



the dpsa

Department:  
Public Service and Administration  
REPUBLIC OF SOUTH AFRICA

## PUBLIC SERVICE VACANCY CIRCULAR

PUBLICATION NO 24 OF 2024

DATE ISSUED 05 JULY 2024

### 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](http://www.thensg.gov.za).

### AMENDMENT

: **NATIONAL: EMPLOYMENT & LABOUR:** Kindly note the following posts were advertised in Public Service Vacancy Circular 21 dated 14 June 2024 with the closing date of 01 July 2024. Director: Human Resources Management with Ref No: HR 5/1/2/3/56 for Compensation Fund (Pretoria) has been withdrawn due to administration technicalities; The post will be re-advertised and applicants who previously applied must re-apply. Sorry for the inconvenience: Enquires: Mr SV Radzuma Tel: 012 406 5723  
**GAUTENG: DEPARTMENT OF HEALTH (TEMBISA PROVINCIAL TERTIARY HOSPITAL):** Kindly note that the following 03 posts were advertised in Public Service

Vacancy Circular 23 dated 28 June 2024, Assistant Manager Nursing: Obstetrics and Gynaecology Refs/020762, Assistant Manager: Quality Assurance Refs/ 020763 and Assistant Manager Nursing Area (General) Refs/020761. The closing date has been amended: The correct closing date is 12 July 2024.

**INDEX  
NATIONAL DEPARTMENTS**

<b>NATIONAL DEPARTMENTS</b>	<b>ANNEXURE</b>	<b>PAGES</b>
<b>NATIONAL TREASURY</b>	<b>A</b>	<b>04 - 12</b>
<b>OFFICE OF THE CHIEF JUSTICE</b>	<b>B</b>	<b>13 - 14</b>
<b>PUBLIC SERVICE AND ADMINISTRATION</b>	<b>C</b>	<b>15 - 16</b>
<b>TRADITIONAL AFFAIRS</b>	<b>D</b>	<b>17</b>

**PROVINCIAL ADMINISTRATIONS**

<b>PROVINCIAL ADMINISTRATION</b>	<b>ANNEXURE</b>	<b>PAGES</b>
<b>GAUTENG</b>	<b>E</b>	<b>18</b>
<b>KWAZULU NATAL</b>	<b>F</b>	<b>19 - 23</b>
<b>MPUMALANGA</b>	<b>G</b>	<b>24 - 28</b>
<b>NORTHERN CAPE</b>	<b>H</b>	<b>29 - 31</b>
<b>WESTERN CAPE</b>	<b>I</b>	<b>32 - 67</b>

**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.***



**NOTE** : The National Treasury utilises an e-Recruitment system, effective from 7 April 2021, which means all applicants must login/register to apply for positions as we only accept applications hand delivered/post should an applicant prove that he/she tried to apply via e-Recruitment with no success. 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 documentations 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. 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. 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), not negotiable. The status of your application will be visible on the e-Recruitment system. However, if you have not received feedback from the National Treasury within 3 months of the closing date, please regard your application as unsuccessful. Note: The National Treasury reserves the right not to fill the below-mentioned posts, withdraw or to put on hold a position and/or to re-advertise a post. The National Treasury is compliant to the requirements of POPIA.

**MANAGEMENT ECHELON**

**POST 24/01** : **CHIEF DIRECTOR: LIABILITY MANAGEMENT REF NO: S005/2024**  
 Division: Asset And Liability Management (ALM)  
 Purpose: To finance government's gross borrowing requirement through the issuing of government securities, manage national government debt optimally, contribute to the development of the domestic debt capital market and broadening an investor base by developing and maintaining contact with both domestic and foreign investors.

**SALARY CENTRE REQUIREMENTS** : R1 436 022.per annum (all-inclusive remuneration package)  
 : Pretoria  
 : A Grade 12 is required coupled with a minimum Bachelor's degree (equivalent to NQF level 7) in any of the following disciplines: Finance or Economics. A minimum 5 years' experience at a senior management level (Director) obtained in financial liability management policy formulation. Knowledge and experience in public finance, corporate finance and capital and money markets. Knowledge of policies and procedures, debt issuances and management. Knowledge and experience of financial analyses and dissemination of complex financial information. 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** : Some key Outputs include: - Finance Government's Gross Borrowing Requirement: Develop and implement a domestic and foreign borrowing

strategy for government. Issuance of government securities in the domestic and foreign debt markets to assist with the financing of government's gross requirements. Initiate a financing structure in support of government's gross borrowing requirements through the issuing of securities. Domestic and Foreign Debt Management: Initiate debt management strategies to reduce the refinancing risk of debt portfolio. Implement strategies to lowering government's debt services costs through the prudent issuance of government securities. Develop debt obligations plans in compliance with disclosure requirements. Develop policies in line with the Domestic and Foreign Debt Market requirements for an efficient and effective implementation of debt policies. Develop Domestic Debt Market: Develop diversification of the funding instruments for optimal outcomes within the market. Develop and implement strategies that will improve the effective functioning of the debt capital market. Manage the primary dealership system. Enhance liquidity of government securities Improve Investor Relations and Broadening Base: Broaden the investor base in government securities. Liaise with domestic and foreign investors to improve co-operation. Manage Government Debt: Initiate strict payment schedules in the settlement of government debt obligations. Develop a compulsory re-payment framework and measures to improve liquidity within government that stimulate the economy of the country.

- ENQUIRIES APPLICATIONS** : Only (No applications): [Recruitment.Enquiries@treasury.gov.za](mailto:Recruitment.Enquiries@treasury.gov.za)  
 : To apply visit:  
<https://erecruitment.treasury.gov.za/eRecruitment/#/browseJobs>
- CLOSING DATE** : 19 July 2024 at 12:00 am (Midnight)
- POST 24/02** : **DIRECTOR: PERSONAL INCOME TAXES AND SAVINGS REF NO: S025/2024**  
 Division: Tax And Financial Sector Policy (TFSP)  
 Purpose: To advise on economic and distributional impact of current and proposed tax policy options in order to maintain and adjust an efficient, effective, equitable and internationally competitive revenue raising machinery for Government and to provide economic and econometric analysis with respect to the broad range of tax policy initiatives in order to determine their macro-micro economic, revenue and distributional impact.
- SALARY CENTRE REQUIREMENTS** : R1 216 824.per annum (all-inclusive remuneration package)  
 : Pretoria  
 : A Grade 12 is required coupled with a minimum Bachelor's degree (equivalent to NQF level 7) in any of the following disciplines: Economics or Taxation or Finance. A minimum of 5 years' experience at a middle management level (Deputy Director) obtained in economic analysis with a proven record of independent research. Advanced understanding of public finance. 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** : Some key Outputs include: - Evaluation and impact analysis of Personal Income Tax (PIT) reforms: Estimation of pre-tax proposals adjustments for fiscal drag. Propose tax changes to individual income tax regime that will contribute to alleviating poverty and unemployment and providing adequate social assistance to vulnerable groups (children, sick, elderly and disabled). Appropriate adjustment of tax brackets, rebate's structure and marginal tax rates per individual, personal income tax bracket. Analysing financial sector/market trends in order to formulate optimal income tax proposals (at individual, company and other juristic person levels: Review the income tax treatment of returns generated from investments in – and activities of – alternative investment vehicles including, but not limited to hedge funds, private equity and venture capital funds, leveraged buyout funds, collective investment schemes, etc. Staff Performance/service delivery environment: Oversight of staff and the creation of an enabling environment for staff performance and personal development. Management of resources to ensure effective and efficient execution of directorate's responsibilities. Social security, pension and retirement reform, and other savings related issues (specifically as it relates to individuals): Focus on the appropriateness of tax deductibility of contributions. Determine the level or percentage of contributions that should be deductible. Develop a tax regime for benefits withdrawal and payouts. Lead the development of a discussion document on tax-based incentives for non-

retirement savings. Small Business Taxation and sector specific work: Co-ordinate the implementation of the new presumptive tax regime for SMEs. Lead the implementation of the small business venture capital tax incentive. Represent the Tax Policy Unit on forums dealing with small business taxation. Responses to parliamentary, ministerial and public enquiries; and ad hoc, short-term research work, including administrative preparatory work for the MTBPS and Budget: Prepare informed and concise written responses, in a timeous manner. Raise pertinent tax policy issues from correspondence or enquiries with line manager (and other relevant NT officials) and suggest the appropriate process to follow to address these issues. Liaise with line manager on need to contribute to the MTBPS and yearly Budget preparations.

**ENQUIRIES** : Only (No applications): [Recruitment.Enquiries@treasury.gov.za](mailto:Recruitment.Enquiries@treasury.gov.za)  
**APPLICATIONS** : To apply visit:  
<https://erecruitment.treasury.gov.za/eRecruitment/#/browseJobs>  
**CLOSING DATE** : 19 July 2024 at 12:00 am (Midnight)

**POST 24/03** : **DIRECTOR: SCM COMMERCIAL CONTRACTING REF NO: S021/2024**  
 Division: Office of The Chief Procurement Officer (OCPO)  
 purpose: To review, research and advice on major procurement contracts and develop standard contracting documents for national and provincial government.

**SALARY** : R1 216 824.per annum (all-inclusive remuneration package)  
**CENTRE** : Pretoria  
**REQUIREMENTS** : A Grade 12 is required coupled with a minimum LLB degree (equivalent to NQF level 7), A minimum 5 years' experience at a middle management level (Deputy Director) obtained in a legal environment including experience in administrative law; contract law, commercial law, procurement law and constitutional law. Experience in the drafting and/or scrutiny of commercial contracts. In-depth knowledge of written and oral legal advice within the SCM contract environment. 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** : Some key Outputs include: - Contracting/ Contract Management: Review and align contract documents with SCM policies and prescripts across government. Develop and advise on contracts for different service commodities in revision of high level and complex contracts. Provide advice on service and supplier agreements as and when needed. SCM Dispute Resolution: Provide legal advice on the development of a dispute resolution framework. Review on-going disputes and provide legal advice towards resolving and redressing of the disputes. Training/Awareness: Provide awareness of legal developments in contract management that will affect the work of the OCPO. Policy Development: Review and advice on legal implications of SCM Policies and procedures. Develop and influence SCM and related policies, norms, standards frameworks and guidelines. Legal Risk: Review and provide legal advice on tender documents as and when requested to do so before advert. Advise on litigious matters and advise stakeholders accordingly. Liaise with relevant stakeholders within the OCPO and ensure legal risks have been identified and appropriate remedial action taken. Provide support and interpret legal information, conduct training on contract management and legal requirements internal to government stakeholders. Provide legal protection and risk management advice to stakeholders on contract management.

**ENQUIRIES** : Only (No applications): [Recruitment.Enquiries@treasury.gov.za](mailto:Recruitment.Enquiries@treasury.gov.za)  
**APPLICATIONS** : To apply visit:  
<https://erecruitment.treasury.gov.za/eRecruitment/#/browseJobs>  
**CLOSING DATE** : 19 July 2024 at 12:00 am (Midnight)

**POST 24/04** : **DIRECTOR: DEMAND ANALYSIS REF NO: S017/2024**  
 Division: Economic Policy (EP)  
 Purpose: To manage the development and analysis of monetary policy and analysis of the external and domestic funding and financing of economic activities. This includes research on monetary policy and trends pertaining to inflation, balance of payments and the exchange rate to inform sound policy advice on macroeconomic issues and as inputs into the economic framework for the MTBPS and the Budget.

**SALARY** : R1 216 824.per annum (all-inclusive remuneration package)  
**CENTRE** : Pretoria  
**REQUIREMENTS** : A Grade 12 is required coupled with a minimum Bachelor's degree (equivalent to NQF level 7) in the following disciplines: Economics or Development Economics or Econometrics or Financial Economics or Statistics or Business Science or Mathematics. An NQF level 8, 9 and/or 10 qualifications in these disciplines will be an added advantage. A minimum 5 years' experience at a middle management level (Deputy Director) obtained in a policy analysis or research environment; A minimum 5 years' experience in research, policy and economic analysis. Knowledge of and experience of trends and principles of macroeconomic policy. Knowledge and experience of the latest trends in research and sources of information. Knowledge and experience in the dissemination and interpretation of economic policy outcomes. 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** : Some key Outputs include: - Conduct Research and Policy analysis, and Assessments of Government Policy Proposals: Establish and monitor monetary policy framework, conduct research on monetary policy frameworks, inflation, financial markets and the external account. Identify areas of research as inputs into policy papers and memorandums on relevant policy issues. Develop database to inform research and respond to requests from internal and external stakeholders. Compile research outputs approved by the DDG, including, but not limited to, research papers, research notes, technical analysis, reviews and assessments of external proposals. Chapter 2 of Budget and MTBPS inputs and assumptions: Compile inputs for the Economic Chapter of the Budget Review and Medium-term Budget Policy Statement for annual publication. Compile inputs to the Assumptions process and forecast inputs. Stakeholder Relations to advance the Development of Economic Policy and the Objectives of National Treasury: Co-ordinate working collaboration of the SARB and National Treasury joint Macroeconomic Standing and Sub-committees. Provide inputs to stakeholders to advance the development of economic policy and the objectives of the National Treasury. Contribute to qualitative comment and assessment of research on relevant SA economic issues conducted outside of the National Treasury. Provide support to the Ministry, DG's office in respect of speeches, presentations and briefing notes. Economic Data Releases: Compile and distribute regular reports and presentations in the relevant subject area. Develop and maintain an extensive database to inform research and respond to requests from other divisions in National Treasury and other departments. Provide data in user-friendly format to users in National Treasury upon request.

**ENQUIRIES** : Only (No applications): [Recruitment.Enquiries@treasury.gov.za](mailto:Recruitment.Enquiries@treasury.gov.za)  
**APPLICATIONS** : To apply visit:  
<https://erecruitment.treasury.gov.za/eRecruitment/#/browseJobs>  
**CLOSING DATE** : 19 July 2024 at 12:00 am (Midnight)

**OTHER POSTS**

**POST 24/05** : **SENIOR ANALYST: TRANSPORT AND DEFENCE REF NO: S004/2024**  
Division: Asset And Liability Management (ALM)  
Purpose: To Exercise oversight over Schedule 2 and 3B national government business enterprises (SOEs) in the Transport and Defence sectors and provide inputs to policy pertaining to restructuring.

**SALARY** : R1 003 890.per annum (all-inclusive remuneration package)  
**CENTRE** : Pretoria  
**REQUIREMENTS** : A Grade 12 is required coupled with a minimum National Diploma (equivalent to NQF level 6) or Bachelor's degree (equivalent to NQF level 7) in any of the following disciplines: Finance or Economics, A minimum of 4 years' experience of which 2 years should be at an Assistant Director level or equivalent obtained in the dissemination of financial statements and corporate plans within the transport and defence sectors, Knowledge and experience in mergers and acquisitions pertaining to SOCs, Knowledge and experience of government's broader regulatory framework on State Owned Companies.

**DUTIES** : Some key Outputs include: - Conduct Analysis in the Restructuring of SOEs: Conduct analysis to identify restructuring opportunities within SOEs in the Transport and Defence sectors and advice accordingly. Review restructuring and turnaround plans of SOEs in the Transport and Defence sectors. Participate in restructuring initiatives of SOEs in conjunction with other departments. Analyse Financial Statements and Corporate Plans of SOEs: Analyse financial statements and corporate plans of SOEs in the Transport and Defence sectors and engage with entities, relevant departments and other stakeholders. Analyse the correct alignment of corporate plans in the Transport and Defence sectors against policy objectives. Analyse industry trends in the Transport and Defence sectors. Monitor possible oversight within SOEs in the Transport and Defence sectors and develop mitigating factors for correction. Compliance with PFMA Determinations: Analyse and review requests from SOEs in the Transport and Defence Sectors in compliance with the applicable determinations within the PFMA. Analyse requests of cabinet memoranda and parliamentary questions and respond in compliance with the PFMA determinations. Develop standardised processes for assessment and monitoring of guarantees, prior to approval for the implementation, thereof, in compliance with the PFMA determinations. Contingent Liabilities and Capital Structure: Compile responses to guarantee requests from SOEs in the Transport and Defence Sectors. Monitor compliance to guarantee conditions of SOEs in the Transport and Defence Sectors. Review SOEs and assess medium-term expenditure framework (MTEF) in alignment with requests for adjustment of budgets.

**ENQUIRIES** : Only (No applications): [Recruitment.Enquiries@treasury.gov.za](mailto:Recruitment.Enquiries@treasury.gov.za)  
**APPLICATIONS** : To apply visit:  
<https://erecruitment.treasury.gov.za/eRecruitment/#/browseJobs>

**CLOSING DATE** : 19 July 2024 at 12:00 am (Midnight)

**POST 24/06** : **ASSISTANT DIRECTOR: EMPLOYEE HEALTH, WELLNESS AND TRANSFORMATION REF NO: S010/2024**  
 Division: Corporate Services (CS)  
 Purpose: To render the employee health wellness and transformation initiatives in the National Treasury in identification of personal and work-related stressors impacting productivity in the workplace.

**SALARY** : R444 036. per annum (Remuneration package benefits exclusive)  
**CENTRE** : Pretoria  
**REQUIREMENTS** : A Grade 12 is required coupled with a minimum Bachelor's degree (equivalent to NQF level 7) in any of the following disciplines: Social Work or Industrial or Counselling Psychology. Registration with a relevant professional body Registration with a relevant professional body i.e. South African Council for Social Service Professions (SACSSP) or Health Professions Council of South Africa (HPCSA) is compulsory. A minimum 3 years' experience of Employee Health and Wellness obtained within a corporate environment.

**DUTIES** : Some key outputs include:- Wellness Governance: Develop, review, and implement policies and procedures related to employee health, wellness, and Transformation, reviewed, and implemented. and coordinate programmes in line with the required physical, mental, and emotional well-being of employee. Initiate implementation of EHW programme in compliance with DPSA's Employee Health and Wellness Framework. Coordinate Employee Health and Wellness and Transformation Committee meetings and activities. Assist with the procurement of service providers for Employee Health and Wellness services Health and Wellness Management: Conduct analysis of employees' health and wellness needs and identify psychosocial health risks. Initiate debriefing, pre-counselling, and referrals for professional counselling. Engage stakeholders pertaining to Employee Health and Wellness issues and implement in alignment with best practices. Client Orientation and EHW Awareness: Conduct marketing of Employee Health and Wellness and Transformation strategies through the National Treasury's publication platforms. Utilise internal communication measures promoting awareness of employee health, wellness, and transformation activities Health and Productivity Coordination: Analyse sick leave records and monitor absenteeism. Propose interventions in support of action plans addressing health risks identified through absenteeism reports HIV & AIDS and Disease Management: Facilitate an employee health and wellness support programme for HIV & AIDS, Tuberculosis, and other diseases. Assist with the VCT



campaigns in preventing diseases Transformation Management: Implementation advocacy programmes in terms of Gender and disabilities. Assist with reasonable accommodation cases.

**ENQUIRIES** : Only (No applications): [Recruitment.Enquiries@treasury.gov.za](mailto:Recruitment.Enquiries@treasury.gov.za)  
**APPLICATIONS** : To apply visit:  
<https://erecruitment.treasury.gov.za/eRecruitment/#/browseJobs>  
**CLOSING DATE** : 19 July 2024 at 12:00 am (Midnight)

**POST 24/07** : **SENIOR PROGRAMME COORDINATOR: CHIEF PROCUREMENT OFFICE**  
**REF NO: S022/2024**  
Division: Office of The Chief Procurement Officer (OCPO)  
Purpose: To co-ordinate and render an administrative support service in the achievement and promotion of an organised and integrated business environment.

**SALARY** : R444 036. per annum (Remuneration package benefits exclusive)  
**CENTRE** : Pretoria  
**REQUIREMENTS** : A Grade 12 is required coupled with a minimum National Diploma (equivalent to NQF level 6) or Bachelor's degree (equivalent to NQF level 7) in any of the following disciplines: Public Administration or Business Management or Project Management or Human Resources Management. A minimum of 3 years' experience obtained in an administrative environment. Knowledge of the legislative framework on public administration and human resources management within government. Knowledge and exposure to the coordination of budget coordination processes. Knowledge of the analysis and interpretation of relevant internal policies for the correct application of determinations.

**DUTIES** : Some key outputs include: - Business Support Promotion: Co-ordinate and perform quality assurance on processes pertaining to incoming and outgoing memoranda for enhancement of service delivery. Develop and maintain a filing system for record and audit purposes. Promote the effective execution of service delivery within the office and propose measures for improvement where necessary. Administer leave and other logistical requirements in the application of policy and procedures. Assist with the monitoring of procurement and administrative matters and verify the correctness of claims and invoices. Record memoranda on the electronic filing system for record purposes, editing, etc, where applicable. Operational Support: Acknowledge and reaffirm meetings, and invitations to workshops. Compile agendas of meetings, initiating the taking of minutes and follow up on outstanding commitments. Administer all duties with utmost discretion in the execution of confidential matters and converse with clients with utmost diplomacy. Stakeholder Engagement and Research: Engage internal clients in the coordination and enhancement of the integration of processes and procedures. Attend to clients' needs, and address concerns and complaints timeously, to improve working relations with stakeholders. Provide logistical support to business units. Budget Coordination: Assist with the preparation of relevant documentation pertaining to proposed consolidated budgetary inputs in compliance with the MTEF requirements and cycle. Assist with the monitoring of expenditures against commitments and report on possible overspending. Assist with the initiation process on the movement of funds between items after consultation with relevant stakeholders (Office of the Chief Financial Officer (CFO) and preparing the relevant supporting documents for execution.

**ENQUIRIES** : Only (No applications): [Recruitment.Enquiries@treasury.gov.za](mailto:Recruitment.Enquiries@treasury.gov.za)  
**APPLICATIONS** : To apply visit:  
<https://erecruitment.treasury.gov.za/eRecruitment/#/browseJobs>  
**CLOSING DATE** : 19 July 2024 at 12:00 am (Midnight)

**POST 24/08** : **SENIOR FINANCIAL ADMINISTRATION: FINANCIAL REPORTING REF**  
**NO: S026/2024**  
(Fixed-Term Contract 12 Months)  
Division: Corporate Services  
Purpose: To assist with the compilation and preparation of the Annual and Interim Financial Statement; by reviewing and analysing inputs from various Divisions and interpreting them with the Modified Cash Standard (MCS) and ensure compliance with the Office of the Accountant frameworks and compliance with the Public Finance Management Act, 1999 and the Treasury Regulations.

**SALARY** : R444 036. per annum (Remuneration package benefits exclusive)  
**CENTRE** : Pretoria  
**REQUIREMENTS** : A Grade 12 is required coupled with a minimum National Diploma (equivalent to NQF 6) or Bachelor's degree (equivalent to NQF 7) in Accounting, Cost & Management Accounting, Financial Management, Purchasing and Logistics, Internal Audit, Business Management and Economics. A minimum 3 years' experience obtained in budgets and financial management operational environment, and Knowledge of PERSAL, BAS and other relevant government.

**DUTIES** : Some key outputs include: - Annual Financial Statements: Assist with the compilation and preparation of the quarterly interim and annual financial statements of the department. Prepare various financial statements and reports for management and submit to the Auditor-General. Coordinate regulatory audit processes with internal and external Auditors. Departmental Annual Budget: Assist with monitoring exception reports and review the departmental budget on the basic accounting system (BAS), Provide budget information in the required format, Review the shifting funds within economic classifications and between programmes. Develop, Implement Budgeting Systems: Assist with monitoring budget implementation progress and identify variances against the budget. Assist with preparing reports on performance and variances analysis for programmes, Assist with consolidating reports and advice and caution on the risks of possible over / under-spending. Compliance with Public Finance Management Act, 1999 and Treasury Regulations: Co-ordinate, consolidate and compile management reports pertaining Financial Statements and Budget reports where necessary. Assist with strategic and operational financial matters in compliance with the required regulations. Assist with strategic and operational inputs into financial matters: Assist with strategic and operational inputs into financial matters pertaining to reports, notices and other information submitted to the Executing Authority, National Treasury and Auditor-General, as stipulated by the PFMA.

**ENQUIRIES** : Only (No applications): [Recruitment.Enquiries@treasury.gov.za](mailto:Recruitment.Enquiries@treasury.gov.za)  
**APPLICATIONS** : To apply visit:  
<https://erecruitment.treasury.gov.za/eRecruitment/#/browseJobs>

**CLOSING DATE** : 19 July 2024 at 12:00 am (Midnight)

**POST 24/09** : **ASSISTANT DIRECTOR: POLICY DEVELOPMENT AND INTERNAL CONTROL REF NO: S027/2024**  
(Fixed-Term Contract 12 Months)  
Division: Corporate Services  
Purpose: To manage and oversee the internal control functions in compliance with the Public Finance Management Act, 1999 and the Treasury Regulations.

**SALARY** : R444 036 per annum (Remuneration package benefits exclusive)  
**CENTRE** : Pretoria  
**REQUIREMENTS** : A Grade 12 is required coupled with a minimum National Diploma (equivalent to NQF level 6) or Bachelor's degree (equivalent to NQF level 7) in any of the following disciplines: Accounting or Internal Audit or Financial Management. A minimum of 3 years' experience in an accounting environment with specific reference to financial reporting, compliance monitoring, internal control and risk management. Knowledge and experience of exposure in internal control. Knowledge and experience of exposure in financial reporting. Knowledge of the Public Finance Management Act (PFMA), and Treasury Regulations.

