

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

<u>APPLICATIONS</u>	:	Only applications submitted online will be accepted. To apply submit your application online only: via http://www.westerncape.gov.za/jobs or https://westerncapegov.erecruit.co
<u>CLOSING DATE</u>	:	20 October 2025
<u>NOTE</u>	:	Shortlisted candidates will be required to submit copies of their documentation for verification purposes. These candidates will be required to complete a practical assessment and attend interviews on a date and time as determined by the department. The selection process will be guided by the EE targets of the employing department. Should you experience difficulties with your online application, kindly note that technical support (challenges with online application) is only available from Monday to Friday from 08:00 to 16:00. you may contact the helpline at 0861 370 214. Otherwise, all other queries relating to the position, kindly contact the enquiries person as indicated in the advert. Please ensure that you submit your application before the closing date as no late applications will be considered.

OTHER POSTS

<u>POST 35/224</u>	:	<u>SCIENTIST (PRODUCTION LEVEL): PLANT PATHOLOGY (EISENBURG)</u> <u>REF NO: AGR 71/2025</u>
<u>SALARY</u>	:	Grade A: R761 157 per annum, (OSD as prescribed) Grade C: R1 144 008 per annum, (OSD as prescribed)
<u>CENTRE</u>	:	Department of Agriculture, Western Cape Government
<u>REQUIREMENTS</u>	:	An appropriate Science Degree BSc (Hons) or equivalent in Plant Pathology; Compulsory registration with SACNASP as a Professional Natural Scientist in the appropriate field of practice; A minimum of 3 years post-qualification natural scientific experience in Plant Pathology; A valid driving licence. Competencies: Comprehensive knowledge of the following: Plant pathology and managing plant health is required; Management in multidisciplinary cropping systems of the Western Cape for optimal plant health, production and sustainability; Planning skills that involves managing a complex systems trial, as well as the large data sets involved; A proven record of participation in the scientific process, as indicated by contributions at local and overseas scientific conferences, study tours, peer reviewed papers published in scientific journals and accredited conference proceedings, and papers in the popular press in this research area; Skills in the following: Communication skills at production and scientific level: Research connections with academic institutes involved in cropping systems and agronomy are recommended; Contact with industry and producers is important; Computer literacy in MS Office (Word, Excel, PowerPoint).
<u>DUTIES</u>	:	Participate with problem identification, problem definition and the prioritization of research needs in the field of plant pathology and crop health management in accordance with the departmental strategic plan to ensure that relevant and applicable research is conducted; Conduct scientifically accountable, innovative and advanced research trials (on-site) to ensure that cutting edge research is conducted and an information source is available for sustainable agricultural practices; Conduct statistical analysis, interpret results, formulate conclusions and present research findings to all relevant stakeholders and beneficiaries; Perform all administrative and related functions; Keep up to date with applicable prescripts, policies, procedures, technologies and new developments to be able to render an efficient and effective Research service. The following will be advantageous: MSc Agric degree in Plant Pathology; Experience in plant diseases in field crops and/or grain cropping systems; A comprehensive knowledge of field crop diseases, which includes an in-depth knowledge of field trials and associated conservation agriculture strategies; Knowledge of conservation agricultural and regenerative agricultural systems; A proven record of participation in the scientific process, as indicated by contributions at local and overseas scientific conferences, study tours, peer reviewed papers published in scientific journals and accredited conference proceedings, and papers in the popular press in this

		research area; Research connections with academic institutes involved in agronomy research, are recommended.
<u>ENQUIRIES</u>	:	Ms A Swanepoel Tel No: (021) 808 5320
<u>POST 35/225</u>	:	<u>LECTURER: HORTICULTURE & POMOLOGY (ELSENBURG) REF NO: AGR 72/2025</u>
<u>SALARY</u>	:	R397 116 - R467 790 per annum (Level 08)
<u>CENTRE</u>	:	Department of Agriculture, Western Cape Government
<u>REQUIREMENTS</u>	:	An appropriate 4-year BSc degree (equivalent or higher qualification) majoring in Horticulture; A minimum of 3 years appropriate experience in Horticulture; A valid driving license (Code B or higher). Competencies: Proven knowledge of Pome fruit, Stone fruit, and Citrus fruit production; Skills in the following: Written and verbal communication; Proven computer literacy; Leadership, planning and organising; Formal training and presentation.
<u>DUTIES</u>	:	Prepare lesson plans and present practical, theoretical and/or short courses; Renewal and development of course material and study guides; Assessment of students; Administrative responsibility; Keep abreast of applicable prescripts, policies, procedure, technologies and new developments in the subject field.
<u>ENQUIRIES</u>	:	Ernst Moiler Tel No: (021) 808 5456
<u>POST 35/226</u>	:	<u>ACCOUNTING CLERK: SALARY DEDUCTIONS (ELSENBURG) REF NO: AGR 70/2025</u>
<u>SALARY</u>	:	R228 321 – R268 950 per annum (Level 05)
<u>CENTRE</u>	:	Department of Agriculture, Western Cape Government
<u>REQUIREMENTS</u>	:	Senior Certificate (Grade 12 or equivalent qualification) with Mathematics and/or Accounting as passed subjects. Competencies: Knowledge of the following: Financial background specifically in Public Sector Finance; Planning and Organising; Computer Literacy; PERSAL and BAS; Relevant legislation, directions and procedures with regard to financial administration and more specifically of: PFM/Æ NTR'S, PTI'S and SCOA How to do basic research/gather information/analysing; Interpretation of policies and procedures; Record keeping procedures. Skills in the following: Good planning and organisational skills; Problem solving and decision making within the field of work; Good communication skills (speaking, writing and reading); Maintain discipline and dealing with conflict; Able to solve financial problems; Routine verbal exchange of information requiring helpfulness and politeness; Computer literacy in MS Office Package (Word, Excel, PowerPoint, Internet, Outlook); Ability to work independently and as part of a team; A valid (Code B or higher) driving licence. NB: People with disabilities that restrict driving abilities, but who have reasonable access to transport, may also apply.
<u>DUTIES</u>	:	Maintenance over operating systems (PERSAL) and Batch Control (BAS), salary advices and third-party payments; Accounting Policies and Procedures (Journals and Payments), Suspense and Ledger accounts; Reconciliations of Debt accounts, PERSAL deductions and claim registers; Tax matters; PERSAL deductions and -allowances; Debt Management.
<u>ENQUIRIES</u>	:	Ms S Adonis Tel No: (021) 808 5104

