228 321 per annum
<u>CENTRE</u>	: Lentegour Hospital
<u>REQUIREMENTS</u>	: 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 Revenue and or Billing in a Healthcare environment. Inherent requirement of the job: Valid (Code B/EB) driver's licence. Competencies (knowledge/skills): Knowledge of Clinicom and Billing systems, Basic Accounting System (BAS), Account Receivable System (AR) and EDI (Electronic Data Interchange). Computer literacy in MS Office (Excel Spreadsheets, Microsoft Word, and web-based programs (medical aids). Cashiers' knowledge and access. Excellent communication skills, conflict management, interpersonal and leadership skills.
<u>DUTIES</u>	: Render admin support to Case Manager. Assist with MediKredit EDI rejection reports. Allocate all payments to patient accounts and follow up of short/non-payments. Daily monitoring and management of Disposals and Attendance on Clinicom. Control of receipt and depositing of state monies, physically as well as on BAS. Complete all HIS (Clinicom / AR) transactions.
<u>ENQUIRIES</u>	: Mr M Mdodeni Tel No: (021) 370-1125
<u>APPLICATIONS</u>	: Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	: No payment of any kind is required when applying for this post. Shortlisted candidates will be subjected to a written/practical and oral assessment. The pool of applicants will be considered for other similar vacant posts within the Chief Directorate: Metro Health Services, for a period of 3 months from the date of the advert.
<u>CLOSING DATE</u>	: 29 August 2025
<u>POST 29/146</u>	: <u>ADMINISTRATION CLERK: HRM (PEOPLE MANAGEMENT)</u> Chief Directorate: Emergency and Clinical Services Support
<u>SALARY</u>	: R228 321 per annum

<u>CENTRE REQUIREMENTS</u>	:	Emergency Medical Services
	:	Minimum educational qualification: Senior certificate (Grade 12 or equivalent)
	:	Experience: Appropriate experience in PERSAL and Human Resource Management functions. Inherent requirement of the job: Valid code B/EB driver's license. Willingness to travel. Competencies (knowledge/skills): Good computer literacy (MS Word, advanced Excel and PowerPoint), mathematical and communication skills. Good interpersonal skills and the ability to function as a team player, with and without supervision. Exercise good judgment in safeguarding confidential or sensitive information. Ability to function in a stressful environment, cope with a heavy workload and meet deadlines. Appropriate planning, prioritization, organization and administrative skills. Knowledge of People Management Legislation and Policies in the Public Service.
<u>DUTIES</u>	:	Effective and timeous performance of all personnel matters, such as pension-, service termination-, leave-, allowances-, service benefits- and debt management administration. Ensure correct application of People Management Policies and audit compliance. Assist with all other administrative functions in the personnel component, as per request. Maintain effective record keeping. Assist staff, colleagues, supervisors, management and members of the public with regards to all Human Resources and Personnel matters. Handle a variety of personnel, written and telephonic enquiries. Provide and ensure effective support to relevant line management within the component and colleagues.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms C Acker Tel No: (021) 944-9200
	:	Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	:	No payment of any kind is required when applying for this post. Shortlisted candidates could be expected to undergo a practical assessment. As directed by the Department of Public Service and Administration, applicants must note that further checks will be conducted once they are shortlisted and that their appointment is subject to positive outcomes on these checks, which include security clearance, qualification, verification, criminal records and previous employment.
<u>CLOSING DATE</u>	:	29 August 2025
<u>POST 29/147</u>	:	<u>ADMINISTRATION CLERK: SUPPORT (LINEN MANAGEMENT)</u> Directorate: Facilities Management
<u>SALARY CENTRE REQUIREMENTS</u>	:	R228 321 per annum
	:	Head Office, Cape Town, (Sub-directorate: Laundry Services)
	:	Minimum educational qualification: Senior Certificate (or equivalent) with experience/competencies that focuses on the Key Performance Areas (KRA's) of the post. Experience: Appropriate experience in general office administration functions. Appropriate experience in the accurate counting and auditing. Inherent requirements of the job: Valid EB drivers' licence. Willingness travelling away from home. Willingness to work long hours sometimes. Industrial Laundry and linen management experience essential. Competencies (knowledge/skills): Computer literacy in MS Word and Excel. Good written and communication skills. Ability to work under pressure and to meet deadlines. Knowledge of the Western Cape linen management and Control Policy.
<u>DUTIES</u>	:	Conduct regular linen audits at hospitals and health institutions with-in the Western Cape Province. Administrative functions – compile linen shortage and surplus reports, Update linen inventories of facilities. Provisioning administration Assist with ordering and control of linen stocks and other office related requirements/materials. Contact functions -Liaise with the laundries and institutions to ensure effective linen control.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms J van der Riel Tel No: (021) 918-1626
	:	Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	:	No payment of any kind is required when applying for this post.
<u>CLOSING DATE</u>	:	29 August 2025
<u>POST 29/148</u>	:	<u>ADMINISTRATION CLERK: SUPPORT</u> Chief Directorate: Metro Heath Services
<u>SALARY CENTRE</u>	:	R228 321 per annum
	:	Oral Health Centre, Tygerberg/Mitchell's Plain

<u>REQUIREMENTS</u>	:	Minimum educational qualification: Senior Certificate (or equivalent). Experience: Appropriate administrative support services experience. Appropriate experience within a Quality Assurance Department/Unit. Competencies (knowledge/skills): Computer literacy (Microsoft Office, SINJANI, Ideal Clinic and typing proficiency). Good planning, organisational, and data management skills.
<u>DUTIES</u>	:	Effectively provide office and administrative support services to Quality Assurance Department. Capture all required data and maintain relevant statistical data. Provide meeting secretarial support to relevant components. Assist with Complaint, Compliment, and Suggestion management. Assist with relevant surveys, audits and awareness campaigns.
<u>ENQUIRIES</u>	:	Mr J Hopp-Abrahams Tel No: (021) 937 3197
<u>APPLICATIONS</u>	:	Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	:	No payment of any kind is required when applying for this post. Shortlisted candidates will be subjected to a written/practical and oral assessment. The pool of applicants will be considered for other similar vacant posts within the Chief Directorate: Metro Health Services, for a period of 3 months from date of advert.
<u>CLOSING DATE</u>	:	29 August 2025
<u>POST 29/149</u>	:	<u>ADMINISTRATION CLERK: SUPPORT (X2 POSTS)</u> Directorate: Employee Relations
<u>SALARY</u>	:	R228 321 per annum
<u>CENTRE</u>	:	Head Office, Cape Town
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Senior Certificate (or equivalent). Experience: Appropriate experience in labour relations. Inherent requirement of the job: Valid Code (B/EB) driver's licence and willingness to travel. Competencies (knowledge/skills): Basic knowledge in administrative support services within the Public or Private Sector. Knowledge of Labour Relations with specific reference to rendering administrative support services. Knowledge of legislative framework governing labour law. Computer Literacy in MS Office Skills.
<u>DUTIES</u>	:	Effective administrative support to the Deputy Directors and specific sub-directorates by assisting with diary management, responding to both internal and external stakeholders and filing of documentation both electronically and in hard cover files. Effective administrative support to specific sub-directorates with regards submission management and maintenance of relevant databases thereof. Provide administrative support regarding meetings, workshops and training activities Assist with accommodation and traveling arrangements. Assist with LOGIS capturing.
<u>ENQUIRIES</u>	:	Mr F van Rooyen Tel No: (021)831-5855, Mr M Ngqama Tel No: (021)831-5864
<u>APPLICATIONS</u>	:	Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	:	No payment of any kind is required when applying for this post.
<u>CLOSING DATE</u>	:	29 August 2025
<u>POST 29/150</u>	:	<u>ADMINISTRATION CLERK: ADMISSIONS</u> Chief Directorate: Metro Health Services
<u>SALARY</u>	:	R228 321 per annum
<u>CENTRE</u>	:	Scottsdene Community Day Centre, Northern/Tygerberg Substructure
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Senior Certificate (or equivalent). Experience: Appropriate experience inpatient admissions and help desk environment. Competencies (knowledge/skills): Knowledge of Primary Health Care Information System/Clinicom, Hospital Emergency Centre Tracking Information System, Tier.net. Knowledge of the PFMA and responsibilities linked to finance management. Knowledge of filing, archiving and disposal process of records.
<u>DUTIES</u>	:	Admissions of clients in different departments, opening new folders, merging of folders, filing, archiving and disposal of folders. Accomplish key tasks in a competent and acceptable manner, adhere to sound professional behaviour and dress code. Ensure accurate and daily capturing on PHCIS/Tier.net/relevant electronics systems. Ensure clients are admitted according to the appointment system, assist with queue marshalling. Ensure

		good client relation strategies to minimize complaints. Ensure effective and efficient implementation of all applicable policies, procedures and instructions.
<u>ENQUIRIES</u>	:	Ms A Mullins Tel No: (021) 810- 8121
<u>APPLICATIONS</u>	:	Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	:	No payment of any kind is required when applying for this post. The pool of applicants will be considered for other vacant similar posts within the Chief Directorate: Metro Health Services, for a period of 3 months from date of advert. Candidates will be subjected to a practical/oral assessment.
<u>CLOSING DATE</u>	:	29 August 2025
<u>POST 29/151</u>	:	<u>ADMINISTRATION CLERK: LABOUR RELATIONS (HRM)</u>
<u>SALARY</u>	:	R228 321 per annum
<u>CENTRE</u>	:	Tygerberg Hospital, Parow Valley
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Senior Certificate (or equivalent). Experience: Appropriate experience in the Labour Relations environment. Competencies (knowledge/skills): Good written and verbal communication skills. Computer literate (MS Office package, e-mail and internet). Ability to function under stressful environment and cope with heavy workload. Ability to function as a team player, with or without supervision. Ability to interpret and apply policies. Knowledge of the Legislative framework.
<u>DUTIES</u>	:	General secretarial and administrative duties including typing, filing, answering of telephone and labour relations enquiries. Effective assistance with co-ordination of meetings. Effective assistance with the co-ordination of training. Facilitation of disciplinary hearings. Optimal administration of Labour Relations records, statistics and in-service training.
<u>ENQUIRIES</u>	:	Mr M Boezak Tel No: (021) 938-5184
<u>APPLICATIONS</u>	:	Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	:	No payment of any kind is required when applying for this post. Candidates may be subjected to a practical assessment.
<u>CLOSING DATE</u>	:	29 August 2025
<u>POST 29/152</u>	:	<u>ADMINISTRATION CLERK: INFORMATION MANAGEMENT (X3 POSTS)</u> Chief Directorate: Metro Health Services
<u>SALARY</u>	:	R228 321 per annum
<u>CENTRE</u>	:	Klipfontein/Mitchell's Plain Sub-structure Office (X2 Posts) Mitchells Plain Community Health Centre (X1 Post)
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Senior Certificate (or equivalent). Experience: Appropriate experience in Information Management. Competencies (knowledge/skills): Computer literacy (MS Word, Excel, PowerPoint and Access). Understand the Ditcom process. Knowledge and experience in departmental systems, i.e. Health Information Systems, Sinjani etc.
<u>DUTIES</u>	:	Data Collection, Collation, Capturing & Reporting. Perform administrative role as a member of the Information Management team. Office administration (filing process, telephone and letters etc). Assist with data management quality monitoring. Interpret and analyse data trends. Participate in health information co-ordinating activities. Maintain data retrieval efficiency.
<u>ENQUIRIES</u>	:	Ms L Jaars Tel No: (021) 370-5123
<u>APPLICATIONS</u>	:	Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	:	No payment of any kind is required when applying for this post. Shortlisted candidates will be subjected to a practical and oral assessment.
<u>CLOSING DATE</u>	:	29 August 2025
<u>POST 29/153</u>	:	<u>STAFF NURSE GRADE 1 TO 3 (X2 POSTS)</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>	:	Barrydale CC (X1 Post) Bredasdorp CDC (X1 Post)

<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 a Staff Nurse. Experience: Grade 1: None. Grade 2: A minimum of 10 years appropriate/recognizable experience in nursing after registration with the SANC as a Staff Nurse. Grade 3: A minimum of 20 years appropriate/recognizable experience in nursing after registration with the SANC as a Staff Nurse. Inherent requirements of the job: Valid (Code B/EB driver's license and willingness to travel within the sub district. Willingness to support and to work at other clinics within the Sub-District, as well as on the Mobile Clinic. Competencies (knowledge/skills): Ability to function/make decisions independently and as part of multi-disciplinary team. Good communication and interpersonal relationships. 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.
<u>DUTIES</u>	:	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.
<u>ENQUIRIES</u>	:	Ms GJ Van der Westhuizen Tel No: (028) 514-8400
<u>APPLICATIONS</u>	:	Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	:	No payment of any kind is required when applying for this post. Candidates will be 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 applicants will be considered for similar vacant posts within the Overberg District for a period of 3 months from date of advert."
<u>CLOSING DATE</u>	:	29 August 2025
<u>POST 29/154</u>	:	<u>ARTISAN ASSISTANT (TECHNICAL SERVICES)</u> Overberg District
<u>SALARY</u>	:	R193 359 per annum
<u>CENTRE</u>	:	Caledon Hospital, Theewaterskloof Sub-district
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Grade 10 (or equivalent). Experience: Appropriate experience of facility maintenance, welding and plumbing with general electrical knowledge. Inherent requirements of the job: Valid (Code B/EB) driver's license. Must be prepared to work overtime as requested. Must be physically able to perform the duties required. Must be able to work on heights, i.e. on ladders and scaffolding. Competencies (knowledge/skills): Knowledge of and apply the requirements of the Machinery and Occupational Health and Safety Act, as well as read, write and follow written instructions including manuals and written procedures. Ability to optimally utilise allocated resources such as tools and materials and be skilled in the usage of a variety of tools. Ability to work independently and as part of a team. Ability to adhere to safety standards. Ability to use a conventional lathe or milling machine.
<u>DUTIES</u>	:	Effective and efficient assistance with maintenance and repairs of plumbing components, including projects, installations and alterations, as well as minor maintenance on buildings and facility grounds which include, Welding work as required. Unblocking of sewer lines and toilets. Unblocking basin Geyser installation Assist and perform preventative maintenance on plant and equipment. Efficient and effective stock control. Efficient and effective control over equipment, tools and working area. An effectively supported HR function.
<u>ENQUIRIES</u>	:	Ms N Fudu Tel No: (028) 212-1070
<u>APPLICATIONS</u>	:	Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	:	No payment of any kind is required when applying for this post. Shortlisted candidates will be subjected to a practical test. The pool of applicants will be considered for similar vacant posts within Overberg District for a period of 3 months from the date of advert.
<u>CLOSING DATE</u>	:	29 August 2025