**DUTIES** : Some key outputs include:- Organizational culture and performance: Review mid-year and annual financial statements, Monitor the financial management policies, prescripts and procedures for compliance, Monitor compliance on governance framework for conformity, Maintain and monitor the entity databases, BAS and Safety web in accordance with the relevant prescripts, Monitor reviews pertaining to departmental losses and confirm clearance for recording in the Loss Control Register with supporting documentation, Monitor and confirm budget manager's specimen signature and delegations. Organizational Assets and Resources Verification: Conform to client charter standards and provide prompt feedback, assistance and resolution to client queries, Update filing system with accounting and financial information in line with relevant prescripts, Comply to internal control measures pertaining to source documents and strengthen the risks in documents control and security of info, Prepare and/or review information/details to be included in departmental reports as prescribed, Verify information /details contained in

departmental reports for correctness and appropriateness, Assist in the implementation of financial norms and standards and engage with stakeholders through the Financial Management information and awareness sessions. Monitoring and Compliance: Monitor the implementation and alignment of internal policies and procedures pertaining to their application in business, Review the application of prescribed policy and procedures for enhancement, Monitor the application and procedures pertaining to systems, eg, BAS and Persal and suggest remedial solutions, Monitor the department's contract management compliance against prescribed regulations. Policy Development: Analyse relevant policies and frameworks for alignment with internal processes and procedures, Initiate benchmarking on internal control processes for implementation into the broader business, and Provide inputs into policy, prescripts, guidelines and related control measures. Audit Coordination: Oversee the coordination of internal audits within the internal control unit, as well as the external audit of the department. Monitor and record auditor's requests for information. Monitor and record auditor's communication of audit findings as well as comments from management.

**ENQUIRIES** : Only (No applications): [Recruitment.Enquiries@treasury.gov.za](mailto:Recruitment.Enquiries@treasury.gov.za)  
**APPLICATIONS** : To apply visit:  
<https://erecruitment.treasury.gov.za/eRecruitment/#/browseJobs>  
**CLOSING DATE** : 19 July 2024 at 12:00 am (Midnight)

**POST 24/10** : **FINANCIAL ANALYST: NRF & RDP REF NO: S019/2024**  
 Division: Office of The Accountant-General (OAG)  
 Purpose: To assist the NRF & RDP funds in an administrative capacity with the execution of banking services to stakeholders.

**SALARY** : R255 450.per annum (Remuneration package benefits exclusive)  
**CENTRE** : Pretoria  
**REQUIREMENTS** : A Grade 12 is required coupled with a minimum National Diploma (equivalent to NQF level 6) or Bachelor's degree (equivalent to NQF level 7) in Accounting. A minimum 2 years' experience obtained in a financial management environment. Basic knowledge of accounting.

**DUTIES** : Some key outputs include: - Banking Service: Plan and prioritise support services with the Directorate as follows: Authorise foreign payments on Safety web Banking System as per SWIFT requirements. Processing of local payments as per SWIFT requirements. Verify unmatched Electronic Bank Transfer (EBT) Bank details reports. Facilitating verification of Bank Details (AVS) for the Central Supplier Database (CSD) system, SASSA grants, Pension and other Departments. Processing of deposit statements received from banking systems. Conclude day-end processes by exporting all payment information, AVS reply files and bank statements to respective financial systems. Administrative support: Assist during departmental training. Initiate the cancellation of payments. Testing new releases of the Safety web Banking system and updating of Manuals. Assist with grant payments to municipal primary account as prescribed in section DORA. Reconcile revenue report to NRF. Distribute documents and departmental queries per cluster. Order deposit books per Department request. Verify payments as per section DORA schedule rules. Obtain banking details of public entities and departments in terms of Section 7(2) of PFMA and 31.2.1 of the Treasury regulations. Reconcile suspense accounts. Prepare documents for processing bank charges. Follow up on outstanding departmental bank reconciliations.

**ENQUIRIES** : Only (No applications): [Recruitment.Enquiries@treasury.gov.za](mailto:Recruitment.Enquiries@treasury.gov.za)  
**APPLICATIONS** : To apply visit:  
<https://erecruitment.treasury.gov.za/eRecruitment/#/browseJobs>  
**CLOSING DATE** : 19 July 2024 at 12:00 am (Midnight)

**POST 24/11** : **SENIOR SECURITY OFFICER REF NO: S012/2024**  
 Division: Corporate Services (CS)  
 Purpose: To ensure the safeguarding and protection of lives, property and information within the premises of the National Treasury by conducting access control, internal and exit control.

**SALARY** : R216 417. per annum (Remuneration package benefits exclusive)  
**CENTRE** : Pretoria  
**REQUIREMENTS** : A minimum Grade 12 is required, coupled with a Security Officers PSIRA Grade A. A minimum of 2 years' experience obtained in a physical security

environment. Driver license. Knowledge of Minimum Information Security Standards. Knowledge of Firearms Control Act, Protection of Information Act, Control of Access to Premises and Vehicles Act, Trespass Act and Occupational Health and Safety Act, will be an added advantage.

**DUTIES**

: Some key outputs include: - Physical security functions: Compile, implement and manage shift plans and management of posting sheet. Supervise personnel of a private security company contracted to the National Treasury. Perform duties as a shift leader. Implement access control policies and procedures. Arrange escorts of employees between National Treasury buildings. Facilitate the escorting of visitors in the building. Implement asset control system. Monitor removal permits completed by employees. Enforce key control procedures and ensure proper maintenance of records. Conduct inspections in the building. Ensure implementation of access control in official NT parking areas Control room functions: Perform security surveillance and monitoring duties in the control room. Assign access cards to employees and visitors. Draw access reports from the Electronic Security System. Identify access control breaches and report to management. To liaise with National Treasury employees on behalf of Security Management unit Health and Safety: Identify and investigate health and safety deficiencies and report to Physical Security Operations. Act as Chief Contingency Officer until the arrival of the relevant person during emergencies. Inspect security and fire equipment and ensure that they are in good condition. Participate in emergency evacuations and drills. Provide first aid assistance to NT employees General Operational Administration: Management of registers at access points. Ensure accurate filing of removal permits. Enforce the Service Level Agreement concluded between NT and the Private Security Company. Address parades during shifts.

**ENQUIRIES  
APPLICATIONS**

: Only (No applications): [Recruitment.Enquiries@treasury.gov.za](mailto:Recruitment.Enquiries@treasury.gov.za)  
: To apply visit:  
: <https://erecruitment.treasury.gov.za/eRecruitment/#/browseJobs>

**CLOSING DATE**

: 19 July 2024 at 12:00 am (Midnight)

## OFFICE OF THE CHIEF JUSTICE

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

- APPLICATIONS** : Gauteng: Quoting the relevant reference number, direct your application to: The Provincial Head, Office of the Chief Justice, Private Bag X7, Johannesburg, 2000. Applications can also be hand delivered to the 12th floor, Cnr Pritchard and Kruis Street, Johannesburg or via email at: [applicationsGAU@judiciary.org.za](mailto:applicationsGAU@judiciary.org.za)
- CLOSING DATE** : 19 July 2024
- NOTE** : All applications must be submitted on a New Z83 form, which can be downloaded on the internet at [www.judiciary.org.za/](http://www.judiciary.org.za/) [www.dpsa.gov.za/dpsa2g/vacancies.asp](http://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). 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 initialled by the applicant. The application must indicate the correct job title, the office where the position is advertised and the reference number as stated in the advert. Failure by the applicant to fully complete, sign and initial the application form will lead to disqualification of the application during the selection process. Applications on the old Z83 will unfortunately not be considered. Should you be in a possession of 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 country of origin (when shortlisted All non - SA Citizens will be required to submit a copy of proof of South African permanent residence when shortlisted. 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 shortlisted candidates for Senior Management Service (SMS) posts will be subjected to a technical competency exercise that intends to test relevant technical elements of the job, the logistics of which be communicated by the Department. Following the interview and technical exercise, the selection committee will recommend candidates to attend generic managerial competencies using the mandated Department of Public Service and Administration (DPSA) SMS competency assessment tools. Applicants could be required to provide consent for access to their social media accounts. The successful candidate will be required to complete such prior to appointment. 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 appointments. The Office the Chief Justice (Constitutional Court) comply with the provisions of 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 your application is 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 the 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 POST**

- POST 24/12** : **REGISTRAR'S CLERK REF NO: 2024/77/OCJ (2 POSTS)**  
Re-advertisement, candidates who previously applied are encouraged to re-apply
- SALARY** : R216 417 – R254 928 per annum (Level 05). The successful candidate will be required to sign a performance agreement
- CENTRE REQUIREMENTS** : Labour And Labour Appeals Court: JHB  
: Matric Certificate or equivalent qualification. A minimum of one year' relevant experience will be an added advantage. Understanding of appeal process and petition procedures will be an added advantage. Appropriate experience in general administration or court related functions will serve as an added advantage. A valid driver's license will be an added advantage. Understanding of confidentiality in Government. Skills and Competencies: Good administration and organising skills. Excellent communication skills (written and verbal). Computer literacy (MS Office) Good interpersonal and public relation skills. Ability to work under pressure and solve problems. Numerical skills. Attention to detail and Customer service skills orientated. All shortlisted candidates shall undertake a pre-entry practical exercise as part of the assessment method to determine the candidate's suitability based on the post's technical and generic requirements
- DUTIES** : Rendering effective and efficient case flow management support service to the Court. Attend to all stakeholders' enquiries and correspondences. Ensure proper filing and safekeeping of all court records. Proper Administration of all appeal and petition processes. Ensuring proper receipt, processing, allocate case number to all pleadings, administration and filing of all appeals and applicants for Leave to appeal. Perform general administrative duties
- ENQUIRIES** : Technical Ms T Nzimande Tel No: (010) 494 9238  
HR related enquiries: Ms T Mbalekwa Tel No: (010) 494 8515
- NOTE** : Organisation will give preference to candidates in line with the Employment Equity goals

## DEPARTMENT OF PUBLIC SERVICE AND ADMINISTRATION

*It is the intention to promote representivity in the Department through the filling of these posts. The candidature of applicants from designated groups especially in respect of people with disabilities will receive preference.*



- APPLICATION** : Applications quoting the reference number must be addressed to Mr. Thabang Ntsiko. Applications must be posted to the Department of Public Service and Administration, Private Bag X916, Pretoria, 0001, or delivered to 546 Edmond Street, Batho Pele House, cnr. Edmond and Hamilton Street, Pretoria, Arcadia 0083, or emailed.
- CLOSING DATE** : 22 July 2024
- NOTE** : Applications must quote the relevant reference number and consist of: A fully completed and signed NEW Z83 form which can be downloaded at [www.dpsa.gov.za/dpsa2g/vacancies.asp](http://www.dpsa.gov.za/dpsa2g/vacancies.asp). "From 1 January 2021 should an application be received using the incorrect application for employment (Z83), it will not be considered", a recent comprehensive CV; contactable referees (telephone numbers and email addresses must be indicated); 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 (Only shortlisted candidates will be required to submit certified documents, all non-SA citizens must submit a copy of proof of permanent residence in South Africa on or before the day of the interviews). Foreign qualifications must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA). All shortlisted candidates for SMS posts will be subjected to (1) a technical exercise; (2) a generic managerial competency assessment; and (3) personnel suitability checks on criminal records, citizen verification, financial records, qualification verification and applicants could be required to provide consent for access to their social media accounts. Correspondence will be limited to shortlisted candidates only. If you have not been contacted within three (3) months of the closing date of the advertisement, please accept that your application was unsuccessful. The successful candidate will be expected to enter into an employment contract and a performance agreement within 3 months of appointment, as well as completing a financial interests declaration form within one month of appointment and annually thereafter. The department reserves the right not to fill the post(s). Note: Prior to appointment, a candidate would be required to complete the Nyukela Programme: Pre-entry Certificate to Senior Management Services as endorsed by DPSA which is an online course, endorsed by the National School of Government (NSG). The course is available at the NSG under the name Certificate for entry into the SMS and the full details can be sourced by the following link: <https://www.thensg.gov.za/training-course/sms-pre-entry-programme/>.

## MANAGEMENT ECHELON

- POST 24/13** : **DIRECTOR: ADVISORY SERVICES REF NO: DPSA 01/2024**
- SALARY** : R1 216 824 per annum (Level 13), An all-inclusive remuneration package. The all-inclusive remunerative package consists of basic salary (70% of the total remuneration package), the State's contribution to the Government Employees Pension Fund (13% of basic salary) and a flexible portion that may be structured according to personal needs within a framework.
- CENTRE REQUIREMENTS** : Pretoria
- : A minimum qualification at NQF Level 7 in law, a Bachelor of Laws (LLB) or a Bachelor of Procuratoris (B Proc). A pre-entry certificate for SMS must be completed before an appointment can be considered. Admission as an attorney/advocate. Relevant experience in a legal environment and a minimum of 5 years' experience at a Middle / Senior management level. Sound knowledge of the Constitution of the Republic of South Africa, Government legislative framework, Public Service legislative and policy framework, Government programs such as the National Development Plan, Key Strategic priorities of Government and sound understanding of operations management. Knowledge of litigation processes (e.g. dealing with claims for and against the Department) and processing of international agreements, service level

agreements, Presidents Minutes and Proclamations. Knowledge of public administration and labour-related legislation, drafting conventions applicable in South Africa and legislative processes. Skills: Problem-solving, decision-making, stakeholder management and coordination, strategic thinking, communication and information management, interpersonal relations, confidentiality, teamwork, project management, negotiation, presentation, report writing, computer literacy and conflict management. Competencies: Strategic capability and leadership, diversity management, facilitation, programme and project management, financial management, change management, people management and empowerment.

**DUTIES**

: Manage the provision of appropriate legal advice or opinions; scrutinise, draft and edit documents with legal implications as required; provide guidance on policy development and prescripts (policies, norms and standards, directives, circulars, frameworks and guidelines) for the department in line with the national policies/frameworks and the legislation administered by the Minister, as required. Manage the implementation of PAJA, POPIA and PAIA, which involves interventions undertaken to advocate and implement PAJA, POPIA and PAIA within the department, managing PAIA requests in accordance with relevant prescripts and managing reports in respect of PAIA timeously. Capacity building provided and or/contributions made to the development of capacity development programmes in the Department on PAJA, POPIA and PAIA. Represent the Minister, Director-General and Department in litigation matters. Ensure compliance with required processes and time frames for specific processes and the Litigation Protocol for Legal Services. Manage all the operations, systems and processes of the Directorate. Provide information, advice and support to internal stakeholders. Ensure all audit findings are addressed by the due date. Ensure the Directorate budget is completed and submitted by the stipulated due date. Ensure effective and efficient management of the budget achieved and maintained. Attendance of management structures of the Department and any other meetings as directed and participate in transversal task/project teams and committees as required and/or nominated. Manage that the performance agreements, probation reports, mid-year and annual reports are submitted by the stipulated due dates.

**ENQUIRIES**

: Ms. Renisha Naidoo Tel No: (012) 336 1006.  
E-mail your application to [Advertisement012024@dpsa.gov.za](mailto:Advertisement012024@dpsa.gov.za)



## DEPARTMENT OF TRADITIONAL AFFAIRS

*It is the Department's intention to promote equity (race, gender and disability) through the filling of positions with a candidate whose transfer/promotion/appointment will promote representivity in line with the numeric targets as contained in the department's Employment Equity plan. Whites, Coloured, Indians, youth and Persons with Disabilities are encouraged to apply.*

**CLOSING DATE** : 26 July 2024

**NOTE** : The successful candidate's appointment will be subject to a security clearance process and the verification of educational qualification certificates. Applications must quote the relevant reference number and must be completed on the NEW Z83 form obtainable from any Public Service department and signed when submitted. From 1 January 2021 should an application be received using the incorrect application for employment (Z83), the application will not be considered. All applications must be accompanied by a fully completed Z83 form and a detailed CV only. Shortlisted candidates only will be required to submit certified copies of qualifications and other relevant documents before the interview date. Persons with a disability are encouraged to apply. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA) and to provide proof of such evaluation (Only shortlisted candidates may provide such proof). Incomplete applications or applications received after the closing date will not be considered. It is important to note that it is the applicant's responsibility to ensure that all information and attachments in support of the application are submitted by the due date. Due to the large number of responses anticipated, 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 not to fill the advertised position.

## OTHER POST

**POST 24/14** : **DEPUTY DIRECTOR: INTERNAL AUDIT REF NO: 2024/13**  
(12 months contract)

**SALARY** : R849 702. per annum. (All-inclusive remuneration package) The package includes a basic salary (70% of package) and a flexible portion that may be structured in terms of the applicable guidelines.

**CENTRE** : Pretoria

**REQUIREMENTS** : An appropriate Bachelor's degree or equivalent qualification in Internal Auditing plus 3-5 years' experience in an Internal Auditing environment at ASD level (Junior Management). Supervisory experience. Generic competencies: - Service delivery innovation, Problem solving and analysis, People management and empowerment, Client orientation and customer focus, Computer literacy and communication. Technical competencies: Operational performance, compliance and financial audits, Knowledge of Risk management and auditing practices, The Public Finance Management Act, Corporate governance, Development of policies and strategies

**DUTIES** : The successful candidate will perform the following duties: Manage and implement operational strategic plans, policies and procedures and internal audit methodology, Perform and manage the audits to ensure that professional standards are maintained in the planning, execution, reporting and monitoring, Manage and prepare draft audit reports and discuss value-adding recommendations with relevant management, Review the main audit findings on the Department and effect corrective action, Examine, evaluate and improve the systems of control and risk management process.

**ENQUIRIES** : Mr JJ Appel, tel. (012) 334 4974

**APPLICATIONS** : Applications may be posted to: Human Resource Management, Department of Traditional Affairs, Private Bag X 22 Arcadia 0083 or Hand deliver to: 509 Pretorius Street, Arcadia, 2nd Floor Pencardia 1 Building or e-mail @ [DTARecruitment@cogta.gov.za](mailto:DTARecruitment@cogta.gov.za)

**FOR ATTENTION** : Ms L Motlhalala

**PROVINCIAL ADMINISTRATION: GAUTENG  
DEPARTMENT OF HEALTH**

**OTHER POSTS**

- POST 24/15** : **ASSISTANT MANAGER NURSING PNA7 (NIGHT DUTY) REF NO: REFS/TMH/2024/07/01 (01 POST)**  
Directorate: Nursing Services
- SALARY** : R656 964 – R771 309. per annum plus benefits  
**CENTRE** : Tambo Memorial Hospital  
**REQUIREMENTS** : Basic qualification accredited with the SANC in terms of Government Notice R425 (i.e. Diploma/ Degree in Nursing) or equivalent qualification that allows registration with the SANC as a Professional Nurse, Diploma in Nursing Administration. A minimum of 8 years appropriate/ recognizable experience in Nursing after registration as a Professional Nurse with SANC in General Nursing. At least 3 years of the period referred to above must be appropriate/ recognizable experience at Management level. Strong leadership skills, Basic Computer skills, good communication and interpersonal relation skills, problem solving, conflict resolution skills and ability to work under pressure. Sound knowledge of National Core Standards Nursing Strategy, PFMA, Labour relations and other related legislative framework.
- DUTIES** : Delegate, supervise and coordinate the provision of effective and efficient patient care through adequate nursing care. Initiate and participate in health promotion to ensure consistent communication of relevant, accurate and comprehensive information on health care. Develop/establish and maintain constructive working relationships with nursing and other stakeholders (i.e. inter-sectoral and multidisciplinary teamwork). Participate in the analysis, formulation and implementation of nursing guidelines, practices, policies and procedures. Manage effective utilization and supervision of human, financial, and material resources. Coordination of provision of effective training and research. Maintain professional growth / ethical standards and development of self and subordinates.
- ENQUIRIES** : Mrs. C.M Malekane. Tel no (011) 898 8311  
**APPLICATIONS** : Applications can be forwarded to the Human Resource Department, Tambo Memorial Hospital, Private Bag X2, Boksburg, 1459. Physical Address: Railway Street, Boksburg, 1459 or apply online at [www.gautengonline.gov.za](http://www.gautengonline.gov.za). NB: The closing time on the closing date will be 12h00.
- NOTE** : Applications must be filled in on a new Z83 form (obtainable from any Public Service Department or on [www.dpsa.gov.za/documents](http://www.dpsa.gov.za/documents)) accompanied by a comprehensive CV highlighting or stating the requirements mentioned above. Only the shortlisted candidates will be required to submit certified documents on or before the day of the interviews. Applicants must indicate the post reference number on their applications. Failure to submit the required documents will result in the application not being considered. Qualifications of candidates recommended for appointment will be verified. Persons in possession of foreign qualification must furnish the Department with the evaluation certificate from the South African Qualification Authority (SAQA). Applications received after closing date and time will not be considered. Whites, coloured and people with disability are encouraged to apply. The candidates will be expected to be available for selection interviews on the date, time and place determined by the Department
- CLOSING DATE** : 19 July 2024 Time: 12H00

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

**OTHER POSTS**

<b><u>POST 24/16</u></b>	:	<b><u>CHIEF RADIOGRAPHER (GRADE 1). REF NO: EKO CHIEF RAD/01/2024 (X1 POST)</u></b>
<b><u>SALARY</u></b>	:	Grade 1: R545 262. per annum Other Benefits:13th Cheque, Medical Aid (Optional), Housing Allowance, Commuted Overtime (Employee must meet the prescribed requirements) and Rural allowance 12%
<b><u>CENTRE REQUIREMENTS</u></b>	:	Ekombe Hospital Senior Certificate (Grade 12) An appropriate three year National Diploma/ Degree in Diagnostic Radiography. Current registration with the Health Professions Council of South Africa as a Diagnostic Radiographer (Independent Practice) A minimum of three (3) years appropriate experience in a Diagnostic Radiographer. Proof of previous and current experience endorsed and stamped by Human Resource Department (Certificate of Service) (Only when shortlisted: Recommendations: Experience in CT scanning is preferred and preferable knowledge of ultra-sonographer Knowledge, Skills and Competencies Required: Working knowledge and experience in radiography principals, systems and procedures performed within the radiology department which include CT scanning and fluoroscopy. Sound supervisory skills. Sound knowledge of radiation safety regulations. sound knowledge of diagnostic radiography equipment and protocols. Ability to train junior radiography staff. Knowledge of relevant public service policies, acts and regulations. Knowledge of HR related policies and procedures. Knowledge of Employee Performance Management and Development System. Good verbal and written communication skills. Sound interpersonal skills and Human Resource Management Skills.
<b><u>DUTIES</u></b>	:	Give factual information to patients and clients on radiography. Promote good health practices to patients in need of radiography. Educate patients on their conditions whilst ensuring that patients' rights are upheld. Compile memos as required in the working environment. Inspect and utilize equipment professionally to ensure that they comply with the safety standards. Provide a clinical radiographic service by implementation of departmental policies & procedures, performance of imaging examinations, supervision of junior staff, whilst adhering to radiography protocols. Perform all delegated departmental tasks with limited supervision, and have the ability to deal with crisis situations independently. Perform overtime duties as required.
<b><u>ENQUIRIES</u></b>	:	Dr BP. Zungu (Medical Manager and Chief Executive Officer) (035 834 8000 Ext 8004)
<b><u>APPLICATIONS</u></b>	:	Should be forwarded to: The Assistant Director: HRM, Ekombe Hospital or Hand delivered to P16 Road Ekombe Hospital or You can email your application to <a href="mailto:sbusiso.langa@kznhealth.gov.za">sbusiso.langa@kznhealth.gov.za</a> Private Bag X203, Kranskop, 3268
<b><u>FOR ATTENTION NOTE</u></b>	:	MR. SS. Langa Vacancies In The Department Of Kzn Health: Ekombe District Hospital Directions To Candidates:-The most recent Z83 application form for employment which is obtainable at any Government Department or the website: <a href="http://www.kznhealth.gov.za">www.kznhealth.gov.za</a> , The Z83 form must be completed in full, failure to do may result in may result in disqualification. Detailed Curriculum Vitae (CV), Information such as Education qualification, date(s) of registration with council, relevant work experience and periods in service should be clearly indicated on the (CV). Applicants are not required to submit Copies of qualifications and other relevant documents on application. Such documents will be requested from shortlisted candidates only. The reference number must be indicated in the column provided on the form Z83 as per the job advertisement e.g. EKO/01/22. Applicants are respectfully informed that, if no notification of appointment is received within 3 months after closing date, they must accept that their applications were unsuccessful. Applicants in possession of a foreign qualification must attach (only when shortlisted) an evaluation/verification certificate from the. South African Qualifications Authority (SAQA) or other regulating bodies to their applications. Non-RSA Citizens/Permanent Residents/ Work Permit holders must submit documentary

proof (only those that will be shortlisted). All employees in the Public Service that are presently on the same salary level but on a notch/package, Above the minimum as that of the advertised post are free to apply. This Department is an equal opportunity, affirmative action employer, whose aim is to promote representatively in all levels of all occupational categories in the Department. The appointment is subject to positive outcome obtained from the NIA to the following checks security clearance, credit records, qualification, citizenship and previous experience verifications. Failure to comply with the above instructions will result to your application being disqualified. Due to financial constraints S&T Claims will not be considered.