DEPARTMENT OF ECONOMIC DEVELOPMENT AND TOURISM

<u>APPLICATIONS</u>	:	Only applications submitted online will be accepted. To apply submit your application online only: via http://www.westerncape.gov.za/jobs or https://westerncapegov.erecruit.co
<u>CLOSING DATE</u>	:	20 October 2025
<u>NOTE</u>	:	All shortlisted candidates must make themselves available to be interviewed at a date, time and place as decided by the selection panel. Please ensure that you submit your application on or before the closing date as no late applications will be considered. The selection process will be guided by the EE targets of the employing department. Kindly note that technical support is only available from Monday to Friday from 8:00 to 16:00. Should you experience any difficulties with your online application you may contact the helpline at 0861 370 214. All shortlisted candidates will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the Department. Following the interview and technical exercise, the selection panel will recommend candidates to attend a generic

managerial competency assessment (in compliance with the DPSA directive on the implementation of competency-based assessments). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS Competency Assessment tools. The nominated candidate will be required to complete the Senior Management Pre-Entry Programme before they may be appointed into this post. The purpose of the Senior Management Pre-Entry Programme, which is a public service specific training programme applicable to all applicants who aspire to join the SMS, is to ensure that potential SMS members have a background on processes and procedures linked to the SMS. The duration of the online Pre-Entry Programme is 120 notional hours (15 days). Full details may be sourced by the following link: <https://www.thensg.gov.za/training-course/sms-preentryprogramme/> Furthermore, thanks to the huge public interest we receive many applications for our positions, and as such will not be able to respond personally to all applications. Therefore, should you not hear from us within 10 weeks from close of advert please consider your application unsuccessful.

MANAGEMENT ECHELON

<u>POST 35/227</u>	:	<u>DIRECTOR: GREEN ECONOMY PROGRAMME AND PROJECTS REF NO: DEDAT 51/2025</u>
<u>SALARY</u>	:	R1 266 714 per annum (Level 13), (all-inclusive salary package)
<u>CENTRE</u>	:	Department of Economic Development and Tourism, Western Cape Government
<u>REQUIREMENTS</u>	:	An undergraduate qualification (NQF level 7) in Economics or Economic Development, Sustainability or Climate Change or Town Planning or Engineering as recognised by SAQA; 5 years' middle and/ or senior management experience; The successful completion of the Senior Management Pre-entry Programme (see paragraph 4 in notes below). Competencies: Extensive knowledge of applicable policies, legislation, guidelines, standards, procedures and best practices; Management principles; Knowledge in development economics; Knowledge in sustainability; Knowledge in statistical information and applied in economics; Knowledge in sustainability; Knowledge in statistical information and applied in economics; Public service procedures; Knowledge of research; Knowledge of People Management processes; Knowledge of labour relations; Empowerment (SMME, Broad-based BEE); Knowledge of capacity Building; Knowledge project management; Knowledge of financial management; Financial systems in the public service; Budgeting and other financial processes; Asset Management and Intervention Control; Financial delegations.
<u>DUTIES</u>	:	Line Management Strategic management, advice and guidance in respect of the following functional areas: Manage and coordinate green economy projects including transversal projects relating to resource resilience; Facilitate and manage the alignment between all relevant stakeholder interest within the green economy; Identify and drive opportunities for innovation within industry development; Facilitate an enabling skills environment for the green economy; Guide an enabling regulatory environment for the green economy; Monitor and oversee the performance of entities contracted by the WCG to deliver on the Green Economy related priorities; Communicate and source intelligence regarding the Green Economy and resource resilience; Strategic Management (including change management): Define and review on a continual basis the purpose, objectives, priorities and activities of the Directorate; Participate in the Chief Directorate's strategic planning process; Active involvement in the development and management of the strategic and annual performance and operational plans for the Directorate; Evaluate the performance of the Directorate on a continuing basis against predetermined key measurable objectives and standards; Report to the Chief Director: Green Economy on a regular basis on the activities of the Directorate; Monitor and ensure compliance with relevant legislation and prescripts in respect of adequate and appropriate record keeping of the activities of the Directorate, and of the resources employed by it. People Management: Participation in the recruitment of staff in the numbers and grades appropriate to ensure the achievement of the Directorate's Annual Performance and Operational Plan; Motivate, train and guide staff within the Directorate, to achieve and maintain excellence in service delivery; Actively manage the performance, evaluation and rewarding of staff within the Directorate; Monitor information capacity building within the

Directorate; Active involvement in the compilation of a human resource plan, a service delivery improvement programme, and an information resources plan for the Directorate; Promote sound labour relations within the Directorate; Actively manage and promote the maintenance of discipline within the Directorate. Financial Management Active participation in the budgeting process at Branch level; Preparing of the Annual and Adjustment Budgets for the Directorate; Assume direct responsibility for the efficient, economic and effective control and management of the Directorate's budget and expenditure; Assume direct responsibility for ensuring that the correct tender and procurement procedures are adhered to in respect of purchases for the Directorate; Report to the Chief Director: Green Economy on all aspects of the Directorate's finances; Perform diligently all duties assigned by the Chief Director: Green Economy. Assume overall responsibility for the management, maintenance and safekeeping of the Directorate's assets; Ensure that full and proper records of the financial affairs of the Directorate are kept in accordance with any prescribed norms and standards.