<u>POST 29/155</u>	:	<u>ARTISAN ASSISTANT (TECHNICAL SERVICES) (CARPENTRY)</u> Chief Directorate: Rural Health Services
<u>SALARY</u>	:	R193 359 per annum
<u>CENTRE</u>	:	Worcester Regional Hospital
<u>REQUIREMENTS</u>	:	Minimum educational requirements: Grade 10 (or equivalent). Experience: Appropriate experience of maintenance and repairs of electrical components. Inherent requirement of the job: Valid (Code B/EB) driver's license. Must be prepared to work overtime as requested. Must be physically able to perform the duties required. Must be able to work on heights i.e. on ladders and scaffolding. Competencies (knowledge/skills): Knowledge of and apply the requirements of the Machinery and Occupational Health and Safety Act, as well as read, write and follow written instructions including manuals and written procedures. Ability to optimally utilise allocated resources such as tools and materials and be skilled in the usage of a variety of tools. Ability to work independently and as part of a team. Ability to adhere to safety standards.
<u>DUTIES</u>	:	Effective and efficient assistance with maintenance and repairs of carpentry fixtures and components, including projects, installations and alterations, as well as minor maintenance on buildings and facility grounds which include painting and tiling work. Assist and perform preventative maintenance on plant and equipment. Efficient and effective stock control. Efficient and effective control over equipment, tools and working area. An effectively supported HR function.
<u>ENQUIRIES</u>	:	Mr C van der Westhuizen Tel No: (023) 348-1199
<u>APPLICATIONS</u>	:	Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	:	No payment of any kind is required when applying for this post. Shortlisted candidates will be subjected to a practical test. "The pool of applications will be considered for vacancies within George Regional Hospital for a period of three months from the date of the advert, provided that the job title, core functions, inherent requirements, and salary level are the same as those of the advertised post."
<u>CLOSING DATE</u>	:	29 August 2025
<u>POST 29/156</u>	:	<u>NURSING ASSISTANT GRADE 1 TO 3 (X19 POSTS) (VARIOUS COMPONENTS)</u>
<u>SALARY</u>	:	Grade 1: R174 261 per annum Grade 2: R203 271 per annum Grade 3: R239 559 per annum
<u>CENTRE</u>	:	Tygerberg Hospital, Parow Valley
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Appropriate qualification that allows registration with the South African Nursing Council (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 nursing experience after registration with the SANC as Nursing Assistant. Grade 3: A minimum of 20 years appropriate/recognisable nursing experience after registration with the SANC as Nursing Assistant. Inherent requirements of the job: Willingness to work shifts, public holidays, after-hours, night duty and weekend cover. Competencies (knowledge/skills): Ability to work independently and under pressure. Good communication skills.
<u>DUTIES</u>	:	Provide quality basic nursing care according to procedures and policy. Assist patients with activities of daily living which includes patient hygiene, nutritional status, mobility and elimination needs. Escort patient to and from x-rays, sonar, etc. Assist professional nurses with clinical procedures and preparation of patients for diagnostic and surgical procedures. Accurate recordkeeping and effective utilization of resources.
<u>ENQUIRIES</u>	:	Ms F Baartman Tel No: (021) 938-4055
<u>APPLICATIONS</u>	:	Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	:	No payment of any kind is required when applying for this post. Candidates who are not in possession of the stipulated registration requirements may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only

		applicable to candidates who apply for the first time for registration in a specific category with the South African Nursing Council (including individuals who must apply for change in registration status).
<u>CLOSING DATE</u>	:	29 August 2025
<u>POST 29/157</u>	:	<u>TRADESMAN AID</u> Cape Winelands Health District
<u>SALARY</u>	:	R163 680 per annum
<u>CENTRE</u>	:	Drakenstein Sub-district, Paarl
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Grade 10 (or equivalent). Experience: Appropriate tradesman experience in (wood, metal and other materials, plumbing, electrical, Inherent requirement of the job: Ability and willingness to do standby duties and work overtime. Must be physically able to perform duties as required. Willingness to travel. Competencies (knowledge/skills): Good interpersonal skills Ability to handle tools, parts and materials Knowledge of Occupational Health and Safety.
<u>DUTIES</u>	:	Assist Artisan and Handymen in the execution of their respective duties. Assist with repairs and emergency breakdowns (including after hour's repairs). Cleaning of specific equipment including management of Medical Gas. Undertake a variety of other general duties such as the physical movement of goods and equipment. Clean workshop and assist with repairs and maintenance functions effectively Assist with the checking of maintenance and repairs of all equipment and furniture.
<u>ENQUIRIES</u>	:	Mr S Adams Tel No: (021) 877-6400
<u>APPLICATIONS</u>	:	Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	:	No payment of any kind is required when applying for this post. Shortlisted candidates may be subjected to a practical test. The pool of applicants will be considered for similar vacant posts within Drakenstein Sub District for a period of 3 months from date of advert.
<u>CLOSING DATE</u>	:	29 August 2025
<u>POST 29/158</u>	:	<u>DRIVER (LIGHT DUTY VEHICLE)</u> Chief Directorate: Metro Health Services
<u>SALARY</u>	:	R138 486 per annum
<u>CENTRE</u>	:	Khayelitsha Eastern Sub-structure Office
<u>REQUIREMENTS</u>	:	Minimum educational requirement: Basic literacy and numeracy skills. Experience: Appropriate driving experience. Inherent requirements of the job: Valid code (B/EB) driver's licence. Valid Public Driving Permit (PDP). Willingness to work overtime and to perform standby duties. Competencies (knowledge/skills): Ability to communicate in at least two of the three official languages of the Western Cape. The ability to accept accountability, responsibility to work independently and good interpersonal skills. Knowledge of Transport Regulations and Circular no 4 of 2000. Knowledge of routine, maintenance, Inspections for defects on vehicles and safe driving skills.
<u>DUTIES</u>	:	Ensure an efficient and effective transport service for Khayelitsha/Eastern Sub Structure Office. Conduct routine maintenance, inspecting GG vehicles and timely reporting of defects. Ensure an effective daily transport administration and support to Supervisor. Ensure vehicles are kept clean and tidy. Perform administrative and relieve duties when required or necessary.
<u>ENQUIRIES</u>	:	Ms S Frank-Hoosen Tel No: (021) 360-4716
<u>APPLICATIONS</u>	:	Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	:	No payment of any kind is required when applying for this post. Candidates will be required to undertake a pre-entry assessment test/practical assessment and formal interview.
<u>CLOSING DATE</u>	:	29 August 2025
<u>POST 29/159</u>	:	<u>GENERAL WORKER STORES (LINEN STORES ASSISTANT) (X2 POSTS)</u> Directorate: Facilities Management
<u>SALARY</u>	:	R138 486 per annum
<u>CENTRE</u>	:	Head Office, Cape Town, (Sub-directorate: Laundry Services)
<u>REQUIREMENTS</u>	:	Minimum requirement: Basic literacy and numeracy skills. Experience: Appropriate stores and laundry/linen experience. Inherent requirement of the

		job: Medically fit to lift and carry heavy bags. Competencies knowledge/skills): Excellent verbal and writing communication skills. Good writing skills.
<u>DUTIES</u>	:	(key result areas/outputs): Loading and offloading stock/linen on trucks, vans and shelves. Transport goods and linen to and from the floor. Receive and dispatch of linen/stock to facilities. Packing, stacking and racking of linen and stock. Housekeeping and General Hygiene cleaning.
<u>ENQUIRIES</u>	:	Ms J van der Riel Tel No: (021) 918-1626
<u>APPLICATIONS</u>	:	Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	:	No payment of any kind is required when applying for this post.
<u>CLOSING DATE</u>	:	29 August 2025
<u>POST 29/160</u>	:	<u>HOUSEHOLD AID</u> West Coast District
<u>SALARY</u>	:	R138 486 per annum
<u>CENTRE</u>	:	Vredenburg Hospital, Saldanha Bay Sub-district
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Basic numeracy and literacy. Experience: Appropriate cleaning experience in a hospital environment. Inherent requirement of the job: Ability to do physical hard work and stand for long hours. Willingness to relieve in other departments when required. Willingness to work shifts, weekends, night-duty, and overtime. Competencies (knowledge/skills): Good interpersonal skills. Good verbal, as well as written communication skills Appropriate knowledge with the use of the cleaning equipment, cleaning materials and cleaning detergents and stock.
<u>DUTIES</u>	:	Oversee general cleaning tasks to ensure clean and hygienic environment that complies with hygienic, occupational health and safety and infection control and prevention standards. Execute household tasks in respect of food services. Effectively manage ordering, utilization, control of cleaning, household items, linen, and stock Render support services to nursing via OPM and contribute to domestic outcomes being met. Effective and efficient waste management Maintain professional growth, ethical standards, and self-development.
<u>ENQUIRIES</u>	:	Ms E Lester Tel No: (022) 709-7257
<u>APPLICATIONS</u>	:	Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	:	No payment of any kind is required when applying for this post. Candidates may be subjected to a competency test.
<u>CLOSING DATE</u>	:	29 August 2025
<u>POST 29/161</u>	:	<u>FOOD SERVICE AID</u> Chief Directorate: Metro Health Services
<u>SALARY</u>	:	R138 486 per annum
<u>CENTRE</u>	:	New Somerset Hospital
<u>REQUIREMENTS</u>	:	Minimum educational requirement: Basic numeracy and literacy skills. Experience: Appropriate experience in a large-scale Industrial Food Service Unit. Inherent requirement of the job: Ability to work in large scale freezers and cold rooms. Physically fit to lift heavy objects and be on your feet the entire day. Willingness to work shifts, weekends and public holidays as required by operational needs. Competencies (knowledge/skills): Knowledge and understanding of the basic food groups and cooking methods. Knowledge of the Hazard Analysis Critical Control Point (HACCP) principles. Knowledge of Occupational, Health and Safety principles and measures. Knowledge of Milk Kitchen Operation, Feed Production and storage.
<u>DUTIES</u>	:	Prepare, cook and plate meals for the patients. Clean and maintain the kitchen area and equipment and maintain hygiene standards. Follow the Clean-as-you-go principle. Maintain and report broken and faulty apparatus and equipment. Responsible for preparing food according to standardised recipes. Work alternative days in the Milk Kitchen as needed. Assist with the in-service training of new workers or colleagues. Support to Supervisor when required.
<u>ENQUIRIES</u>	:	Ms L Vermeulen Tel No: (021) 402-6224
<u>APPLICATIONS</u>	:	Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	:	No payment of any kind is required when applying for this post. Shortlisted candidates will be subjected to a written/practical and oral assessment. The pool of applicants will be considered for other similar vacant posts within the

	Chief Director: Metro Health Services, for a period of 3 months from date of advert.
<u>CLOSING DATE</u>	: 29 August 2025
<u>POST 29/162</u>	: <u>MEDICAL SPECIALIST GRADE 1 TO 3 (SURGERY) (10 SESSIONS PER WEEK)</u> Chief Directorate: Metro Health Services (Contract until 31 March 2027)
<u>SALARY</u>	: Grade 1: R646 per hour Grade 2: R737 per hour Grade 3: R853 per hour
<u>CENTRE REQUIREMENTS</u>	: Victoria Hospital Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Medical Specialist in Surgery. Registration with a Professional Council: Registration with the HPCSA as a Medical Specialist in Surgery. Experience: Grade 1: None after registration with the HPCSA as a Medical Specialist in Surgery. Grade 2: A minimum of 5 years' appropriate experience as Medical Specialist after registration with the HPCSA (or recognised foreign Health Professional Council in respect of foreign qualified employees) as Medical Specialist in Surgery. Grade 3: A minimum of 10 years' appropriate experience as Medical Specialist after registration with the HPCSA (or recognised foreign Health Professional Council in respect of foreign qualified employee) as a Medical Specialist in Surgery. Inherent requirements of the job: Must be willing to work sessional hours after hours, including weekends and public holidays. Competencies (knowledge/skills): Appropriate experience in general surgery. Appropriate experience in emergency upper-Gastrointestinal endoscopy and management of upper-GI bleeding. Ability to work in a team and with all levels of staff. Interest in developing an academic career.
<u>DUTIES</u>	: Management and communication to appropriately triaged & efficient running of theatre lists. Requirements to complete statistics collection. Completion of medicolegal documents. Participation in research, audits and quality improvement programs. To deliver comprehensive after-hours emergency /urgent surgical services to patients in theatre, GIT unit, surgical wards, and emergency centre at Victoria Hospital. The aim is to deliver safe, cost-effective and high-quality care at all times and promote comprehensive peri-operative care of patients in the discipline of general surgery. This would include the following roles: Pre-operative assessment and resuscitation of surgical patient and planning appropriate operative management. Emergency/urgent & trauma surgical procedures. Competency & proficiency in emergency UGI endoscopy & management of UGI bleeding. Post-operative assessment & care, with appropriate investigation & management of possible complications. Teaching and training of intern.
<u>ENQUIRIES</u>	: Dr J. Plaskett Tel No: (021) 799-1200, email: Jeremy.Plaskett@westerncape.gov.za
<u>APPLICATIONS</u>	: Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	: No payment of any kind is required when applying for this post Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable 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>CLOSING DATE</u>	: 29 August 2025
<u>POST 29/163</u>	: <u>RADIOGRAPHER GRADE 1 TO 3 (ULTRASOUND) (20 SESSIONS)</u> (Contract Until 31 March 2026) Cape Winelands Health District
<u>SALARY</u>	: Grade 1: R262 per hour Grade 2: R306 per hour Grade 3: R358 per hour
<u>CENTRE</u>	: Stellenbosch Hospital

REQUIREMENTS

: Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) in Ultrasound Radiography. Registration with Professional council: Registration with the Health Professions Council of South Africa (HPCSA) as a Radiographer in Ultrasound. Experience: **Grade 1:** None after registration with the HPCSA in Ultrasound Radiography in respect of RSA-qualified employees. One-year relevant experience after registration with the HPCSA in Radiography (Ultrasound) in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. **Grade 2:** Minimum of 10 years relevant experience after registration with the HPCSA in Radiography (Ultrasound) in respect of RSA-qualified employees. Minimum of 11 years relevant experience after registration with the HPCSA in Radiography (Ultrasound) in respect of foreign qualified employees of whom it is not required to perform Community Service as required in South Africa. **Grade 3:** Minimum of 20 years' relevant experience after registration with the HPCSA in Radiography (Ultrasound) in respect of RSA-qualified employees. Minimum of 21 years relevant experience after registration with the HPCSA in Radiography (Ultrasound) in respect of foreign qualified employees of whom it is not required to perform Community Service as required in South Africa. Inherent requirement of the job: A valid driver's licence and willingness to travel within the Sub District. Competencies (knowledge/skills): Computer literacy in word processing, data management and analysis. Ability to use or learn to use systems eg clinicom, PHCIS Ability to work independently and in a team with good interpersonal skills. Thorough knowledge of ante-natal-, ante-natal Doppler-, paediatric-, gynaecology- and abdominal- ultrasound studies. Completion of supplementary courses in diagnostic ultrasound and knowledge and interest in teaching in Obstetrics and Gynaecology at both undergraduate and post-graduate level.

DUTIES

: Provide a comprehensive diagnostic ultrasound service at an advanced level with the main focus on Obstetrics and Gynaecology (O&G) imaging in Stellenbosch Hospital. But including abdominal and other studies. Outreach sonography services to clinics in the ecosystem and district as requested. General care of patients as part of a multi-disciplinary team. Effective administration within the ultrasound unit regarding patient service, appropriate referral as well as equipment management. Maintain case records and statistics. Supervise, train and assess colleagues eg midwives, doctors, radiographers. Actively take part in CPD- program, as learner as well as In-service training.

ENQUIRIES APPLICATIONS

: Dr ND Blanckenberg Tel No: (021) 808-6106
: Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").

NOTE

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

CLOSING DATE

: 29 August 2025

DEPARTMENT OF INFRASTRUCTURE

CLOSING DATE NOTE

: 08 September 2025
: Shortlisted candidates will be required to submit copies of their documentation for verification purposes. These candidates will be required to complete a practical assessment and attend interviews on a date and time as determined by the department. The selection process will be guided by the EE targets of the employing department. Should you experience difficulties with your online application, kindly note that technical support (challenges with online application) is only available from Monday to Friday from 08:00 to 16:00. you may contact the helpline at 0861 370 214. Otherwise, all other queries relating to the position, kindly contact the enquiries person as indicated in the advert.

Please ensure that you submit your application before the closing date as no late applications will be considered.