- CLOSING DATE** : 19 July 2024
- POST 24/17** : **PROFESSIONAL NURSE -SPECIALITY -OPERATING THEATRE. REF NO: EKO/PN/OT/01/2024 (X1 POST)**
- SALARY** : Grade 1: R451 533. per annum Other Benefits: 13th Cheque, Medical Aid (Optional) and Housing Allowance (Employee must meet the prescribed requirements). Rural allowance 8%
- CENTRE REQUIREMENTS** :  
 : Ekombe District Hospital  
 : Grade 1: Senior Certificate (Grade 12). Degree/Diploma in nursing or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a “Professional Nurse and Midwife plus one (1) year post basic qualification in speciality (Diploma in Operating Theatre Technique)”. A minimum of 04 years of appropriate/recognizable nursing experience after registration as a Professional Nurse with the South African Nursing Council in General Nursing. Proof of current registration with SANC/license to practice and proof of previous and current experience endorsed and stamped by Human Resource Department (Certificate of Service) (Only when shortlisted)  
 Knowledge, Skills, Training & Competencies Required: Knowledge of nursing care process procedures, nursing statuses and other relevant legal framework. Knowledge of public services regulation, disciplinary code, human resources policies. Hospital generic and specific policies, financial and budgetary knowledge pertaining to the relevant resources under management. Knowledge and experience in implementation of Batho Pele Principles and Patients Rights Charter, Code of Conduct. Ability to function well within a team. Good communication skills (verbal and Written)
- DUTIES** : Provision of optimal, holistic specialized nursing care provided within the set standards i.e. professional/ legal. Maintain accurate and complete patient records according to legal requirements. Compilation and analysis of statistics. Participate in auditing of clinical charts and develop QIPS. Participate in implementation of national core standards, guidelines and protocols. Effective, efficient and economical use of allocated resources. Provision of effective support to nursing services. Assist in supervision and development of staff. Participate in training and research and programmes e.g., IPC, Quality assurance. Scrubbing for minor and major operations. Participate in the care swabs and instruments in theatre. To provide immediate care to all patients who have been operated. To prepare for the operations and ensure smooth running of the theatre. Maintain professional growth/ethical standards and self-development. Promote good working relationships with multidisciplinary teams. Ensuring the availability of necessary basic equipment and stock. Manage the resources.
- ENQUIRIES APPLICATIONS** : Ms PL. Ntuli (Deputy Nursing Manager) Tel No: (035 834 8000 Ext 8005)  
 : Should be forwarded to: The Assistant Director: HRM, Ekombe Hospital to P16 Road Ekombe Hospital or You can email your application to [sbusiso.langa@kznhealth.gov.za](mailto:sbusiso.langa@kznhealth.gov.za) Private Bag X203, Kranskop, 3268
- FOR ATTENTION NOTE** : MR. SS. Langa  
 : Vacancies In The Department Of Kzn Health: Ekombe District Hospital  
 Directions To Candidates: -The most recent Z83 application form for employment which is obtainable at any Government Department or the website: [www.kznhealth.gov.za](http://www.kznhealth.gov.za), The Z83 form must be completed in full, failure to do may result in may result in disqualification. Detailed Curriculum Vitae (CV), Information such as Education qualification, date(s) of registration with council, relevant work experience and periods in service should be clearly indicated on the (CV). Applicants are not required to submit Copies of qualifications and other relevant documents on application. Such documents will be requested from shortlisted candidates only. The reference number must be indicated in the column provided on the form Z83 as per job advertisement

e.g. EKO/01/22. Applicants are respectfully informed that, if no notification of appointment is received within 3 months after closing date, they must accept that their applications were unsuccessful. Applicants in possession of a foreign qualification must attach (only when shortlisted) an evaluation/verification certificate from the South African Qualifications Authority (SAQA) or other regulating bodies to their applications. Non-RSA Citizens/Permanent Residents/ Work Permit holders must submit documentary proof (only those that will be shortlisted). All employees in the Public Service who are presently on the same salary level but on a notch/package, Above the minimum as that of the advertised post are free to apply. This Department is an equal opportunity, affirmative action employer, whose aim is to promote representatively in all levels of all occupational categories in the Department. The appointment is subject to a positive outcome obtained from the NIA to the following checks security clearance, credit records, qualification, citizenship and previous experience verifications. Failure to comply with the above instructions will result in your application being disqualified. Due to financial constraints, S&T Claims will not be considered.

- CLOSING DATE** : 19 July 2024
- POST 24/18** : **CLINICAL NURSE PRACTITIONER (GRADE 1-2) REF NO. KH 01/2024 (1 POST)**
- SALARY** : Grade 1: R451 533 – R530 376.per annum  
Grade 2: R553 545 – R686 211. per annum 8% inhospitable allowance of basic salary, 13<sup>th</sup> cheque, Medical aid. Prescribed (requirements)
- CENTRE REQUIREMENTS** : Kwa-Magwaza District Hospital (KwaMbiza Clinic)  
: **Grade 1** Grade 12 /Senior Certificate. Basic R425 Qualification (i.e., Diploma /Degree in General Nursing and midwifery) or Equivalent qualification that allows registration with the SANC as Professional Nurse. One year post basic qualification in clinical Nursing Science, Health Assessment, Treatment and Care (PHC). Current registration with the SANC (2024) As a Professional Nurse. A minimum of 4 years appropriate or recognizable experience in nursing. Proof of current and previous experience endorsed by Human Resource Department (not certificate of service) will be only required from shortlisted candidates. **Grade 2** Grade 12 /Senior Certificate. Basic R425 Qualification (i.e., Diploma /Degree in General Nursing and midwifery) or Equivalent qualification that allows registration with the SANC as Professional Nurse. One year post basic qualification in clinical Nursing Science, Health assessment, Treatment and Care (PHC). Current registration with the SANC (2024) As a Professional Nurse. A minimum of fourteen (14) years actual service and or/appropriate /recognizable experience after registration as professional Nurse with the SANC in General Nursing. At least ten (10) years of this period must be appropriate /recognizable experience in PHC after obtaining the relevant 1 year post basic qualification required for the relevant speciality. Proof of current and previous experience endorsed by Human Resource Department (not certificate of service) will be only required from shortlisted candidates. Knowledge, skills training and competencies required, knowledge of all applicable legislations such as Nursing Acts, Mental Act, OH&S act Batho Pele Principles and patients Right charter, Labour Relations. Act, Grievance Procedure etc. Leadership, organizational decision making and problem solving, conflict handling and counselling. Good listening and communication skills. Good insight of procedures and policies pertaining to nursing care and ability to assist in formation of patient care related policies.
- DUTIES** : Provide quality comprehensive primary health care by providing preventive, curative and rehabilitative services for the clients and community. Ensuring proper utilization and safekeeping basic medical equipment, surgical, pharmaceutical and stock. Provide direct and indirect supervision of all junior staff and give guidance. Execute duties and functions with proficiency and perform duties according to the scope of practice. Implement infection control standards and practice to improve quality of nursing care. Ensure proper implementation of OHSC Norms and Standards, quality and clinical audits initiative. Maintain a constructive working relationship with staff and other stakeholders. Participate in the audits of patient clinical records and evaluate care rendered to patients Ensuring proper utilization of humans, material and financial and keeping up-to-date record of resources. Mentor junior staff regarding patient care in order to increase level of expertise. Strengthen data systems and treatment outcomes by collecting, submitting and utilization of

		data, supporting the realization and maintenance of an ideal clinic program in the facility.
<b><u>ENQUIRIES</u></b>	:	Ms. NI Mthethwa Tel No: 035 450 8294
<b><u>APPLICATIONS</u></b>	:	All applications should be posted to: The Chief Executive Officer: KwaMagwaza Hospital Private Bag X808, Melmoth,3835, hand-delivered to KwaMagwaza Hospital KwaMagwaza Road or Email to <a href="mailto:KwaMagwazaHospital.HRJobApplications@kznhealth.gov.za">KwaMagwazaHospital.HRJobApplications@kznhealth.gov.za</a>
<b><u>FOR ATTENTION</u></b>	:	Assistant Director: HRM
<b><u>NOTE</u></b>	:	Applications must be submitted on the new Prescribed Application for Employment form (Z83). This is obtainable from any Public Service Department or from the website <a href="http://www.kznhealth.gov.za">www.kznhealth.gov.za</a> . The applications received on the incorrect (Z83) will not be considered. All required information on the Z83 must be provided. A detailed Curriculum Vitae only must accompany the application form (Z83). Copies of certified qualifications and other relevant documents will be requested for submission from shortlisted candidates. Letter of confirmation of relevant work experience and managerial experience will only be required from the shortlisted applicants. The Reference Number must be indicated in the column (Part A) provided on the Z83 Form. NB: Failure to comply with the above instructions will disqualify applicants. Faxed applications will not be accepted. People with disabilities should feel free to apply for the post. The appointments are subject to positive outcomes obtained from the State Security Agency (SSA) to the following checks (security clearance (vetting), criminal clearance, credit records citizenship), verification of Educational Qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC). Applicants are respectfully informed that, if no notification of appointment is received within 3 months after the closing date, they must accept that their application was unsuccessful. Applicants in possession of foreign qualification if shortlisted will be required to produce an evaluation certificate from the South African Qualifications Authority (SAQA) (only when shortlisted) All employees in Public Service that are presently on the same salary level but on a notch /package above of the advertised post are free to apply. Due to the large number of applications, receipt of applications will not be acknowledged. However, correspondence will be limited to shortlisted candidates only. Please note that due to financial constraints, no S&T and no Resettlement allowance claims will be considered for payment to candidates that are invited for an interview. NB: Preference will be given to African Male and people with disabilities.
<b><u>CLOSINGDATE</u></b>		26 July 2024
<b><u>POST 24/19</u></b>	:	<b><u>MEDICAL OFFICER –NHI REQUIRED FOR PHC REF NONHI/01/2024 (2 POSTS)</u></b> (Duration: Until 31 March 2025)
<b><u>SALARY</u></b>	:	R639.00 rate per hour inclusive of rural allowance. Time spent at the clinic Kilometres travelled Exclusion: Doctors working for the Department of Health will not be considered for NHI posts. NB: Travel claim capped at no more than 200km's return per day and 2.0cc engine capacity.
<b><u>CENTRE</u></b>	:	Umzinyathi Health District Office
<b><u>REQUIREMENTS</u></b>	:	Matric/ Senior Certificate (Grade 12) MBCHB Medical Degree plus. Registration with the HPCSA as an Independent Medical Practitioner plus current registration certificate with the HPCSA. 2 years medical experience after Community Service. Valid driver's license Knowledge, Skills And Competencies Required: Sound knowledge, experience and clinical skills in General Medicine, but especially in the following fields: Primary Health Care Antenatal care Child Health and IMCI HIV Medicine TB Medicine Non-communicable Diseases Emergency care Good communication and leadership skills Knowledge and understanding of Batho Pele Principles and Patients' Rights Charter Ability to work as part of the PHC Team Sound Medical ethics A diploma in HIV Care or Family Medicine would be an advantage.
<b><u>DUTIES</u></b>	:	Key Performance Areas/Kra's: Work as a consulting doctor in Primary Health Care Clinics in Umzinyathi Health District. Provision of good quality, patient-centered and community-orientated care for all patients. Promote and ensure good continuity of care Examine, investigate, diagnose and oversee the treatment of patients, including Chronic ailments, TB, patients for ARVs, sick children, antenatal patients and mental health care users etc. Participate in and support CPD (Continuous Professional Development) and training of PHC

doctors and nurses. Provide medical support to PHC clinical staff. Ensure that relevant patient's statistics are maintained. Maintain accurate health records in accordance with Legal and Ethical considerations. Provide preventive health interventions and measures to promote health. Handle disability grant assessments. Perform duties as delegated by supervisor. The incumbent will be accountable to the Clinic Operational Manager, Medical Manager and DCST Family Physician, where applicable.

**ENQUIRIES**  
**APPLICATIONS**

: Ms.DLS Zulu Tel: 034 2999100  
: Applications forwarded to or Hand Delivery Umzinyathi Health District Office  
34 Wilson Street Private Bag x2052 Dundee Dundee 3000 3000 Attention to:  
Ms. M Ngwenya Application may also be emailed  
to:[Bongumusa.masondo@kznhealth.gov.za](mailto:Bongumusa.masondo@kznhealth.gov.za) or  
[Mbalenhle.Ngwenya@kznhealth.gov.za](mailto:Mbalenhle.Ngwenya@kznhealth.gov.za)

**NOTE**

: NB: Please note that due to financial constraints, there will be no payment of  
S & T and resettlement claims

**CLOSING DATE**

: 19 July 2024 at 16h00

**PROVINCIAL ADMINISTRATION: MPUMALANGA  
DEPARTMENT OF HEALTH**

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

<b><u>CLOSING DATE</u></b>	:	19 July 2024
<b><u>NOTE</u></b>	:	N.B. Applicants are advised to apply as early as possible to avoid disappointments. Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the Z83 and a detailed Curriculum Vitae. In order to alleviate administration burden on HR Sections as well as consider the cost for applicants, Departments are encouraged to request certified copies of qualifications and other relevant documents from shortlisted candidates only which may be submitted to HR on or before the day of the interview following communication from the relevant HR section of the Department. All posts health/engineering posts that are advertised within the Department professional registration will be required from various statutory council for shortlisted candidates. A complete set of application documents should be submitted separately for every post that you wish to apply for. Please ensure that you clearly state the full post description and the relevant Post Reference Number on your application. No fax applications will be considered. Applicants must ensure that they fully complete and sign form Z 83, even if they are attaching a CV. Incomplete and/or unsigned applications will not be considered. If you are currently in service, please indicate your PERSAL number at the top of form Z83. Due to ongoing internal processes, the Department reserves the right to withdraw any post at any time. The Department reserves the right to verify the qualifications of every recommended candidate prior to the issuing of an offer of appointment. All short-listed candidates will be subject to a vetting process prior to appointment. If no response is received from 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. <a href="http://www.mpuhealth.gov.za">www.mpuhealth.gov.za</a> 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) <b>ERRATUM:</b> Kindly note that the post was posted in the Public Service Vacancy Circular 22 of 2024 dated 21 June 2024, the post of Professional Nurse Grade 1 (PN-B1): Paediatric (Matibidi Hospital, Ehlanzeni District) with Ref. No: MPDoH/June/24/81, the post has been withdrawn.

**OTHER POSTS**

<b><u>POST 24/20</u></b>	:	<b><u>CLINICAL MANAGER (MEDICAL) GRADE 1 REF NO: MPDoH/July/24/201 (2 POSTS)</u></b>
<b><u>SALARY CENTRE</u></b>	:	R1 348 635 - R1 494 765 per annum Mapulaneng Hospital (Ehlanzeni District) Witbank TB Specialized Hospital (Nkangala District)
<b><u>REQUIREMENTS</u></b>	:	Appropriate qualifications that allows registration with the Health Professions Council of South Africa (HPCSA) as a Medical Practitioner (2024). A minimum of ten (10) years appropriate experience after registration with HPCSA as a Medical Practitioner will serve as recommendation and be an added advantage. Postgraduate management qualification will be an added advantage. Computer literacy in Microsoft Package (Word, Excel and PowerPoint) and a valid driver's license. Knowledge in Administration, Finance and Supply Chain Management. Strong communication, customer management, leadership, interpersonal skills and strategic management. Problem-solving, good analytical and decision-making skills. The prospective incumbent should have knowledge of good administration procedures relating to specific working environments including norms and standards. Good



Planning and organizing skills. Sound clinical knowledge of and experience in the respective discipline. Knowledge of current Health and Public Service regulations and policies. Experience as a health service manager or significant experience in management in a health service environment. Valid driver's licence. Knowledge: Knowledge of relevant legislations such as National Health Act, Public Finance Management Act (PFMA), Public Service and related regulations and policies. Core competencies: strategic capabilities and leadership, programme and project management, financial management, change management, people management and empowerment. Process Competencies: Service delivery innovation, knowledge management, problem-solving and analysis, communication, client orientation and customer focus.

**DUTIES**

: Provide services as the Clinical Manager in the hospital. Manage all resources, including human resources. Coordinate and supervise the teaching of community servers and junior doctors in the hospital. Organize CPD sessions in the unit. Manage the outpatient clinic in the unit. Participate in quality improvement plans in the hospital. Perform after-hour duties. Ensure that medical staff also comply with PMDS and are evaluated quarterly. Overall control over the organising and inspection of health care services, identification of the needs for health care, the formulation of health care programs and the implementation thereof. Advise various committees at local and national level on medical/ health issues Ensure coordination of various clinical and support services. Evaluate needs for medical equipment, taking into account budget and benefits to patients. In training institutions, significant involvement in organizing of examinations and teaching programmes. Community involvement and development. Development of clinical protocols and guidelines for management. To plan, direct co-ordinate and manage the efficient and delivery of clinical and administrative support services through working with the key executive management team at the hospital within the legal and regulatory framework, to represent the hospital authoritatively at provincial and public forums. To provide strategic leadership to improve operational efficiency within the health establishment to improve health outcomes. Strategic Planning: Prepare a strategic plan for the hospital to ensure that it is in line with the 10-point plan, national, provincial, regional and district plans. Financial Management: Maximize revenue through collection of all income due to the hospital, ensure that adequate policies, systems and procedures are in place to enable prudent management of financial resources, planning of financial resource mobilization, monitoring and evaluation and asset and risk management. Facility Management: Ensure business support and systems to promote optimal management of the institution as well as optimal service delivery, and ensure that systems and procedures are in place to ensure planning and timeous maintenance of facilities and equipment. Human Resource Management: Develop, implement and maintain human resource management policies and guidelines, systems and procedures that will ensure effective and efficient utilization of human resources, promote a safe and healthy working environment through compliance with relevant legislation including occupational health and safety committees. Ensure continuous development and training of personnel and implement monitoring and evaluation of performance. Procurement and Management of Equipment and Supplies: Implement a procurement and provisioning system that is fair, transparent, competitive and cost-effective in terms of provincial delegated authority and in line with the PFMA, ensure that goods and services are procured in a cost-effective timely manner. Clinical and Corporate Governance: Oversee clinical governance to ensure high standards of patient care establish community networks and report to the Hospital Board. Responsible for corporate governance inclusive of infrastructure planning and maintenance as well as occupational health and safety, managing the institution's risk to ensure optimal achievement of health outcomes.

**ENQUIRIES**

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

**APPLICATIONS**

: Departmental Online Application System: [www.mpuhealth.gov.za](http://www.mpuhealth.gov.za).

**POST 24/21**

: **OPERATIONAL MANAGER NURSING (PN-B3): PAEDIATRIC REF NO: MPDoH/July/24/202**

**SALARY**

: R656 964 – R748 683 per annum

<b><u>CENTRE REQUIREMENTS</u></b>	: Shongwe Hospital (Ehlanzeni District) : Senior Certificate / Grade 12 or equivalent qualification 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 (2024) plus a post basic nursing qualification, with duration of at least 1 year, accredited with the SANC in terms of Government Notice No R212 in Paediatric Nursing Science. A minimum of nine (09) years appropriate / recognizable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. At least five (05) years of the period referred to above must be appropriate / recognizable experience in Paediatric Nursing Science after obtaining the 1 year post basic Paediatric Nursing Science qualification. Experience and knowledge of the District Health System. Demonstrate an in depth understanding of nursing legislation and related legal and ethical nursing practices and how this impacts on service delivery. Demonstrate a basic understanding of HR and financial and practices. Knowledge of relevant legal framework such as Nursing Act, Health Occupational and Safety Act, Patients Right Charter, Batho Pele Principles, Operational Management Skills. Problem solving, planning and Organizing Skills. Expected to work under pressure and on night duty. Leadership. Supervisory, problem-solving, conflict resolution, inter-personal ad communication and communication skills. Demonstrate an in depth understanding of legislation and related ethical nursing practices and how this impact on service delivery. Computer literacy will be an added advantage (MS Word, Excel, PowerPoint and Outlook). Computer literacy.
<b><u>DUTIES</u></b>	: The candidate will be responsible for Planning, Organizing, Managing, and coordinating as well as maintaining optimal Nursing Services as an Operational Manager in Paediatric Care Unit. Develop/establish and maintain constructive working relationships with Nursing and stakeholders (i.e. inter-Interprofessional, 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 participate 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. Identify develops and controls Risk Management Systems within the unit. Provide a 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.
<b><u>ENQUIRIES</u></b>	: Mr. Emmanuel Makokoropo Tel No: (013) 766 3384 / Ms. Gugu Nkosi (013) 766 3103 / Ms. Nomsa Maphanga (013) 766 3207 / Ms. Sebenzile Mthisi (013) 766 3339, Mr. Mxolisi Maseko (013) 766 3351 and IT related queries: Help desk: Tel No: (013) 766 3018.
<b><u>APPLICATIONS</u></b>	: Departmental Online Application System: <a href="http://www.mpuhealth">www.mpuhealth</a>
<b><u>POST 24/22</u></b>	: <b><u>OPERATIONAL MANAGER NURSING (PN-B3): ORTHOPAEDIC REF NO: MPDoH/July/24/204</u></b>
<b><u>SALARY</u></b>	: R656 964 – R748 683 per annum
<b><u>CENTRE REQUIREMENTS</u></b>	: Tintswalo Hospital (Ehlanzeni District) : Senior Certificate / Grade 12 or equivalent qualification 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 (2024) plus a post basic nursing qualification, with duration of at least 1 year, accredited with the SANC in terms of Government Notice No R212 in Orthopaedic Nursing Science. A minimum of nine (09) years appropriate/recognizable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. At least five (05) years of the period referred to above must be appropriate/recognizable experience in Orthopaedic Nursing Science after obtaining the 1 year post basic Orthopaedic Nursing Science qualification.

Experience and knowledge of the District Health System. Demonstrate an in-depth understanding of nursing legislation and related legal and ethical nursing practices and how these impact on service delivery. Demonstrate a basic understanding of HR and financial and practices. Knowledge of relevant legal frameworks such as Nursing Act, Health Occupational and Safety Act, Patients' Rights Charter, Batho Pele Principles, and Operational Management Skills. Problem-solving, planning and Organizing Skills. Expected to work under pressure and on night duty. Leadership. Supervisory, problem-solving, conflict resolution, interpersonal and communication and communication skills. Demonstrate an in-depth understanding of legislation and related ethical nursing practices and how these impact on service delivery. Computer literacy will be an added advantage (MS Word, Excel, PowerPoint and Outlook). Computer literacy.

**DUTIES**

: The candidate will be responsible for Planning, Organizing, Managing, and coordinating as well as maintaining optimal Nursing Services as an Operational Manager in the Orthopaedic Unit. Develop/establish and maintain constructive working relationships with Nursing and stakeholders (i.e. inter-Interprofessional, 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 participate in the Manager's 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. Identify, develops and controls Risk Management Systems within the unit. Provide safe therapeutic environment as laid by Nursing Acts, Occupational Health and safety Acts and all the applicable prescripts. Implementation and management of Infection Prevention and Control protocols. Uphold the Batho Pele and Patients Right Principles.