ENQUIRIES

: Ajay Trikam Tel No: (021) 483 9117

OTHER POSTS

POST 35/228

: **DEPUTY DIRECTOR: GREEN ECONOMY PROGRAMMES AND PROJECTS REF NO: DEDAT 35/2025**

SALARY CENTRE

: R896 436 per annum (Level 11), (all-inclusive salary package)
: Department of Economic Development and Tourism, Western Cape Government

REQUIREMENTS

: An appropriate 3-year National Diploma/B-Degree (equivalent or higher qualification) in Economics or Environmental Science; A minimum of 3 years middle management experience; 3 years project management experience. Competencies: Knowledge of the following: Applicable policies, legislation, guidelines, standards, procedures and best practices; Management principles; Sustainability; Statistical information and applied in economics; Public service procedures; Research; People Management processes; Capacity Building; Project management; Public Financial Management Act and its Regulations; Stakeholder management. Skills needed: Proven computer literacy (MS Office); Communication skills (written and verbal); Numeracy; Language skills; Project management; Interpersonal skills; Analytical skills; Planning and organising skills; Motivational skills; Policy formulation; Presentation/facilitation skills; Financial management skills; People management skills; Problem solving skills. It will be advantageous to have a valid (Code B or higher) driving licence. NB: People with disabilities that restrict driving abilities, but who have reasonable access to transport, may also apply.

DUTIES

: Facilitate and develop green economy strategies and plans; Implement and coordinate green economy programmes and projects; Facilitate and coordinate stakeholder engagements; People Management; Financial Management.

ENQUIRIES

: Mr A Trikam Tel No: (021) 483 9117

POST 35/229

: **ASSISTANT DIRECTOR: ENTERPRISE DEVELOPMENT REF NO: DEDAT 49/2025 (X2 POSTS)**

SALARY CENTRE

: R468 459 - R561 894 per annum (Level 09)
: Department of Economic Development and Tourism, Western Cape Government

REQUIREMENTS

: An appropriate 3-year B-Degree (equivalent or higher qualification) in Economics / Business or related field; A minimum of 3 years relevant experience in enterprise development and administration. Competencies: Knowledge of the following: Understanding of business analysis and financial interpretation as a tool for SMME development; Government processes and procedures; Procurement and access to market opportunities in both the public and private sector; Stakeholder management; Project Management; Skills needed: Computer Literacy; Communication skills (written and verbal); Presenting and communicating information; Deciding and initiating action Problem solving; Network and building bonds; Impact and influence; 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.

<u>DUTIES</u>	:	Support the development of initiatives to enable small business access to non-financial and financial support; Support the implementation of initiatives to provide market access opportunities; Support the implementation of initiatives to enhance entrepreneurship (social and business) ; Support the development of initiatives to improve the enable environment for business through government interaction; Support the development of initiatives to identify gaps and /or blockages for service delivery improvement and refer to the relevant components; Facilitate building and strengthening partnerships to provide small businesses with business development services(e.g.: leveraging of funding and supplier development). This will be advantageous: A post-graduate tertiary qualification in Economics, Business or related field; Experience in project management.
<u>ENQUIRIES</u>	:	Mr Clint Higgins Tel No: (021) 483 8768
<u>POST 35/230</u>	:	<u>ASSISTANT DIRECTOR: TOURISM SECTOR REF NO: DEDAT 50/2025</u>
<u>SALARY CENTRE</u>	:	R468 459 - R561 894 per annum (Level 09) Department of Economic Development and Tourism, Western Cape Government
<u>REQUIREMENTS</u>	:	An appropriate 3-year National Diploma/B-Degree (equivalent or higher qualification) in Commerce/Tourism/Public Administration; A minimum of 3-years relevant experience (Project management relating to tourism, economic development, public administration and tourism industry); 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: Tourism Second Amendment Act (3 of 2014) and applicable policies and procedures; Skills needed: Analytical thinking; Planning and Organisational; Problem-solving; Decision making; Creative thinking; Accuracy and numeracy; Computer literacy in MS Office Package (Word, Excel, PowerPoint); Communication (written and verbal); Presentation; Leading and supervising; Working with people; Networking; Ability to work independently and as part of a team' Ability to analyse, conceptualise and implement policy.
<u>DUTIES</u>	:	Stakeholder engagements; Project Management; Maintain provincial safety and support mechanisms for tourists; Setting up meetings with stakeholders and minute taking; Assisting the public with tourism related enquiries; Report writing; Facilitate and coordinate tourist road signage applications. The following will be advantageous: Experience in the following: Project management; Stakeholder management; Financial management experience; Coordination of meetings (in-person and virtual) and events; Researching and tracking of tourism trends experience; Tourism safety/ destination management experience.
<u>ENQUIRIES</u>	:	Ms N Losi Tel No: (021) 832 5782
<u>POST 35/231</u>	:	<u>ADMINISTRATION CLERK: OFFICE OF THE HOD. REF NO: DEDAT 52/2025</u>
<u>SALARY CENTRE</u>	:	R228 321 – R268 950 per annum (Level 05) Department of Economic Development and Tourism, Western Cape Government
<u>REQUIREMENTS</u>	:	Grade 12 (Senior Certificate or equivalent qualification). Competencies: A good understanding of the following: Basic Accounting systems (BAS), Departmental Delegations (preferably DEDAT) and Supplier Data Bases; Provincial procurement processes; Business and organisational structure of the department; Basic departmental/provincial financial systems and procedures. Skills in the following: Sound communication (written and verbal); Proven computer literacy MS Office (Word, Excel, Power point and Outlook); within quick turnaround times; Interpersonal skills; Ability to work under pressure and problem solve issues; Understanding of meeting protocol; Ability to coordinate high level inquiries and responses; High level of professionalism; 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.
<u>DUTIES</u>	:	Liaise and report on the status of high volumes of internal and external and enquiries to the Head of Department and the Ministry liaison. Provide general procurement coordination; Responsible for maintaining and managing the office filing system (physical and electronic); Coordinate and render support pertaining to administrative matters; Assist with the procurement, planning and

coordinating strategic engagements, forums, and workshops (internal and external); Track and record all incoming and outgoing documents to and from the office of the Head of Department using a centralized database; Facilitate travel arrangements, process and review BAS and Subsistence & Travel (S&T) claims. The following will be advantageous: Diploma in Office Administration (NQF Level 6); Practical experience in the following: Providing clerical support services with the use of Excel spreadsheets for capturing, tracking, and reporting of data and information; The procurement of venues and conferencing facilities for executive engagements, workshops and/or forums with external stakeholders; General administration; Procurement in line with Provincial Treasury circulars; Checking correctness of subsistence and travel of officials and submit to managers for approval; Minute taking; Asset management checking officer duties; Leave administration duties for the office; The use of MS Teams, MS Planner, OneDrive and SharePoint as part of routine clerical support services.