OTHER POSTS

<u>POST 29/164</u>	:	<u>CANDIDATE ENGINEER (STRUCTURES ENGINEERING): CANDIDATE PROGRAMME AND PROFESSIONAL DEVELOPMENT REF NO: DOI 117/2025</u> (2-Year Contract Period)
<u>SALARY</u>	:	R761 157 per annum, all-inclusive salary package, (OSD as prescribed)
<u>CENTRE</u>	:	Department of Infrastructure, Western Cape Government
<u>REQUIREMENTS</u>	:	Engineering Degree (B Eng/BSC (Eng)) or relevant qualification; Registration with ECSA as a Candidate Engineer is compulsory upon appointment; A valid driving licence. Competencies: Working knowledge of the following: Legal compliance; Structural engineering design and analysis of road structures infrastructure is essential; Experience in hydrology and hydraulic engineering will be favourable; Working knowledge of Computer-Aided Design Software (AutoCAD or Open Roads; Project management skills; Proven problem solving and analysis skills; Research and development skills; Computer literacy (relevant engineering software packages); Ability to draft complex technical reports, memorandums and submissions; Written and verbal communication skills.
<u>DUTIES</u>	:	Design new systems to solve practical engineering problems (challenges) and improve efficiency and safety: Planning, designing, operating and maintenance of engineering projects; Development of cost effective solutions according to standards; Evaluation of existing technical manuals, standard drawings and procedures to incorporate new technology; Training and development of technicians and technologists; Promote safety in line with statutory and regulatory requirements; Office Administration: Prepare inputs for the facilitation of resource utilisation; Adhere to regulations and procedures for Supply Chain Management (SCM) and HR administration; Report on service delivery; Research and development: Keep up with new technologies and procedures; Research/literature studies on engineering technology to improve expertise; Liaise with relevant bodies/councils on engineering-related matters; Follow approved programme of development for registration purposes. The following will be advantageous: Experience in road infrastructure structure projects. Mature candidate engineer. Completed ECSA Group A Outcomes (Description to be provided in CV).
<u>ENQUIRIES</u>	:	Mr M Hendrickse Tel No: (021) 483 3107
<u>APPLICATIONS</u>	:	Only applications submitted online will be accepted. To apply submit your application online only: via http://www.westerncape.gov.za/jobs or https://westerncapegov.erecruit.co
<u>POST 29/165</u>	:	<u>CONTROL WORKS INSPECTOR: TECHNICAL SERVICES- HEALTH REF NO: DOI 120/2025</u>
<u>SALARY</u>	:	R582 444 - R686 091 per annum (Level 10)
<u>CENTRE</u>	:	Department of Infrastructure, Western Cape Government
<u>REQUIREMENTS</u>	:	A National Diploma (T/N/S stream) or equivalent qualification in Mechanical Engineering; Or A N3 and a passed trade test in the built environment; Or Registration as an Engineering Technician; A minimum of 6 years appropriate management experience; A valid (Code B or higher) driving licence. Competencies: Knowledge of the following: Building contract documentation and administration; Act/regulations of Occupation Health & Safety (OHS-Act); National Building Regulation; Relevant built environment legislation; Programme and project management; Research; Planning procedures; Financial management; Formulation of policies in a multi-disciplinary professional environment; Skills needed: Proven computer literacy (MS Office); Administrative ability and record keeping; Communication (written and verbal); Ability to work under pressure and meet deadlines; Conflict management; Able to work in a team.
<u>DUTIES</u>	:	Manage the process for the identification of needs, new services and requirements for minor new work and repairs to existing work by ensuring that customer complaints are investigated and follow-up; Facilitate, co-ordinate and control the implementation of new works, repair and renovation and maintenance, through inter alia the following; Ensure that the relevant project

documentation for new and existing structures is compiled, through inter alia the following; Manage the activities of contractors and consultants through inter alia the following; Gather and submit information in terms of the extended public works programme; Supervise the performance and conduct of subordinates through inter alia.

ENQUIRIES : Mr E du Plooy at Etienne.duPlooy@westerncape.gov.za
APPLICATIONS : Only applications submitted online will be accepted. To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>

POST 29/166 : **ASSISTANT DIRECTOR: LOGISTICS REF NO: DOI 115/2025**

SALARY : R468 459 - R551 823 per annum (Level 09)
CENTRE : Department of Infrastructure, Western Cape Government
REQUIREMENTS : An appropriate 3-year B-Degree (equivalent or higher qualification) in Financial Accounting, Supply Chain Management, Commerce or related field; A minimum of 3 years relevant logistic management experience at supervisory level. Competencies: Knowledge of the following: Accounting; Public Finance Management Act; Logistic Information System (LOGIS); Asset Management; Proven computer literacy (MS Excel); Written and verbal communication skills.

DUTIES : Implement a Logistics management system for an effective bid/quotation process and the maintenance thereof in accordance with departmental policies and procedures and compliance with applicable legislation; Implement an effective and efficient logistics function compliant with departmental policies and procedures and applicable legislative requirements, including, ordering, receiving and distribution of goods, management of inventory, warehousing and accounts payable system; Implement an approved and appropriate disposal plan developed and implemented in accordance with departmental policies and procedures and compliant with applicable legislative requirements including the identification of redundant, obsolete and unserviceable goods, disposal of goods in accordance with the disposal plan, accurate recording of the disposals and appropriate reporting; Effectively utilise LOGIS for provisioning, stock control and reporting in compliance with user and legislative requirements; Effectively utilise Vulindlela as a management information system to monitor and report on revenue; Ensure compliance with relevant legislative, statutory, regulatory and supervisory requirements towards the achievement of component projects and goals.

ENQUIRIES : Mr W Amsterdam Tel No: (021) 483 8259
APPLICATIONS : Only applications submitted online will be accepted. To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>

POST 29/167 : **STATE ACCOUNTANT: BUDGET REVENUE AND EXPENDITURE REF NO: DOI 114/2025**

SALARY : R397 116 - R467 790 per annum (Level 08)
CENTRE : Department of Infrastructure, Western Cape Government
REQUIREMENTS : An appropriate 3-year National Diploma/B-Degree (equivalent or higher qualification); A minimum of 1-year relevant experience in management accounting. Competencies: Knowledge of the following: Business and organizational structure of the department; Applicable legislative and regulatory requirements, policies and standards; Management Accounting/Financial accounting, Infrastructure reporting processes, particularly the Infrastructure Reporting Model (IRM) and its integration with financial systems such as BAS, LOGIS and SCOA; Database management and data quality assurance; Intermediate or advanced knowledge of MS Excel. Skills needed: Monitoring and evaluation methods, tools and techniques; Verbal and written communication skills; Ability to work under pressure and meet deadlines; Analytical, planning and organising skills; Reliable, self-disciplined and dedicated.

DUTIES : Monitor revenue and expenditure; Assist with monthly, quarterly and annual reporting – IYM, conditional grants, earmarked funds, annual report and the infrastructure Reporting Model (IRM); Maintain accurate, timely and compliant reporting of infrastructure project data on the IRM system in line with National Treasury requirements; Reconcile IRM-reported expenditure with BAS and LOGIS, ensuring alignment with SCOA classification; Assist in adjustment budget and annual budget process; Assist with the prevention of unauthorized

		expenditure, under-spending and over-spending; Evaluate and make recommendations on submissions with financial implications to the relevant manager and programme manager. Experience in an infrastructure/project environment would be advantageous.
<u>ENQUIRIES APPLICATIONS</u>	:	Mr S Samodien Tel No: (021) 483 2204
	:	Only applications submitted online will be accepted. To apply submit your application online only: via http://www.westerncape.gov.za/jobs or https://westerncapegov.erecruit.co
<u>POST 29/168</u>	:	<u>ADMINISTRATION CLERK: TECHNICAL ADMINISTRATION: HEALTH INFRASTRUCTURE (X2 POSTS), REF NO: DOI 33/2025 R1</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R228 321- R268 950 per annum (Level 05)
	:	Department of Infrastructure, Western Cape Government
	:	Grade 12 (Senior Certificate or equivalent qualification). Competencies: A good understanding of the following: Administration rules and regulations; Departmental information systems (BAS, BIZ Project, MyContent, SITS); Skills needed: Computer literacy (MS Word and Excel); Meet deadlines; Record keeping; Written and verbal communication; Ability to work under pressure; Ability to work independently and in a team.
<u>DUTIES</u>	:	Render administrative and reception assistance to professional staff regarding filing, GG transport, telephone accounts and invoices; Assist with the ordering and issuing of stationery; Processing of payments; Compiling of claims; Assist with the copying, filing, faxing and scanning of documentation within the component; Draft and type submissions, default letters, arrange meetings and agendas and taking of minutes and general correspondence; Data capturing; Relieve as secretary; Coordination of training requirements; Making travel arrangements.
<u>ENQUIRIES APPLICATIONS</u>	:	Mr P Williams at Peter.Williams@westerncape.gov.za
	:	Only applications submitted online will be accepted. To apply submit your application online only: via http://www.westerncape.gov.za/jobs or https://westerncapegov.erecruit.co
<u>POST 29/169</u>	:	<u>ACCOUNTING CLERK: FRAUD AND LOSSES CONTROL REF NO: DOI 83/2025 R1</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R228 321- R268 950 per annum (Level 05)
	:	Department of Infrastructure, Western Cape Government
	:	Grade 12 (Senior Certificate or equivalent qualification) with accounting and/or Mathematics as a passed subject. Competencies: Knowledge and understanding of the following: WCG Control processes and procedures; Management of losses and claims as per PFMA, NTR, PTI, Transport Circular 4 of 2000, Departmental Security policy, Prescription Act 68 of 1969 and the process to recover losses; Monitor and prevent prescription; Skills in the following: Communication (written and verbal) and report writing; Planning and organising (time management); Problem solving and analytical; Loss Control and basic investigation skills; Ability to assess evidence w.r.t losses and claims and basic investigation; Ability to adhere to strict financial and quarterly deadlines/timeframes and work under pressure.
<u>DUTIES</u>	:	Claims against the State (RCD Claims recoverable); Theft (losses or damages through criminal acts or omissions); Assist to investigate collisions (AD's and ADM's) and compiling BAS (Basic Accountant System) payments and journals for damages and losses and theft and losses; Register of cases on the Western Cape Government Loss Control System and ensuring that the electronic register is updated regularly with the required information; Assist with compiling referrals to the State Attorney via Legal Services; Assist with drafting of write-off submissions, submissions to the higher authority and memorandums to management.
<u>ENQUIRIES APPLICATIONS</u>	:	Mrs G Pietersen Tel No: (021) 483 6172
	:	Only applications submitted online will be accepted. To apply submit your application online only: via http://www.westerncape.gov.za/jobs or https://westerncapegov.erecruit.co
<u>POST 29/170</u>	:	<u>ADMINISTRATION CLERK: WORKSHOP: HR AND GENERAL OFFICE SUPPORT SERVICES REGION 2 (OUDTSHOORN) REF NO: DOI 107/2025</u>
<u>SALARY</u>	:	R228 321- R268 950 per annum (Level 05)

<u>CENTRE REQUIREMENTS</u>	:	Department of Infrastructure, Western Cape Government
	:	Senior Certificate (Grade 12 or equivalent qualification); A valid (Code B or higher) driving licence. NB: People with disabilities that restrict driving abilities, but who have reasonable access to transport, may also apply. Competencies: Knowledge in the following: Legislative framework governing government transport, record management services and Supply Chain; Vehicle wall charts, vehicle parts and the working thereof; Supply chain Management in accordance with National, Provincial and departmental policies; Appropriate in-service training courses in LOGIS or similar and provisioning procedures. Skills needed: Computer Literacy (Word, Excel, PowerPoint and Outlook); Flexibility; Typing skills; Planning and organising; Good verbal and written communication (written & verbal); Numeracy; Language; Project management; Information Technology.
<u>DUTIES</u>	:	Responsible for all administration pertaining to the Workshop including the sourcing of quotations; Continues liaison with Supply Chain Component and external Service providers in ensuring the timeous delivery of parts required by the Workshop; Support the Supply Chain Component in the execution of certain Supply Chain functions; Render an effective filing and record management service for the Workshop; Type letters and or correspondence when required; Handle telephonic and other enquiries received; Render clerical support regarding GG and PA Transport; Handle theft and losses and claims against the State; Handle telephone and other enquiries received and coordinate with artisan foreman, artisans and other role-players to ensure timely completion of repairs and servicing; Appropriate fleet management/administration and workshop or similar working experience will be advantageous.
<u>ENQUIRIES APPLICATIONS</u>	:	Mr C Kennedy Tel No: (044) 272 2992
	:	Only applications submitted online will be accepted. To apply submit your application online only: via http://www.westerncape.gov.za/jobs or https://westerncapegov.erecruit.co
<u>POST 29/171</u>	:	<u>PROJECT SUPPORT CLERK: ENGINEERING SERVICES REF NO: DOI 116/2025</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R228 321- R268 950 per annum (Level 05)
	:	Department of Infrastructure, Western Cape Government
	:	Grade 12 (Senior Certificate or equivalent qualification); A valid Code B (or higher) driving licence. NB: People with disabilities that restrict driving abilities, but who have reasonable access to transport, may also apply. Competencies: Knowledge of applicable legislation and procurement procedures. Skills needed: Computer literacy (MS word, Ms Excel, Ms Outlook, Ms Projects); Record keeping; Good communication (written and verbal); Good interpersonal relations; Ability to work independently and as part of a team.
<u>DUTIES</u>	:	Capture and process payments and claims accurately and promptly on the relevant system; Register and send invoices on Project system; Ensure invoices are routed timeously; Comprehensive record keeping of all payments, claims and supporting documents; Assist Chief Engineer, Engineering team and other disciplines with relevant administration support; Supervise the use, maintenance and safeguard of shared material/physical resources in order to ensure that it is good working condition; General typing of submissions, default letters and general correspondents; Spreadsheets for statistics to produce reports on projects; Efficient managing, collecting and capturing of electronic data; Facilitate consultant appointments for Chief Engineer; Handling enquiries and complaints from clients for the Engineering Services section; Perform secretariat functions in meetings. The following will be advantageous: Working knowledge/experience in PCS, e-Works, Basic Accounting System (BAS), My Content and relevant experience in Project Support.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms S Oliver Tel No: (021) 483 4816
	:	Only applications submitted online will be accepted. To apply submit your application online only: via http://www.westerncape.gov.za/jobs or https://westerncapegov.erecruit.co
<u>POST 29/172</u>	:	<u>PROJECT SUPPORT CLERK: METRO EAST/WEST REF NO: DOI 118/2025</u>
<u>SALARY CENTRE</u>	:	R228 321- R268 950 per annum (Level 05)
	:	Department of Infrastructure, Western Cape Government