**ENQUIRIES**

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

**APPLICATIONS**

: Departmental Online Application System: [www.mpuhealth](http://www.mpuhealth)

**POST 24/23**

: **OPERATIONAL MANAGER NURSING (PN-B3): ORTHOPAEDIC REF NO: MPDOH/JULY/24/204**

**SALARY CENTRE**

: R656 964 – R748 683 per annum  
: Tintswalo Hospital (Ehlanzeni District)

**REQUIREMENTS**

: Senior Certificate / Grade 12 or equivalent qualification 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 (2024) plus a post basic nursing qualification, with duration of at least 1 year, accredited with the SANC in terms of Government Notice No R212 in Orthopaedic Nursing Science. A minimum of nine (09) years appropriate/recognizable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. At least five (05) years of the period referred to above must be appropriate/recognizable experience in Orthopaedic Nursing Science after obtaining the 1 year post basic Orthopaedic Nursing Science qualification. Experience and knowledge of the District Health System. Demonstrate an in-depth understanding of nursing legislation and related legal and ethical nursing practices and how these impact on service delivery. Demonstrate a basic understanding of HR and financial and practices. Knowledge of relevant legal frameworks such as Nursing Act, Health Occupational and Safety Act, Patients' Rights Charter, Batho Pele Principles, Operational Management Skills. Problem-solving, planning and Organizing Skills. Expected to work under pressure and on night duty. Leadership. Supervisory, problem-solving, conflict resolution, interpersonal and communication and communication skills. Demonstrate an in-depth understanding of legislation and related ethical nursing practices and how this impacts on service delivery. Computer literacy

		will be an added advantage (MS Word, Excel, PowerPoint and Outlook). Computer literacy.
<b><u>DUTIES</u></b>	:	The candidate will be responsible for Planning, Organizing, Managing, and coordinating as well as maintaining optimal Nursing Services as an Operational Manager in Orthopaedic 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. Identify 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.
<b><u>ENQUIRIES</u></b>	:	Mr. Emmanuel Makokoropo Tel No: (013) 766 3384 / Ms. Gugu Nkosi (013) 766 3103 / Ms. Nomsa Maphanga (013) 766 3207 / Ms. Sebenzile Mthisi (013) 766 3339, Mr. Mxolisi Maseko (013) 766 3351 and IT related queries: Help desk: Tel No: (013) 766 3018.
<b><u>APPLICATIONS</u></b>	:	Departmental Online Application System: <a href="http://www.mpuhealth">www.mpuhealth</a>
<b><u>POST 24/24</u></b>	:	<b><u>PROFESSIONAL NURSE GRADE (PN-B1): PHC REF. NO: MPDOH/JULY/24/205</u></b>
<b><u>SALARY</u></b>	:	R451 533 – R530 376 per.annum (Depending years of experience in terms of OSD).
<b><u>CENTRE REQUIREMENTS</u></b>	:	Ezamokuhle Clinic (Gert Sibande District)
	:	Senior Certificate / Grade 12 qualification or equivalent plus Basic qualification accredited with the SANC in terms of Government Notice R425 (i.e. Diploma / Degree in General Nursing) or equivalent qualification that allows registration with the SANC as Professional Nurse and Midwifery (2024), 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. Recommendations: Ability to function independently and to prioritize work. Leadership and sound interpersonal skills, problem-solving and decision-making skills. Good supervisory and teaching skills.
<b><u>DUTIES</u></b>	:	Provision of optimal, holistic specialized nursing care with set standards and within a professional/legal framework. Provide comprehensive health care services in the in 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 with Infection Prevention and Control policies. Ensure that equipment is functional and ready all the time. Ability to prioritize, and 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 incidents, challenges and deficiencies within the unit. Work effectively, and co-operatively amicably with persons of diverse intellectual, cultural, racial, or religious differences. Ensure adherence to Batho-Pele Principles and the Patient's Rights Charter.
<b><u>ENQUIRIES</u></b>	:	Mr. Emmanuel Makokoropo Tel No: (013) 766 3384 / Ms. Gugu Nkosi (013) 766 3103 / Ms. Nomsa Maphanga (013) 766 3207 / Ms. Sebenzile Mthisi (013) 766 3339, Mr. Mxolisi Maseko (013) 766 3351 and IT related queries: Help desk Tel No: (013) 766 3018.
<b><u>APPLICATIONS</u></b>	:	Departmental Online Application System: <a href="http://www.mpuhealth.gov.za">www.mpuhealth.gov.za</a>

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

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

<b><u>CLOSING DATE</u></b>	:	19 July 2024
<b><u>NOTE</u></b>	:	Applications must be submitted on the new prescribed application form Z83 obtainable from any Public Service Department or any Public Service Administration website. The fully completed and signed Z83 should be accompanied by a detailed/comprehensive Curriculum Vitae, indicating positions held, dates and key performance responsibilities. Only short-listed candidates will be required to submit certified copies of their qualifications and relevant documents on or before the day of the interview proceedings following communication from the Human Resource Management Recruitment and Selection Unit. Failure to submit the requested documents or information will result in your application not being considered. The employment decision shall be informed by the Employment Equity Plan of the Department. It is the Department's intention to promote equity (race, gender and disability) through the filling of this post(s) with a candidate whose transfer/promotion/appointment will promote representivity in line with the numerical targets as contained in our Employment Equity Plan. If you have not been contacted within eight (8) weeks after the closing date of this advertisement, please accept that your application was unsuccessful. Suitable candidates will be subjected to a personnel suitability check (criminal record, qualification verification and employment verification). Where applicable, candidates will be subjected to a skills/knowledge test. The Department reserves the right not to make any appointment(s) to the above post. The successful candidate will be expected to sign a performance agreement. The Department of Health is an equal opportunity affirmative action employer. The request for certified documents will be limited to shortlisted candidates. The Human Resource Administration of the Department will inform shortlisted candidate for a post to submit certified documents on or before the day of the interview. Should an applicant wish to apply for more than one post, separate applications must be submitted for all posts.

**MANAGEMENT ECHELON**

<b><u>POST 24/25</u></b>	:	<b><u>HEAD OF CLINICAL UNIT (MEDICAL) GRADE 1: REF NO: NCDOH 105/2024 (X3 POSTS)</u></b>
<b><u>SALARY</u></b>	:	R1 976 070 per annum (all inclusive package)
<b><u>CENTRE</u></b>	:	Robert Mangaliso Sobukwe Hospital
<b><u>REQUIREMENTS</u></b>	:	Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Medical Specialist in Internal Medicine, Dermatology, Obstetrics and Gynaecology. Appropriate tertiary qualification in the Health Science (MBChB). Initial and current registration with the Health Professions Council of South Africa (HPCSA) as a Medical Specialist in the required discipline. Experience: <b>Grade 1:</b> A Minimum of 3 (three) years appropriate experience as Medical Specialist after registration with the HPCSA as a medical specialist in one of the following disciplines: Internal Medicine, Dermatology, Obstetrics and Gynaecology.
<b><u>DUTIES</u></b>	:	To manage and supervise all Medical Doctors in the Unit. To ensure good clinical and HR governance (including but not limited to protocol development, risk management, commuted overtime management and cost containment). To provide outreach services to the rest of the province. To develop tertiary services and to ensure provision of quality clinical services to patients, as well as teaching and training of junior Doctors.
<b><u>ENQUIRIES</u></b>	:	Dr DG Theys, Tel No (053) 8302 102
<b><u>APPLICATIONS</u></b>	:	Please note applications can be hand-delivered to the James Exum Building, Room 29, couriered via postal services to 144 Du Toitspan Road, James Exum Building, Kimberley Hospital Complex, Kimberley, 8301 or emailed at <a href="mailto:nchealthhr@ncpg.gov.za">nchealthhr@ncpg.gov.za</a> . Applicants must complete an application register when an application is hand-delivered.

**POST 24/26** : **MEDICAL SPECIALIST: OPHTHALMOLOGY GRADE 1: REF NO: NCDOH 106/2024 (1 POST)**

**SALARY** : R1 271 901.per annum (all-inclusive package)  
**CENTRE** : Robert Mangaliso Sobukwe Hospital  
**REQUIREMENTS** : Appropriate qualification that allows for the registration with Health Professional Council of South Africa (HPCSA) as a Medical Specialist in Ophthalmology. Registration with the Health Professional Council of South Africa as Medical Specialist in Ophthalmology. Experience: **Grade 1**: None after registration with HPCSA as Medical Specialist in Ophthalmology.

**DUTIES** : To provide and develop Tertiary Services and to assure provision of quality clinical services to patients, as well as teaching and training of junior doctors. To ensure good clinical governance (including but not limited to protocol development, risk management, commuted overtime management, and cost containment), to provide outreach services to the rest of the province.

**ENQUIRIES** : Dr DG Theys, Tel No (053) 8302 102  
**APPLICATIONS** : Please note applications can be hand delivered to the James Exum Building, Room 29, couriered via postal services to 144 Du Toitspan Road, James Exum Building, Kimberley Hospital Complex, Kimberley, 8301 or emailed at [nchealthhr@ncpg.gov.za](mailto:nchealthhr@ncpg.gov.za). Applicants must complete an application register when an application is hand delivered.

**POST 24/27** : **MAMMOGRAHER GRADE 1: NCDOH 107/2024 (2 POSTS)**

**SALARY** : Grade 1: R465 645.per annum  
Grade 2: R545 262.per annum  
Grade 3: R641 436 per annum

**CENTRE** : Robert Mangaliso Sobukwe Hospital (1 Post)  
DR Harry Surtie Hospital (1 Post)

**REQUIREMENTS** : The candidate must be registered with the Health Professions Council of South Africa (HPCSA) as a qualified independent Mammographer. Bachelor's degree/National Diploma in Diagnostic Radiography with post-graduation accredited South African Mammography qualification will be accepted. Completed community service. Knowledge skills, training and competence in all fields of mammography. Knowledge of mammography assessments, procedures and equipment. Knowledge of institutional administrative tasks and duties/ethical code of conduct and scope of practice, relevant acts, policies, regulations, health and safety and infection control procedures. Good communication skills and knowledge of the Batho Pele principles. Problem solving and analytical skills in patient care. Basic computer literacy skills. Clinical competence.

**DUTIES** : Perform all radiological and mammogram duties according to the hospital/departmental need. Willing to work shifts (including weekends, public holiday and night duty) when mammography services are relaxed, or mammogram machine is awaiting repair. In the event that there are 2 mammographers on site, shift work will be compulsory. Promote radiation, health and safety. Promote patient care, quality assurance, manage patient waiting times and all Quality assurance tasks as per health compliance office. Good record keeping of patient register, statistics and waiting times. Lease with multi-disciplinary professionals and function within a multi-disciplinary team. Perform quality assurance of equipment as per the Radiation Control requirements for compliance. Assist in the planning and implementation of quality improvement programs.

**ENQUIRIES** : Ms. M Visser, Tel no: (053) 802 2911  
**APPLICATIONS** : Please note applications can be hand delivered to HRM 3<sup>rd</sup> Floor Admin Building at Robert Mangaliso Sobukwe Hospital, couriered via postal services to 144 Du Toitspan Road, at Robert Mangaliso Sobukwe Hospital or E-Mailed at [rmshhr@ncpg.gov.za](mailto:rmshhr@ncpg.gov.za). All applicants must complete an application register when an application is hand delivered.

**POST 24/28** : **ENGINEERING TECHNICIAN CONTROL GRADE A 1 NCDOH 108/2024 (1 POST)**

**SALARY** : R522 741.per annum  
**CENTRE** : Robert Mangaliso Sobukwe Hospital

**REQUIREMENTS**

: National Diploma in Electrical Engineering or SAQA level 6 Engineering qualification. 6 years (Six) experience in the repair and maintenance of medical equipment (Clinical Engineering) of which minimum of three-year (3) experience in supervisory of maintenance, repair and management of medical equipment in a hospital environment. A valid driver's license. Registration with the Engineering Council of South Africa (ECSA) with proof of current registration. Computer literacy. Sound verbal and written communication skills. Have an exceptional knowledge of medical equipment, its characteristics functionality and compatible accessories so as to advise Clinicians appropriately. Knowledge of public service legislation, policies and procedures. Applicants should be prepared to undergo medical surveillance as an inherit job requirement.

**DUTIES**

: Manage and maintain all medical equipment at Robert Mangaliso Sobukwe Hospital as per the manufacturer's specifications and Health. Manage and maintain the medical equipment installed including Demo and Loan units. Manage the supply of medical gases. Plan and execute timely equipment services to comply with the manufacturer's specifications and ensure that correct service intervals are adhered to. Create and maintain a service history database of all service, maintenance and repairs on all medical equipment to ensure that only economically viable equipment is maintained and repaired. Repair and maintain all medical equipment, supervision of Clinical Engineering Technicians, keep documented and electronic records of repairs and maintenance of equipment, training of clinical engineering students, end users and other staff in the safe use of medical equipment, monitor maintenance contract and report monthly thereon, monitor and manage equipment maintenance schedule. Oversee medical equipment contracts and monitor and record turnaround times. Ensure results of all maintenance (reactive and preventative maintenance) are captured accurately on the hospital system, these entries should include spares used, labour involved, associated costs, tasks performed, actions taken, and persons/suppliers involved in accordance with the hospital guidelines and technical requirements. Ensure that medical equipment works effectively and safely. Perform in-house preventive maintenance, repairs and installations on all medical equipment. Coordinate the utilisation of technical and financial resources. Financial control through proper budgeting and control of outsourced services. Use test equipment to perform inspections and diagnosis equipment failure and be able to differentiate between operational and technical problems. Acceptance of service certificate to ensure that equipment returned from service providers has indeed been serviced or repaired, complete with accessories, functioning and ready for use. Ensure commissioning and installation tests are performed prior to acceptance of new, demo or loan equipment and maintain the necessary documentation. Compile yearly budgets per month for scheduled service and maintenance of equipment. Compile medical equipment replacement audits to ensure database accuracy and keep an accurate record thereof. Compile weekly, monthly and yearly reports and submit to the director. Be available for overtime and be on standby as and when required. Adhere to timelines. Be willing to undergo continuous training and development programmes. Attend meetings and training as approved by supervisor. Comply with the Performance Management and Development System (contracting, quarterly reviews and final assessment).

**ENQUIRIES**

: Ms. M Visser, Tel no: (053) 802 2911

**APPLICATIONS**

: Please note applications can be hand delivered to HRM 3<sup>rd</sup> Floor Admin Building at Robert Mangaliso Sobukwe Hospital, couriered via postal services to 144 Du Toitspan Road, at Robert Mangaliso Sobukwe Hospital or E-Mailed at [rmsshr@ncpg.gov.za](mailto:rmsshr@ncpg.gov.za). All applicants must complete an application register when an application is hand delivered.

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

**CLOSING DATE** : 29 July 2024  
**NOTE** : All shortlisted candidates must make themselves available to be interviewed at a date, time and place as decided by the selection panel. Please ensure that you submit your application on or before the closing date as no late applications will be considered. The selection process will be guided by the EE targets of the employing department. Kindly note that technical support is only available from Monday to Friday from 8:00 to 16.00. Should you experience any difficulties with your online application you may contact the helpline at 0861 370 214. All shortlisted candidates will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the Department. Following the interview and technical exercise, the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSA directive on the implementation of competency-based assessments). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS Competency Assessment tools. The nominated candidate will be required to complete the Senior Management Pre-Entry Programme before they may be appointed into this post. The purpose of the Senior Management Pre-Entry Programme, which is a public service specific training programme applicable to all applicants who aspire to join the SMS, is to ensure that potential SMS members have a background on processes and procedures linked to the SMS. The duration of the online Pre-Entry Programme is 120 notional hours (15 days). Full details may be sourced by the following link: <https://www.thensg.gov.za/training-course/sms-preentryprogramme/> Furthermore, thanks to the huge public interest we receive many applications for our positions, and as such will not be able to respond personally to all applications. Therefore, should you not hear from us within 10 weeks from close of advert please consider your application unsuccessful.

**MANAGEMENT ECHELON**

**POST 24/29** : **CHIEF DIRECTOR: RESEARCH AND TECHNOLOGY DEVELOPMENT SERVICES, REF NO. AGR 31/2024**

**SALARY** : R1 371 558. per annum (All-inclusive salary package) (level 14)  
**CENTRE** : Department of Agriculture, Western Cape Government  
**REQUIREMENTS** : Masters in Agricultural Sciences (NQF 9); 5 years appropriate experience at senior management level; A valid unendorsed driver's license, or alternative mode of transport for people with disabilities; and The successful completion of the Senior Management Pre-entry Programme (see paragraph 4 in notes below). Recommendation: PhD in Agricultural Sciences; Extensive experience in strategic management at a senior management level, and in particular in the agricultural environment; Good knowledge of agricultural systems and important role players; Proficient in two of the official languages of the Western Cape. A valid code B driving licence; Social Science Qualification; Project Management Certification. Competencies: Exceptional communication and leadership skills; Computer skills; Good knowledge of project management and coordination; Strategic and management skills; Presentation skills; Financial management skills; and Advanced negotiation skills.

**DUTIES** : Ability to function on a conceptual level; Strategic Management Developing and ensuring implementation of plant science and animal science research, research support and information strategies taking provincial and departmental priorities into account, maintaining good relations with industry role players, clients and stakeholders, and provide strategic leadership to managers and other subordinates; Line Function Management Manage plant science, animal science, research support and information strategies, manage the adaption of agricultural research and technology to client needs, support technology transfer, manage support functions pertaining to research and development, and liaison with industry role players to align research strategy to client driven research needs, promote integrated governance; and Administrative management Financial Management Manage the budget and budgeting process within the framework of the PFMA, monitor and manage financial risks



pertaining to the functions of the Programme, and lobby internally and externally (nationally and internationally for additional research and development funding). Personnel Management Manage the human resources of the Programme against relevant policies and procedures, provide leadership to management team, ensure capacity development and career advancement of staff, ensure effective recruitment and retention processes, manage transformation initiatives, promote sound labour relations and performance management) Supply Chain Management Exercise control over the provisioning and asset management function, ensure effective and economic utilisation of technology and equipment and exercise responsibility for strategically important needs in relation to infrastructure and facilities.

**ENQUIRIES APPLICATIONS** : Dr I Trautman Tel No: (021 808 5012)  
 : 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**

**CLOSING DATE NOTE** : 29 July 2024  
 : 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.

**POST 24/30** : **DEPUTY DIRECTOR: LAND CARE, REF NO. AGR 28/2024**

**SALARY CENTRE REQUIREMENTS** : R1 003 890 per annum (All-inclusive salary package) (level 12)  
 : Department of Agriculture, Western Cape Government  
 : An appropriate 3-year National Diploma/B-Degree (equivalent or higher); A minimum of 6 years management experience; 6 years relevant experience in natural resource management. A valid code B (or higher) driving licence. NB: People with disabilities that restrict driving abilities but who have reasonable access to transport, may also apply. Recommendation: An undergraduate qualification. Competencies: Knowledge of the following: Land Conservation Act and financial schemes; Protection of irrigated lands; Rehabilitation of agricultural lands; Engineering services; Risk and disaster management practices and disaster relief schemes; Project management; Stakeholder management; Land-use management; Public Finance Management Act; Human Resource Act and regulations. Skills in the following: Computer literacy in MS Office Package (Word, Excel, PowerPoint); Communication skills (written and verbal); Numeracy; Report writing skills; Planning and organising; Project management; Analytical skills; Financial Management skills; Motivational skills; Presentation skills; Stakeholder co-ordination; Ability to work independently and as part of a team.

**DUTIES** : Facilitate the initiation, planning, reporting, and obtaining of funding for Land Care, EPWP, and earmarked allocations to optimise productivity and sustainability; Implement area-wide planning projects in the Province illustrating pro-active sustainable development practices and aligning to intergovernmental programmes; Engage stakeholders and promote integrated governmental relations and partnership building; Manage the operations and administration of the sub-programme Land Care for the Western Cape Province.

**ENQUIRIES APPLICATIONS** : Ashia Petersen at Tel No: (021) 808 5009  
 : To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>

**POST 24/31** : **CHIEF ARTISAN: BUILDING MAINTENANCE, REF NO. AGR 29/2024**

**SALARY CENTRE** : R455 223 per annum (OSD as prescribed).  
 : Department of Agriculture, Western Cape Government

**REQUIREMENTS** : An appropriate Trade Test Certificate; A minimum of 10 years post qualification experience as an Artisan/Artisan Foreman; A valid code B (or higher) driving license. NB People with disabilities that restrict driving abilities, but who have reasonable access to transport, may also apply. Recommendation: An appropriate 3-year B-Degree/Advance Diploma (equivalent or higher qualification) in Technical; Discipline; Relevant supervisory level experience. Competencies: Knowledge of project management and legal compliance. Skills in the following: Computer literacy in MS Office Package (Word, Excel, Outlook and PowerPoint); Communication skills (written and verbal); Strong leadership abilities and assertiveness; Technical report writing skills; Supervisory and management skills; Decision-making, problem solving and analysis skills; Planning and organising skills; Presentation skills; Financial management skills; Basic negotiation skills; Ability to work independently and as part of a team.

**DUTIES** : Ensure an effective grounds maintenance unit; Manage the execution of general routine activities regarding the upkeep of gardens and grounds; Implement general financial administrative prescribes; Perform Human Resource Management, administrative and related functions in the unit; Manage the workshop and storage of tools and equipment; Render assistance with the provisioning of clean drinking water; The moving of offices and furniture; Render standby duties and overtime.

**ENQUIRIES** : Mr V Govender at Tel No: (021) 808 5422

**APPLICATIONS** : To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>

**POST 24/32** : **CHIEF ACCOUNTING CLERK: SALARY DEDUCTIONS, REF NO. AGR 27/2024**

**SALARY** : R308 154 per annum (level 7)

**CENTRE** : Department of Agriculture, Western Cape Government

**REQUIREMENTS** : Senior Certificate (Grade 12 or equivalent qualification) with accounting as a passed subject; A minimum of 3 years relevant experience. Recommendation: 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 background specifically in Public Sector Finance; Report procedures; PERSAL and BAS; Relevant legislation, directions, and procedures with regard to financial administration and more specifically of: PFMA, NTR'S, PTI'S and Division of Revenue Act (DORA). Skills needed: Written and verbal communication; Presentation skills; Computer literacy in MS Office Package (Word, Excel, PowerPoint, Internet, Outlook); Planning and organising; Problem solving and decision making within the field of work; Research; Analysing; Ability to interpret policies and directives; Ability to work independently and as part of a team.

**DUTIES** : Maintenance over operating systems (PERSAL) and Batch Control salary advice and third-party payments, Persal Forum; Accounting Policies and Procedures (Journals and Payments), Suspense and Ledger accounts; Human Resources Management and Operational Planning Tax matters; Persal deductions and allowances; Debt Management.

**ENQUIRIES** : Ms S Adonis at Tel No: (021) 808 5104

**APPLICATIONS** : To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>

#### **DEPARTMENT OF HEALTH AND WELLNESS**

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

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

#### **OTHER POSTS**

**POST 24/33** : **HEAD CLINICAL UNIT (MEDICAL): GRADE 1 (ANAESTHESIA)**  
Chief Directorate: Rural Health Services

**SALARY** : Grade 1: R1 976 070 per annum (A portion of the package can be structured according to the individual's personal needs).

**CENTRE REQUIREMENTS** : George Regional Hospital  
 : Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Specialist in Anaesthesiology. Registration with a professional council: Registration with the HPCSA as a Specialist in Anaesthesiology. Experience: A minimum of 3 year's appropriate experience as Medical Specialist after registration with the HPCSA as a Specialist in Anaesthesiology. Inherent requirements of the job: Valid Code B drivers' licence. Be able to work commuted overtime in the Anaesthesia Department. Provide governance for the Anaesthesia Services for Garden Route and Central Karoo (Rural East). Competencies (knowledge/skills): Must have strong record of clinical expertise and clinical governance and experience in training and teaching at both undergraduate and postgraduate levels. Strong people management skills, analytical thinking, problem-solving, decision-making and ability to work in a multi-disciplinary team. Financial and Resource Management. Experience in Management or Leadership.

**DUTIES** : (key result areas/outputs): Manage overall performance of a 24/7 Anaesthesia service at the Regional Hospital, including the outreach program of the department to the district hospitals. Provide leadership and ensure appropriate clinical governance systems are in place for the Garden Route and Central Karoo District (Rural East). Corporate governance of the Anaesthesiology Functional Business Unit which includes financial and human resource management. Co-operation and liaison with other Departments within the hospital. Critical care support to ICU patients admitted in George Regional Hospital. Supervise and train junior and senior staff, as well as teaching of undergraduates and postgraduates rotating through the Anaesthesia Department.

**ENQUIRIES APPLICATIONS** : Dr T Koen, tel. no. (044) 802-4535  
 : Applications are submitted online via [www.westerncape.gov.za/health-jobs](http://www.westerncape.gov.za/health-jobs) (click "online applications").

**CLOSING DATE** : 26 July 2024

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

**POST 24/34** : **SENIOR REGISTRAR (MEDICAL)**  
 (24-Month Contract) (Allergology)

**SALARY** : R1 271 901 per annum (A portion of the package can be structured according to the individual's personal needs.)

**CENTRE REQUIREMENTS** : Red Cross War Memorial Children's Hospital, University of Cape Town  
 : Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as Medical Specialist in a general or Sub-speciality. Registration with a professional council: Registration with the HPCSA as Medical Specialist in a general or sub-speciality. Inherent requirements of the job: FCPaed and/MMed (Paed) is a requirement, as well as registrability as a specialist with the HPCSA. Registrars will be required to register as post-graduate students with the University of Cape Town as applicable according to the requirements for the discipline in the yearbook and guidelines. A valid driver's licence. It will be expected of the successful candidate to participate in a system of remunerated commuted overtime. Competencies (knowledge/skills): Experience in general paediatrics at postgraduate level. Good interpersonal and communication skills. Ability to work under pressure and maintain a high standard of professionalism. Ability and willingness to supervise medical students and rotating registrars. Experience as a Registrar in general paediatrics.

**DUTIES** : (key result areas/outputs): Clinical Service Delivery: Asthma or allergy clinical care and procedures in the ambulatory service and in-patient setting. After hours, calls as for senior registrars in the division of paediatric medicine and responsible to the director of the registrar programme. Teaching: Undergraduate students and junior staff. Case presentations, webinars and academic meetings. Research: Involvement with existing research projects, clinical reviews, audits and clinical trials. The post holder is expected to conduct a research project towards producing a Master's thesis. Learning: Rotation through areas of Red Cross War Memorial Children's Hospital and allied institutions.

**ENQUIRIES** : Dr M Salie, tel.no. (021) 658-5383

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

**NOTE** : Preference will be given to SA citizens/permanent residents with a valid identity document. No payment of any kind is required when applying for this post. Candidates may be subjected to a competency test. "Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview.

**CLOSING DATE** : 26 July 2024

**POST 24/35** : **MEDICAL OFFICER: GRADE 1 TO 3**  
Garden Route District

**SALARY** : Grade 1: R949 146 per annum  
Grade 2: R1 082 988 per annum  
Grade 3: R1 253 415 per annum (A portion of the package can be structured according to the individual's personal needs).

**CENTRE** : George Sub-district

**REQUIREMENTS** : Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as Medical Practitioner. Registration with a professional council: Registration with the HPCSA as Medical Practitioner. Experience: **Grade 1:** None after registration as Medical Practitioner with the HPCSA in respect of SA qualified employees. One-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. Competencies (knowledge/skills): Ability to work in integrated multi-disciplinary teams across platforms. Computer literacy in MS Office mandatory.