ENQUIRIES : Ms C Titus Tel No: (021) 483 4842

DEPARTMENT OF ENVIRONMENTAL AFFAIRS AND DEVELOPMENT PLANNING

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

CLOSING DATE : 20 October 2025

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

OTHER POST

POST 35/232 : **ENVIRONMENTAL OFFICER (SPECIALISED PRODUCTION): PLANNING AND POLICY COORDINATION REF NO: EADP 21/2025**

SALARY : R498 816 per annum, (OSD as prescribed)

CENTRE : Department of Environmental Affairs and Development Planning, Western Cape Government

REQUIREMENTS : Relevant Honours Degree in Environmental Management, Natural Sciences, Environmental Law, Town and Regional Planning, Environmental Sciences or related fields. Competencies: Knowledge of the following: Land use and environmental legislation; environmental planning and land use planning processes; Law reform and the formulation of policy; Government administrative processes and procedures; Project management. Skills needed: the following: Sound interpersonal and communication skills (verbal and written); Policy formulation and drafting; Planning, organising and report writing; Professional and meticulous; Computer Literacy; Time management – must be able to meet strict deadlines; Must have the ability to work well within a team, to work under pressure and to work independently.

DUTIES : Coordination and participation in policy and law reform processes; Promote and facilitate stakeholder engagement; Policy research and analysis; Specialist advice, awareness raising and capacity building; It will be advantageous to have experience in the following: Implementation of planning and/or environmental legislation and policies; Policy and law reform processes related to development planning and environmental management; Strategic initiatives, such development of strategies, and strategic environmental and land use planning projects; Study/courses in policy formulation and legislative drafting.

ENQUIRIES : Ms A Rossouw Tel No: (021) 483 2900

DEPARTMENT OF HEALTH AND WELLNESS

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

NOTE

- : It will be expected of candidates to be available for selection interviews on a date, time and place as determined by the Department. Kindly note that excess personnel will receive preference.
- ERRATUM:** Kindly note that the advert for the post: Professional Nurse Grade 1 To 3 (General Nursing) (X2 Posts), Ceres Hospital, advertised in the Public Service Vacancy dated 12 September 2025, with reference number: Post 33/175. Kindly note that this post has been cancelled.
- Kindly note that the advert for the post: Medical Officer Grade 1 To 3 (Ophthalmology)(5/8TH) advertised in the Public Service Vacancy dated 12 September 2025, with reference number: Post 33/152. Kindly note that this post has been cancelled.
- Kindly note that the advert for the post: Clinical Nurse Practitioner: Grade 1 To 2 (Primary Health Care) advertised in the Public Service Vacancy dated 6 October 2025, with reference number: Post 34/151. Kindly note that this post has been cancelled.

OTHER POSTS

POST 35/233

- : **MANAGER: MEDICAL SERVICES GRADE 1**

SALARY

- : Grade 1: R1 422 810 per annum, (A portion of the package can be structured according to the individual's personal needs.)

CENTRE

- : Groote Schuur Hospital, Observatory

REQUIREMENTS

- : Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Medical Practitioner. Registration with a professional council: Registration with the HPCSA as a Medical Practitioner. Experience: A minimum of 3 years' appropriate experience after registration with the HPCSA as an Independent Medical Practitioner. Inherent requirements of the job: Valid (Code B/EB) driver's license. Competencies (knowledge/skills): Knowledge and managerial experience in managing Clinical Services within hospitals and health systems. Engaging with Corporate services including Human Resource, Financial Management, Patient Administration and Support and Logistic services. Knowledge of health delivery systems, policies and applicable legislation, and processes governing resource allocations. Applicable and proven managerial experience in a Healthcare environment, showing leadership, strategic and operational skills. Understanding of clinical governance and audit including quality improvement methods and understanding of the national quality assurance system. Excellent communication (written and verbal), interpersonal skills and conflict management skills. Proven computer literacy with proficiency in (i.e. MS Word, Excel, PowerPoint and Power BI) with the ability to understand and analyse statistical and financial information.

DUTIES

- : Overall strategic and operational management, including clinical and corporate governance of clinical service departments. Ensure the highest standards of patient care are maintained and develop standard operating practices regarding admission, treatment and discharge of patients within available resources. Effective, efficient and sustainable human resource management and planning within relevant general specialist and highly specialised clinical departments. Participate in strategies to strengthen the regional and district health care system ensuring equity of access to tertiary care. Facilitate and own improvement projects relating to technical quality, internal efficiency, effectiveness and appropriateness of relevant FBUs, i.e. ensuring well-functioning and governed clinical center within available resources. Special portfolios/projects, which may include data collection, analysis and reporting. Facilitate platform for teaching, training and development.