<u>REQUIREMENTS</u>	:	Grade 12 (Senior Certificate or equivalent qualification).Competencies: Knowledge in the following: Administration rules and regulations; Departmental information systems (BAS, BIZ Project, MYContent, SITS); Skills needed: Computer literacy (MS word, Ms Excel, Ms Outlook); Record keeping; Good communication (written and verbal); Ability to work under pressure and Ability to work independently and in a team.
<u>DUTIES</u>	:	Provide and support the following: Reception service; Office administration; Logistical support and Project Support Administrator.
<u>ENQUIRIES</u>	:	Mr P Williams at Peter.williams@westerncape.gov.za
<u>APPLICATIONS</u>	:	Only applications submitted online will be accepted. To apply submit your application online only: via http://www.westerncape.gov.za/jobs or https://westerncapegov.erecruit.co
<u>POST 29/173</u>	:	<u>ROAD WORKER SUPERVISOR: ROUTINE MAINTENANCE REGION 2 (KLAARSTROOM) REF NO: DOI 127/2024 R1</u>
<u>SALARY</u>	:	R193 359 - R227 766 per annum (Level 04)
<u>CENTRE</u>	:	Department of Infrastructure, Western Cape Government
<u>REQUIREMENTS</u>	:	Grade 10 (or equivalent qualification); A minimum of 3 years relevant experience; A valid (Code EC) driving licence with professional drivers permit (PDP).Competencies: Good understanding of the maintenance and repair of defects on roads and within road reserves; Conflict and diversity management; Skills needed: Communication (verbal and written); Ability to work under pressure and meet deadlines; Ability to work in a team; Self-motivated.
<u>DUTIES</u>	:	Supervise the maintenance and building of roads; Inspect work, supervise and train workers; Handle and maintain machines and aids which are used for roads maintenance work and construction work; Plan and supervise maintenance and construction of roads, premises and building; Repair equipment in and to buildings, premises and roads; Undertake the safeguarding of work areas and construction machines in terms of the Health and Safety Act; Discipline subordinates and apply proper labour relations. Experience in the following will be advantageous: Civil construction activities; Operating small construction machines; Management and supervision of staff; Administrative related experience.
<u>ENQUIRIES</u>	:	Mr M Stegmann Tel No: (044) 272 6071
<u>APPLICATIONS</u>	:	Only applications submitted online will be accepted. To apply submit your application online only: via http://www.westerncape.gov.za/jobs or https://westerncapegov.erecruit.co
<u>POST 29/174</u>	:	<u>ROAD WORKER -ROAD MARKING (OUDTSHOORN) REF NO: DOI 108/2025</u>
<u>SALARY</u>	:	R163 680 - R192 810 per annum (Level 03)
<u>CENTRE</u>	:	Department of Infrastructure, Western Cape Government
<u>REQUIREMENTS</u>	:	Ability to read & write / Adult Basic Education & Training (ABET 2/Grade 5). Competencies: A good understanding of the following: Working, handling, and maintenance of the line marking machine; Different standards of road marking; Different types of road mark paints, glass beads and the application thereof; Safety standards and road safety; Building, maintenance and repair of roads. Skills: Verbal and written communication skills; Ability to work under pressure and meet deadlines; Reliable; Able to work in a team.
<u>DUTIES</u>	:	Outline and prepare of new, faded and invisible road markings; Spray of lines with the aid of road mark machine and hand operated equipment; Assist with general duties to support road specialist with respect to maintenance, repair, building and cleaning of roads which may include maintenance or improvement of road surfaces, road reserves, road signs and road markings, waterways and structures as well as related activities.
<u>ENQUIRIES</u>	:	Mr. M Stegmann Tel No: (044) 272 3699
<u>APPLICATIONS</u>	:	To apply, please complete an application form (Z 83) and current CV (5 pages maximum). The post being applied for and the reference number must be clearly indicated on the Z83 application form. To submit your application, there are 3 methods in which you can apply, please only use 1 of the following: 1. Hand deliver your application for Attention: Western Cape Government Jobs, 44 Gannet Street Pelican Heights, Cape Town (From Monday to Friday between 07:00am to 17:00pm); Or 2. Post your application for Attention: Western Cape Government Jobs, PO Box 22432, Fish Hoek, 7974,

		Or 3. Email your application to, westerncape@respond.co.za Clearly indicate the reference number of post in email subject line and ensure attachments are in the appropriate format (MS Word or PDF).
<u>NOTE</u>	:	Applications not submitted on or before the closing date as well as faxed copies will not be considered. If you did not receive any correspondence within 3 months of closing date, consider your application as unsuccessful.
<u>POST 29/175</u>	:	<u>ROAD WORKER (PRINCE ALBERT) REF NO: DOI 109/2025</u>
<u>SALARY</u>	:	R163 680 - R192 810 per annum (Level 03)
<u>CENTRE</u>	:	Department of Infrastructure, Western Cape Government
<u>REQUIREMENTS</u>	:	Ability to read & write / Adult Basic Education & Training (ABET 2/Grade 5) Competencies: A good understanding of the following: Building, maintenance and repair of roads. Skills: Verbal and written communication skills; Ability to work under pressure and meet deadlines; Reliable; Able to work in a team.
<u>DUTIES</u>	:	Support road specialists in the maintenance and building of road and all related infrastructure; Perform manual labour; Undertake general duties to support road specialist with respect to maintenance, repair, building and cleaning of roads which may include maintenance or improvement of road surfaces, road reserves, road signs and road markings, waterways and structures as well a related activities; Operating of minor construction machines; Operating of hand tools; Civil construction activities.
<u>ENQUIRIES</u>	:	Mr. R. du Preez Tel No: (023) 415 5261
<u>APPLICATIONS</u>	:	To apply, please complete an application form (Z 83) and current CV (5 pages maximum). The post being applied for and the reference number must be clearly indicated on the Z83 application form. To submit your application, there are 3 methods in which you can apply, please only use 1 of the following: 1. Hand deliver your application for Attention: Western Cape Government Jobs, 44 Gannet Street Pelican Heights, Cape Town (From Monday to Friday between 07:00am to 17:00pm); Or 2. Post your application for Attention: Western Cape Government Jobs, PO Box 22432, Fish Hoek, 7974, Or 3. Email your application to, westerncape@respond.co.za Clearly indicate the reference number of post in email subject line and ensure attachments are in the appropriate format (MS Word or PDF).
<u>NOTE</u>	:	Applications not submitted on or before the closing date as well as faxed copies will not be considered. If you did not receive any correspondence within 3 months of closing date, consider your application as unsuccessful.
<u>POST 29/176</u>	:	<u>ROAD WORKER (GEORGE) REF NO: DOI 110/2025 (X2 POSTS)</u>
<u>SALARY</u>	:	R163 680 - R192 810 per annum (Level 03)
<u>CENTRE</u>	:	Department of Infrastructure, Western Cape Government
<u>REQUIREMENTS</u>	:	Ability to read & write / Adult Basic Education & Training (ABET 2/Grade 5). Competencies: A good understanding of the following: Building, maintenance and repair of roads. Skills: Verbal and written communication skills; Ability to work under pressure and meet deadlines; Reliable; Able to work in a team.
<u>DUTIES</u>	:	Support road specialists in the maintenance and building of road and all related infrastructure; Perform manual labour; Undertake general duties to support road specialist with respect to maintenance, repair, building and cleaning of roads which may include maintenance or improvement of road surfaces, road reserves, road signs and road markings, waterways and structures as well a related activities; Operating of minor construction machines; Operating of hand tools; Civil construction activities.
<u>ENQUIRIES</u>	:	Mr. E Fredericks Tel No: (044) 272 6071
<u>APPLICATIONS</u>	:	To apply, please complete an application form (Z 83) and current CV (5 pages maximum). The post being applied for and the reference number must be clearly indicated on the Z83 application form. To submit your application, there are 3 methods in which you can apply, please only use 1 of the following: 1. Hand deliver your application for Attention: Western Cape Government Jobs, 44 Gannet Street Pelican Heights, Cape Town (From Monday to Friday between 07:00am to 17:00pm); Or 2. Post your application for Attention: Western Cape Government Jobs, PO Box 22432, Fish Hoek, 7974, Or 3. Email your application to, westerncape@respond.co.za Clearly indicate the reference number of post in email subject line and ensure attachments are in the appropriate format (MS Word or PDF).

<u>NOTE</u>	:	Applications not submitted on or before the closing date as well as faxed copies will not be considered. If you did not receive any correspondence within 3 months of closing date, consider your application as unsuccessful.
<u>POST 29/177</u>	:	<u>ROAD WORKER (LADISMITH) REF NO: DOI 111/2025 (X3 POSTS)</u>
<u>SALARY</u>	:	R163 680 - R192 810 per annum (Level 03)
<u>CENTRE</u>	:	Department of Infrastructure, Western Cape Government
<u>REQUIREMENTS</u>	:	Ability to read & write / Adult Basic Education & Training (ABET 2/Grade 5). Competencies: A good understanding of the following: Building, maintenance and repair of roads. Skills: Verbal and written communication skills; Ability to work under pressure and meet deadlines; Reliable; Able to work in a team.
<u>DUTIES</u>	:	Support road specialists in the maintenance and building of road and all related infrastructure; Perform manual labour; Undertake general duties to support road specialist with respect to maintenance, repair, building and cleaning of roads which may include maintenance or improvement of road surfaces, road reserves, road signs and road markings, waterways and structures as well a related activities; Operating of minor construction machines; Operating of hand tools; Civil construction activities.
<u>ENQUIRIES</u>	:	Mr. P. Zulu Tel No: (028) 511 134/044 272 6071
<u>APPLICATIONS</u>	:	To apply, please complete an application form (Z 83) and current CV (5 pages maximum). The post being applied for and the reference number must be clearly indicated on the Z83 application form. To submit your application, there are 3 methods in which you can apply, please only use 1 of the following: Hand deliver your application for Attention: Western Cape Government Jobs, 44 Gannet Street Pelican Heights, Cape Town (From Monday to Friday between 07:00am to 17:00pm); Or 2. Post your application for Attention: Western Cape Government Jobs, PO Box 22432, Fish Hoek, 7974, Or 3. Email your application to, westerncape@respond.co.za Clearly indicate the reference number of post in email subject line and ensure attachments are in the appropriate format (MS Word or PDF).
<u>NOTE</u>	:	Applications not submitted on or before the closing date as well as faxed copies will not be considered. If you did not receive any correspondence within 3 months of closing date, consider your application as unsuccessful.
<u>POST 29/178</u>	:	<u>ROAD WORKER (LEEU GUMKA) REF NO: DOI 112/2025</u>
<u>SALARY</u>	:	R163 680 - R192 810 per annum (Level 03)
<u>CENTRE</u>	:	Department of Infrastructure, Western Cape Government
<u>REQUIREMENTS</u>	:	Ability to read & write / Adult Basic Education & Training (ABET 2/Grade 5). Competencies: A good understanding of the following: Building, maintenance and repair of roads. Skills: Verbal and written communication skills; Ability to work under pressure and meet deadlines; Reliable; Able to work in a team.
<u>DUTIES</u>	:	Support road specialists in the maintenance and building of road and all related infrastructure; Perform manual labour; Undertake general duties to support road specialist with respect to maintenance, repair, building and cleaning of roads which may include maintenance or improvement of road surfaces, road reserves, road signs and road markings, waterways and structures as well a related activities; Operating of minor construction machines; Operating of hand tools; Civil construction activities.
<u>ENQUIRIES</u>	:	Mr. R. du Preez Tel No: (023) 415 5261
<u>APPLICATIONS</u>	:	To apply, please complete an application form (Z 83) and current CV (5 pages maximum). The post being applied for and the reference number must be clearly indicated on the Z83 application form. To submit your application, there are 3 methods in which you can apply, please only use 1 of the following: 1. Hand deliver your application for Attention: Western Cape Government Jobs, 44 Gannet Street Pelican Heights, Cape Town (From Monday to Friday between 07:00am to 17:00pm); Or 2. Post your application for Attention: Western Cape Government Jobs, PO Box 22432, Fish Hoek, 7974, Or 3. Email your application to, westerncape@respond.co.za Clearly indicate the reference number of post in email subject line and ensure attachments are in the appropriate format (MS Word or PDF).
<u>NOTE</u>	:	Applications not submitted on or before the closing date as well as faxed copies will not be considered. If you did not receive any correspondence within 3 months of closing date, consider your application as unsuccessful.

<u>POST 29/179</u>	:	<u>ROAD WOKER (MOSSEL BAY) REF NO: DOI 113/2025 (X4 POSTS)</u>
<u>SALARY</u>	:	R163 680 - R192 810 per annum (Level 03)
<u>CENTRE</u>	:	Department of Infrastructure, Western Cape Government
<u>REQUIREMENTS</u>	:	Ability to read & write / Adult Basic Education & Training (ABET 2/Grade 5). Competencies: A good understanding of the following: Building, maintenance and repair of roads. Skills: Verbal and written communication skills; Ability to work under pressure and meet deadlines; Reliable; Able to work in a team.
<u>DUTIES</u>	:	Support road specialists in the maintenance and building of road and all related infrastructure; Perform manual labour; Undertake general duties to support road specialist with respect to maintenance, repair, building and cleaning of roads which may include maintenance or improvement of road surfaces, road reserves, road signs and road markings, waterways and structures as well a related activities; Operating of minor construction machines; Operating of hand tools; Civil construction activities.
<u>ENQUIRIES</u>	:	Mr. P Zulu Tel No: (028) 134/044 272 6071
<u>APPLICATIONS</u>	:	To apply, please complete an application form (Z 83) and current CV (5 pages maximum). The post being applied for and the reference number must be clearly indicated on the Z83 application form. To submit your application, there are 3 methods in which you can apply, please only use 1 of the following: 1. Hand deliver your application for Attention: Western Cape Government Jobs, 44 Gannet Street Pelican Heights, Cape Town (From Monday to Friday between 07:00am to 17:00pm); Or 2. Post your application for Attention: Western Cape Government Jobs, PO Box 22432, Fish Hoek, 7974, Or 3. Email your application to, westerncape@respond.co.za Clearly indicate the reference number of post in email subject line and ensure attachments are in the appropriate format (MS Word or PDF).
<u>NOTE</u>	:	Applications not submitted on or before the closing date as well as faxed copies will not be considered. If you did not receive any correspondence within 3 months of closing date, consider your application as unsuccessful.
<u>POST 29/180</u>	:	<u>ROAD WOKER (KLAARSTROOM) REF NO: DOI 119/2025</u>
<u>SALARY</u>	:	R163 680 - R192 810 per annum (Level 03)
<u>CENTRE</u>	:	Department of Infrastructure, Western Cape Government
<u>REQUIREMENTS</u>	:	Ability to read & write / Adult Basic Education & Training (ABET 2/Grade 5). Competencies: A good understanding of the following: Building, maintenance and repair of roads. Skills: Verbal and written communication skills; Ability to work under pressure and meet deadlines; Reliable; Able to work in a team.
<u>DUTIES</u>	:	Support road specialists in the maintenance and building of road and all related infrastructure; Perform manual labour; Undertake general duties to support road specialist with respect to maintenance, repair, building and cleaning of roads which may include maintenance or improvement of road surfaces, road reserves, road signs and road markings, waterways and structures as well a related activities; Operating of minor construction machines; Operating of hand tools; Civil construction activities.
<u>ENQUIRIES</u>	:	Mr. R. du Preez Tel No: (023) 415 2611
<u>APPLICATIONS</u>	:	To apply, please complete an application form (Z 83) and current CV (5 pages maximum). The post being applied for and the reference number must be clearly indicated on the Z83 application form. To submit your application, there are 3 methods in which you can apply, please only use 1 of the following: 1. Hand deliver your application for Attention: Western Cape Government Jobs, 44 Gannet Street Pelican Heights, Cape Town (From Monday to Friday between 07:00am to 17:00pm); Or 2. Post your application for Attention: Western Cape Government Jobs, PO Box 22432, Fish Hoek, 7974, Or 3. Email your application to, westerncape@respond.co.za Clearly indicate the reference number of post in email subject line and ensure attachments are in the appropriate format (MS Word or PDF).
<u>NOTE</u>	:	Applications not submitted on or before the closing date as well as faxed copies will not be considered. If you did not receive any correspondence within 3 months of closing date, consider your application as unsuccessful.

POST 29/181 : **ROAD WOKER: ROUTINE MAINTENANCE REGION 2 (VARIOUS POSTS AVAILABLE IN OUDTSHOORN) REF NO: DOI 140/2024 R1**

SALARY : R163 680 - R192 810 per annum (Level 03)
CENTRE : Department of Infrastructure, Western Cape Government
REQUIREMENTS : Ability to read & write / Adult Basic Education & Training (ABET 2/Grade 5). Competencies: A good understanding of the construction, maintenance and repair of roads; Written and verbal communication skills; Willing to sleep out utilizing caravan; Ability to work under pressure and meet deadlines; Ability to work in a team; Reliable.

DUTIES : Support road specialists in the maintenance and building of road and all related infrastructure.; Perform manual labour; Undertake general duties to support road specialists with respect to maintenance, repair, building and cleaning of roads which may include maintenance or improvement of road surfaces, road reserves, road signs and road markings, waterways and structures as well as related activities; Building, maintenance and repair of roads; Operating of minor construction machine and hand tools; Civil construction activities.

ENQUIRIES : Mr. E Fredericks Tel No: (044) 272 6071
APPLICATIONS : To apply, please complete an application form (Z 83) and current CV (5 pages maximum). The post being applied for and the reference number must be clearly indicated on the Z83 application form. To submit your application, there are 3 methods in which you can apply, please only use 1 of the following:
 1. Hand deliver your application for Attention: Western Cape Government Jobs, 44 Gannet Street Pelican Heights, Cape Town (From Monday to Friday between 07:00am to 17:00pm);
 Or 2. Post your application for Attention: Western Cape Government Jobs, PO Box 22432, Fish Hoek, 7974,
 Or 3. Email your application to, westerncape@respond.co.za Clearly indicate the reference number of post in email subject line and ensure attachments are in the appropriate format (MS Word or PDF).