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

**ENQUIRIES** : Dr TS Ackerman, tel. no: (044) 814-1124

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

**NOTE** : No payment of any kind is required when applying for this post. Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable to health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status)

**CLOSING DATE** : 26 July 2024

<b><u>POST 24/36</u></b>	:	<b><u>PROFESSIONAL NURSE: GRADE 1 TO 2 (SPECIALTY: TRAUMA AND EMERGENCY)</u></b> Central Karoo District
<b><u>SALARY</u></b>	:	Grade 1: R451 533 per annum Grade 2: R553 545 per annum (Plus a non-pensionable rural allowance of 12% of basic annual salary)
<b><u>CENTRE REQUIREMENTS</u></b>	:	Beaufort West Hospital 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. A post-basic nursing qualification with a duration of at least 1 year accredited with the SANC in Medical and Surgical Nursing Science: Trauma and Emergency. Registration with a professional council: Registration with the SANC as a Professional Nurse. Experience: <b>Grade 1:</b> A minimum of 4 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. <b>Grade 2:</b> 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 specialty after obtaining the 1-year post-basic qualification in Medical and Surgical Nursing Science: Trauma and Emergency. Inherent requirement of the job: Willing to work shifts, day-night duty, weekends, and public holidays. Competencies (knowledge/skills): Good communication and interpersonal skills. Knowledge of Legislation and policies of the Department of Health relevant to clinical practice
<b><u>DUTIES</u></b>	:	(key result areas/outputs): Provide holistic specialized nursing care to patients in a cost-effective manner. Effective implementation of infection control policies and health and safety legislation. Effective management and utilize 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.
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	Mr TW Ntombana, tel.no. (023) 414-8200 Applications are submitted online via <a href="http://www.westerncape.gov.za/health-jobs">www.westerncape.gov.za/health-jobs</a> (click "online applications")
<b><u>NOTE</u></b>	:	No payment of any kind is required when applying for this post. "Candidates who are not in possession of the required qualifications will be appointed into the general stream, and they will be required to obtain the necessary qualifications within a predetermined period of time. "Candidates who are not in possession of the stipulated registration requirements may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable to candidates who apply for the first time for registration in the post-basic qualification in: Medical and Surgical Nursing Science: Trauma and Emergency
<b><u>CLOSING DATE</u></b>	:	26 July 2024
<b><u>POST 24/37</u></b>	:	<b><u>LECTURER NURSING GRADE 1 TO 2</u></b> Western Cape College of Nursing
<b><u>SALARY</u></b>	:	Grade 1: R451 533 (PN-D1) per annum Grade 2: R553 545 (PN-D2) per annum
<b><u>CENTRE REQUIREMENTS</u></b>	:	Boland/Overberg, Southern Cape Karoo and Metro Campus) Minimum educational qualification: Basic R425 qualification accredited with the SANC (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 or Psychiatric (where applicable). Post-basic qualification in Nursing Education registered with SANC. Registration with a professional council: Registration with the South African Nursing Council (SANC) as Professional Nurse and Midwife or Psychiatric Nurse where applicable. Experience: <b>Grade 1:</b> A minimum of 4 years appropriate/recognisable nursing experience after registration as a Professional Nurse with SANC in General Nursing. <b>Grade 2:</b> A minimum of 14 years appropriate/recognisable nursing experience 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 Nursing Education after obtaining the 1- year post-basic qualification in Nursing Education. Inherent requirements of the job: Valid (Code B/EB) driver's licence. Willingness to travel. Possess good communication (written and verbal) and presentation skills. Competencies (knowledge/skills): Possess knowledge of relevant Legislation, Acts, Prescripts and Policy frameworks informing the area of operation. Knowledge of nursing education programmes and curriculum. Proficiency in teaching and assessment in Nursing Education including evaluation approaches. Knowledge of policy development, interpretation, implementation, monitoring, and evaluation. Sound conflict management and decision-making/problem-solving skills. Good research and analytical skills. Good managerial and interpersonal skills. Computer literacy.

**DUTIES** : (key result areas/outputs): Provide education and training to student nurses. Coordinate clinical learning exposure to students between college and clinical areas. Conduct clinical accompaniment of students. Coordinate the teaching and learning of nursing programmes. Develop and ensure implementation of quality assurance programmes. Collaborate with other internal and external stakeholders and build a sound relationship within the Department. Supervision of students. Participate in the development and review of nursing curricula for Diploma Programmes. Implements the new nursing programmes in line with SANC and CHE regulations. Participate in the provisioning of Continuous Professional Development (CPD) activities at the Campus. Participate in all governance structures of the College. Support the mission and promote the image of the College.

**ENQUIRIES** : Dr Magerman, tel. no. (021) 684-1202 (Western Cape College of Nursing), Ms HM Wiese, tel. no. (044) 813-1841 (Southern Cape/Karoo Campus), Ms L Strauss, tel. no. (023) 814-0090 (Boland/Overberg Campus)

**APPLICATIONS** : Applicants apply online: [www.westerncape.gov.za/health-jobs](http://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 competency test. No payment of any kind is required when applying for this post. Candidates who are not in possession of the stipulated registration requirements may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration 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 post-basic qualification with the South African Nursing Council (including individuals who must apply for change in registration status).

**CLOSING DATE** : 26 July 2024

**POST 24/38** : **ASSISTANT DIRECTOR: HR AND FACILITY MANAGEMENT**  
Garden Route District

**SALARY** : R444 036 per annum  
**CENTRE** : Harry Comay Hospital  
**REQUIREMENTS** : Minimum educational qualification: Appropriate 3-year National Diploma or Degree. Experience: Appropriate experience in all aspects of human resource management and/or appropriate experience /exposure to Facility Management/Support Service Management in a Hospital setting. Appropriate management & supervisory experience. Appropriate PERSAL experience. Appropriate experience in Contract Management and performance management of Outsourcing Services. Inherent requirement of the job: Valid Code (B/EB) driver's licence. Competencies (knowledge/skills): Sound knowledge of Human Resource policies, procedures, prescripts, HR audit compliance prescripts, management of the Approved Post Lists (APL), establishment control, Human Resource Development and Labour Relations. Strong managerial and supervisory skills. Complex problem-solving skills. Judgement and decision-making skills. Excellent computer skills in MS Office packages.

**DUTIES** : (key result areas/outputs): Ensure effective and efficient management and implementation of all aspects of People Management, including People Development and Labour Relations. Strategic, operational and financial management of all Support Services including Waste Management, Linen, Transport, Porters, Telecommunications and Outsourced Services (Catering,

Cleaning, Security, Waste Removal and Pest Control) ensuring compliance with the applicable legislative frameworks. Strategic, operational and financial management of Technical Services, Facility Maintenance and Capital Infrastructure Projects. Provide strategic management and leadership as member of the Executive Committee Team and participate in executive management decision-making and planning. Management of all aspects on Infrastructure and Estate Management from conducting Risk Assessments and Disaster Management to the development of Business Plans to Project Management and the delivery of Infrastructure Projects. Support to Supervisor.

- ENQUIRIES** : Dr Z North, tel.no. (044) 814-1126
- APPLICATIONS** : Applications are submitted online via [www.westerncape.gov.za/health-jobs](http://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 and competency assessment.
- CLOSING DATE** : 26 July 2024
- POST 24/39** : **PHYSIOTHERAPIST GRADE 1 TO 3**
- SALARY** :  
Grade 1: R376 524 per annum  
Grade 2: R439 755 per annum  
Grade 3: R514 785 per annum
- CENTRE** : Red Cross War Memorial Children's Hospital, Rondebosch
- REQUIREMENTS** : Minimum educational qualification: Appropriate qualification that allows registration with the HPCSA as a physiotherapist. Registration with a professional council: Registration with the Health Professions Council of South Africa (HPCSA) as a physiotherapist. Experience: **Grade 1:** None after registration with the HPCSA as a Physiotherapist in respect of RSA-qualified employees. 1-year relevant experience after registration with the HPCSA as a Physiotherapist in respect of foreign-qualified employees of whom it is not required to perform community service, as required in South Africa. **Grade 2:** "Minimum of 10 years relevant experience after registration with the Health Professions Council of South Africa (HPCSA) as a Physiotherapist in respect of RSA-qualified employees. A minimum of 11 years relevant experience after registration with the HPCSA as a physiotherapist in respect of foreign-qualified employees of whom it is not required to perform community service, as required in South Africa. **Grade 3.** Minimum of 20 years relevant experience after registration with the Health Professions Council Of South Africa (HPCSA) as a Physiotherapist in respect of RSA-qualified employees. A minimum of 21 years relevant experience after registration with the HPCSA as a physiotherapist in respect of foreign-qualified employees of whom it is not required to perform community service, as required in South Africa. Inherent requirement of the job: Willing to work overtime when required. Competencies (knowledge/skills): Ability to adhere to all departmental requirements and protocols. Ability to provide paediatric physiotherapy service independently and as part of a team. Ability to provide an after-hours on-call service. Excellent report, clinical note and referral writing skills. Sound verbal and written communication skills. Good computer skills (MS Word, Excel and PowerPoint). Comply with National Core Standards requirements. Maintain HPCSA registration. Knowledge of prescription and issuing of Mobility Assistive Devices is advantageous. Good time management.
- DUTIES** : (key result areas/outputs): Manage clinical service delivery with inpatients and outpatients in designated work areas. Oversee physiotherapy students and support their learning in designated clinical areas. Participate in ward rounds and multidisciplinary meetings. Participate in personal, departmental and hospital in-service and training programs. Effective and efficient Resource Management e.g. Stock taking and ordering of consumables. Provide relief duty in absence of the colleagues and provide support to the supervisor. Provide an on-call overtime service as per roster.
- ENQUIRIES** : Mr S Rahim, tel.no. (021) 658-5033
- APPLICATIONS** : Applicants apply online: [www.westerncape.gov.za/health-jobs](http://www.westerncape.gov.za/health-jobs) (click "online applications")
- NOTE** : The job contents as indicated in the advertisement might be adjusted in terms of the service needs. Shortlisted candidates may be subject to a practical test. No payment of any kind is required when applying for this post. "Candidates who are not in possession of the stipulated registration requirements may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration with the relevant council and proof of

payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable to health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for a change in registration status)

- CLOSING DATE** : 26 July 2024
- POST 24/40** : **SPEECH THERAPIST GRADE 1 TO 3**
- SALARY** : Grade 1: R376 524 per annum  
Grade 2: R439 755 per annum  
Grade 3: R514 785 per annum
- CENTRE** : Red Cross War Memorial Children's Hospital, Rondebosch
- REQUIREMENTS** : Minimum educational qualification: An appropriate qualification that allows for the required registration with the Health Professions Council of South Africa (HPCSA) as a practitioner in Speech Therapist OR Speech Therapist and Audiologist. Registration with a professional council: Registration with the Health Professions Council of South Africa (HPCSA) as Speech Therapist OR Speech Therapist and Audiologist. Experience: **Grade 1:** None after registration with the Health Professions Council of South Africa (HPCSA) as a Speech Therapist OR Speech Therapist and Audiologist. One year of relevant experience after registration with the Health Professions Council of South Africa (HPCSA) as a Speech Therapist OR Speech Therapist and Audiologist in respect of foreign qualified employees, of whom it is not required to perform community service, as required in South Africa. **Grade 2:** A minimum of 10 years of relevant experience after registration with the HPCSA in Speech Therapy in respect of SA-qualified employees. A minimum of 11 years relevant experience after registration with the HPCSA as a Speech Therapist OR Speech Therapist and Audiologist in respect of foreign 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 Speech Therapist or Speech Therapist and Audiologist in respect of SA-qualified employees. A minimum of 21 years relevant experience after registration with the HPCSA in Speech Therapy in respect of foreign qualified employees, of whom it is not required to perform community service, as required in South Africa. Competencies (knowledge/skills): Ability to provide paediatric speech-language therapy service independently and as part of a team. Excellent report, clinical note and referral writing skills. Sound verbal and written communication skills. Good computer skills (MS Word, Excel, and PowerPoint). Comply with National Core Standards requirements. Knowledge and skill in the assessment and intervention of paediatric speech, language, and communication, as well as patients with complex communication needs, such as neurogenic communication disorders or neurological conditions. Knowledge and skill in assessment and management of paediatric patients requiring augmentative and alternative communication. Knowledge and skill in the assessment and management of dysphagia in the paediatric population. Experience with teamwork, planning, organizing and coordination. Excellent interpersonal, administrative, communication, analytical and problem-solving skills. Display empathy for patients, promote advocacy and facilitate holistic treatment. Good time management.
- DUTIES** : (Key Result Areas/Outputs): To assess and manage speech, language, communication and feeding difficulties in the paediatric population. Manage and coordinate clinical service delivery with in-patients and out-patients in designated work areas. Comply with all departmental requirements and protocols. Participate on ward rounds and multidisciplinary meetings. Participate in personal, departmental and hospital in-service and training programs. Effective and Efficient Resource Management e.g. stock taking and ordering of consumables. Complete monthly statistics and reports Improve professional competence by regular self-learning and reflection with the application of current evidence. Provide relief duty in absence of the colleagues and provide support to the supervisor. Management of personal performance and review thereof. Supervision of speech-language therapy students and community service therapists to support their learning in designated clinical areas.
- ENQUIRIES** : Ms L de Villiers, tel. no. (021) 658-5505 / Dr M Salie, tel. no. (021) 658-5430
- APPLICATIONS** : Applicants apply online: [www.westerncape.gov.za/health-jobs](http://www.westerncape.gov.za/health-jobs) (click "online applications")



**NOTE** : Shortlisted candidates may be subject to a practical test. No payment of any kind is required when applying for this post. Candidates who are not in possession of the stipulated registration requirements may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview

**CLOSING DATE** : 26 July 2024

**POST 24/41** : **RADIOGRAPHER: GRADE 1 TO 2 (DIAGNOSTIC) (2 POSTS)**

**SALARY** : R376 524 per annum  
**CENTRE** : Groote Schuur Hospital, Observatory  
**REQUIREMENTS** : Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Diagnostic Radiographer. Registration With a Professional Council: Registration with the HPCSA as a Diagnostic Radiographer. Experience: **Grade 1:** None after registration with the HPCSA as a Diagnostic Radiographer in respect of RSA qualified employees. 1-year relevant experience after registration with the HPCSA as a Diagnostic Radiographer in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. **Grade 2:** A minimum of 10 years' relevant experience after registration with the HPCSA as a Diagnostic Radiographer in respect of SA qualified employees. A Minimum of 11 years' relevant experience after registration with the HPCSA as a Diagnostic Radiographer in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. **Grade 3:** A minimum of 20 years' relevant experience after registration with the as a Diagnostic Radiographer in respect of SA qualified employees. A minimum of 21 years' relevant experience after registration with the HPCSA as a Diagnostic Radiographer 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: Must work shifts. Competencies (knowledge/skills): Knowledge of theatre, mobile, fluoroscopy and general radiography protocols. CT experience will be advantageous. Appropriate experience in a busy general department with knowledge of radiation protection, quality assurance and equipment safety pertaining to radiography. Knowledge of Patient Archiving and Communication Systems. Computer literacy (MS Windows, Word, Excel and PowerPoint). Good interpersonal skills, the ability to work under pressure and independently and in a team.

**DUTIES** : (key result areas/outputs): Be responsible for the provision of a patient-centred radiographic imaging service over a 24-hour period, including risk management. Identify and perform the most appropriate diagnostic images of high quality, be responsible for self-development as well as training of staff and students. Ensure optimal care of equipment, quality assurance and use of suitable radiation protection. Provide support to the Chief and Assistant Director regarding day-to-day activities.

**ENQUIRIES** : Ms N Behardien-Peters Tel No: (021) 404-4187  
**APPLICATIONS** : Applications are submitted online via [www.westerncape.gov.za/health-jobs](http://www.westerncape.gov.za/health-jobs) (click "online applications").

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

**CLOSING DATE** : 26 July 2024

**POST 24/42** : **SENIOR ADMINISTRATIVE OFFICER: INFORMATION MANAGEMENT COMPLIANCE (2 POSTS)**  
Directorate: Information Management

**SALARY** : R376 413 per annum  
**CENTRE** : Head Office, Cape Town

- REQUIREMENTS** : Minimum educational qualification: Appropriate three-year National Diploma or Degree. Experience: Appropriate experience in Health Information Management and Data Governance. Inherent requirements of the job: Valid (Code B) driver's licence and ability to drive a light motor vehicle on a public road. Willingness to travel and overnight within the Western Cape when required. Competencies (knowledge/skills): Highly developed understanding and knowledge of data and information management, data governance and related policies, processes and standard operating procedures. Advanced computer literacy especially in MS Office with good numerical and analytical skills to support compilation, interpretation and analysis of data. Knowledge of the information systems utilised by the WCDHW e.g. Sinjani, DHIS, Clinicom, PHCIS, Ideal Facility, Business Intelligence, SPV, TIER.net, EDR.web. Excellent self-management and people skills together with communication, training and report writing skills.
- DUTIES** : (key result areas/outputs): Identification of data quality and audit risks and subsequent prioritisation. Plan, coordinate and conduct assessments/audits to provide assurance on data quality and compliance with provincial and national policy and standard operating procedures. Conduct root cause analysis of findings and develop, implement and monitor remedial action plans and corrective measures, including coordinating and conducting relevant training. Develop, generate and communicate findings and performance and progress reports for management and stakeholders. Support internal and external audit processes by preparing the facilities and liaising with the auditor. Assist with appropriate assessment tool development.
- ENQUIRIES** : Ms L Shand, tel.no. (083) 2648-655
- APPLICATIONS** : Applications are submitted online via [www.westerncape.gov.za/health-jobs](http://www.westerncape.gov.za/health-jobs) (click "online applications").
- NOTE** : No payment of any kind is required when applying for this post.
- CLOSING DATE** : 26 July 2024
- POST 24/43** : **SENIOR ADMINISTRATIVE OFFICER: FINANCE (SUPPLY CHAIN MANAGEMENT/REVENUE MANAGEMENT)**  
West Coast District
- SALARY** : R376 413 per annum
- CENTRE** : Citrusdal Hospital, Cederberg Sub-district
- REQUIREMENTS** : Minimum educational qualification: Appropriate 3-year National Diploma/Degree. Experience: Appropriate experience in Finance/Revenue and Supply Chain Management. Appropriate supervisory experience. Inherent requirement of the post: Valid (Code B/EB) driver's licence and willingness to travel. Competencies (knowledge/skills): Computer literacy (MS Word and Excel). Sound knowledge of all financial systems: BAS, LOGIS. Extensive knowledge of relevant financial prescripts, departmental policies, delegations and procedures. An aptitude for working with financial figures and good organisational, managerial and leadership skills and good interpersonal relations skills. Extensive knowledge and practical experience in Basic Accounting System (BAS), LOGIS and Electronic Procurement Solutions (ePS), Clinicom, Account Receivables system, budget and expenditure control as well as Assets and Liabilities accounts.
- DUTIES** : (key result areas/outputs): Manage all SCM functions and ensure effective and efficient application of procurement policies and processes, Demand, Acquisition, Contract, Logistics, Asset and Disposal Management within the sub-district. Responsible for Inventory Control, warehouse management. System Management and approver duties on EPS. Preparation of reports and assist with the compilation of the Interim and Annual Financial Statements. Supervise the clearance of Asset and Liabilities accounts, Sundry payments, Budgeting vs expenditure and preparation of relevant reports. Authorization of BAS / Logis payments. Supervision of Financial Management processes such as creditor payments, journals, SCOA and BMI management. Accurate and timeous completion of all Revenue related monthly reporting and Revenue transaction system authorization. Effective and efficient supervision of Financial Management and Transport Section. Manage all PM related functions within the SCM, Finance and Revenue and Patient Admin components.
- ENQUIRIES** : Mr. S Cupido, tel. no. (022) 921-2153
- APPLICATIONS** : Applicants apply online: [www.westerncape.gov.za/health-jobs](http://www.westerncape.gov.za/health-jobs) (click "online applications")

- NOTE** : No payment of any kind is required when applying for this post. All Shortlisted candidates may be subjected to a practical test. The district is undergoing re-alignment of Subdistrict management structures in terms of the Micro Design Process. The successful candidate may be expected to also provide support to the Bergriver subdistrict as part of the Bergriver-Cederberg Subdistrict cluster.
- CLOSING DATE** : 26 July 2024
- POST 24/44** : **ADMINISTRATIVE OFFICER: SUPPORT SERVICES**  
Chief Directorate: Metro Health Services
- SALARY** : R308 154 per annum  
**CENTRE** : Nyanga Community Day Centre  
**REQUIREMENTS** : Minimum educational qualification: Senior Certificate (or equivalent). Experience: Appropriate administrative experience in a health service environment. Appropriate experience in the Logis system and in Budgetary processes. Inherent requirement of the job: Valid driver's licence (Code B/EB). Competencies (knowledge/skills): Knowledge and understanding in LOGIS as well as knowledge of budgetary aspects. Knowledge of Supply Chain Management, Procurement policy of the Department and personnel procedures. Computer literacy (MS Windows, Word and Excel).
- DUTIES** : (key result areas/outputs): Provide an effective Administration and Support Service to the Community Day Centre. Manage the allocated budget, assist with expenditure, administration and revenue management. Provide an effective Information Management System, data collation and reporting. Manage the Supply Chain Section and the assets of the facility including contract management and fleet management. Personnel and Labour relations management. Provide support to Facility Manager of the Community Day Centre.
- ENQUIRIES** : Ms P Mgqaliso, tel. no. (021) 831-0882  
**APPLICATIONS** : Applicants apply online: [www.westerncape.gov.za/health-jobs](http://www.westerncape.gov.za/health-jobs) (click "online applications")
- NOTE** : No payment of any kind is required when applying for this post. Shortlisted candidates may be subject to a practical assessment. The pool of applicants will be considered for other vacant Administrative Officer: Support posts within the Chief Directorate: Metro Health Services, for a period of 3 months from the date of advert.
- CLOSING DATE** : 26 July 2024
- POST 24/45** : **ARTISAN PRODUCTION GRADE A TO C (ELECTRICAL)**  
Directorate: Engineering and Technical Support Services (Bellville Mobile Workshop)
- SALARY** : Grade A: R230 898 per annum  
Grade B: R270 915 per annum  
Grade C: R314 751 per annum  
**CENTRE** : Head Office, Cape Town  
**REQUIREMENTS** : Minimum educational qualification: Appropriate Trade Test Certificate. Experience: **Grade A:** No experience required. **Grade B:** At least 18 years appropriate/recognisable experience in the area after obtaining the relevant Trade Test Certificate. **Grade C:** At least 34 years appropriate/recognisable experience in the area after obtaining the relevant Trade Test Certificate. Inherent requirement of the job: A valid driver's licence (Code B/EB) and willing to travel throughout the Western Cape. Competencies (knowledge/skills): Be conversant with the requirements of the Machinery and Occupational Health and Safety Act.
- DUTIES** : (key result areas/outputs): Perform standby duties. Perform necessary administrative functions. Control over tools and materials. Train and supervision of subordinates. Assist with the execution of engineering projects/repairs at hospital and the institution. Maintain and repair of electrical installations and equipment at health institutions within the Western Cape Province. Assist Artisan Foremen/Chief Artisan with their duties.
- ENQUIRIES** : Mr L Semono, tel. no. (021) 830-3770  
**APPLICATIONS** : Applicants apply online: [www.westerncape.gov.za/health-jobs](http://www.westerncape.gov.za/health-jobs) (click "online applications")
- NOTE** : No payment of any kind is required when applying for the post.  
**CLOSING DATE** : 26 July 2024