ENQUIRIES

- : Dr J Punwasi Tel No: (021) 404-6288

APPLICATIONS

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

NOTE

- : No payment of any kind is required when applying for this post. Shortlisted candidates will be subjected to competency test. The pool of applicants will be considered for other similar posts within Groote Schuur Hospital, for a period of three months from the date of the advert, provided that the job title, core

		functions, inherent requirements, and salary level are the same as those of the advertised post.
<u>CLOSING DATE</u>	:	10 October 2025
<u>POST 35/234</u>	:	<u>MEDICAL SPECIALIST GRADE 1 TO 3 (FAMILY PHYSICIAN)</u> Chief Directorate: Metro Health Services
<u>SALARY</u>	:	Grade 1: R1 341 855 per annum Grade 2: R1 531 032 per annum Grade 3: R1 773 222 per annum (A portion of the package can be structured according to the individual's personal needs.)
<u>CENTRE REQUIREMENTS</u>	:	Du Noon Community Health Centre
	:	Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as Medical Specialist in Family Medicine. Registration with a professional council: Registration with the HPCSA as Medical Specialist in Family Medicine. Experience: Grade 1: None after registration with the HPCSA as a Medical Specialist in Family Medicine. Grade 2: A minimum of 5 years' appropriate experience as Medical Specialist after registration with the HPCSA (or a recognised foreign health professional council in respect of a foreign qualified employee) as a Medical Specialist in Family Medicine. Grade 3: A minimum of 10 years' appropriate experience as Medical Specialist after registration with the HPCSA (or a recognized foreign health professional council in respect of a foreign qualified employee) as a Medical Specialist in Family Medicine. Inherent requirements of the job: Valid driver's licence (Code B/EB). Working Commuted Overtime at the 24-hour facilities. Willingness to work at other facilities in the Sub-structure. Competencies (knowledge/skills): Clinical knowledge to manage complex clients referred from other clinical staff and liaise with other specialists for more advanced care. Ability to work within and lead a multi-disciplinary team to provide service delivery to clients in a Primary Health Care setting. Ability to facilitate clinical teaching, learning and assessment of postgraduate health sciences students and support research activities. -Clinical governance skills, including quality improvement methodology. Knowledge of People Management, finance and supply chain management to support clinical service provision. Knowledge of Community Orientated Primary Care approach and ability to engage all relevant stakeholders in the Ecosystem. Participate in Specialist Consultant on call rosters.
<u>DUTIES</u>	:	Clinical services as a consultant and clinician in the facility. Clinical services as a consultant and clinician in the district. Clinical teaching and training. Clinical Governance and quality management. People management and finance management.
<u>ENQUIRIES</u>	:	Mr R Hall Tel No: (021) 200-4501
<u>APPLICATIONS</u>	:	Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	:	No payment of any kind is required when applying for this post. Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable on health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status). -The pool of applications will be considered for vacancies within Metro Health Services, for a period of three months from the date of the advert, provided that the job title, core functions, inherent requirements, and salary level are the same as those of the advertised post.
<u>CLOSING DATE</u>	:	10 October 2025
<u>POST 35/235</u>	:	<u>MEDICAL SPECIALIST GRADE 1 TO 3 (ORTHOPAEDICS) (6/8TH POST)</u>
<u>SALARY</u>	:	Grade 1: R1 006 392 per annum Grade 2: R1 148 274 per annum Grade 3: R1 773 222 per annum

		(A portion of the package can be structured according to the individual's personal needs).
<u>CENTRE REQUIREMENTS</u>	:	Tygerberg Hospital, Parow Valley
	:	Minimum educational qualifications: Appropriate qualification that allows registration with the Health Professions Council of South Africa as Medical Specialist in Orthopaedics. Registration with a professional council: Registration with the HPCSA as Medical Specialist in Orthopaedics. Experience: Grade 1: None after registration with the HPCSA as a Medical Specialist in Orthopaedics. Grade 2: A minimum of 5 years appropriate experience as Medical Specialist after registration with the HPCSA (or a recognised foreign Health Professional Council in respect of a foreign qualified employee) as a Medical Specialist in Orthopaedics. Grade 3: A minimum of 10 years appropriate experience as Medical Specialist after registration with the HPCSA (or a recognised foreign Health Professional Council in respect of a foreign qualified employee) as a Medical Specialist in Orthopaedics. Competencies (knowledge/skills): Fellowship in upper limb surgery (1 Year). Appropriate experience in elective and traumatic Upper Limb Surgery as a specialist. Appropriate experience in the management of complex Upper Limb Orthopaedic conditions for example hand and wrist arthroplasty, acute and neglected peripheral nerve injuries, intra articular distal radius injuries, metacarpal and phalangeal injuries, re-implantation or transposition of traumatic amputations and congenital hand conditions. Evidence of prior research and publications in the fields of Orthopaedic Surgery and/or research orientated degree or proof of registration in research orientated degree e.g. PhD. Evidence of previous teaching of pre and postgraduate medical students in an academic institution.
<u>DUTIES</u>	:	Clinical and Administrative Responsibilities of the Orthopaedic Upper Limb and Trauma Unit. Provision of clinical service delivery at specialist level across the full spectrum of Upper Limb Surgery at Tygerberg Hospital. Supervision of clinical and operative activities of orthopaedic surgeons- in- training. Active participation in the pre-graduate and post-graduate programs of the Division of Orthopaedics and the University of Stellenbosch FMHS. Conducting and supervising research in the field of Orthopaedics.
<u>ENQUIRIES APPLICATIONS</u>	:	Prof J du Toit Tel No: (021) 938-9266
	:	Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	:	"Candidates who are not in possession of the stipulated registration requirements may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable on health professionals who apply for the first time for registration as Medical Specialist in Orthopaedics with the relevant council (including individuals who must apply for change in registration status)".
<u>CLOSING DATE</u>	:	10 October 2025
<u>POST 35/236</u>	:	<u>REGISTRAR (MEDICAL) (CLINICAL PHARMACOLOGY)</u> Chief Directorate: Metro Health Services (4 Year Contract Post)
<u>SALARY</u>	:	R1 001 349 per annum, A portion of the package can be structured according to the individual's personal needs.)
<u>CENTRE REQUIREMENTS</u>	:	Tygerberg Hospital, Parow Valley
	:	Minimum educational qualifications: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Medical Practitioner. Registration with Professional council: Registration with the HPCSA as a Medical Practitioner. Inherent requirements of the job: Registrars will be required to register as postgraduate students with Stellenbosch University, according to the requirements for the discipline in the Faculty of Medicine and Health Sciences Yearbook. Valid (Code B/EB) driver's licence. Overtime work is required which will include Emergency Unit and after hours call cover. Each Registrar will be appointed in a specific training complex but could be required to work across the platform on request. Competencies (knowledge/skills): Appropriate and sufficient clinical experience since obtaining the degree of MBChB to be able to function independently as a registrar in clinical pharmacology. Knowledge and experience in diagnostic workup and management of inpatients and outpatients, including rational