NOTE : Applications not submitted on or before the closing date as well as faxed copies will not be considered. If you did not receive any correspondence within 3 months of closing date, consider your application as unsuccessful.

DEPARTMENT OF LOCAL GOVERNMENT

CLOSING DATE : 08 September 2025
NOTE : Shortlisted candidates will be required to submit copies of their documentation for verification purposes. These candidates will be required to complete a practical assessment and attend interviews on a date and time as determined by the department. The selection process will be guided by the EE targets of the employing department. Should you experience difficulties with your online application, kindly note that technical support (challenges with online application) is only available from Monday to Friday from 08:00 to 16.00. you may contact the helpline at 0861 370 214. Otherwise, all other queries relating to the position, kindly contact the enquiries person as indicated in the advert. Please ensure that you submit your application before the closing date as no late applications will be considered.

OTHER POST

POST 29/182 : **ASSISTANT DIRECTOR (GENERAL SUPPORT): CDW ADMINISTRATION REF NO: LG 29/2025**

SALARY : R468 459 - R561 894 per annum (Level 09)
CENTRE : Department of Local Government, Western Cape Government
REQUIREMENTS : An appropriate 3-year National Diploma (equivalent or higher qualification); A minimum of 3 years' relevant experience. Competencies: Knowledge of the following: Legislation, regulatory frameworks, policies and best practices that have a bearing on the line functions; understanding of information systems that aid the management of knowledge and information pertaining to the line function; Project management; Understanding of policy development, and operational management, monitoring and review processes; Skills needed: Communication (written and verbal); Accounting, Finance and Audit; Computer Literacy; Project Management and Numeracy; A valid driving license will be advantageous.

- DUTIES** : Provide financial support services; Manage the general administrative support duties; Managerial functions; People Management and Support services for CDW.
- ENQUIRIES** : Ms D Britz Tel No: (021) 483 8136
- APPLICATIONS** : Only applications submitted online will be accepted. To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>

DEPARTMENT OF POLICE OVERSIGHT AND COMMUNITY SAFETY

- CLOSING DATE** : 08 September 2025
- NOTE** : Shortlisted candidates will be required to submit copies of their documentation for verification purposes. These candidates will be required to complete a practical assessment and attend interviews on a date and time as determined by the department. The selection process will be guided by the EE targets of the employing department. Should you experience difficulties with your online application, kindly note that technical support (challenges with online application) is only available from Monday to Friday from 08:00 to 16:00. you may contact the helpline at 0861 370 214. Otherwise, all other queries relating to the position, kindly contact the enquiries person as indicated in the advert. Please ensure that you submit your application before the closing date as no late applications will be considered.

OTHER POSTS

- POST 29/183** : **DEPUTY DIRECTOR: SECURITY ADVISORY SERVICES (X2 POSTS), REF NO: POCS 08/2025**

- SALARY** : R896 436 per annum (Level 11), (all-inclusive salary package)
- CENTRE** : Department of Police Oversight and Community Safety, Western Cape Government.

- REQUIREMENTS** : An appropriate 3-year National Diploma/B-Degree (equivalent or higher qualification); A minimum of 3 years middle management experience; A valid code B (or higher) driving licence. NB: People with disabilities that restrict driving abilities, but who have reasonable access to transport, may also apply. Competencies: Knowledge of the following: Specialist knowledge of OHS legislation, systems and procedures; ISO 31000 - Risk Management, ISO 45001- Occupational Health and Safety, SAMTRAC, SHERQ reporting and safety and security risk management; Safety and security related legislation, standards and regulations (understanding and interpretation); Technical knowledge of OHS risk management processes; Leading and supervising; Applied strategic thinking; Policy development; Writing and reporting; Research and analysing; Creative thinking; Problem-solving and decision making. Skills in the following: Computer literacy in MS Office Package (Word, Excel, PowerPoint); Communication skills (written and verbal); Ability to work independently and as part of team

- DUTIES** : Manage and influence safety and security governance transversally within departments; Support the implementation of ISO-aligned safety and security methodologies for people, processes, and technology within departments; Embed a positive safety and security culture in WCG; Advise departments on Occupational Health and Safety Compliance; Manage and coordinate sub-directorate resources.

- ENQUIRIES** : Gillian Lutz Tel No: (021) 483-2954
- APPLICATIONS** : Only applications submitted online will be accepted. To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>

- POST 29/184** : **SUPPLY CHAIN MANAGEMENT PRACTITIONER REF NO: POCS 07/2025**

- SALARY** : R397 116 - R467 790 per annum (Level 08)
- CENTRE** : Department of Police Oversight and Community Safety, Western Cape Government.

- REQUIREMENTS** : An appropriate 3-year National Diploma/B-Degree (equivalent or higher qualification); A minimum of 1-year relevant asset management experience. Competencies: Knowledge of the following: Financial norms and standards, (Public Finance Management Act -PFMA, National Treasury Regulations, Provincial Treasury Instructions/Directives; Extensive knowledge of Supply

	Chain Management systems such as LOGIS; Immoveable asset management policies, procedures and applicable delegations of authority; SCM regulations, policies, procedures, applicable delegations and asset management forms; Lease, maintenance and types of lease contracts. Skills in the following: Computer literacy in MS Office Package (Word Excel, PowerPoint); Communication skills (written and verbal); Accounting finance and audit; Planning and organising; Ability to analyse, conceptualise and implement policies; A valid driving license will be advantageous.
<u>DUTIES</u>	: Coordinate and administer the capturing, allocation of all physical (moveable) assets in the physical asset management registers and safekeeping thereof; Coordinate, implement and monitor assets in accordance with the relevant policy and procedures; Coordinate and administer the disposal process of assets; Supervisor functions; Experience in relevant systems (LOGIS).
<u>ENQUIRIES</u>	: Ms D July at Deidre.July@westerncape.gov.za
<u>APPLICATIONS</u>	: Only applications submitted online will be accepted. To apply submit your application online only: via http://www.westerncape.gov.za/jobs or https://westerncapegov.erecruit.co

DEPARTMENT OF THE PREMIER

<u>CLOSING DATE</u>	: 08 September 2025
<u>NOTE</u>	: All shortlisted candidates must make themselves available to be interviewed at a date, time and place as decided by the selection panel. Please ensure that you submit your application on or before the closing date as no late applications will be considered. The selection process will be guided by the EE targets of the employing department. Kindly note that technical support is only available from Monday to Friday from 8:00 to 16:00. Should you experience any difficulties with your online application you may contact the helpline at 0861 370 214. All shortlisted candidates will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the Department. Following the interview and technical exercise, the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSA directive on the implementation of competency-based assessments). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS Competency Assessment tools. The nominated candidate will be required to complete the Senior Management Pre-Entry Programme before they may be appointed into this post. The purpose of the Senior Management Pre-Entry Programme, which is a public service specific training programme applicable to all applicants who aspire to join the SMS, is to ensure that potential SMS members have a background on processes and procedures linked to the SMS. The duration of the online Pre-Entry Programme is 120 notional hours (15 days). Full details may be sourced by the following link: https://www.thensg.gov.za/training-course/sms-preentryprogramme/ Furthermore, thanks to the huge public interest we receive many applications for our positions, and as such will not be able to respond personally to all applications. Therefore, should you not hear from us within 10 weeks from close of advert please consider your application unsuccessful.

MANAGEMENT ECHELON

<u>POST 29/185</u>	: <u>CHIEF DIRECTOR: STRATEGIC ICT SERVICES REF NO: DOTP 69/2025</u>
<u>SALARY</u>	: R1 494 900 per annum (Level 14)
<u>CENTRE</u>	: Department of the Premier, Western Cape Government
<u>REQUIREMENTS</u>	: An appropriate qualification at NQF level 7 as recognised by SAQA. A minimum of 5 years' experience at a senior managerial level. Competencies: Expert knowledge of ICT as an enabling tool for systems development / ICT training / IT security / infrastructure and networks / business and systems analysis / Architecture and frameworks; Proven knowledge of and working experience with the legislation, regulatory frameworks, policies and best practices that have a bearing on the line functions; Proven knowledge and understanding of information systems that aid in the management of knowledge and information pertaining to the line function; Proven knowledge and understanding of programme and project management; Proven knowledge and understanding of policy development, and strategy management, monitoring and review processes; Proven knowledge and understanding of modern systems of

governance and administration; Proven knowledge and understanding of the global, regional and local political, economic and social affairs impacting on the provincial government of the Western Cape; Proven knowledge and understanding of Constitutional, legal and institutional arrangements governing the South African public sector; Proven knowledge and understanding of public finance, human resources and discourse management processes; Proven knowledge and understanding of the Public Finance Management Act, National and Provincial Treasury Regulations, other financial policies, prescripts, directives and collective agreements; Proven knowledge and understanding of the policies of the government of the day.

DUTIES

: Strategic Management: Define and review on a continual basis the purpose, objectives, priorities and activities of the Chief Directorate; Drive the Chief Directorate's strategic planning process; Drive the development and management of the strategic and business plans for the Chief Directorate; Evaluate the performance of the Chief Directorate on a continuing basis against pre-determined key measurable objectives and standards; Report to the Deputy Director-General on a regular basis on the activities of the Chief Directorate and on matters of substantial importance relating to operational management support; Monitor and ensure compliance with relevant legislation and prescripts in respect of adequate and appropriate record keeping of the activities of the Chief Directorate, and of the resources (people, finances and assets) employed by it; Foster and promote a culture of innovation within the Chief Directorate, and the Department; Diligently perform all duties assigned to the post of Chief Director. Line Management: Ensure that the digital government strategy, digital transformation plan and other ICT policies, strategies and frameworks are reviewed as required; Provide thought leadership on digital innovation and the adoption of emerging technologies; Develop and coordinate implementation of provincial ICT strategies, policies, and frameworks in alignment with the Western Cape Government's (WCG) strategic goals and apex priorities; Lead, direct and coordinate the development of the provincial digital government strategy and Digital Transformation Plan; Ensure the strategic provincial ICT planning and business analysis services are provided to all relevant stakeholders within the Western Cape Government; Ensure strategic alignment of ICT Services with departmental and Provincial business objectives; Ensure that standards and structure for the governance of provincial macro ICT processes are developed, implemented and monitored; Direct the development of plans to identify and address digital government and other ICT- related risks to the Province, including e.g. Business Continuity Plans and Audit risks; Lead the development of the WCG's Enterprise architecture (EA) blueprint; Ensure alignment of all major ICT initiatives to EA standards, strategic outcomes, and business requirements; Ensure benefit and value are derived from the WCG's ICT investment; Drive continuous improvement, impact measurement, and results-based management; Ensure branch finances (budget & expenditure) are in alignment with priorities; Ensure branch procurement is managed throughout the procurement cycle, inclusive of proper contract management practices, to derive maximum value. People Management and Empowerment: Participate in the recruitment of employees in the numbers and grades appropriate to ensure the achievement of the Chief Directorate's Business Plan; Motivate, train and guide employees within the Chief Directorate, to achieve and maintain excellence in service delivery; Actively manage the performance, evaluation and rewarding of employees within the Chief Directorate. Financial Management: Manage participation in the budgeting process at Chief Directorate level; Ensure the preparation of the Annual and Adjustment Budgets for the Chief Directorate; Assume direct accountability for the efficient, economic and effective control and management of the Chief Directorate's budget and expenditure; Ensure that full and proper records of the financial affairs of the Chief Directorate are kept in accordance with the prescribed norms and standards.

ENQUIRIES APPLICATIONS

: Mr. E Samaai - Egsaan.Samaai@westerncape.gov.za
: Only applications submitted online will be accepted. To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>

<u>POST 29/186</u>	:	<u>DIRECTOR: TRANSVERSAL ICT INFRASTRUCTURE OPERATIONS AND SERVICES REF NO: DOTP 38/2025</u>
<u>SALARY</u>	:	R1 266 714 per annum (Level 13)
<u>CENTRE</u>	:	Department of the Premier, Western Cape Government
<u>REQUIREMENTS</u>	:	An appropriate qualification on NQF level 7 as recognised by SAQA. A minimum of 5 years' experience at a middle/senior managerial level. Competencies: Proven knowledge of ICT as an enabling tool for development / ICT training, systems and security / Infrastructure and networks / Business and Systems analysis / Architecture and frameworks; Proven knowledge of and working experience with the legislation, regulatory frameworks, policies and best practices that have a bearing on the line functions; Proven knowledge and understanding of information systems that aid in the management of knowledge and information pertaining to the line function; Proven knowledge and understanding of programme and project management; Proven knowledge and understanding of policy development, and strategy management, monitoring and review processes; Proven knowledge and understanding of modern systems of governance and administration; Proven knowledge and understanding of the global, regional and local political, economic and social affairs impacting on the provincial government of the Western Cape; Proven knowledge and understanding of Constitutional, legal and institutional arrangements governing the South African public sector; Proven knowledge and understanding of public finance, human resources and discourse management processes; Proven knowledge and understanding of the Public Finance Management Act, National and Provincial Treasury Regulations, other financial policies, prescripts, directives and collective agreements; Proven knowledge and understanding of the policies of the government of the day.
<u>DUTIES</u>	:	Line Management: Promote effective management of information and technology as a strategic resource; Plan and manage the implementation of solutions, systems and infrastructure; Render departmental specific infrastructure technology services; Provide server and Wide Area Network (WAN) and Local Area Network (LAN) infrastructure services; Manage data centre, facility facilities and Business Continuity Plan/Disaster Recovery services; Provide regional shared infrastructure coordination and support; Manage departmental contracts and service level agreements with service providers. Strategic Management: Define and review on a continual basis the purpose, objectives, priorities and activities of the Directorate; Drive the Directorate's strategic planning process; Drive the development and management of the strategic and business plans for the Directorate; Evaluate the performance of the Directorate on a continuous basis against pre-determined key measurable objectives and standards; Report to the Chief Director on a regular basis on the activities of the Directorate and on matters of substantial importance relating to operational management support; Monitor and ensure compliance with relevant legislation and prescripts in respect of adequate and appropriate record keeping of the activities of the Directorate, and of the resources (people, finances and assets) employed by it; Foster and promote a culture of innovation within the Directorate, and the Department; Diligently perform all duties assigned to the post of Director. People Management and Empowerment: Participate in the recruitment of employees in the numbers and grades appropriate to ensure the achievement of the Directorate's strategic and business plans; Motivate, train and guide employees within the Directorate, to achieve and maintain excellence in service delivery; Actively manage the performance, evaluation and rewarding of employees within the Directorate. Financial Management: Manage participation in the budgeting process at Directorate level; Ensure the preparation of the annual and adjustment budgets for the Directorate; Assume direct accountability for the efficient, economic and effective control and management of the Directorate's budget and expenditure.
<u>ENQUIRIES</u>	:	Mr. E Alexander - Evan.Alexander@westerncape.gov.za
<u>APPLICATIONS</u>	:	Only applications submitted online will be accepted. To apply submit your application online only: via http://www.westerncape.gov.za/jobs or https://westerncapegov.erecruit.co