<b><u>POST 24/46</u></b>	:	<b><u>ARTISAN PRODUCTION: GRADE A TO C (ELECTRICAL)</u></b> Directorate: Engineering and Technical Support Services, Metro East Hub, Lentegeur Hospital
<b><u>SALARY</u></b>	:	Grade A: R230 898 per annum Grade B: R270 915 per annum Grade C: R314 751 per annum
<b><u>CENTRE</u></b>	:	Head Office, Cape Town
<b><u>REQUIREMENTS</u></b>	:	Minimum educational qualification: Appropriate Trade Test Certificate. Experience: <b>Grade A:</b> No experience required. <b>Grade B:</b> At least 18 years appropriate/recognisable experience in the area after obtaining the relevant Trade Test Certificate. <b>Grade C:</b> At least 34 years appropriate/recognisable experience in the area after obtaining the relevant Trade Test Certificate. Inherent requirements of the job: A valid (Code B/EB) driver's licence. Willingness to travel to perform maintenance duties throughout the Western Cape. Physically fit to perform duties. Work overtime should the need arise, day or night and perform standby duties and attend to emergency breakdowns (including after-hour repairs). Competencies (knowledge/skills): Conversant with the requirements of the Machinery and Occupational Health and Safety Act (Act 85) and SANS 10142-1. Ability to fault-find and repairs down to component level.
<b><u>DUTIES</u></b>	:	(key result areas/outputs): Service, repair and fault finding of Electrical Fence, CCTV, Access control and Fire detection. Inspect, repair and fault finding of various alternative power sources (Generators/UPS/Inverters). Service, repair, fault finding and installation of various motors/pumps and motor control circuits. Compile and submit inspection reports as required on all electrical equipment stipulated on the preventative maintenance plan of the workshop to comply with SANS regulations. Give in-service training to Handyman, Tradesmen Aid and Interns. Assist with the execution of all electrical projects.
<b><u>ENQUIRIES</u></b>	:	Mr OJ Buys, tel. no. (021) 370-1119
<b><u>APPLICATIONS</u></b>	:	Applications are submitted online via <a href="http://www.westerncape.gov.za/health-jobs">www.westerncape.gov.za/health-jobs</a> (click "online applications").
<b><u>NOTE</u></b>	:	No payment of any kind is required when applying for this post. Short-listed candidates might be subjected to a practical test.
<b><u>CLOSING DATE</u></b>	:	26 July 2024
<b><u>POST 24/47</u></b>	:	<b><u>ADMINISTRATION CLERK: SUPPORT</u></b> Chief Directorate: Emergency And Clinical Services Support
<b><u>SALARY</u></b>	:	R216 417 per annum
<b><u>CENTRE</u></b>	:	Forensic Pathology Services, Observatory Forensic Pathology Institute, Forensic Toxicology
<b><u>REQUIREMENTS</u></b>	:	Minimum educational qualification: Senior Certificate (or equivalent). Experience: Appropriate experience. Competencies(knowledge/skills): Ability to communicate clearly and discreetly in person and in writing. Ability to achieve good interpersonal and working relations with staff and clients. Good organizational and reporting skills. Ability to work under pressure. Above-average Computer and software literacy (MS Word, PowerPoint, Excel and Outlook)
<b><u>DUTIES</u></b>	:	(key result areas/outputs): Typing reports. Report management and distribution. Document management. Administrative support. Supply chain management support.
<b><u>ENQUIRIES</u></b>	:	Ms B Davies, tel. no. (021) 406-6026/6412) or <a href="mailto:Bronwen.Davies@uct.ac.za">Bronwen.Davies@uct.ac.za</a>
<b><u>APPLICATIONS</u></b>	:	Applicants apply online: <a href="http://www.westerncape.gov.za/health-jobs">www.westerncape.gov.za/health-jobs</a> (click "online applications")
<b><u>NOTE</u></b>	:	No payment of any kind is required when applying for this post. Candidates will be subjected to a practical test and security clearance prior to appointment.
<b><u>CLOSING DATE</u></b>	:	26 July 2024
<b><u>POST 24/48</u></b>	:	<b><u>ADMINISTRATION CLERK: SUPPORT</u></b>
<b><u>SALARY</u></b>	:	R216 417 per annum
<b><u>CENTRE</u></b>	:	Groote Schuur Hospital, Observatory
<b><u>REQUIREMENTS</u></b>	:	Minimum educational qualification: Senior Certificate (or equivalent). Experience: Appropriate/ recognisable experience or secretarial experience. Competencies (knowledge/skills): Ability to work under pressure and meet

- deadlines. Excellent typing skills, minute-taking skills and Computer literacy in MS Office Suite (Word, Excel, PowerPoint, Access) (proof of training must be attached). Good planning, organizational and interpersonal skills.
- DUTIES** : (key result areas/outputs): Ensure an effective and efficient office administration and management within the Nursing Management Office. Deliver effective and efficient office administration, reception services and support to the Nurse Manager and affiliated managers and support services. Manage and maintain effective and efficient Nursing data filing, recordkeeping services, which includes provision of accurate/effective typing and data capturing of human resource documentation, nursing agency timesheets, attendance of agency bookings and incident reports. Coordinate and assist with preparation and processes of interviews and meetings and new nursing staff appointments in the department. Provide administrative support to Nursing personnel, assist with queries and ensure effective and efficient communication.
- ENQUIRIES** : Ms T Wulff, tel. no. (021) 404-2109
- APPLICATIONS** : Applications are submitted online via [www.westerncape.gov.za/health-jobs](http://www.westerncape.gov.za/health-jobs) (click "online applications").
- NOTE** : No payment of any kind is required when applying for this post. Shortlisted candidates may be subjected to a compulsory competency test.
- CLOSING DATE** : 26 July 2024
- POST 24/49** : **TELKOM OPERATOR**
- SALARY** : R183 279 per annum
- CENTRE** : Groote Schuur Hospital, Observatory
- REQUIREMENTS** : Minimum educational qualification: General Education and Training Certificate (GETC)/Grade 9 (Std. 7). Experience: Appropriate experience in operating an electronic switchboard and a messaging system. Inherent requirement of the job: Willingness to work shifts, night shifts, weekends and public holidays. Work overtime when required for operational needs. Physically able to hear and speak clearly. Competencies (knowledge/skills): Ability to operate an electronic switchboard. Excellent listening skills and telephone etiquette. Computer literacy in Microsoft Packages (Word, Excel and Outlook).
- DUTIES** : (key result areas/outputs): Manage switchboard, answer telephonic queries and deliver messages. Ensure that switchboard and telephone equipment is in working order as well as reporting all telephone faults and switchboard errors to the Supervisor. Monitor, place and record all cellular, national and international calls made. Effectively sending of bulk SMS's. Co-ordinate the administration duties in the Paging office. Update speed dials and manage speed dial directory.
- ENQUIRIES** : Mr K Stevens, tel.no. (021) 404-3238
- APPLICATIONS** : Applications are submitted online via [www.westerncape.gov.za/health-jobs](http://www.westerncape.gov.za/health-jobs) (click "online applications")
- CLOSING DATE** : 26 July 2024
- POST 24/50** : **PORTER (2 POSTS)**
- SALARY** : R131 265 per annum
- CENTRE** : Groote Schuur Hospital, Observatory
- REQUIREMENTS** : Minimum requirement: Basic reading and writing skills. Experience: Appropriate porter experience within a hospital environment. Inherent requirements of the job: The ability to do physical tasks such as lifting patients from/onto beds, trolleys and wheelchairs. Render a shift duty and rotate in different departments. Competencies (knowledge/skills): Extensive knowledge of porter service delivery within a hospital. Basic knowledge of Infection Prevention Control procedures.
- DUTIES** : (key result areas/outputs): Safe transport of patients on trolleys and wheelchairs, within various areas in the hospital. Check and replace gas cylinders in wards and assist with shifting of medical equipment. Ensure a safe and hygienic work environment and apply basic Infection prevention control measures as well as collecting and cleaning of equipment. Assist with the removal of bodies from wards and perform relevant duties. Collecting and delivery of blood specimens, blood hampers and patient folders. Assist with ambulatory patients as well as greeting and directing patients to various areas in the hospital.
- ENQUIRIES** : Mr E Cassiem, tel. no. (021) 404-3237

**APPLICATIONS** : Applications are submitted online via [www.westerncape.gov.za/health-jobs](http://www.westerncape.gov.za/health-jobs) (click "online applications").  
**NOTE** : No payment of any kind is required when applying for this post.  
**CLOSING DATE** : 26 July 2024

#### **DEPARTMENT OF ECONOMIC DEVELOPMENT AND TOURISM**

**CLOSING DATE** : 29 July 2024  
**NOTE** : Shortlisted candidates will be required to submit copies of their documentation for verification purposes. These candidates will be required to attend interviews on a date and time as determined by the department. The selection process will be guided by the EE targets of the employing department. Should you experience difficulties with your online application, kindly note that technical support (challenges with online application) is only available from Monday to Friday from 08:00 to 16.00. you may contact the helpline at 0861 370 214. Otherwise, all other queries relating to the position, kindly contact the enquiries person as indicated in the advert. Please ensure that you submit your application before the closing date as no late applications will be considered.

#### **OTHER POSTS**

**POST 24/51** : **ASSISTANT DIRECTOR: RED TAPE REDUCTION, REF NO. DEDAT 21/2024**

**SALARY** : R444 036 per annum (level 9)  
**CENTRE** : Department of Economic Development and Tourism, Western Cape Government

**REQUIREMENTS** : An appropriate 3-year National Diploma/B-Degree (equivalent or higher qualification); A minimum of 3 years relevant experience; A valid driving licence (Code B or higher). NB: People with disabilities that restrict driving abilities, but who have reasonable access to transport may also apply. Recommendation Bachelor's degree, Experience in the following: Working for or with government as a stakeholder; Systems, data and reporting across a wide range of stakeholders; Presenting to senior and executive role players Stakeholder management; Communication techniques; Undertaking surveys and recommending process improvements. Competencies: Knowledge of the following: All 3 spheres of government, and their roles; Monitoring and Evaluation; Basic research and writing surveys; The concept of red tape and its reduction; Stakeholder Relationship Management. Skills needed: Written and verbal communication; Planning Organising; Report writing, Problem-solving; Analytical thinking; Computer literacy (MS Office).

**DUTIES** : Managing the Administration of the Case Management System of the Department; Identify blockages and inhibitors to economic growth and development; Support the advocacy and the creation of awareness amongst stakeholders of the significance of red tape reduction; Facilitate the resolving of identified blockages and regulatory restraints.

**ENQUIRIES** : Ms A. Augustus at Email: [aeysa.augustus@westerncape.gov.za](mailto:aeysa.augustus@westerncape.gov.za)  
**APPLICATIONS** : To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>

**POST 24/52** : **ASSISTANT DIRECTOR: TOURISM SECTOR, REF NO. DEDAT 22/2024**

**SALARY** : R444 036 per annum (level 9)  
**CENTRE** : Department of Economic Development and Tourism, Western Cape Government

**REQUIREMENTS** : An appropriate 3-year National Diploma/B-Degree (equivalent or higher qualification) in Commerce/Tourism/Law or Public Administration; A minimum of 3 years administrative experience (Project management relating to tourism, economic development, public administration, or law the tourism industry; Regulatory 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. Recommendation: Experience in the following: Tourist Guiding industry; Supervision of staff; Compiling information for newsletters; Project Management; Working with SMMEs. Competencies: Knowledge of the following: Tourism Second Amendment Act (3 of 2014) and applicable policies and procedures; Analytical thinking; Planning and Organisational; Problem-solving; Decision making; Creative thinking; Accuracy

and numeracy; Computer literacy in MS Office Package (Word, Excel, PowerPoint); Communication skills (written and verbal); Presentation skills; Leading and supervising; Working with people; Networking; Ability to work independently and as part of a team' Ability to analyse, conceptualise and implement policy.

**DUTIES** : Regulate and administer tourist guide applications and renewals registrations (online system) to improve sector competitiveness and development; Monitor and investigate illegal tour guides; Maintain networks with key stakeholders and ensure vertical and horizontal alignment; People Management.

**ENQUIRIES** : Ms H Nelson at Tel No: (021) 483 9442

**APPLICATIONS** : To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>

**POST 24/53** : **ASSISTANT DIRECTOR: STRATEGIC COORDINATION, REF NO. DEDAT 06/2023 R1**

**SALARY** : R444 035 per annum (level 9)

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

**REQUIREMENTS** : An appropriate 3-year National Diploma/B-Degree (equivalent or higher qualification); A minimum of 3 years relevant experience working in a strategic planning, coordination, and reporting environment. Recommendation: Proven working knowledge and experience in the following: Provincial and national government strategic planning strategies and frameworks; Strategic management processes, including Ethics, Change Management, and Service Delivery Improvement Planning. Competencies: Knowledge of the following: Policies, legislation, guidelines, standards procedures, and best practices in applicable areas, including Human Rights Mainstreaming, POPIA, and PAIA; Public Finance Management Act; All applicable DPME policies, frameworks, and guidelines applicable to strategic planning processes; Economics. Skills needed: Proven computer literacy (MS Office); Planning and organising; Facilitation/coordination; Problem solving; Communication (written, verbal, presentation, report writing); Ability to work independently and as part of a team; Policy analysis.

**DUTIES** : Coordination of the Department's strategic planning processes regarding the Annual Performance Plan (APP), Annual Operational Plan (AOP), and the In-year changes; Coordination of the reporting on the Department's strategic deliverables, including the Annual Report, the Service Delivery Improvement plan, POPIA, and PAIA; Facilitation of the Department of Public Service and Administration (DPSA) Operational Management Framework deliverables (e.g. Operations analysis and improvement Operations Strategy, Operations design, and Operations planning and control); Coordinate responses for Human Rights Mainstreaming and Ethics; Provision of administration services within the Sub-directorate Strategic Coordination.

**ENQUIRIES** : Ms M Carstens at Tel No: (021) 483 9223  
[/Martie.Carstens@westerncape.gov.za](mailto:/Martie.Carstens@westerncape.gov.za)

**APPLICATIONS** : To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>

#### **DEPARTMENT OF INFRASTRUCTURE**

**CLOSING DATE** : 29 July 2024

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

#### **OTHER POSTS**

**POST 24/54** : **CHIEF ARCHITECT: HEALTH INFRASTRUCTURE (PRODUCTION LEVEL), REF NO. DOI 106/2024**

**SALARY CENTRE REQUIREMENTS** : R1 042 170 per annum (All-inclusive salary package) (OSD as prescribed).  
 : Department of Infrastructure, Western Cape Government  
 : B-Degree in Architecture (or relevant qualification) as recognised by SACAP; A minimum of 6 years post qualification architectural experience; A valid driving licence; Compulsory registration with SACAP as a Professional Architect (Please attach your proof of registration to your profile). Competencies: Knowledge of the following: Contract documentation and administration; Act/regulations of Occupational Health and Safety Act; National Building regulations; SANS and all relevant built environment legislation; Programme and project management; Research and planning procedures; Financial management; Project management; Formulation of policies in a multi-disciplinary professional environment; Skills needed: Written and verbal communication; Conflict management; Leadership, organising and teamwork; Ability to work under pressure, meet deadlines and work in a team.

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

**ENQUIRIES APPLICATIONS** : Mr E du Plooy at [Etienne.duPlooy@westerncape.gov.za](mailto:Etienne.duPlooy@westerncape.gov.za)  
 : To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>

**POST 24/55** : **CHIEF ARCHITECT: ARCHITECTURAL SERVICES (HEALTH), REF NO. DOI 139/2023 R2**

**SALARY CENTRE REQUIREMENTS** : R1 042 170 per annum (OSD as prescribed)  
 : Department of Infrastructure, Western Cape Government  
 : B-Degree in Architecture (or relevant qualification) as recognised by SACAP; A minimum of 6 years post qualification architectural experience; Valid driving licence; Compulsory registration with SACAP as a Professional Architect. Competencies Knowledge of the following: Contract documentation and administration; Act/regulations of Occupational Health and Safety Act; National Building regulations; SANS and all relevant built environment legislation; Programme and project management; Research and planning procedures; Financial management; Project management; Formulation of policies in a multi-disciplinary professional environment; Skills needed: Written and verbal



**DUTIES**

communication; Conflict management; Leadership, organising and teamwork; Ability to work under pressure, meet deadlines and work in a team.

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

**ENQUIRIES  
APPLICATIONS**

: Ms J Thomas at [Jodie.Thomas@westerncape.gov.za](mailto:Jodie.Thomas@westerncape.gov.za)  
: To apply submit your application online only: via  
<http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>

**POST 24/56**

: **DEPUTY DIRECTOR: BUDGET IMMOVABLE ASSETS, REF NO. DOI  
82/2023 R1**

**SALARY  
CENTRE  
REQUIREMENTS**

: R848 702 per annum (level 11) (All-inclusive salary package)  
: Department of Infrastructure, Western Cape Government.  
: An appropriate 3-year tertiary qualification (B-Degree/ Equivalent or higher); A Minimum of 5 years appropriate experience in management accounting of which 3 years' experience on management level; A valid (Code B or higher) driving licence. Competencies: Knowledge of the following: Relevant public service legislation, policies, regulations, guidelines; Public Finance Management Act (PFMA), National Treasury Regulations, Provincial Treasury Instructions, financial delegations and best practice in the Public Sector; Budget administration; Management accounting processes; Revenue and expenditure control; Risk management and quality assurance control in a management accounting working environment; Modern systems of governance and administration; Public service procedures, processes and systems; Information, Database and Records Management; Human Resource Management legislation, policies, regulations, strategies, frameworks, directives, guidelines, best practices, codes, collective agreements; Skills: Communication (written and verbal); Computer literacy in MSOffice, Intranet, Internet and other relevant financial software packages; Leadership; Budgeting; Conceptual and formulation; Statistical; Report-writing; Numeracy; Analytical; Implementation and monitoring; Networking; Sound organising, problem-solving and dispute resolution/conflict management.

**DUTIES**

: Monitor revenue and expenditure for Immoveable Assets incl. financial reporting on Conditional Grants and compliance with PFMA; Assist with the Immoveable asset budgeting in MTEF process- Property rates, leased in/ out assets,

projects lists, financial info for SP, APP and AR B5 reports; Assist in Adjustment budget process irregular and reprioritise budgets across projects; Assist with the prevention of unauthorised, irregular and fruitless/wasteful expenditure; Manage the Infrastructure Reporting Model (IRM); Assist in preparation of reports - End of Year (EoY) reports, C- AMP and U-AMP.

**ENQUIRIES** : Ms R van der Fort at Tel No: (021) 483 8738  
**APPLICATIONS** : To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>

**POST 24/57** : **PROFESSIONAL ENGINEER (PRODUCTION LEVEL): CONSTRUCTION AND MAINTENANCE CONTRACTS (REGION 2), REF NO. DOI 107/2024**

**SALARY** : Grade A: R833 499 - R889 158 per annum  
 Grade B: R939 024 - R1 011 597 per annum  
 Grade C: R1 068 342 - R1 254 282 per annum (OSD as prescribed)

**CENTRE** : Department of Infrastructure, Western Cape Government.  
**REQUIREMENTS** : Engineering Degree (B Eng/ BSC(Eng)) or relevant qualification; A minimum of 3 years post qualification engineering experience required; Compulsory registration with ECSA as a Professional Engineer; A valid code B driving licence. Competencies: Working knowledge of Road infrastructure maintenance and construction; Engineering design and analysis knowledge; Proven computer literacy (MS Office) as well as computer aided engineering applications; Programme and Project Management; Contract administration; Tender conditions and evaluation; Conditions of contract(GCC 2015); Standard Specifications(Colto); Compilation of contract documentation; Contract law and Contract adjudication; Willingness to travel away from headquarters on a regular basis. Skills: Technical report writing, Sound engineering and professional judgment; Problem-solving and analysis; Decision-making, Teamwork, Creativity; Communication (written and verbal) and People Management.

**DUTIES** : Provide technical input into tender and contract documentation and ensure through evaluation that specifications are based on sound engineering principles and according to norms and standards and code of practice; Develop cost effective construction solutions according to standards; Evaluate existing technical manuals, standard drawings and procedures; Input into the development of tender specifications; Approval of engineering works according to prescribed norms and standards; Ensure training and development of candidate engineers to promote skills/knowledge transfer and adherence to sound engineering principles and code of practice; Administer performance management and development; Manage resources; Ensure adherence to regulations and procedures for procurement and contract administration; Monitor, control and report on expenditure and service delivery; Continuous professional development to keep up with new technologies and procedures; Liaise with other Directorates, regional offices and local authorities regarding contracts; Human capital development including training of technical staff; Office administration and budget planning; Provide inputs for standardisation of plans and project procedure manual; Monitor, control and report on expenditure and service delivery; Input towards improvement of standard documentation and administrative procedures; Provide, assistance to contractors and consultants to ensure adherence to regulations, procedures and standards; Liaise with relevant bodies/councils on engineering matters; Keep abreast of new technological changes.

**ENQUIRIES** : Ms L Buys at Tel No: (021) 483 6413  
**APPLICATIONS** : To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>

**POST 24/58** : **ARCHITECT (PRODUCTION LEVEL): HEALTH INFRASTRUCTURE, REF No. DOI 103/2024**

**SALARY** : Grade A: R721 476 per annum (OSD as prescribed)  
**CENTRE** : Department of Infrastructure, Western Cape Government.  
**REQUIREMENTS** : An appropriate B degree in Architecture or relevant qualification; A minimum of 3 years post registration architectural experience; Compulsory registration with SACAP South African Council for the Architectural Profession) as a professional Architect; A valid code B driving licence. Recommendation: Experience in the following: Contract documentation and administration; Project Management, formulation of policies in a multi-disciplinary professional

- environment. Competencies: Knowledge in the following: Act/regulations of Occupation Health and Safety (OHS Act); National Building Regulations; SANS and all relevant built environment legislation; Programme and project management; Research and planning procedures; Financial management; Formulation of policies in a multi-disciplinary professional environment; Skills needed: Leadership and organising; Written and verbal communication; Conflict management; Ability to work under pressure and meet deadlines; Conflict management; Able to work in a team.
- DUTIES** : Manage professional project teams and relevant committees for a particular project or package of projects; Manage the procurement process of projects; Monitor, control and report on project/programme implementation Identify and extract data and information to assist client departments with the drafting of their user asset management plan; Research and study literature to keep abreast of new technologies and procedures, including interaction with professional Councils, Boards and organisations; Assisting technical staff to achieve the pre-determined performance; indicators and service delivery imperatives; Management of framework, term service and consultant agreements including appointment and payment processes.
- ENQUIRIES APPLICATIONS** : Mr E du Plooy at (021) 483 8261 or [Etienne.duPlooy@westerncape.gov.za](mailto:Etienne.duPlooy@westerncape.gov.za)  
: To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>
- POST 24/59** : **ASSISTANT DIRECTOR: REVENUE AND RECEIVABLES, REF NO. DOI 94/2023 R1**
- SALARY CENTRE REQUIREMENTS** : R444 036 per annum (level 9)  
: Department of Infrastructure, Western Cape Government  
: An appropriate 3-year B-Degree (equivalent or higher qualification) in Financial Accounting or related; A minimum of 3 years supervisory level experience in a financial accounting, financial management or similar environment; A valid (Code B or higher) driving license. Note: People with disabilities that restrict driving abilities but have reasonable access to transport may also apply. Recommendation: Advanced MS Excel experience. Competencies: Proven knowledge of the following: Revenue and debt management; Public Financial Management Act and applicable legislation; Skills needed: Change Management; Supervisory; Communication (written and verbal); Time Management; Planning and organising; Teamwork; Analytical; Problem solving; Ability to work under pressure.
- DUTIES** : Revenue and receivables management: Manage the development and maintenance of policies and standard operating procedures; Disclosures in the financial statements and reporting according to GRAP 2; Manage the information of the disclosure of debtors in the financial statements; Analyse system reports: Access and interpret financial reports; Operational management of the sub-component.
- ENQUIRIES APPLICATIONS** : Ms R Ceasar at Tel No: (021) 483 4305  
: To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>
- POST 24/60** : **ASSISTANT DIRECTOR: ACCOUNTS, REF NO. DOI 108/2024**
- SALARY CENTRE REQUIREMENTS** : R444 036 per annum (level 9)  
: Department of Infrastructure, Western Cape Government  
: An appropriate 3-year National Diploma (equivalent or higher) in Financial Accounting or related; A minimum of 3 years' experience in a financial accounting Auditing environment; 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. Recommendation: Relevant experience in Advanced MS Excel. Competencies: Knowledge of the following SCOA; Modified Cash Standard MCS. Skills needed: Written and verbal communication; Proven computer literacy; Ability to work under pressure; Financial and Analytical; Problem solving and decision making; Leadership.
- DUTIES** : Accounting and reporting on assets and liabilities; Cash management; Banking; Operational management of Subcomponent.
- ENQUIRIES APPLICATIONS** : Ms S Farao Tel No: (021) 483 5514  
: To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>

**POST 24/61** : **OCCUPATIONAL HEALTH AND SAFETY OFFICER: TECHNICAL SERVICES (GEORGE), REF NO. DOI 88/2024**

**SALARY CENTRE REQUIREMENTS** : R308 154 per annum (level 7)  
: Department of Infrastructure, Western Cape Government  
: An appropriate 3-year tertiary qualification (National Diploma/B-Degree) or higher qualification in Safety Management; A minimum of 3 years' experience in the built environment; A valid driving licence (Code B). NB: People with disabilities that restrict driving abilities, but who have reasonable access to transport, may also apply. Competencies: Knowledge of the following: Applicable legislations pertaining to Occupational Health and Safety Act; Conditions of employment; Compensation for Occupational Injuries and Diseases Act; Environment Conservation Act; Building construction activities; Bills of quantity specifications; Plans and working drawings and project management; Western Cape Maintenance framework; Office accommodation; Skills needed: Proven computer literacy; Written and verbal communication; Ability to: Work under pressure; Independently and in a team.

**DUTIES** : Managing of health and safety aspects during contract administration on all projects implemented by the directorate; Managing health and safety plans for maintenance and construction projects; Prevent any contractor from executing construction works which is not in accordance with approved health and safety plans; Creating an environment which will enhance and contribute to safe working conditions and service delivery; Draft and type submissions, default letters to contractors for non-compliance to the Occupational Health and Safety Act; Consultation with contractor and safety officers on project sites regarding ways to improve service delivery; Remain up to date with all applicable prescripts/policies and procedures; Inspect contractors equipment on sites and file reports; Prepare health and safety specifications for construction works; Conduct technical services, inspections of sites, compile reports, promote safety and prepare budgets; Monitor compliance to the Occupational Health and Safety Act and building regulations.