	prescribing. Teaching experience (either formal or informal). The ability to think critically. Attention to detail. Understanding of research methodology. The ability to work in a team, including the ability to communicate well. Computer literacy. Pharmaceutical and therapeutics committee involvement.
<u>DUTIES</u>	: Clinical service provision. Rational prescribing best practice. Therapeutic drug monitoring interpretation and dose prediction service. Provision of evidence-based clinical advice on therapeutics, including, but not limited to, assessment and management of drug interactions, medicine use in renal and hepatic impairment, and support in the diagnosis and management of adverse drug reactions. Toxicology and poisoning consultation. Participate in the undergraduate and postgraduate teaching programmes. Complete a research project and fulfill all requirements for MMed in Clinical Pharmacology degree. Participate in pharmaceutical and therapeutics committees at institutional/regional/provincial/national level. Contribute to evidence reviews in support of applications for additions/deletions/change in indication of medicines to the formulary and/or the Essential Medicines List.
<u>ENQUIRIES</u>	: Dr Roland van Rensburg (rvr@sun.ac.za) & Prof Eric Decloedt (ericdecloedt@sun.ac.za), or Tel No: (021) 938-9331
<u>APPLICATIONS</u>	: Applicants apply online: www.westerncape.gov.za/health-jobs (click "online applications")
<u>NOTE</u>	: Appointment as Registrar will be for a maximum contract period of 4 years. It may become necessary to second/transfer staff to another hospital/institution during their period of training, in which case affected staff will be consulted prior to any decision being implemented. Registrars will function across health facilities, as per an agreed programme. Should registration with the HEI as a student be discontinued for any reason the appointment as a Registrar also discontinues. Consideration will be given to existing employees who are already on higher salary packages to retain their existing salary position, as personal. As such they are entitled to receive pay progression. Appointment as Registrar will be on contract. Employees in service who opt to continue with their pension benefits as Registrar, will be required to resign after completion of their registrarship should they not be successful for advertised Specialist positions. The Department of Health is guided by the principles of Employment Equity. Candidates with disability are encouraged to apply and an indication in this regard will be appreciated. Specific Registrar posts within the Department will be identified as part of the Affirmative Action programme to create a representative Specialist cadre in line with applicable procedures. Preference will be given to SA citizens/permanent residents with a valid identity document. Registrars will be required to register as post-graduates with Stellenbosch University according to the yearbook and guidelines. "Candidates who are not in possession of the stipulated registration requirements may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable to health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for a change in registration status)".
<u>CLOSING DATE</u>	: 10 October 2025
<u>POST 35/237</u>	: <u>REGISTRAR (MEDICAL) (EMERGENCY MEDICINE)</u> Chief Directorate: Metro Health Services (4-Year Contract Post)
<u>SALARY</u>	: R1 001 349 per annum, (A portion of the package can be structured according to the individual's personal needs.)
<u>CENTRE</u>	: Khayelitsha District Hospital, Khayelitsha Eastern Sub-structure
<u>REQUIREMENTS</u>	: Minimum educational qualifications: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Medical Practitioner. Registration with a professional council: Registration with the HPCSA as a Medical Practitioner. Registration with the HPCSA as a Medical Practitioner. Inherent requirements of the job: Applicant must be a South African citizen/permanent resident with a valid identity document. A valid (code B/EB) driver's licence. Emergency and afterhour call cover. Willingness to travel and perform duties at various training complexes. Competencies (knowledge/skills): FCEM (SA) Part 1 completed. Effective leadership &

	interpersonal skills. Computer literacy (MS Word, Excel, PowerPoint and internet research).
<u>DUTIES</u>	: Provide safe medical care for emergency patients presenting to the emergency departments of Khayelitsha District Hospital and associated training hospitals. Perform on-site after-hours duties as per the call roster. Supervise, train, and support medical interns, students, and medical officers who provide care on the service platform. Attend teaching program activities, tutorials and assessments as part of the registrar training program. Learn critical skills required of an Emergency Physician. Involvement in research/audits relating to Emergency Medicine. Administrative and medicolegal duties. Maintain professional conduct.
<u>ENQUIRIES</u>	: Dr C Kibamba Tel No: (021) 360-4331
<u>APPLICATIONS</u>	: Applicants apply online: www.westerncape.gov.za/health-jobs (click "online applications")
<u>NOTE</u>	: The pool of applications will be considered for vacancies within Khayelitsha Sub-structure for a period of three months from the date of the advert, provided that the job title, core functions, inherent requirements, and salary level are the same as those of the advertised post." The links to the applications portals are as follows: Stellenbosch University: http://www.sun.ac.za/english/maties/apply . "It may become necessary to second/transfer staff to another hospital/institution during their period of training, in which case affected staff will be consulted prior to any decision being implemented. Registrars will function across health facilities, as per an agreed programme. Consideration will be given to existing employees who are already on higher salary packages to retain their existing salary position, as personal. As such they are entitled to receive pay progression. Appointment as Registrar will be for a maximum contract period of 4 years. Employees in service who opt to continue with their pension benefits as Registrar, will be required to resign after completion of their registrarship should they not be successful for advertised Specialist positions. Should registration with the HEI as a student be discontinued, for any reason the appointment of Registrar also discontinues. Applicants must indicate whether they have bursary obligations. All applicants are required to apply simultaneously to the relevant university when they submit their application. 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 who are not in possession of the stipulated registration requirements may also apply. Such candidates will only be considered for appointments 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). ii) Other: Registrars will be required to register as post-graduates with the applicable University in the Western Cape according to the requirements for the discipline in the yearbook and guidelines."
<u>CLOSING DATE</u>	: 10 October 2025
<u>POST 35/238</u>	: <u>DEPUTY DIRECTOR: FINANCIAL MANAGER (FINANCE AND SUPPLY CHAIN MANAGEMENT)</u> Chief Directorate: Rural Health Services
<u>SALARY</u>	: R896 436 per annum, (A portion of the package can be structured to the individual's personal needs).
<u>CENTRE</u>	: George Regional Hospital
<u>REQUIREMENTS</u>	: Minimum educational qualification: Appropriate three-year Diploma/Degree or equivalent. Experience: Appropriate experience in Supply Chain Management. Appropriate experience in Finance Management. Appropriate experience in preparation and reporting of financial statements. Appropriate and proven management experience, showing strong leadership, strategic and operational management skills. Appropriate experience Contract Management. Inherent requirements of the job: Valid (code B/EB) driver's licence. Competencies (knowledge/skills): Knowledge of relevant legislation and regulations, including PFMA, Accounting Officer's system, National and Provincial Treasury Regulations and Finance Instructions. Generally recognised accounting practice, cost and management accounting. Advanced computer skills using MS Excel, Word, and PowerPoint with the ability to understand and analyse