OTHER POSTS

<u>POST 29/187</u>	:	<u>ASSISTANT DIRECTOR: PERFORMANCE ADMINISTRATION REF NO: DOTP 55/2025</u>
<u>SALARY</u>	:	R468 459 - R561 894 annum (Level 09)
<u>CENTRE</u>	:	Department of the Premier, Western Cape Government
<u>REQUIREMENTS</u>	:	An appropriate 3-year National Diploma/B- Degree (equivalent or higher qualification); A minimum of 3 years supervisory level experience in human resource environment. Competencies: Knowledge of the following: Staff Performance Management System; Monitoring and Coaching practices; Human Resource Management; Constitution of RSA; Public Service Act and Regulations; Employment Equity Act; Basic Conditions of Employment Act; Labour Relations Act; White Paper on Transformation & Batho Pele Principals; White Paper on Service Delivery in the Public Service; Skills Development Act; Human Rights Practices; People Management; Skills Development Strategy of the Public Service; Disciplinary Codes and Procedures; Collective Agreements; SPMS; Public Finance Management Act. Skills needed: Computer literacy in MS Office Package (Word, Excel, PowerPoint etc); Ability to work independently and as part of a team; Communication skill (written and verbal); Leadership and Motivation skills; Research skills; Analytical skills; Conceptual, interpretive and formulation skills; Planning and organising skills; Project management skills; Innovative problem solving skills; Conflict resolution skills; Negotiation skills; Influencing skills; Listening skills.
<u>DUTIES</u>	:	Facilitates and administers probation and performance management, communication thereof, training and information dissemination within departments and track performance management events and activities against the performance management timetable of the department and compile regular progress reports; Facilitate, guide and administer the performance agreements, quality assurance, assessments and moderation of Head of Departments and senior managers as well as within; Provide training and assist SMS members and other employees with PERMIS enquires; Provide a performance advisory service, administrative and operational support to people managers and employees for alignment of individual and departmental performance results and liaise with other Departments (provincial and national) on performance management and probation related matters; Provide a performance advisory service and support people managers with performance related consequence management, the management of poor performance, incapacity, incapacity due to ill health, operational incapacity; Regularly provide input, review and update policies, SOPs, methodologies for the Performance Administration and Performance Consulting Unit; Manage and supervise staff.
<u>ENQUIRIES</u>	:	Ms T Viljoen Tel No: (021) 483 4375
<u>APPLICATIONS</u>	:	Only applications submitted online will be accepted. To apply submit your application online only: via http://www.westerncape.gov.za/jobs or https://westerncapegov.erecruit.co
<u>NOTE</u>	:	Shortlisted candidates will be required to submit copies of their documentation for verification purposes. These candidates will be required to complete a practical assessment and attend interviews on a date and time as determined by the department. The selection process will be guided by the EE targets of the employing department. Should you experience difficulties with your online application, kindly note that technical support (challenges with online application) is only available from Monday to Friday from 08:00 to 16:00. you may contact the helpline at 0861 370 214. Otherwise, all other queries relating to the position, kindly contact the enquiries person as indicated in the advert. Please ensure that you submit your application before the closing date as no late applications will be considered.
<u>CLOSING DATE</u>	:	08 September 2025
<u>POST 29/188</u>	:	<u>ASSISTANT DIRECTOR: EMPLOYEE HEALTH AND WELLNESS REF NO: DOTP 67/2025</u>
<u>SALARY</u>	:	R468 459 - R561 894 per annum (Level 09)
<u>CENTRE</u>	:	Department of the Premier, Western Cape Government
<u>REQUIREMENTS</u>	:	An appropriate 3-year National Diploma/B-Degree (equivalent or higher) in Human Resource Management, Business Administration, Industrial or Organisational Psychology or related field of study; A minimum of 3 years relevant experience; A valid Code B (or higher) driving licence. Competencies:

	Knowledge of the following: Policies and frameworks regarding to employee wellness programmes in government; Quantitative and qualitative research methodologies; Latest advances in employee health and wellness theory and practice; Statutory framework governing the broad management of the Public Service; Employee health and wellness theory, practice and techniques; Appreciative inquiry; Project management; Monitoring and evaluation tools; Supply Chain Management Procedures and Contract Management regarding vendor invoices, payments and expenditure; Employee Health and Wellness (EHW) Programme monitoring and evaluation; Contract management and Supply Chain Management Procedures. Skills: Proven computer literacy; Communication (written and verbal); Consulting and networking.
<u>DUTIES</u>	: Communication and awareness of EHW services and programme; Management of EHW advisory services, EHW Project plans; Develop relevant EHW governance and standards; Management of Supply Chain Management Procedures and Contract Management; Supervising the EHW Practitioner(s).
<u>ENQUIRIES</u>	: Ms F Gallie Tel No: (021) 466 9704
<u>APPLICATIONS</u>	: Only applications submitted online will be accepted. To apply submit your application online only: via http://www.westerncape.gov.za/jobs or https://westerncapegov.erecruit.co
<u>NOTE</u>	: Shortlisted candidates will be required to submit copies of their documentation for verification purposes. These candidates will be required to complete a practical assessment and attend interviews on a date and time as determined by the department. The selection process will be guided by the EE targets of the employing department. Should you experience difficulties with your online application, kindly note that technical support (challenges with online application) is only available from Monday to Friday from 08:00 to 16:00. You may contact the helpline at 0861 370 214. Otherwise, all other queries relating to the position, kindly contact the enquiries person as indicated in the advert. Please ensure that you submit your application before the closing date, as no late applications will be considered.
<u>CLOSING DATE</u>	: 08 September 2025
<u>POST 29/189</u>	: <u>ORGANISATIONAL DEVELOPMENT PRACTITIONER: ORGANISATIONAL DESIGN REF NO: DOTP 13/2025 R1</u>
<u>SALARY</u>	: R397 116 - R467 790 per annum (Level 08)
<u>CENTRE</u>	: Department of the Premier, Western Cape Government
<u>REQUIREMENTS</u>	: An appropriate 3-year tertiary qualification (National Diploma/B-Degree or higher) in Social Sciences/ Humanities/ Industrial Psychology/ Public Management and Business Management; A minimum of 1-year relevant experience. Competencies: Knowledge of the following: Latest advances in public management and industrial psychology theory and practice; Statutory framework governing the broad management of the Public Service; Policies of the government of the day (national and provincial); Provincial government functions and services; Intergovernmental relations; Organisation development theory, practice and techniques; Systems theory; Key elements/determinants of organisational performance as they relate to the field of organisation development including diagnostic and intervention processes and techniques; Key elements of organisational behaviour (such as leadership styles, interpersonal relations, power and politics, decision making, conflict, problem solving and ethics); The Equate/Evaluate Job Evaluation System; Group dynamics (roles and stages of group development); Project management; Benchmarking; Appreciative inquiry; Research methods/statistics (action research, quantitative and qualitative). Skills needed: Communication (written and verbal); Research; Analytical; Diagnostic; Conceptual, interpretive and formulation; Networking; Planning and organising; Project management; Intervention design; Innovative problem-solving; Benchmarking and Facilitation. Abilities: Function as a self-managing employee; Team player (including the ability to function in multi-functional teams); Interpretive and conceptualisation/formulation; Render advice and guidance in an objective yet dedicated manner; Multi-task, including simultaneous execution of two or more projects; Function under rapidly changing and pressurised circumstances; It will be advantageous to have a valid (Code B or higher) driving licence. NB: People with disabilities that restrict driving abilities, but who have reasonable access to transport, may also apply.
<u>DUTIES</u>	: Provide an Organisation Development service by executing and implementing Org Design and OD interventions by means of facilitation, group problem

		solving, capacity building and other appropriate OD techniques including areas Job evaluation, business process redesign and change management interventions; Contribute to the rendering of macro and transversal organisation design services; Document and report on OD interventions; Contribute to the facilitation of mandatory transversal service delivery and Batho Pele initiatives; Contribute to the optimisation, enablement and maintain organisation development methodologies, tools and techniques and provide input into the Directorate's information management system and database with specific reference to OD interventions.
<u>ENQUIRIES APPLICATIONS</u>	:	Mr R Johnson Tel No: (021) 466 9500
	:	Only applications submitted online will be accepted. To apply submit your application online only: via http://www.westerncape.gov.za/jobs or https://westerncapegov.erecruit.co
<u>NOTE</u>	:	Shortlisted candidates will be required to submit copies of their documentation for verification purposes. These candidates will be required to complete a practical assessment and attend interviews on a date and time as determined by the department. The selection process will be guided by the EE targets of the employing department. Should you experience difficulties with your online application, kindly note that technical support (challenges with online application) is only available from Monday to Friday from 08:00 to 16.00. You may contact the helpline at 0861 370 214. Otherwise, all other queries relating to the position, kindly contact the enquiries person as indicated in the advert. Please ensure that you submit your application before the closing date, as no late applications will be considered.
<u>CLOSING DATE</u>	:	08 September 2025
<u>POST 29/190</u>	:	<u>SUPPLY CHAIN MANAGEMENT CLERK: ASSET MANAGEMENT REF NO: DOTP 07/2025 R1</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R228 321- R268 950 per annum (Level 05)
	:	Department of the Premier, Western Cape Government
	:	Grade 12 (Senior Certificate or equivalent qualification); A valid Code B (or higher) driving licence. Competencies: Knowledge of the following: Public Finance Management Act (PFMA); Supply Chain Management Prescripts; Financial Accounting; Asset Management framework; Relevant systems (Asset Management sections) or any Other Asset Management system. Skills in the following: Computer literacy in MS Office Package (Word, Excel, PowerPoint, outlook); Written and verbal Communication; Client and goal oriented; Ability to work independently and as part of a team.
<u>DUTIES</u>	:	Assist with asset disposal; Barcoding of Assets; Perform physical asset verifications; Attend to asset movements; Updating of the asset register; Arrange meetings; Provide support to line function (Customer Care); It will be advantageous to have experience in an asset management environment; storeroom environment; Inventory management environment.
<u>ENQUIRIES APPLICATIONS</u>	:	Mr W Brits Tel No: (021) 483 8187
	:	Only applications submitted online will be accepted. To apply submit your application online only: via http://www.westerncape.gov.za/jobs or https://westerncapegov.erecruit.co
<u>NOTE</u>	:	Shortlisted candidates will be required to submit copies of their documentation for verification purposes. These candidates will be required to complete a practical assessment and attend interviews on a date and time as determined by the department. The selection process will be guided by the EE targets of the employing department. Should you experience difficulties with your online application, kindly note that technical support (challenges with online application) is only available from Monday to Friday from 08:00 to 16.00. You may contact the helpline at 0861 370 214. Otherwise, all other queries relating to the position, kindly contact the enquiries person as indicated in the advert. Please ensure that you submit your application before the closing date, as no late applications will be considered.
<u>CLOSING DATE</u>	:	08 September 2025
<u>POST 29/191</u>	:	<u>ADMINISTRATION CLERK: TALENT SOURCING REF NO: DOTP 68/2025</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R228 321 - R268 950 per annum (Level 05)
	:	Department of the Premier, Western Cape Government
	:	Grade 12 (Senior Certificate or equivalent qualification). Competencies: Proven computer literacy in MS Word and Excel; Good planning and organising

		skills; Communication (written and verbal) skills; Interpersonal skill; Ability to work under pressure and meet deadlines. It will be to your advantage if you have: Appropriate tertiary qualification; experience within a Human Resource/Recruitment environment; experience on an e-recruitment system; and A valid Code B (or higher) driving licence.
<u>DUTIES</u>	:	Liaise with relevant stakeholders; General HR administration; Database Management; Capture and update expenditure in component; Knowledge of Recruitment and Selection Policies and Procedures.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms F Jattiem Tel No: (021) 483 9063
	:	Only applications submitted online will be accepted. To apply submit your application online only: via http://www.westerncape.gov.za/jobs or https://westerncapegov.erecruit.co
<u>NOTE</u>	:	Shortlisted candidates will be required to submit copies of their documentation for verification purposes. These candidates will be required to complete a practical assessment and attend interviews on a date and time as determined by the department. The selection process will be guided by the EE targets of the employing department. Should you experience difficulties with your online application, kindly note that technical support (challenges with online application) is only available from Monday to Friday from 08:00 to 16.00. You may contact the helpline at 0861 370 214. Otherwise, all other queries relating to the position, kindly contact the enquiries person as indicated in the advert. Please ensure that you submit your application before the closing date, as no late applications will be considered.
<u>CLOSING DATE</u>	:	08 September 2025
<u>POST 29/192</u>	:	<u>GENERAL FOREMAN: PEOPLE TRAINING EMPOWERMENT FACILITIES (STELLENBOSCH) REF NO: DOTP 56/2025 R1</u> 12-Month Contract
<u>SALARY CENTRE REQUIREMENTS</u>	:	R193 359- R227 766 per annum (Level 04), plus 37% in lieu of benefits Department of the Premier, Western Cape Government Grade 10 (or equivalent qualification); A minimum of 3 years relevant experience. Competencies: Knowledge of the following: Stores; Gardening; Safety; Livestock; Tools; HR matters; It will be advantageous to have a valid (Code B or higher) driving licence. NB: People with disabilities that restrict driving abilities, but who have reasonable access to transport, may also apply. Skills needed: Planning and organising; Written and verbal communication skills; Interpersonal; Ability to work independently and as part of a team.
<u>DUTIES</u>	:	Oversee the execution of routine activities in respect of the following: Maintenance of the buildings; Gardening and/or maintenance of grounds; Safety and security; Supervise and oversee the execution in respect of cleaning, safeguarding and maintenance issues.
<u>ENQUIRIES APPLICATIONS</u>	:	Mr M Litshi Tel No: (021) 865 8077
	:	Only applications submitted online will be accepted. To apply submit your application online only: via http://www.westerncape.gov.za/jobs or https://westerncapegov.erecruit.co
<u>NOTE</u>	:	Shortlisted candidates will be required to submit copies of their documentation for verification purposes. These candidates will be required to complete a practical assessment and attend interviews on a date and time as determined by the department. The selection process will be guided by the EE targets of the employing department. Should you experience difficulties with your online application, kindly note that technical support (challenges with online application) is only available from Monday to Friday from 08:00 to 16.00. You may contact the helpline at 0861 370 214. Otherwise, all other queries relating to the position, kindly contact the enquiries person as indicated in the advert. Please ensure that you submit your application before the closing date, as no late applications will be considered.
<u>CLOSING DATE</u>	:	08 September 2025

PROVINCIAL TREASURY

<u>CLOSING DATE</u>	:	08 September 2025
<u>NOTE</u>	:	Shortlisted candidates will be required to submit copies of their documentation for verification purposes. These candidates will be required to complete a practical assessment and attend interviews on a date and time as determined by the department. The selection process will be guided by the EE targets of the employing department. Should you experience difficulties with your online

application, kindly note that technical support (challenges with online application) is only available from Monday to Friday from 08:00 to 16:00. You may contact the helpline at 0861 370 214. Otherwise, all other queries relating to the position, kindly contact the enquiries person as indicated in the advert. Please ensure that you submit your application before the closing date, as no late applications will be considered.

OTHER POSTS

POST 29/193 : **DEPUTY DIRECTOR: CHARTERED ACCOUNTANTS INTERNSHIP PROGRAMME REF NO: PT 09/2025**

SALARY : R1 059 105 per annum (Level 12), (all-inclusive salary package)
CENTRE : Provincial Treasury, Western Cape Government
REQUIREMENTS : An appropriate Honours degree in Financial Accounting; Qualified CA (SA); Completed Articles; A minimum of 6 years' relevant experience; Eligible to register as a SAICA assessor, or to obtain it within the first 3 months of employment. Competencies: Understanding of the following: Project management, operational management, procurement, tendering, and policy development processes; Awareness of regional and local political, economic, and social factors affecting provincial government, especially in the Western Cape; Public Finance Management Act, national and provincial treasury regulations and related financial policies and agreements; It will be advantageous to have experience in managing the SAICA training contract management and full knowledge of the SAICA programme. Skills: Conceptualisation, planning, organisation, client and people management, networking, and project management; Proficiency in: accounting, finance, audit, analytical thinking, report writing, financial management, computer literacy and effective communication (written and verbal) with the ability to make tactical and strategic decisions.

DUTIES : Analyse and develop frameworks and policies, including transversal training and capacitation strategies; Manage stakeholder relationships; Manage the training programme to ensure compliance with SAICA competency framework for articulated trainees; Oversee the administrative support function; Performance management functions.