**ENQUIRIES APPLICATIONS** : Mr R Monare at Tel No: (021) 483 5310  
: To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>

**POST 24/62** : **SENIOR STATE ACCOUNTANT: BOOKKEEPING AND CLAIMS, REF NO. DOI 102/2024**

**SALARY CENTRE REQUIREMENTS** : R308 154 per annum (level 7)  
: Department of Infrastructure, Western Cape Government  
: Senior Certificate (Grade 12 or equivalent) with Mathematics or Accounting as passed subjects; A minimum of 6 years' relevant experience in a Financial Accounting environment. Recommendation: Relevant experience in a financial accounting and/or management accounting working environment; Working knowledge of general information support systems such as PERSAL and BAS. Competencies: Knowledge of the following: Applicable legislative and regulatory framework PFMA and Regulations, Instructions, Guidelines and Practice Notes issued in terms thereof; Organisational and Government structures and Oversight Bodies; Anti-corruption strategies and anti-corruption and fraud measures; Departmental policies and standard operating procedures; Government Accounting Standards (GRAP & GAAP); Reporting Frameworks(SCOA); Planning, budgeting and reporting tools and techniques; Public Service reporting procedures; Human Resource Management and Development, Skills in the following: Proven computer literacy (MS Office); Written and verbal communication; Problem-solving and decision making; Interpersonal skills; Planning and organising; Ability to work under pressure.

**DUTIES** : Maintain salary deductions processes; Administer creditor accounts; Maintain payment process; Regulatory, policy, governance frameworks and tactical advice; Oversight bodies, committees, and forums; Operational management of the Sub-component.

**ENQUIRIES APPLICATIONS** : Mr R Michaels at Tel No: (021) 483 3318  
: To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>

**POST 24/63** : **SUPPLY CHAIN MANAGEMENT BUSINESS ANALYST: SYSTEM SUPPORT, REF NO. DOI 101/2024**

- SALARY CENTRE REQUIREMENTS** : R308 154 per annum (level 7)  
 : Department of Infrastructure, Western Cape Government  
 : An appropriate 3-year National Diploma/B-Degree (equivalent or higher qualification); A minimum of 2 years relevant experience in a Supply Chain Management/Finance/Audit environment. A valid code B (or higher) driving license. NB People with disabilities that restrict driving abilities, but who have reasonable access to transport, may also apply. Recommendation: Working knowledge of the relevant legislative and regulatory requirements pertaining to Supply Chain Management. Competencies: Knowledge of the following: Public Administration; Applicable legislative and regulatory requirements, policies and standards; Project management; Stakeholder engagement; Information management; Monitoring and evaluation methods, tools and techniques; Political Sciences and Public Policy. Skills needed: proven computer literacy; Communication (written and verbal); Planning and organising; Problem-solving and decision-making; Team membership; Public speaking and travelling within the Western Cape
- DUTIES** : Provide technical support to decision-making processes relating to Supply chain management (SCM); Undertake and oversee technical analysis necessary for the development, maintenance and implementation of the department's SCM policies and practices; Analyse proposed SCM policies and practices in order to provide management information for decision making; Monitor programmes on SCM policies and practices; Conduct quantitative analysis of information affecting SCM activities; Analyse applicable policies, mandates and legislation; Ensure compliance with relevant legislative, statutory, regulatory and supervisory requirements towards the achievement of component projects and goals; Determine and communicate financial requirements to execute assigned deliverables; Communicate and apply the Batho Pele concept in service delivery; Human Resource Management; Manage information (data, knowledge, wisdom) by applying tools and technologies to inform decision-making in government operations, produce reports, improve planning, enhance service delivery, support transparency, support integration/collaboration across department's government spheres.
- ENQUIRIES APPLICATIONS** : Ansie Jansen van Rensburg at Tel No: (021) 483 7018  
 : To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>
- POST 24/64** : **ACCOUNTING CLERK: SALARIES, REF NO. DOI 104/2024**
- SALARY CENTRE REQUIREMENTS** : R216 417 per annum (Level 5)  
 : Department of Infrastructure, Western Cape Government  
 : Senior Certificate (Grade 12 or equivalent qualification) with Mathematics and/or Accounting as passed subject. Competencies: Skills needed: Communication (written and verbal); Computer literacy in MS Excel and MSWord; Interpersonal; Problem-solving; Decision making; Ability to work under pressure.
- DUTIES** : Expenditure Payments; General tasks; Reporting and Extra tasks.  
**ENQUIRIES** : Mr R Michaels at Tel No: (021) 483 3318  
**APPLICATIONS** : To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>
- POST 24/65** : **ADMINISTRATION CLERK: HS CONTRACT ADMINISTRATION, REF NO. DOI 99/2024**
- SALARY CENTRE REQUIREMENTS** : R216 417 per annum (Level 5)  
 : Department of Infrastructure, Western Cape Government  
 : Grade 12 (Senior Certificate or equivalent qualification). Recommendation: Relevant administrative experience. Competencies: A good understanding of the following: Basic office administration; Basic knowledge of Housing Code; Basic knowledge of the Housing Amendment Act (Act 4 of 2001); Knowledge of the filing system and record keeping. Skills needed: Good Listening; Written and verbal communication; Organisational; Problem Solving; Ability to work under pressure; Computer literacy (MS Word and Excel).
- DUTIES** : Assist in contract administration relating to Human Settlement development projects; Provide support to Senior Admin Officer and Assistant Director: Contract Administration; Assist with auxiliary and general support function; Assist with Human Resources related matters.
- ENQUIRIES** : Ms N Bobelo at Tel No: (021) 483 8407

- APPLICATIONS** : To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>
- POST 24/66** : **PROJECT SUPPORT CLERK: QUANTITY SURVEYING SERVICES, REF NO. DOI 100/2024**
- SALARY CENTRE REQUIREMENTS** : R216 417 per annum (Level 5)  
: Department of Infrastructure, Western Cape Government  
: Grade 12 (Senior Certificate or equivalent qualification); 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. Recommendation: Relevant experience; Knowledge and experience in BizProject, e-Works, BAS, My Content and SITS. Competencies: A good understanding of the following: Procurement procedures and applicable legislation. Skills needed: Proven computer literacy (MSWord, MS Excel, MS Outlook, MS PowerPoint); Good written and verbal communication; Recordkeeping; Ability to work under pressure; Ability to work independently and in a team.
- DUTIES** : Provide office administration support; Processing payments and other claims; Typing letters, submissions and providing reports; Assist with project and contract management; Compiling and processing of claims and payments; Assist with copying, filing, faxing and scanning of documentation within the component; Draft and type submissions, default letters, arrange meetings, agenda's, taking of minutes and general correspondence; Manage and prepare spreadsheets for statistics to produce reports on projects; Liaising with furniture contractors, storeroom control, distribution and tracking of documents; Coordination of training and liaison with service providers; Data capturing; Arrange dates for site visits and conduct inspection with project leaders.
- ENQUIRIES APPLICATIONS** : Mr S Oliver at Tel No: (021) 483 4816  
: To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>

#### **WESTERN CAPE MOBILITY DEPARTMENT**

- CLOSING DATE** : 29 July 2024
- NOTE** : Shortlisted candidates will be required to submit copies of their documentation for verification purposes. These candidates will be required to attend interviews on a date and time as determined by the department. The selection process will be guided by the EE targets of the employing department. Should you experience difficulties with your online application, kindly note that technical support (challenges with online application) is only available from Monday to Friday from 08:00 to 16.00. you may contact the helpline at 0861 370 214. Otherwise, all other queries relating to the position, kindly contact the enquiries person as indicated in the advert. Please ensure that you submit your application before the closing date as no late applications will be considered.

#### **OTHER POSTS**

- POST 24/67** : **AUDIT ADMINISTRATOR: TRAFFIC LAW ADMINISTRATION: METRO REF NO. WCMD 30/2024 (2 POSTS AVAILABLE)**
- SALARY CENTRE REQUIREMENTS** : R376 413 per annum (level 8)  
: Western Cape Mobility Department, Western Cape Government  
: An appropriate 3-year National Diploma/B-Degree (equivalent or higher qualification); A minimum of 3 years relevant eNaTIS and administrative experience; A valid Code B or higher driving licence or alternative mode of transport for people with disabilities. Competencies: Knowledge of the following: National Road Traffic Act, 1996 (Act 93 of 1996) and the National Road Traffic Regulations, 2000; National and Provincial eNaTIS Security Policy; National Traffic Information System (eNaTIS). Skills in the following: Numeracy; Literacy; Computer Literacy; Communication; Language; Project Management; Planning; Organising; Research; Analytical thinking; Problem-solving; Decision-making; Accounting; Finance and Audit; Economic, Financial and Statistical Analysis; Legal Administration; Analysis and processing of information.
- DUTIES** : Plan audit activities in line with Annual Performance Plan targets; Audit eNaTIS transactions performed at Registering Authorities; Compile and issue audit reports; Administrative duties in respect of audits performed.

- ENQUIRIES APPLICATIONS** : Mr CC Majiedt at Tel No: (021) 483 2073  
 : To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>
- POST 24/68** : **ADMINISTRATIVE OFFICER: TRAFFIC SUPPORT SERVICES (SOMERSET WEST), REF NO. WCMD 28/2024**
- SALARY CENTRE REQUIREMENTS** : R308 154 per annum (level 7)  
 : Western Cape Mobility Department, Western Cape Government  
 : An appropriate 3-year National Diploma/B-Degree (equivalent or higher qualification); A minimum of 1-year relevant administrative support experience in a traffic law enforcement working environment Competencies: Knowledge of the following: Organisational and management practices policies and operational functioning of the Chief Directorate; Sound knowledge of financial management, monitoring and reporting procedures and systems related to budget monitoring instrument, approved post list expenditure commitment reports; Strategic planning and monitoring and evaluation processes; General office administration and database management; General support systems; Information and Record Management/Administration; Administrative procedures and processes Procurement processes; Computer-based information systems. Skills needed: Numeracy; Literacy; Computer Literacy; Language skills; Project Management; Accounting, Finance and Audit; Economic, Financial and Statistical Analysis; Legal Administration.
- DUTIES** : Render administrative support services; Co-ordinate M&E activities and maintain the relevant systems; Provide support to the Traffic Centre for supply chain management activities; Render advice and liaise with regard to administrative matters; Supervisory functions.
- ENQUIRIES APPLICATIONS** : Mr J Mostert at Tel No: (065) 571 3198  
 : To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>
- POST 24/69** : **ADMINISTRATIVE OFFICER: TRAFFIC SUPPORT SERVICES (CALEDON), REF NO. WCMD 29/2024**
- SALARY CENTRE REQUIREMENTS** : R308 154 per annum (level 7)  
 : Western Cape Mobility Department, Western Cape Government  
 : An appropriate 3-year National Diploma/B-Degree (equivalent or higher qualification); A minimum of 1-year relevant administrative support experience in a traffic law enforcement working environment. Competencies: Knowledge of the following: Organisational and management practices policies and operational functioning of the Chief Directorate; Sound knowledge of financial management, monitoring and reporting procedures and systems related to budget monitoring instruments, approved post list, expenditure commitment reports; Strategic planning and monitoring and evaluation processes; General office administration and database management; General support systems; Information and Record Management/Administration; Administrative procedures and processes; Procurement processes; Computer-based information systems. Skills needed: Numeracy; Literacy; Computer Literacy; Language skills; Project Management; Accounting, Finance and Audit; Economic, Financial and Statistical Analysis; Legal Administration.
- DUTIES** : Render administrative support services; Co-ordinate M&E activities and maintain the relevant systems; Provide support to the Traffic Centre for supply chain management activities; Render advice and liaise with regard to administrative matters; Supervisory functions.
- ENQUIRIES APPLICATIONS** : Mr TD Qunta at Tel No: (028) 212 2875  
 : To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>
- POST 24/70** : **ADMINISTRATION CLERK: TRAFFIC SUPPORT SERVICES (MOSSEL BAY), REF NO. WCMD 31/2024**
- SALARY CENTRE REQUIREMENTS** : R216 417 per annum (Level 5).  
 : Western Cape Mobility Department, Western Cape Government  
 : Grade 12 (Senior Certificate or equivalent qualification). Recommendation: Relevant administrative support experience in a traffic law enforcement working environment. Competencies: Knowledge and understanding of the following: Clerical duties, practices as well as the ability to capture data,

operate computer and collecting statistics; Legislative framework governing the Public Service; Working procedures in terms of the working environment. Skills in the following: Planning and organising; Proven computer literacy; Good verbal and written communication.

**DUTIES** : 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 within the component.

**ENQUIRIES** : Ms R Sarikakis at Tel No: (044) 693 4545

**APPLICATIONS** : To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>

#### **DEPARTMENT OF THE PREMIER**

**CLOSING DATE** : 29 July 2024

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

#### **OTHER POSTS**

**POST 24/71** : **DEPUTY DIRECTOR: PRO-ACTIVE FORENSIC, REF NO. DOTP 37/2024**

**SALARY** : R849 702 per annum (All-inclusive salary package) (Level 11)  
**CENTRE** : Western Cape Mobility Department, Western Cape Government  
**REQUIREMENTS** : A 3-year B-Degree (or higher qualification) in the field of Forensics/ Commerce/ Law/Auditing; A minimum of 6 years' experience in pro-active or reactive forensics or a minimum of 3 years management experience in conducting forensic investigations in a forensic environment; A valid code B driving licence. Recommendation: Experience in forensic investigations within the public sector; Qualification of B.Com/Honours in Forensic Accountancy; Certified Fraud Examiner (CFE) or Certified Forensic Practitioner (CFP). Competencies: Knowledge of the following: National, provincial, and departmental legislation, policies and procedures; Fact-finding techniques and investigative procedures applicable to forensic auditors/investigators; Fraud risk assessment and forensic audit planning techniques; South African legal system; Inter-governmental relations; HR and administrative systems and processes; Financial management prescripts and processes. Skills in the following: Communication (written and verbal) skills; Well-developed research and legal writing; Well-developed analytical and problem solving; Proven computer literacy (understanding of ACL); Good forensic interviewing skills; The ability to develop and maintain a co-operative relationship with legislature, law enforcement and judiciary personnel; Problem-solving, negotiation skills; Ability to work under pressure; Goal orientated and driven.

**DUTIES** : Plan and monitor the execution of proactive strategies for the prevention of fraud, theft and corruption; Ensure appropriate strategies are in place to address fraud risk assessments and data analytics deliverables; Identify, determine and measure factors impacting on the successful implementation of anti-fraud and corruption strategies; Advise departmental stakeholders on alignment of departmental fraud prevention strategies to the Provincial strategy and assist with the drafting and approval of departmental Fraud Prevention Plans and Fraud Prevention Implementation Plans; Manage and develop processes aimed at improving sources of fraud Monitor submission of timesheets and productivity of team members against budget, determine validity of overruns and motivate any deviations to the Director and develop interventions where necessary.

**ENQUIRIES** : Ms W Hansby at Tel No: (021) 483 4593

**APPLICATIONS** : To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>



<b><u>POST 24/72</u></b>	:	<b><u>DEPUTY DIRECTOR: WORKFORCE PLANNING, REF NO. DOTP 38/2024</u></b>
<b><u>SALARY</u></b>	:	R849 702 per annum (All-inclusive salary package) (Level 11)
<b><u>CENTRE</u></b>	:	Western Cape Mobility Department, Western Cape Government
<b><u>REQUIREMENTS</u></b>	:	A 3-year Bachelor's degree (equivalent or higher qualification) in Industrial Psychology, Human Resource Management (HRM). A minimum of 3-years relevant experience in the field. At least 5 years of experience in middle management. Recommendation: A Degree in Industrial Psychology or Industrial Psychology as a major Experience in Strategic Human Resource Planning and/or Industrial Psychology. Comprehensive understanding of the DPSA Directive on HR Planning and the WCG People Management Strategy. Knowledge of global, regional, and local political, economic, and social affairs impacting on the provincial government of the Western Cape. Knowledge of Constitutional, legal, and institutional arrangements governing the South African public sector. Competencies: Knowledge of the following: Global, regional, and local political, economic, and social affairs impacting on the provincial government of the Western Cape. Constitutional, legal, and institutional arrangements governing the South African Public Sector. A comprehensive understanding of People Management (Human Resource Management) legislation and policies within a strategic context is essential. Workforce Planning (HR Planning). Skills in the following: Analysing (incl. Analytics). Creating and Innovating. Formulating Strategies & Concepts. Advanced Writing and Reporting skills. Deciding & Initiating Action skills. Delivering Results & Meeting Customer Expectations. Entrepreneurial and Commercial Thinking. Presenting and Communicating Information (Inc. Basic Consultancy Skills). Leading and Supervising skills. Learning & researching. Applying Expertise & Technology (incl. Intermediate Computer literacy in MS Office, namely MSWord, Excel, PowerPoint, Outlook).
<b><u>DUTIES</u></b>	:	Manage and provide a comprehensive strategic workforce planning service to ensure Workforce Plans are in place to address the current and future people capability needs of the eleven provincial departments. Manage the annually report on the implementation of the workforce planning interventions of the eleven provincial departments. Manage and provide an Annual People Management (PM) Planner support service to senior managers of the eleven provincial departments to assess their ongoing people capability needs. Manage and coordinate annually assess WC Provincial Departmental Workforce Plans and Reports for compliance and quality. Manage the "Office of the Premier" (OTP) role in respect of Workforce Planning in the Western Cape Province. Management responsibilities.
<b><u>ENQUIRIES</u></b>	:	Ms K Scholtz at Tel No: 021 483 6143
<b><u>APPLICATIONS</u></b>	:	To apply submit your application online only: via <a href="http://www.westerncape.gov.za/jobs">http://www.westerncape.gov.za/jobs</a> or <a href="https://westerncapegov.erecruit.co">https://westerncapegov.erecruit.co</a>
<b><u>POST 24/73</u></b>	:	<b><u>DEPUTY DIRECTOR: FORENSIC INVESTIGATIONS CLUSTER A, REF NO. DOTP 34/2024</u></b>
<b><u>SALARY</u></b>	:	R849 702 per annum (All-inclusive salary package) (Level 11)
<b><u>CENTRE</u></b>	:	Western Cape Mobility Department, Western Cape Government
<b><u>REQUIREMENTS</u></b>	:	qualification) in the field of Forensics/ Commerce/ Law/ Auditing; A minimum of 6 years functional (forensic investigations) experience or a minimum of 3 years management experience in conducting forensic investigations in a forensic services/ commercial crime environment; A valid code B driving licence. Recommendation: Experience in forensic investigations within the public sector; Qualification of B. Com/Honours in Forensic Accountancy; Certified Fraud Examiner (CFE) or Certified Forensic Practitioner (CFP).Competencies: Knowledge of the following: National, provincial, and departmental legislation, policies, and procedures; Fact-finding procedures applicable to techniques and investigative forensic auditors/investigators; forensic audit planning techniques; South African legal system; Inter-governmental relations; HR and administrative systems and processes; Financial management prescripts and processes. and processes. Skills in the following: Communication (written and verbal) skills; Well-developed research and legal writing; Well-developed analytical and problem solving; Proven computer literacy (understanding of ACL); Good forensic interviewing skills; The ability to develop and maintain a cooperative relationship with legislature, law enforcement and judiciary personnel; Problem-solving negotiation skills; Ability to work under pressure; Goal orientated and driven.

**DUTIES** : Forensic Services Methodology: Provide input into the Forensic Services Methodology maintenance and development process; Quality assurance: Continuous supervision in a team context, raising review/coaching notes and making sure that they are cleared on a timely basis; Manage the successful investigation and prosecution of cases of fraud, theft and corruption; Investigation of cases: Investigation of allegations and/or irregularities allocated, within the agreed methodology, service level agreements and timeframes; Report and progress monitoring: Draft factual reports which include appropriate findings and recommendations and Project Management: Allocate and monitor investigations in order to maximise efficiencies; Institutional Knowledge Management: Implement systems to ensure maintenance of institutional knowledge; Regular liaison with stakeholders: Progress meetings with client departments where required.

**ENQUIRIES** : Ms W Hansby at Tel No: (021) 483 4593  
**APPLICATIONS** : To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>

**POST 24/74** : **ASSISTANT DIRECTOR: JOB DESIGN, REF NO. DOTP 28/2024**

**SALARY** : R444 036 per annum (level 9)  
**CENTRE** : Western Cape Mobility Department, Western Cape Government  
**REQUIREMENTS** : An appropriate 3-year National Diploma/B-Degree (equivalent or higher qualification); A minimum of 3 years administrative experience in organisation development or related; 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. Recommendation: Knowledge of the appropriate job evaluation System; Research methods/statistics (action research, quantitative and qualitative) and Working knowledge of organisation development theory, practice and techniques with regard to organisation design, process development and improvement and behaviour. Competencies: Knowledge of the following: Benchmarking; Disciplinary and grievance procedures Organisational performance as they relate to the field of organisation development; Mentoring and coaching practices; National and provincial instruments and legislation pertaining to human resources management, financial management and supply chain management; Policies of the government of the day (national and provincial); Project management. Skills needed: Numeracy; Project management; Computer literacy; Accounting Finance and Audit and Communication (written and verbal).

**DUTIES** : Deliver departmental work organisation capacity services; Deliver transversal job design services; Deliver on transversal organisation design and alignment; Deliver on transversal service delivery initiatives; Deliver a practice enablement and development service; Plan, execute and monitor project(s); Supervise Organisation Development Practitioners.

**ENQUIRIES** : Ms M McClusky at Tel No: (021)4669518  
**APPLICATIONS** : To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>

**POST 24/75** : **CHIEF HUMAN RESOURCE CLERK: APPOINTMENTS AND COMPENSATION, REF NO. DOTP 33/2024**

**SALARY** : R308 154 per annum (level 7)  
**CENTRE** : Western Cape Mobility Department, Western Cape Government  
**REQUIREMENTS** : Senior Certificate (Grade 12 or equivalent qualification); A minimum of 3 years relevant experience. Recommendation: Working knowledge of the following: Appointments and Compensation; PERSAL certification; Experience in acting allowances and complex calculations including OSD. Competencies: Knowledge of the following: National and Provincial instruments and legislation pertaining to human resources management with specific reference to the Public Service Amendment Act, Public Service Regulations, Compensation for Occupation Injuries and Diseases Act and Labour Relations Act; Registry duties, practices as well as the ability to capture data, operate computer; PERSAL systems. Skills needed: Proven computer literacy in MS Office Package (Word, Excel, PowerPoint); Communication (written, verbal and presentation); Strong leadership; Planning and organizing; Ability to Analyse, conceptualize and implement policies and procedures; Conflict resolutions.

**DUTIES** : Supervise and undertake the more complex implementation and maintenance of people management administration practices: Render all administrative

service related to appointments and payroll matters i.e. appointment nominated candidates on PERSAL, Appointment and Payments of temporary workers and promotions, Transfers within or into the WCG, secondments and acting appointments Verification of qualification; Handle people management administrative related enquiries; Perform supervisory tasks: Motivate, train and guide staff; Administer requests for Acting with Remuneration in accordance with Acting policy.

**ENQUIRIES** : Ms W Ponoyi-Dlabane at Tel No: (021) 483 0832  
**APPLICATIONS** : To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>

**POST 24/76** : **SUPPLY CHAIN MANAGEMENT CLERK: ASSET MANAGEMENT (2 POSTS AVAILABLE), REF NO. DOTP 32/2024**

**SALARY** : R216 417 per annum (level 5)  
**CENTRE** : Western Cape Mobility Department, Western Cape Government  
**REQUIREMENTS** : Grade 12 (Senior Certificate or equivalent qualification). Recommendation: Relevant experience in asset management; warehouse management; inventory management environments. 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: 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.

**DUTIES** : 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).

**ENQUIRIES** : Ms I Oliphant at Tel No: (021) 483 3395  
**APPLICATIONS** : To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>

**POST 24/77** : **REGISTRY CLERK: PEOPLE MANAGEMENT RECORDS, REF NO. DOTP 36/2024**

**SALARY** : R216 417 per annum (Level 5)  
**CENTRE** : Western Cape Mobility Department, Western Cape Government  
**REQUIREMENTS** : Grade 12 (Senior Certificate or equivalent qualification). Recommendation: Registry environment experience; Ability to do physically demanding work within a registry environment. Competencies: Knowledge of the following: Relevant legislation and regulations relating to registry functions; The storage and retrieval procedures in terms of the Registry working environment; Registry duties and practices; Record-keeping procedures; Communication (written and verbal) skills; Proven computer literacy skills in MS Office; Excellent customer service skills; Must be able to meet the physical demands of the job.

**DUTIES** : Responsible for the safe-keeping of all official documents, and the proper filing of records which includes the classification, neat and correct placing of material in files; Issue and receive files (individual file requests and bulk file requests) using a document tracking system, to clients as requested; Responsible for file transfers into and out of the Corporate Services Centre; Process documents for archiving and disposal; Provide a Registry counter service; Assist with the document control function; The receipt, opening and sorting of post; Dispatch of outgoing post; Provide general support services to the registry; Scanning of documents into electronic system.

**ENQUIRIES** : Mr L Gqoboka at Tel No: (021) 483 4707  
**APPLICATIONS** : To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>

#### **DEPARTMENT OF SOCIAL DEVELOPMENT**

**CLOSING DATE** : 29 July 2024

**NOTE** : Shortlisted candidates will be required to submit copies of their documentation for verification purposes. These candidates will be required to attend interviews on a date and time as determined by the department. The selection process

will be guided by the EE targets of the employing department. Should you experience difficulties with your online application, kindly note that technical support (challenges with online application) is only available from Monday to Friday from 08:00 to 16.00. you may contact the helpline at 0861 370 214. Otherwise, all other queries relating to the position, kindly contact the enquiries person as indicated in the advert. Please ensure that you submit your application before the closing date as no late applications will be considered.