	statistical and financial information. Proven leadership skills, together with the ability to influence and motivate others to achieve targets and deadlines. Critical and innovative thinking, to solve problems to improve organisational performance. Ability to lead, innovate and drive improved Finance and Supply Chain Management.
<u>DUTIES</u>	: Provide strategic management and leadership, as member of George Hospital senior management team. Ensure effective Supply Chain Management including, demand management, warehousing, finance, and asset management. Management of all aspects of Revenue, Patient Administration and Information Management. Financial management, reporting and monitoring. Data analysis and review. Identifying trends and management. Implement effective controls to ensure audit compliance and good governance. Provision of timely and accurate information required for strategic decision-making and financial control. Human resource management and planning.
<u>ENQUIRIES</u>	: Mr TJ Kau Tel No: (044) 805-4533
<u>APPLICATIONS</u>	: Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	: No payment of any kind is required when applying for this post. Shortlisted candidates may be subjected to a practical and/or competency test.
<u>CLOSING DATE</u>	: 10 October 2025
<u>POST 35/239</u>	: <u>ASSISTANT MANAGER NURSING (SPECIALTY AREA: NIGHT SHIFT DUTY)</u> Chief Directorate: Metro Health Services
<u>SALARY</u>	: R755 355 per annum
<u>CENTRE</u>	: Valkenberg Hospital
<u>REQUIREMENTS</u>	: Minimum educational qualification: Basic R425 qualification (i.e. degree/diploma in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse with Psychiatry. A post-basic nursing qualification with duration of at least 1 year accredited with SANC in Advanced Psychiatric Nursing Science. Registration with the Professions Council: Registered with the South African Nursing Council (SANC) as a Professional Nurse and Psychiatry. Experience: A minimum of 10 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. At least 6 years of the above period must be appropriate/recognisable experience in Psychiatric Nursing after obtaining the 1-year post-basic qualification in the relevant speciality. At least 3 years of the period referred to above must be appropriate/recognisable experience at management level. Inherent requirements of the job: Willingness to work day and night duty as well as shifts, including weekends and public holidays for planned periods. On-call duties and after-hour duties for the Nursing Division. Valid (Code B/EB) driver's licence. Competencies (knowledge/skills): Computer literacy (MS Office suite). In-depth knowledge and understanding of mental health and nursing legislation, related legal and ethical practices, guidelines, relevant public-sector legislation, People Management and Finance Policies and procedures. Ability to work independently, apply management principles in leadership, problem solving, conflict resolution and interpersonal skills.
<u>DUTIES</u>	: Responsible for management of the psychiatric nursing service for acute and forensic patients, Manage and monitor the effective utilisation of human, financial and physical resources. Deliver quality psychiatric nursing care and provide on-going support to the nursing service throughout the hospital. Participate in the analysis, formulation and implementation of nursing guidelines, practices, standards and procedures incorporating the Ideal hospital framework principles. Liaise with relevant stakeholders on day and night shift including referring hospitals, family members, security service and SAPS. Participate in and encourage nursing research at the institution.
<u>ENQUIRIES</u>	: Ms T Rongwana Tel No: (021) 444-3339
<u>APPLICATIONS</u>	: Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	: No payment of any kind is required when applying for this post. Short-listed candidates will be subjected to a written/practical and oral assessment. The pool of applications will be considered for vacancies within the Chief Directorate: Metro Health Services for a period of three months from the date of the advert, provided that the job title, core functions, inherent requirements, and salary level are the same as those of the advertised post.