ENQUIRIES : Mr A Hardien Tel No: (021) 483 4550
APPLICATIONS : Only applications submitted online will be accepted. To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>

POST 29/194 : **ASSISTANT DIRECTOR: BURSARY ADMINISTRATION REF NO: PT 32/2025**

SALARY : R468 459 - R561 894 per annum (Level 09)
CENTRE : Provincial Treasury, Western Cape Government
REQUIREMENTS : An appropriate 3-year National Diploma/B Degree (NQF 6-equivalent or higher qualification) within commerce fields (i.e. Human Resource; Public Management, Business Management); A minimum of 3 years relevant experience; A valid (Code B or higher) driving licence. NB: People with disabilities that restrict driving abilities, but who have reasonable access to transport, may also apply. Competencies: Knowledge of Bursary administration, contract management and project management; Project Management, Contract Management and policies governing developmental programmes within the public service. Skills needed: Report writing; Sound organising and planning; Analytical and Problem-solving skills; Communication (written and verbal); Stakeholder Management; Proven computer literacy and digital skills capabilities.

DUTIES : Coordinate and facilitate the implementation of the departmental Talent Management Strategy; Operationalise effective Bursary Administration; Manage all developmental Programmes (i.e. Bursary Obligators, Graduate, and PAY Interns); Administer the Memorandum of Agreement of the Essay Writing Competition.

ENQUIRIES : Mr B Damons Tel No: (021) 483 6127
APPLICATIONS : Only applications submitted online will be accepted. To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>

DEPARTMENT OF SOCIAL DEVELOPMENT

- APPLICATIONS** : Only applications submitted online will be accepted. To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>
- CLOSING DATE** : 08 September 2025
- NOTE** : Shortlisted candidates will be required to submit copies of their documentation for verification purposes. These candidates will be required to complete a practical assessment and attend interviews on a date and time as determined by the department. The selection process will be guided by the EE targets of the employing department. Should you experience difficulties with your online application, kindly note that technical support (challenges with online application) is only available from Monday to Friday from 08:00 to 16:00. You may contact the helpline at 0861 370 214. Otherwise, all other queries relating to the position, kindly contact the enquiries person as indicated in the advert. Please ensure that you submit your application before the closing date as no late applications will be considered.

OTHER POSTS

- POST 29/195** : **MANAGER EDUCATION: EDUCATION (VREDELUS IN ELSIES RIVER)**
REF NO: DSD 46/2024 R1

- SALARY** : R468 459 - R561 894 per annum (Level 09)
- CENTRE** : Department of Social Development Western Cape Government
- REQUIREMENTS** : An appropriate 4-year tertiary qualification (or higher qualification) in Education; Registration with SACE; A minimum of 5 years' experience as an Educator. Competencies: Knowledge of the following: Applicable policies and procedures; Public Service procedure; People Management Practices; Employee relations; Ability to interpret and apply policies and procedures. Skills needed: Planning; Presentation and facilitation; Communication (Written and verbal); Proven computer literacy; People management and empowerment; Information and Knowledge Management; Service delivery innovation; Problem solving and analysis.

- DUTIES** : Ensure effective implementation of educational programmes at facilities in accordance to curriculum requirements and departmental legislation; Manage the implementation of the education programme suitable to meet learning needs of at-risk learner; Ensure safety and disciplinary measures within the education environment; Participate in daily, weekly, quarterly and annual safety and security measures and procedures; People management and development; Administer the people management policy to the education team – leave management and administration, employee management; Effective operational planning and execution; Management of resources, monthly reports, statistics, registration with SACE, self-development; It will be advantageous to have experience as a manager in the Education sector.

- ENQUIRIES** : Mr M Benting Tel No: (021) 931 0236

- POST 29/196** : **ASSISTANT DIRECTOR: BUDGETING AND PLANNING REF NO: DSD 55/2025**

- SALARY** : R468 459 - R561 894 per annum (Level 09)
- CENTRE** : Department of Social Development Western Cape Government
- REQUIREMENTS** : An appropriate 3-year B-Degree (equivalent or higher qualification); A minimum of 3 years relevant supervisory experience. Competencies: Knowledge of relevant legislation and policies; Skills needed: Applying expertise and technology; Analysing; Deciding and initiating action; Delivering results and meeting customer expectations; Following instructions and procedures; Coping with pressures and setbacks; Adhering to principles and values; Relating and networking; Presenting and communicating information; Writing and reporting; Learning and researching; Planning and organising.

- DUTIES** : Manage and supervise staff regarding the following functions and perform the more complex work in that regard; Planning – Coordinate, review, analyse and quality assure the financial supporting information for planning purposes; Budgeting – Coordinate, review, analyse and quality assure the budget preparation process; Reporting – Coordinate, review, analyse and quality assure the management accounting reporting processes; Manage the

		operational processes, resources and procedures associated with the management accounting functions.
<u>ENQUIRIES</u>	:	Mr DI Holley Tel No: (021) 483 4276
<u>POST 29/197</u>	:	<u>ASSISTANT DIRECTOR: GOVERNANCE REF NO: DSD 56/2025</u>
<u>SALARY</u>	:	R468 459 - R561 894 per annum (Level 09)
<u>CENTRE</u>	:	Department of Social Development Western Cape Government
<u>REQUIREMENTS</u>	:	An appropriate 3-year B-Degree (equivalent or higher qualification); A minimum of 3 years' experience in Internal Control, Governance or similar environment. Competencies: Knowledge of the following: Policy development; Budgeting processes; Financial norms and standards; Public Service Anti-Corruption Strategy and Fraud prevention measures; Principles and Practices of Financial Accounting; Internal Control Tools and Techniques; Government Accounting Standards; Economic Reporting Framework; Risk management frameworks; Government financial systems; Human Resource Management. Skills needed: Communication (written and verbal); Analytical thinking; Strategic thinking; Budgeting skills; Computer Literacy; Ability to analyse, conceptualise and implement policy; Conflict resolution; Monitoring, evaluation and reporting; Presentation; Problem Solving; Research.
<u>DUTIES</u>	:	Manage and supervise staff regarding the following functions and perform the more complex work in that regard: Ensure proper governance; Render assurance services; Provide fraud and losses management services; Perform managerial and supervisory tasks.
<u>ENQUIRIES</u>	:	Mr D.N Arendse Tel No: (021) 483 8646
<u>POST 29/198</u>	:	<u>SUPPLY CHAIN MANAGEMENT PRACTITIONER: ASSET REGISTRATION AND REPORTING REF NO: DSD 51/2025</u>
<u>SALARY</u>	:	R397 116 - R467 790 per annum (Level 08)
<u>CENTRE</u>	:	Department of Social Development Western Cape Government
<u>REQUIREMENTS</u>	:	An appropriate 3-year National Diploma/B-Degree (equivalent or higher qualification) in financial management, law or similar environment; A minimum of 2 years' experience in a supply chain management environment. Competencies: Knowledge of the following: Policy Development; Financial norms and standards (Public Finance Management Act – PFMA, National Treasury regulations – NTR's, Provincial Treasury Directives/Instructions – PTI's); Strategic Sourcing and Preferential Procurement / BEE; SCM regulations, policies and procedures, applicable delegations, asset management forms as per policies and procedures; Financial management processes; Procurement best practices including sourcing strategies and the different mechanisms for procurement; Procurement policies, procedures, contract management; Accounting Manual for Departments (AMD), GRAP and disclosure requirements for Movable Assets; It will be advantageous to have working knowledge, skill and experience in Excel and Logis system. Skills needed: Analytical thinking; Strategic thinking; Computer literacy (SCM Systems); Planning and organising; Numeracy and accuracy; Good verbal and written communication skills; Ability to analyse, conceptualise and implement policies; Presentation skills; Research skills; Problem solving.
<u>DUTIES</u>	:	Compilation of movable asset management notes for interim financial statements (IFS) and annual financial statements (AFS) in terms of the modified cash standards / generally recognised accounting practice (GRAP); Compile the monthly basic accounting systems (BAS) / logistical information system (LOGIS) reconciliations; Liaise with contract management in order to keep track of financed leased assets that has to be added to the departmental asset register; Manage asset reporting and analysis.
<u>ENQUIRIES</u>	:	Mr X Pieters Tel No: (021) 483 8281
<u>POST 29/199</u>	:	<u>STATE ACCOUNTANT: BUDGETING AND PLANNING REF NO: DSD 58/2025</u>
<u>SALARY</u>	:	R397 116 - R467 790 per annum (Level 08)
<u>CENTRE</u>	:	Department of Social Development Western Cape Government
<u>REQUIREMENTS</u>	:	An appropriate 3-year National Diploma/B-degree (equivalent or higher qualification); A minimum of 1-year relevant experience in a financial accounting environment. Competencies: Knowledge of the following: Financial and budgetary management processes; Monitoring and reviewing reports;

		Basic Accounting System (BAS); Relevant legislation, directions and procedures with regard to financial administration (Public Finance Management Act; National Treasury Regulations; Provincial Treasury Instructions; Division of Revenue Act; Medium Term Expenditure Framework); Research, gathering information and analysing; Interpretation of policies; Compilation of management reports; Record keeping procedures. Skills needed: Planning and organising; Proven computer literacy; Written and verbal communication; Time management; Analytical thinking; Strategic thinking; Project planning; Problem solving; Decision making; Presentation; Ability to multi-task, deal with ambiguity and manage under rapidly changing and pressurised circumstances; Ability to work independently and as part of a team.
<u>DUTIES</u>	:	Compile and manage departmental budget and MTEF process; Manage the departments expenditure and revenue; HR administration; Revenue ministration; Debt Management; Provide banking and cash management services; Supervisory functions.
<u>ENQUIRIES</u>	:	Ms J Abercrombie Tel No: (021) 483 3927
<u>POST 29/200</u>	:	<u>SOCIAL WORKER: SOCIAL WORK SERVICES (ATLANTIS), REF NO. DSD 57/2025</u>
<u>SALARY</u>	:	Grade 1: R325 200 – R382 374 per annum, (as prescribed by OSD) Grade 2: R397 119 – R459 996 per annum, (as prescribed by OSD) Grade 3: R477 564 – R561 378 per annum, (as prescribed by OSD) Grade 4: R585 441 – R725 754 per annum, (as prescribed by OSD)
<u>CENTRE REQUIREMENTS</u>	:	Department of Social Development Western Cape Government A relevant tertiary qualification in Social Work (Bachelor of Social Work) that allows professional registration with the South African Council for Social Service Professions as Social Worker; Registration with the South African Council for Social Service Professions as a Social Worker; Grade 1: No experience; Grade 2: A minimum of 10 years appropriate experience in Social Work after registration as a Social Worker with the South African Council for Social Service Professions; Grade 3: A minimum of 20 years appropriate experience in Social Work after registration as a Social Worker with the South African Council for Social Service Professions; Grade 4: A minimum of 30 years appropriate experience in Social Work after registration as a Social Worker with the South African Council for Social Service Professions. Competencies: Knowledge of the following: Supervision Framework for Social Workers; Human behaviour and social systems and skills to intervene at the points where people interact with their environments in order to promote social well-being; Social work theory and interventions; Information and Knowledge Management; Protocol and professional ethics; Relevant legislations, policies and prescripts (norms and standards); Social dynamics, work values and principles; Developing and empowering others; It will be advantageous to have a valid Code B (or higher) driving licence. Skills in the following: Challenge structural sources of poverty, inequality, oppression, discrimination and exclusion; Written and verbal communication; Report-writing; Self-management; Motivation; Good planning and organizing; Problem solving and analytical; Computer literacy; Presentation and facilitation; Client orientation and customer focus; Ability and competence to assist, develop, advocate for, and empower individuals, families, groups, organisations and communities to enhance their social functioning and their problem-solving capabilities; Ability to promote, restore, maintain, advocate for and enhance the functioning of individuals, families, groups and communities by enabling them to accomplish tasks, prevent and alleviate distress and use resources effectively; Understanding and ability to provide social work services towards protecting people who are vulnerable, at risk and unable to protect themselves; Ability to mentor and coach Social Workers Grade 1.
<u>DUTIES</u>	:	Render a social work service with regard to the care, support, protection and development of vulnerable individuals, groups, families and communities through the relevant programmes (Case work, group work and Community work). Attend to any other matters that could result in, or stem from, social instability in any form; Supervise and Support Social Auxiliary Workers; Continuous Professional Development. Keep up to date with new developments in the social work and social welfare fields; Perform all the administrative functions required of the job.
<u>ENQUIRIES</u>	:	Ms I Koen Tel No: (021) 840 3500

<u>POST 29/201</u>	:	<u>PERSONAL ASSISTANT: EXECUTIVE SUPPORT (OFFICE OF THE HEAD OF DEPARTMENT) REF NO: DSD 02/2025 R1</u>
<u>SALARY</u>	:	R325 101 - R382 959 per annum (Level 07)
<u>CENTRE</u>	:	Department of Social Development Western Cape Government
<u>REQUIREMENTS</u>	:	Grade 12 (Senior Certificate or equivalent qualification) plus an accredited secretarial diploma and/or administrative qualification on the level of NQF level 5 or relevant higher tertiary qualification (a certificate of completion should be provided); A minimum of 3 year's experience in rendering secretarial/ administrative support services to senior management. Competencies: Knowledge and understanding of the following: Regulations, policies, prescripts and procedures; Financial Administration; Skills needed: Written and verbal; Telephone etiquette; Proven computer literacy; Organising; Reliable; Ability to act with tact and discretion; Ability to do research and analyse documents and situations; Self-management and motivation.
<u>DUTIES</u>	:	Provide a secretarial and receptionist support service to the manager; Renders administrative support services; Provides support to manager regarding meetings; Supports the manager with the administration of the manager's budget; Studies the relevant Public Service and departmental prescripts/policies and other documents and ensure that the application thereof is properly understood.
<u>ENQUIRIES</u>	:	Ms P Van Wyk Tel No: (021) 483 6741
<u>POST 29/202</u>	:	<u>KNOWLEDGE MANAGEMENT OFFICER: KNOWLEDGE MANAGEMENT REF NO: DSD 54/2025</u>
<u>SALARY</u>	:	R325 101 - R382 959 per annum (Level 07)
<u>CENTRE</u>	:	Department of Social Development Western Cape Government
<u>REQUIREMENTS</u>	:	An appropriate 3-year National Diploma/B-degree (equivalent or higher) in Information or Library Sciences; A minimum of 1 year experience in the knowledge management field; A valid (Code B or higher) driving licence. NB: People with disabilities that restrict driving abilities, but who have reasonable access to transport, may also apply. Competencies: Knowledge of the following: Public service legislation, including POPI, PAIA, PAJA; Records management systems; Electronic content management; Policies and prescripts related to records and knowledge management; Project management. Skills needed: Proven computer literacy; Written and verbal communication; Planning and organising; Problem solving; Facilitation and presentation; Analytical; Project management; Innovation.
<u>DUTIES</u>	:	Provide administrative assistance in the identification, implementation and maintenance of knowledge and information services; Contribute to the conversion of tacit and implicit knowledge into institutional knowledge; Provide administrative support in the publishing and dissemination of management information generated within the Department; Administer the process of obtaining access to management and other information generated within the Department.
<u>ENQUIRIES</u>	:	Mr K Marthinus Tel No: (021) 483 8833
<u>POST 29/203</u>	:	<u>ADMINISTRATIVE SUPPORT OFFICER: CORPORATE SERVICE RELATIONS MANAGEMENT REF NO: DSD 60/2025</u>
<u>SALARY</u>	:	R325 101 - R382 959 per annum (Level 07)
<u>CENTRE</u>	:	Department of Social Development Western Cape Government
<u>REQUIREMENTS</u>	:	An appropriate 1–2-year post school qualification; A minimum of 3 years relevant experience. Competencies: Knowledge of the following: Business and organisational structure of the department; Departmental operational management systems and procedures; Corporate governance requirements, with particular reference to prescribed plans and committees (in as far as they relate to the work of the CSC); Provincial policies, service level agreement and service schedules in terms of which the working relationship with the CSC is managed; Human resources management (as supervisor of own employees). Skills needed: Written and verbal communication; Planning and organising; Basic research; Computer literacy; Problem solving; Conceptual, interpretative and formulation skills; Analytical skills; Networking; Basic statistical; Basic numeracy.
<u>DUTIES</u>	:	Render general clerical support services: Assist in the coordination of the appointment of members of prescribed departmental committees, as well as