#### OTHER POSTS

**POST 24/78** : **SOCIAL WORK MANAGER: REGIONAL OFFICE (WEST COAST), REF NO. DSD 48/2024**

**SALARY** : Grade 1: R920 082 – R1 052 016 per annum  
Grade 2: R1 094 508 – R1 289 274 per annum (as prescribed by OSD)

**CENTRE REQUIREMENTS** : Department of Social Development, Western Cape Government  
: Formal tertiary qualification in Social Work (e.g. Bachelor of Social Work) that allows professional registration with the South African Council for Social Service Professions (SACSSP); Compulsory registration with SACSSP as a Social Worker; A minimum of 10 years appropriate/ recognisable experience in social work after registration as Social Worker with the SACSSP. Recommendation: A valid driving licence. Competencies: Knowledge of the following: Analytic, diagnostic, assessment tools, evaluation methods and processes (Social Work); Personnel Management; Supervision Framework for Social Work profession; Social Welfare and Community Development legislation related to children; Social Welfare and Community Development theory and interventions; Information and Knowledge Management; Protocol and professional ethics; The following skills: Organising and planning; Project planning; Psychosocial intervention; Conflict management; Proven computer literacy; Written and verbal communication skills.

**DUTIES** : Provide a Social Welfare and Community Development service of the highest, most advanced and specialised nature within a defined area(s) of specialisation with regard to the care, support, protection and development of vulnerable individuals, groups, families and communities through the relevant programmes in partnership with stakeholders. Attend to any other matters that could result in, or stem from, social instability in any form; Facilitate the development and planning of programmes and interventions to render a social welfare and community development service through the efficient, economical and effective utilisation of financial resources; Management of service delivery area(s) (unit(s)) to ensure that an efficient and effective social welfare and community development service is delivered through the efficient and effective utilisation of human resources; Plan and ensure that social welfare and community development research are undertaken; Undertake complex social welfare and community development research. Perform and/or ensure that all the administrative functions required in the service delivery area(s) are performed; Keep up to date with new developments in the Social Welfare and Community Development field; Supervise all the administrative functions required in the service delivery area(s) and undertake the higher-level administrative functions.

**ENQUIRIES APPLICATIONS** : Ms A van Reenen at Tel No: (021) 483 0567  
: 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 24/79** : **ASSISTANT DIRECTOR (FUNDING): COMMUNITY AND PARTNERSHIP DEVELOPMENT, REF NO. DSD 51/2024**

**SALARY** : R444 036 per annum (level 9)  
**CENTRE** : Department of Social Development, Western Cape Government  
**REQUIREMENTS** : An appropriate 3-year B Degree/ Advance Diploma (equivalent or higher qualification) in Finance; A minimum of 3 years relevant administrative experience in a financial environment. Competencies: Knowledge of the following: Public Financial Management (PFMA); Budgeting processes and techniques; Supply Chain Management (SCM); Legislative Regulatory Framework; Safeguarding of source documents; Financial/SCM Information Systems (BAS / LOGIS); Departmental policies and procedures. Skills: Communication (written and verbal); Proven computer literacy; Report writing

- and formulations; Presentation; Negotiation; Numeracy and analytical thinking; Planning and organising.
- DUTIES** : Manage the implementation of the uniform policy for programme funding; Develop SOPs in alignment with funding policy and funding operational tools; Capacitate programmes in terms of funding operational tools; Assist the programmes with the calculation of allocation for transfer funding. Validation of the following prescribed documents for payment: Transfer Payment Agreements (TPA's) for correctness against approved funding submission; Information on source documents for compliance with prescripts and legislation; Subsidies payable against approved allocation as per TPA and submit to manager changes in TPA /details of NPO verify and monitor source documents; Ensure correctness of the NPO data base, Uniform funding cycle (UFC) including all relevant data bases/systems; Submit consolidated payment report to supervisor and perform necessary follow ups with relevant role players; Manage compliance (TPA and business plan) and identify non-compliance with prescribed policy / legislation and funding conditions; Manage the documentation in relation to audit processes; Receive appraisal grid and funding submission and distribute to relevant staff members; Receive and distribute activation sheet and confirm receipt of any outstanding documents with the programmes / NPO's; Ensure submission of AFS by NPO's and check compliance; Compile consolidated AFS update/summary including financial consistencies or irregularities, balance sheet and income statement assets and liabilities, calculate debt and liquidity ratio on prescribed template and distribute to all relevant role players; People Management
- ENQUIRIES** : Mr T Majela at Tel No: (021) 483 2524
- APPLICATIONS** : To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>
- POST 24/80** : **ASSISTANT DIRECTOR: KNOWLEDGE MANAGEMENT, REF NO. DSD 43/2024**
- SALARY** : R444 036 per annum (level 9)
- CENTRE** : Department of Social Development, Western Cape Government
- REQUIREMENTS** : An appropriate 3-year National Diploma/B Degree (equivalent or higher qualification); A minimum of 3 years relevant experience in a knowledge management working environment. A valid code B (or higher) driving license. NB People with disabilities that restrict driving abilities, but who have reasonable access to transport, may also apply. Competencies: Knowledge of the following: Public Service legislation, including POPI Act, PAIA, PAJA; Management and people management principles; Financial management; Records management systems; Electronic content management; Policies and prescripts related to records and knowledge management; Project management. Skills in the following: Written, verbal and liaison communication; Computer literacy; Planning and organising; Problem-solving; Facilitation and presentation; Analytical; Operational planning and innovation.
- DUTIES** : Identify, implement, and maintain knowledge and information services; Convert tacit and implicit knowledge into institutional knowledge; Publish and disseminate management information generated within the department; Manage the process of obtaining access to management and other information generated within the department; People management.
- ENQUIRIES** : Mr K Marthinus at Tel No: (021) 483 8833
- APPLICATIONS** : To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>
- POST 24/81** : **ASSISTANT DIRECTOR: MONITORING (CRIME PREVENTION AND SUPPORT), REF NO.DSD 45/2024**
- SALARY** : R444 036 per annum (level 9)
- CENTRE** : Department of Social Development, Western Cape Government
- REQUIREMENTS** : An appropriate 3-year B- Degree/Advance Diploma (equivalent or higher qualification); A minimum of 3 years relevant experience. Competencies: Knowledge of the following: Applicable policies, legislation, guidelines, standards, procedures and best practices; Public service procedures; Policy formulation; Policy analysis; Monitoring and evaluation; Information and knowledge management; Dispute resolution/conflict management; Ability to interpret and apply relevant policies and procedures; Skills needed: Project

		management; Global, regional and local political, economic and social affairs impacting on the; Communication (written and verbal).
<b><u>DUTIES</u></b>	:	Develop monitoring and review systems: Evaluate the current systems and recommend improvement; Develop and oversee the implementation of monitoring tools and systems Financial and Governance Assessment: Oversee site visits and quality assure the administering of quarterly and annual compliance assessments including site visits; Quality assure: Monitoring reports and the completion of the appraisal grid; Ensure the analyses of progress reports and development of corrective measures; Verify the data submitted via reports; Draft guidelines on required monitoring processes and procedures; Support managers and other staff in their monitoring actions, including the setting of standards; Manage information (data, knowledge, wisdom) by applying tools and technologies to inform decision-making in government operations, produce reports, enhance service delivery, support transparency, support integration /collaboration across departments government spheres; Human Resource Management: Motivate, train and guide staff within the component to achieve and maintain excellence in service delivery; Actively manage the performance, evaluation and rewarding of staff to achieve agreed key responsibilities areas that derive from component's plans; Monitor information capacity building and promote sound labour relations within the Division.
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	Mr A Rykief at Tel No: (021) 483 9939
	:	Only applications submitted online will be accepted. To apply submit your application online only: via <a href="http://www.westerncape.gov.za/jobs">http://www.westerncape.gov.za/jobs</a> or <a href="https://westerncapegov.erecruit.co">https://westerncapegov.erecruit.co</a>
<b><u>POST 24/82</u></b>	:	<b><u>MANAGER EDUCATION: EDUCATION REF NO. DSD 46/2024</u></b>
<b><u>SALARY CENTRE</u></b>	:	R444 036 per annum (level 9)
	:	Department of Social Development, Western Cape Government (Various Posts Available in Kraaifontein Roar and Vredelus In Elsies River),
<b><u>REQUIREMENTS</u></b>	:	An appropriate 4-year tertiary qualification (or higher qualification) in Education; Registration with SACE; A minimum of 5 years' experience as an Educator. Recommendation: Experience as a manager in the Education sector. Competencies: Knowledge of the following: Applicable policies and procedures; Public Service procedures; 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.
<b><u>DUTIES</u></b>	:	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.
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	Ms D Baugaard at Tel No: (021) 826 5972
	:	Only applications submitted online will be accepted. To apply submit your application online only: via <a href="http://www.westerncape.gov.za/jobs">http://www.westerncape.gov.za/jobs</a> or <a href="https://westerncapegov.erecruit.co">https://westerncapegov.erecruit.co</a>
<b><u>POST 24/83</u></b>	:	<b><u>COMMUNICATION OFFICER: COMMUNICATION (BPM), REF NO. DSD 52/2024</u></b>
<b><u>SALARY CENTRE</u></b>	:	R376 413 per annum (level 8)
	:	Department of Social Development, Western Cape Government
<b><u>REQUIREMENTS</u></b>	:	An appropriate 3-year National Diploma/B-Degree or higher qualification; A minimum of 1-year relevant experience. Competencies: Knowledge of the following: Applicable policies, legislation, guidelines, standards, procedures and best practices; Public Service procedures; Communication policy and strategies; Global, regional and local political, economic and social affairs impacting on the PGWC; Events management; Media liaison practices; Proven

		computer literacy in MS Office; The following skills: Communication (written and verbal); Problem-solving; thinking; Project Organising; Analytical management; Research; Ability to interpret and apply relevant policies and procedures.
<b><u>DUTIES</u></b>	:	Develop, monitor, and enhance the department's corporate identity and brand; awareness campaigns; Develop and implement communication campaigns and products; Design and roll out above-the-line communication campaigns and products in collaboration with relevant stakeholders (programmes, regions and facilities); Provide a media liaison service; Develop proactive media events in collaboration with the Media Liaison Officer in the MEC's office.
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	Ms E Lewis at Tel No: (021) 483 5445
	:	To apply submit your application online only: via <a href="http://www.westerncape.gov.za/jobs">http://www.westerncape.gov.za/jobs</a> or <a href="https://westerncapegov.erecruit.co">https://westerncapegov.erecruit.co</a>
<b><u>POST 24/84</u></b>	:	<b><u>ADMINISTRATIVE OFFICER (MONITORING): OLDER PERSONS, REF NO. DSD 42/2024</u></b>
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R376 413 per annum (level 8)
	:	Department of Social Development, Western Cape Government
	:	An appropriate 3-year B-degree (equivalent or higher qualification); A minimum of 1-year relevant experience. Competencies: Knowledge of the following: Knowledge of Monitoring and evaluation system; Applicable legislation; Norms and standards; Information management; Public administration. Skills needed: Problem-solving and decision-making; Creative thinking; Written and verbal communication; Planning and organising.
<b><u>DUTIES</u></b>	:	Assist with the development of monitoring and review systems; Conduct Financial and governance assessments for existing and new NPO's; Monitor and review services rendered by the NPO in line with the Provincial /National policy frameworks; Administration of the Non-Financial Data (NFD) process.
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	Ms D Fortuin at Tel No: (021) 483 3992
	:	To apply submit your application online only: via <a href="http://www.westerncape.gov.za/jobs">http://www.westerncape.gov.za/jobs</a> or <a href="https://westerncapegov.erecruit.co">https://westerncapegov.erecruit.co</a>
<b><u>POST 24/85</u></b>	:	<b><u>ADMINISTRATIVE OFFICER (MONITORING): VICTIM EMPOWERMENT, REF NO. DSD 44/2024</u></b>
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R376 413 per annum (level 8)
	:	Department of Social Development, Western Cape Government
	:	An appropriate 3-year National Diploma/B-degree (equivalent or higher qualification); A minimum of 1 year relevant experience. Competencies: Knowledge of the following: Knowledge of Monitoring and evaluation system; Applicable legislation; Norms and standards; Information management; Public administration. Skills needed: Problem-solving and decision-making; Creative thinking; Written and verbal communication; Planning and organising.
<b><u>DUTIES</u></b>	:	Assist with the development of monitoring and review systems; Conduct Financial and governance assessments for existing and new NPO's; Monitor and review services rendered by the NPO in line with the Provincial /National policy frameworks; Administration of the Non-Financial Data (NFD) process.
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	Ms R Botha at Tel No: (021) 483 4303
	:	Only applications submitted online will be accepted. To apply submit your application online only: via <a href="http://www.westerncape.gov.za/jobs">http://www.westerncape.gov.za/jobs</a> or <a href="https://westerncapegov.erecruit.co">https://westerncapegov.erecruit.co</a>
<b><u>POST 24/86</u></b>	:	<b><u>SOCIAL WORKER: SOCIAL WORK SERVICES REF NO. DSD 49/2024</u></b>
<b><u>SALARY</u></b>	:	Grade 1: R308 247 – R362 439 per annum Grade 2: R376 417 – R436 014 per annum Grade 3: R452 667 – R532 113 per annum Grade 4: R554 919 – R 687 918 per annum (OSD as prescribed).
<b><u>CENTRE</u></b>	:	Department of Social Development, Western Cape Government (Various Posts Available in Metro South Region)
<b><u>REQUIREMENTS</u></b>	:	A formal 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; <b>Grade 1:</b> No experience; <b>Grade 2:</b> 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. Recommendation: 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: Relevant legislation, policy and prescripts (norms and standards); Supervision framework for Social Workers; Knowledge and understanding of human behaviour and social systems as well as 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; Social dynamics, work values and principles; Developing and empowering others; Skills to challenge structural sources of poverty, inequality, oppression, discrimination and exclusion; The ability and competence to assist, develop, advocate for and empower individuals, families, groups, organisations, communities to enhance their social functioning and their problem solving capabilities; The ability to promote, restore, maintain, advocate for and enhance the functioning of individuals, families, groups and communities enabling them to accomplish tasks, prevent and alleviate distress and use resources effectively; Proven computer literacy; Report writing skills; Self-Management skills; Good planning and organisational skills; Presentation and facilitation skills; Client orientation and customer focus; Understanding and ability to provide social work services towards protecting people who are vulnerable, at risk and unable to protect themselves.

**DUTIES** : 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 matters that results in or stems from social instability in any form; Supervise and support social auxiliary workers; Keep up to date with new developments in the social work and social welfare fields; Perform all administrative functions required of the job.

**ENQUIRIES** : Mr K Brink at Tel No: (021) 834 7000  
**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 24/87** : **SOCIAL WORKER: SOCIAL WORK SERVICES REF NO. DSD 56/2024**

**SALARY** : Grade 1: R308 247 – R362 439 per annum  
 Grade 2: R376 417 – R436 014 per annum  
 Grade 3: R452 667 – R532 113 per annum  
 Grade 4: R554 919 – R687 918 per annum (OSD as prescribed).

**CENTRE** : Department of Social Development, Western Cape Government (Various Posts in Metro East Region)

**REQUIREMENT** : A formal 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. Recommendation: 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: Relevant legislation, policy and prescripts (norms and standards); Supervision framework for Social Workers; Knowledge and understanding of human behaviour and social systems as well as skills to intervene at the points where people interact with their environments in order to promote social wellbeing; Social Work theory and interventions; Information and Knowledge Management; Protocol and professional ethics; Social dynamics, work values



and principles; Developing and empowering others; Skills to challenge structural sources of poverty, inequality, oppression, discrimination and exclusion; The ability and competence to assist, develop, advocate for and empower individuals, families, groups, organisations, communities to enhance their social functioning and their problem solving capabilities; The ability to promote, restore, maintain, advocate for and enhance the functioning of individuals, families, groups and communities enabling them to accomplish tasks, prevent and alleviate distress and use resources effectively; Proven computer literacy; Report writing skills; Self-Management skills; Good planning and organisational skills; Presentation and facilitation skills; Client orientation and customer focus; Understanding and ability to provide social work services towards protecting people who are vulnerable, at risk and unable to protect themselves.

**DUTIES** : 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 matters that results in or stems from social instability in any form; Supervise and support social auxiliary workers; Keep up to date with new developments in the social work and social welfare fields; Perform all administrative functions required of the job.

**ENQUIRIES APPLICATIONS** : Mr Q Arendse at Tel No: (021) 763 6206  
 : To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>

**POST 24/88** : **REGISTRY CLERK: RECORDS MANAGEMENT, REF NO. DSD 47/2024**

**SALARY CENTRE REQUIREMENTS** : R216 417 per annum (level 5)  
 : Department of Social Development, Western Cape Government  
 : Grade 12 (Senior Certificate or equivalent qualification). Recommendation: 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: A good understanding of the following: Registry duties, practices as well as the ability to capture data and operate a computer; Legislative framework governing the public service; Storage and retrieval procedures; Understanding registry work; Skills needed: Proven computer literacy; Planning and organising; Written and verbal communication; Problem-solving.

**DUTIES** : Provide register counter services; Handle incoming and outgoing correspondence; Render an effective filing and record management service; Operate office machines in relation to the registry function; Process documents for archiving and disposal.

**ENQUIRIES APPLICATIONS** : Ms C Swartz at Tel No: (021) 483 602  
 : To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>

**POST 24/89** : **ADMINISTRATION CLERK: SERVICES TO PEOPLE WITH DISABILITIES, REF NO. DSD 50/2024**

**SALARY CENTRE REQUIREMENTS** : R216 417 per annum (level 5)  
 : Department of Social Development, Western Cape Government  
 : Grade 12 (Senior Certificate or equivalent qualification). Recommendation: Relevant experience. Competencies: Relevant job knowledge; Skills needed: Literacy and numeracy; Presentation; Decision-making; Proven computer literacy; Verbal and written communication; Interpersonal; Flexibility; Planning and organising.

**DUTIES** : Render general clerical support services; Provide supply chain clerical support services within sub-directorate; Provide personnel administration clerical support; Provide financial administration support services.

**ENQUIRIES APPLICATIONS** : Ms L Sylvester-Rose at Tel No: (021) 483 4015  
 : To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>

**POST 24/90** : **CUSTOMER CARE ASSISTANT: REF NO. DSD 53/2024**  
 (Various Posts Available in Metro East Region)

**SALARY CENTRE** : R216 417 per annum (level 5)  
 : Department of Social Development, Western Cape Government

<b><u>REQUIREMENTS</u></b>	:	Grade 12 (Senior Certificate or equivalent qualification); Relevant customer care experience. Recommendation: None. Competencies: A good understanding of the following: Customer care; Customer care surveys; Social welfare services; Internal and external marketing and communication processes; Functions, programs and projects of the Department of Social Development; Information in the Department of Social Development domain; Communication (written and verbal) skills; Proven computer literacy in MS Office packages; Sound organising and planning skills; Conflict resolution skills; Ability to work under pressure and meet deadlines; Negotiation skills.
<b><u>DUTIES</u></b>	:	Perform front desk services by receiving and referring clients; Provide dispatch call service; Ensure register is signed and accurately completed; Facilitate all complaints and escalate accordingly; Compile a monthly local office report regarding enquiries or complaints as well as walk-in statistics; Provide information to clients regarding available services; Assist clients on how to access services from the department; Render general administrative support services and maintain a record system.
<b><u>ENQUIRIES</u></b>	:	Ms C Chandler at Tel No: (021) 812 0940.
<b><u>APPLICATIONS</u></b>	:	To apply submit your application online only: via <a href="http://www.westerncape.gov.za/jobs">http://www.westerncape.gov.za/jobs</a> or <a href="https://westerncapegov.erecruit.co">https://westerncapegov.erecruit.co</a>
<b><u>POST 24/91</u></b>	:	<b><u>CUSTOMER CARE ASSISTANT: WITZENBERG-CUSTOMER CARE, REF NO. DSD 55/2024</u></b>
<b><u>SALARY</u></b>	:	R216 417 per annum (level 5)
<b><u>CENTRE</u></b>	:	Department of Social Development, Western Cape Government
<b><u>REQUIREMENTS</u></b>	:	Grade 12 (Senior Certificate or equivalent qualification); Relevant customer care experience. Recommendation: None. Competencies: A good understanding of the following: Customer care; Customer care surveys; Social welfare services; Internal and external marketing and communication processes; Functions, programs and projects of the Department of Social Development; Information in the Department of Social Development domain; Communication (written and verbal) skills; Proven computer literacy in MS Office packages; Sound organizing and planning skills; Conflict resolution skills; Ability to work under pressure and meet deadlines; Negotiation skills.
<b><u>DUTIES</u></b>	:	Professoriate; accordingly, by receiving and referring clients; Provide dispatch call service; Ensure register is signed and accurately completed; Facilitate all complaints and escalate accordingly; Compile a monthly local office report regarding enquiries or complaints as well as walk-in statistics; Provide information to clients regarding available services; Assist clients on how to access services from the department; Render general administrative support services and maintain a record system.
<b><u>ENQUIRIES</u></b>	:	Ms E Van Dyk at Tel No: (023) 814 2818.
<b><u>APPLICATIONS</u></b>	:	To apply submit your application online only: via <a href="http://www.westerncape.gov.za/jobs">http://www.westerncape.gov.za/jobs</a> or <a href="https://westerncapegov.erecruit.co">https://westerncapegov.erecruit.co</a>
<b><u>POST 24/92</u></b>	:	<b><u>STAFF NURSE: PROFESSIONAL SERVICES REF. NO DSD 54/2024</u></b>
<b><u>SALARY</u></b>	:	Grade 1: R209 112 - R237 441 per annum Grade 2: R248613 - R283 347 per annum Grade 3: R290 805 - R362 187 per annum (OSD as prescribed)
<b><u>CENTRE</u></b>	:	Department of Social Development, Western Cape Government (Various Posts Available in Clanwilliam, Kraaifontein Roar, Vredelus and Sivuyile Residential)
<b><u>REQUIREMENTS</u></b>	:	<b>Grade 1:</b> Qualification that allows registration with the SANC as Staff Nurse; Registration with the SANC as Enrolled Nurse. <b>Grade 2:</b> Qualification that allows registration with the SANC as Staff Nurse; Registration with the SANC as Enrolled Nurse; A minimum of 10 years appropriate/recognisable experience in nursing after registration with the SANC as Enrolled Nurse. <b>Grade 3:</b> Qualification that allows registration with the SANC as Staff Nurse; Registration with the SANC as Enrolled Nurse; A minimum of 20 years appropriate/recognisable experience in nursing after registration with the SANC as Enrolled Nurse. Competencies: Knowledge of the following: Nursing care processes and procedures, nursing statutes; 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 act; Written and verbal communication skills; Elementary facilitation skills; Responsiveness

**DUTIES** : Development and implementation of basic patient care plans: Ensure maintenance hygiene; Sustain nutritional of patient hygiene; Sustain nutritional status of patients; Facilitate the mobility of patients; Facilitate the elimination processes; Provide basic clinical nursing care: Measure, interpret and record vital signs; Operate all relevant apparatus and equipment; Assist professional nurses with clinical procedures (i.e. administering of intramuscular injections); Preparation of patients for diagnostic and surgical procedures; Effective utilisation of resources: Order stock and equipment in a cost-effective manner; Report loss or damage immediately; Maintain professional growth/ethical standards and self-development: To maintain the code of conduct as required in the Public Service and by the Professional Body; Seek learning opportunities, i.e. in-service training, courses

**ENQUIRIES APPLICATIONS** : Ms Siebritz at Tel No: (021) 482 1902  
: To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>

**POST 24/93** : **CHILD AND YOUTH CARE TEAM LEADER: PROFESSIONAL SERVICES REF NO DSD 31/2024 R1**

**SALARY CENTRE** : Grade 1: R193 125 - R218 673 per annum, (OSD as prescribed)  
: Department of Social Development, Western Cape Government (Various Posts Available in Clan William, Bonnytoun, Horizon, Outeniekwa, De Novo And Roar),

**REQUIREMENTS** : Grade 12 (Senior Certificate or equivalent qualification); A minimum of 7 years appropriate experience in child and youth care work after obtaining the required qualification; A valid code B driving licence. Recommendation: Registration as an auxiliary or above Child and Youth Care practitioner. Competencies: Knowledge of the following: Developmental programmes and interventions; Clerical/ administrative procedures; Rules and procedures of the Care Centre; Professional norms and standards; Professional ethics; Skills in the following: Proven computer literacy; Written and verbal communication; Ability to intervene and resolve conflict; Report writing; Presentation and facilitation; Planning and organising; Work effectively with social workers and members of multi-sectoral teams in social service delivery.

**DUTIES** : Serve as a team leader for child and youth care workers during shifts; Oversee following: Admission and the related activities of residents to the facility; Access of residents to medical services; Implementation of planned developmental, recreational and therapeutic programmes; Basic life space work; Continuous supervision; Facilitate handover of shifts; Undertake inspections during shifts and report on incidents and problems identified; Perform administrative work relevant to the job; Oversee the completion of daily registers e.g. log books, medication registers, incident reports etc.; Ensure that attendance registers are signed and kept up to date; Perform all the clerical functions required; Render care services to residents; Continuous professional development.

**ENQUIRIES APPLICATIONS** : Ms B Nicholas at Tel No: (044) 803 7508  
: To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>