		the nomination of departmental representative to transversal forums; Assist in the provision of logistical arrangements for prescribed departmental committees (excluding secretariat services); Distribute general CSC communications/information as required, and keep record of incoming and outgoing SC-correspondence; Assist in the collation of consolidated departmental input/reports to the CSC as required; Assist in the facilitation of follow-up actions; Function as supervisor: Mentor and coach team members; Manage the discipline of team members; Manage the workload of team members; Monitor and manage the day-to-day workflow in team; Manage and administer the staff appraisal system/process.
<u>ENQUIRIES</u>	:	Mr T Booth Tel No: (021) 483 2354
<u>POST 29/204</u>	:	<u>CHIEF SUPPLY CHAIN MANAGEMENT CLERK: QUOTATION ADMINISTRATION REF NO: DSD 62/2025 (X2 POSTS)</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R325 101 - R382 959 per annum (Level 07)
	:	Department of Social Development Western Cape Government
	:	Senior Certificate (Grade 12 or equivalent qualification); A minimum of 3 years supply chain management experience; A valid (Code B or higher) driving licence. NB: People with disabilities that restrict driving abilities, but who have reasonable access to transport, may also apply. Competencies: Knowledge of the following: Policy Development; Public Finance Management Act (PFMA), National Treasury Regulations (NTR's), Provincial Treasury Directives / Instructions (PTI's); Strategic sourcing and preferential procurement / Black Economic Empowerment (BEE); SCM regulations, policies and procedures, applicable delegations, asset management forms as per policies and procedures; Financial management processes; Procurement best practices including sourcing strategies and the different mechanisms for procurement; Procurement policies, procedures, contract management; Records Management – inclusive of registry services and policy and procedures governing these functions. Skills needed: Analytical thinking; Problem solving; Analytical thinking; Operational thinking; Computer literacy (SCM Systems); Planning and organising; Written and verbal communication; Numeracy; Ability to analyse; Conceptualise and implement policies; Presentation; Interpersonal relations; Flexibility; Teamwork.
<u>DUTIES</u>	:	Compile quotation specification as required; Compile the list of prospective providers for quotations; Compile the list of prospective providers for quotations; Facilitate Records and Information Management of the division; Supervise human resource staff.
<u>ENQUIRIES</u>	:	Mr L Jane Tel No: (021) 483 8681
<u>POST 29/205</u>	:	<u>SUPPLY CHAIN MANAGEMENT CLERK: LOGISTICS SERVICES REF NO: DSD 52/2025 (X2 POSTS)</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R228 321- R268 950 per annum (Level 05)
	:	Department of Social Development Western Cape Government
	:	Grade 12 (Senior Certificate or equivalent qualification). Competencies: A good understanding of the following: Supply chain duties, practices as well as the ability to capture data; Operate a computer and collecting statistics; Legislative framework governing the Public Service; Work procedures in terms of the working environment. Skills in the following: Written and verbal communication; Proven computer literacy; Planning and organising; Ability to work in a team.
<u>DUTIES</u>	:	Rendering the following: Logistical support services; Demand and acquisition clerical support; Render budget support services.
<u>ENQUIRIES</u>	:	Mr L Moodie at (066) 413 5970
<u>POST 29/206</u>	:	<u>SUPPLY CHAIN MANAGEMENT CLERK: ASSET MANAGEMENT REF NO: DSD 53/2025</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R228 321- R268 950 per annum (Level 05)
	:	Department of Social Development Western Cape Government
	:	Grade 12 (Senior Certificate or equivalent qualification). Competencies: A good understanding of the following: Supply chain duties, practices as well as the ability to capture data, operate computer and collecting statistics; Legislative framework governing the Public Service; Work procedures in terms of the working environment; It will be advantageous to have a valid (Code B or

	higher) driving licence. NB: People with disabilities that restrict driving abilities, but who have reasonable access to transport, may also apply. Skills needed: Written and verbal communication; Interpersonal relations; Flexibility; Teamwork; Planning and organisation; Proven computer literacy.
<u>DUTIES</u>	: Compile and maintain records (e.g asset records/databases); Check and issue furniture, equipment and accessories to components and individuals; Identify redundant, non-serviceable and obsolete equipment for disposal; Verify asset register.
<u>ENQUIRIES</u>	: Mr R Martin Tel No: (021) 483 6004
<u>POST 29/207</u>	: <u>ADMINISTRATION CLERK: CORPORATE SERVICE RELATIONS MANAGEMENT REF NO: DSD 59/2025</u>
<u>SALARY</u>	: R228 321- R268 950 per annum (Level 05)
<u>CENTRE</u>	: Department of Social Development Western Cape Government
<u>REQUIREMENTS</u>	: Grade 12 (Senior Certificate or equivalent qualification). Competencies: Good understanding of the following: Administrative processes; Clerical duties, practices as well as the ability to capture data; Working procedures in terms of the working environment. Skills needed: Computer literacy; Record keeping; Written and verbal communication.
<u>DUTIES</u>	: Render general clerical support services relating to training and development; Provide personnel administration clerical support services within the component pertaining to Service Benefits; Recruitment and selection and Staff Performance Management.
<u>ENQUIRIES</u>	: Mr T Booth Tel No: (021) 483 2354
<u>POST 29/208</u>	: <u>SOCIAL AUXILIARY WORKER: SOCIAL WORK SERVICES (SALDANHA), REF NO: DSD 63/2025</u>
<u>SALARY</u>	: Grade 1: R192 972 – R218 409 per annum, (as prescribed by OSD) Grade 2: R227 292 – R259 368 per annum, (as prescribed by OSD) Grade 3: R270 009 - R339 439 per annum, (as prescribed by OSD)
<u>CENTRE</u>	: Department of Social Development Western Cape Government
<u>REQUIREMENTS</u>	: Grade 12 (Senior Certificate or equivalent qualification); Registration and proof of current registration with the South African Council for Social Service Professions (SACSSP) as Social Auxiliary Worker; A valid code B driving licence. Competencies: Knowledge and basic understanding of the following: Human behaviour, relationship system and social issues; South African Social Welfare context the policy and practice of developmental social welfare services; South African judicial system and the legislation governing and impacting of social auxiliary work; Basic knowledge of financial matters related to social auxiliary work; Skills needed: Good communication (written and verbal); Proven computer literacy; Information and Knowledge Management (Keep precise records and compile accurate reports); Organising and planning; Presentation and facilitation; Report writing; Problem solving and analytical; Client orientation and customer focus.
<u>DUTIES</u>	: Provide assistance and support to social workers with the rendering of a social work service with regard to the care, support, protection and development of vulnerable individuals, groups, families and communities through the relevant departmental programmes; Assist social workers to attend to any other matters that could result in, or stem from, social instability in any form; Continuous professional development; Perform administrative support functions in support of social workers as required of the job.
<u>ENQUIRIES</u>	: Ms F Fick Tel No: (022) 713 2272

WESTERN CAPE MOBILITY DEPARTMENT

<u>APPLICATIONS</u>	: Only applications submitted online will be accepted. To apply submit your application online only: via http://www.westerncape.gov.za/jobs or https://westerncapegov.erecruit.co
<u>CLOSING DATE</u>	: 08 September 2025
<u>NOTE</u>	: Shortlisted candidates will be required to submit copies of their documentation for verification purposes. These candidates will be required to complete a practical assessment and attend interviews on a date and time as determined by the department. The selection process will be guided by the EE targets of the employing department. Should you experience difficulties with your online application, kindly note that technical support (challenges with online

application) is only available from Monday to Friday from 08:00 to 16.00. you may contact the helpline at 0861 370 214. Otherwise, all other queries relating to the position, kindly contact the enquiries person as indicated in the advert. Please ensure that you submit your application before the closing date as no late applications will be considered.

OTHER POSTS

<u>POST 29/209</u>	:	<u>DEPUTY DIRECTOR: PRE PROJECTS REF NO: WCMD 74/2025</u>
<u>SALARY</u>	:	R896 436 per annum (Level 11), (all-inclusive salary package)
<u>CENTRE</u>	:	Western Cape Mobility Department, Western Cape Government
<u>REQUIREMENTS</u>	:	An appropriate 3-year National Diploma/B-degree (equivalent or higher qualification); A minimum of 3 years middle management experience in a eNaTIS Systems Management working environment. Competences: Knowledge of the following: Legislation, regulatory frameworks, policies and best practices that have a bearing on the line functions; Information systems that aid in the management of knowledge and information pertaining to the line function; Project management; Operational management practices; procurement and tendering processes; Policy development, and operational management, monitoring and review processes; Modern systems of governance and administration; Public service procedures, processes and systems; Regional and local political, economic and social affairs impacting on the provincial government of the Western Cape; Public finance, human resources and discourse management processes; Public Finance Management Act, National Treasury Regulations, Provincial Treasury Instructions, other financial policies, prescripts, directives and collective agreements. Skills needed: Numeracy; Literacy; Computer Literacy; Written and verbal communication; Project Management; Accounting, Finance and Audit; Managerial; Leadership; Analytical thinking; Strategic thinking; Policy Implementation (Impact on system); Conflict resolution; Monitoring, evaluation and reporting; Facilitation and presentation; Problem-solving; Research.
<u>DUTIES</u>	:	Manage Provincial Regulatory Entity (PRE) Projects; Manage PRE Service Delivery initiatives and issues; Manage the provincial regulatory entity function in the regions (Eden and West-Coast, Winelands and Overberg); Oversee that the processing of applications for operating licenses is adhered to; Plan and manage the work of and account for the overall performance of the Sub-Directorate; People Management; Financial Management.
<u>ENQUIRIES</u>	:	Ms B Macmahon Tel No: (021) 483 0211
<u>POST 29/210</u>	:	<u>ASSISTANT DIRECTOR: PRE PROJECTS (ATHLONE) REF NO: WCMD 75/2025</u>
<u>SALARY</u>	:	R468 459 - R561 894 per annum (Level 09)
<u>CENTRE</u>	:	Western Cape Mobility Department, Western Cape Government
<u>REQUIREMENTS</u>	:	An appropriate 3-year National Diploma/B-Degree (equivalent or higher qualification); A minimum of 3 years relevant experience. Competences: Knowledge of the following: Legislation, regulatory frameworks, policies and best practices that have a bearing on the line functions; Information systems that aid in the management of knowledge and information pertaining to the line function; Project management; Operational management practices; Procurement and tendering processes; Policy development, and operational management, monitoring and review processes; Modern systems of governance and administration; Public service procedures, processes and systems; Regional and local political, economic and social affairs impacting on the provincial government of the Western Cape; Public finance, human resources and discourse management processes; Public Finance Management Act, National Treasury Regulations, Provincial Treasury Instructions, other financial policies, prescripts, directives and collective agreements. Skills needed: Numeracy; Literacy; Computer Literacy; Written and verbal communication; Project Management; Accounting, Finance and Audit.
<u>DUTIES</u>	:	Develop and research service delivery solutions; Manage and handle PRE enquiries and complaints; Consult with different stakeholders in the industry; Oversee the verification and inspection of Operator Licensing and Permits (OLP) is done regarding PRE matters; Managerial functions.
<u>ENQUIRIES</u>	:	Mr PW Davids Tel No: (021) 483 0312 or Tel No: (021) 483 1212

<u>POST 29/211</u>	:	<u>ASSISTANT DIRECTOR: FINANCIAL REPORTING REF NO: WCMD 47/2024 R1</u>
<u>SALARY</u>	:	R468 459 - R561 894 per annum (Level 09)
<u>CENTRE</u>	:	Western Cape Mobility Department, Western Cape Government
<u>REQUIREMENTS</u>	:	An appropriate 3-year B-degree (equivalent or higher qualification) in Financial Accounting or related qualification; A minimum of 3 years' experience in financial reporting environment; A valid (Code B or higher) driving licence. NB: People with disabilities that restrict driving abilities, but who have reasonable access to transport, may also apply. Competences: Knowledge of the following: Operation of a Trading Entity, GMT policies and SOP's, National Treasury Regulations, Provincial Treasury Instructions, Public Finance management Act (Act 1 of 1999); Financial Procedures, Financial Delegations, Financial Instructions, Disciplinary and Grievance Procedures; FleetMan system, MSOffice, Outlook, Oracle EBS, GRAP. Skills needed: Proven computer literacy; Organisational; Financial reporting; Supervisory skills; Good problem solving; Conflict resolution; Analytical thinking; Ability to interpret relevant directives and policies; Communication (Verbal and writing) skills; Numerical; self-motivated; Work under pressure; Systematic approach; Innovative thinking; Leadership.
<u>DUTIES</u>	:	Manage and control the following: Asset registers and Standard Chart of Accounts (SCOA); All aspects regarding unspent conditional grants; input, processing and reporting of PPE, intangible- and heritage assets; All aspects regarding finance leases; All aspects regarding operating leases; Maintain programmes for the preparation of financial statements and in-year monitoring.
<u>ENQUIRIES</u>	:	Mr Y Gqamlana Tel No: (021) 467 4792
<u>POST 29/212</u>	:	<u>ADMINISTRATIVE OFFICER: VERIFICATION AND INSPECTION (ATHLONE) REF NO: WCMD 76/2025</u>
<u>SALARY</u>	:	R325 101 - R382 959 per annum (Level 07)
<u>CENTRE</u>	:	Western Cape Mobility Department, Western Cape Government
<u>REQUIREMENTS</u>	:	3-year National Diploma/B-Degree (equivalent or higher qualification); A minimum of 1-year relevant administrative support experience in a Provincial Regulatory Entity (PRE) service delivery or similar working environment. Competences: Knowledge in the following: Regulatory frameworks, policies and best practices that have a bearing on the line functions; Operational management practices; Modern systems of governance and administration; Public service procedures, processes and systems; Constitutional, legal and institutional arrangements governing the South African public sector; Public Finance Management Act, National Treasury Regulations, Provincial Treasury Instructions, other financial policies, prescripts, directives and collective agreements; Functioning of the Province and the activities of sister departments/related functional areas; General office administration and database management; General support systems; Information and Record Management/Administration; Public Finance Management Act, National Treasury Regulations, Provincial Treasury Instructions Skills needed: Numeracy; Literacy; Computer Literacy; Written and verbal communication; Project Management; Accounting, Finance and Audit; Economic, Financial and Statistical Analysis; Legal Administration; Reporting ; Problem-solving; Planning; Organising; Research; Ability to work under pressure; Willingness to work irregular hours and meet tight deadlines., other financial policies, prescripts, directives and collective agreements.
<u>DUTIES</u>	:	Conduct administrative verifications; Conduct physical inspections and consultations; Rendering of administrative support services; Compile first draft submissions/reports, presentations and take minutes.
<u>ENQUIRIES</u>	:	Mr PW Davids Tel No: (021) 483 0312 or Tel No: (021) 483 1212
<u>POST 29/213</u>	:	<u>REGISTRY CLERK: DOCUMENT MANAGEMENT (ATHLONE) REF NO: WCMD 73/2025</u>
<u>SALARY</u>	:	R228 321- R268 950 per annum (Level 05)
<u>CENTRE</u>	:	Western Cape Mobility Department, Western Cape Government
<u>REQUIREMENTS</u>	:	Grade 12 (Senior Certificate or equivalent qualification). Competences: A good understanding of the following: Registry duties, practices as well as the ability to capture data and operate computer; Legislative framework governing the

DUTIES

Public Service; Storage and retrieval procedures in terms of the working environment; Work in registry. Skills needed: Computer; Planning and organising; Good verbal and written Communication; Numeracy; Literacy.

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Provide registry counter services; Handle incoming and outgoing correspondence; Render an effective filing and record management service both manually and electronically; Operate office machines in relation to the registry function; Process documents for archiving and/or disposal and rendering a scanning service at the Walk-in-Centre; It will be advantageous to have experience in a registry support working environment.

ENQUIRIES

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Ms E Searle Tel No: (021) 483 0271