<u>CLOSING DATE</u>	:	10 October 2025
<u>POST 35/240</u>	:	<u>OPERATIONAL MANAGER NURSING (SPECIALTY: THEATRE AND CSSD)</u> Chief Directorate: Metro Health Services
<u>SALARY</u>	:	R693 096 per annum
<u>CENTRE</u>	:	Helderberg Hospital
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse and Midwife/Accoucheur. A post-basic nursing qualification with a duration of at least 1 year accredited with the South African Nursing Council (SANC) in Medical and Surgical Nursing Science: Operating Theatre Nursing. Registration with the Professions Council: Registration with the South African Nursing Council as a Professional Nurse and Midwife/Accoucheur. Experience: A minimum of 9 years appropriate/recognisable experience in nursing after registration as a Professional Nurse. At least 5 years of the above-mentioned must be appropriate and recognisable experience after the obtaining of a post basic course 1-year post basic qualification as mentioned above. Inherent Requirements of the job: -Work night duty on a planned schedule to relief the night manager. Willingness to overtime, after hours hospital cover, weekends and Public Holidays as required. Valid Code B/EB driver's license. Competencies (knowledge/skills): Good leadership and people management skills maintain constructive relationships with members of the multi-disciplinary team. Computer literacy (i.e. MS Word, Excel, PowerPoint and Outlook). Demonstrate a good understanding of People Management (Human Resources) and financial policies and practices. Effective interpersonal, leadership, organisational, decision making and conflict resolution skills. Applicants must have the ability to work under pressure, be self-motivated, possess excellent interpersonal skills, the ability to work as part of a team and independently.
<u>DUTIES</u>	:	Co-ordinate, implement and monitor the strategic objectives of nursing in the Operating Theatre and CSSD, the facility and Department of Health. Holistic, comprehensive specialised nursing care provided within a professional / legal framework. Effectively manage and co-ordinate the provision of clinical nursing care for the area. Support effective practice development, education and research activities. Effectively delivered support service to the Nursing Division. Ensure that clinical nursing practice is rendered by the Nursing team and promote quality of nursing care as directed by the professional scope of practice and standards. Manage and effectively supervise human, material and financial resources.
<u>ENQUIRIES</u>	:	Ms T Khumalo Tel No: (021) 850-4752
<u>APPLICATIONS</u>	:	Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	:	No payment of any kind is required when applying for this post. Shortlisted candidates will be subjected to a practical/written and oral assessment. The pool of applicants will be considered for other similar posts within the Chief Directorate: Metro Health Services for a period of 3 months from date of advert. Candidates may be subjected to conduct a compulsory competency assessment.
<u>CLOSING DATE</u>	:	10 October 2025
<u>POST 35/241</u>	:	<u>OPERATIONAL MANAGER NURSING (SPECIALTY AREA: OPD OPHTHALMOLOGY)</u>
<u>SALARY</u>	:	R693 096 per annum
<u>CENTRE</u>	:	Tygerberg Hospital, Parow Valley
<u>REQUIREMENTS</u>	:	Minimum educational qualifications: Basic R425 qualification (i.e diploma/ degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as Professional Nurse. A post-basic nursing qualification with a duration of at least 1 year, accredited with the SANC in Medical and Surgical Nursing Science: Ophthalmological Nursing. Registration with a professional council: Registration with the SANC as Professional Nurse. Experience: A minimum of 9 years appropriate/ recognisable experience in Nursing after registration as a Professional Nurse with the SANC in General Nursing. At least 5 years of the period above must be appropriate/ recognisable experience in the specific speciality after

obtaining the 1 year post-basic qualification in the relevant speciality. Inherent requirements of the job: Ability and willingness to assist with shifts and after-hours hospital cover including weekends, public holidays, night duty relief and overtime should the need arise. Competencies (knowledge/skills): Basic computer literacy. Ability to function independently as well as part of a multi-disciplinary team. Effective communication, interpersonal, leadership, decision-making and conflict resolution skills. Good organisational skills and the ability to function under pressure. Knowledge and insight of relevant legislation and policy related to this nursing speciality within the public sector. Ability to promote quality patient care through the setting, implementation and monitoring of standards.

DUTIES : The candidate will be responsible for planning, managing, co-ordinating and maintaining an optimal, specialized Nursing service as an Operational Manager in an ophthalmology setting. Effective management and utilization of Human and Financial Resources to ensure optimal operational function in the area. Initiate and participate in training, development and research within the nursing department. Deliver a support service to the Nursing Service and the institution. To maintain ethical standards and promote professional growth and self development.

ENQUIRIES : Ms V Dubase Tel No: (021) 938-4000
APPLICATIONS : Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").

NOTE : No payment of any kind is required when applying for the post.
CLOSING DATE : 10 October 2025

POST 35/242 : **MEDICAL OFFICER GRADE 1 TO 3 (OPHTHALMOLOGY) 5/8TH POST**
 Chief Directorate: Rural Health Services

SALARY : Grade 1: R625 842 per annum
 Grade 2: R714 096 per annum
 Grade 3: R826 470 per annum
 (A portion of the package can be structured according to the individual's personal needs)

CENTRE : Paarl Hospital
REQUIREMENTS : Minimum educational qualification: Appropriate qualification that allows registration with the Health Professional Council of South Africa (HPCSA) as Medical Officer. Registration with a professional council: Registration with the HPCSA as a medical Officer. Experience: **Grade 1:** None after registration as Medical Practitioner with the HPCSA in respect of SA qualified employees. 1-year relevant experience after registration as Medical Practitioner with a recognised foreign Health Professional Council in respect of foreign qualified employees, of who is not required to perform Community Service as required in South Africa. **Grade 2:** A minimum of 5 years appropriate experience as Medical Practitioner after registration with the HPCSA as a Medical Practitioner in respect of SA qualified employees. A minimum of 6 years relevant experience after registration as Medical Practitioner with a recognised foreign Health Council in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa. **Grade 3:** A minimum of 10 years appropriate experience as a Medical Practitioner after registration with the HPCSA as a Medical Practitioner in respect of SA qualified employees. A minimum of 11 years relevant experience after registration as Medical Practitioner with a recognised foreign Health Professional Council in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa. Inherent requirements of the job: Perform outreach in the Paarl Hospital ecosystem. Valid (Code B/EB) driver's license. Competencies (knowledge/skills): Appropriate experience in Ophthalmology. Proven experience in procedural skills appropriate to the field of Ophthalmology. Proven knowledge of public health policies, guidelines and related prescript to manage resources effectively. Ability to work independently and to manage time and administrative tasks effectively. Good professional attitude. Good communication skills and computer literacy.

DUTIES : Provide comprehensive Ophthalmology care to patients by diagnosing and treating illnesses and other health conditions. Prescribe and manage treatment plans, including medication and therapies. Maintain accurate and detailed patient records. Refer patients to tertiary care or other healthcare providers when necessary. Participation in outreach services that are provided by the Ophthalmology department in the Paarl Ecosystem. Financial management by

effective and efficient use of resources. Complete the required CPD activities to maintain registration with the HPCSA. Participate in training and educational programs for healthcare professionals. Complete and submit required medical reports and documentation for legal and administrative purposes. Uphold the reputation and integrity of the medical profession.

ENQUIRIES : Dr A Basson Tel No: (021) 860 2726 or email: altus.basson@westerncape.gov.za

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

NOTE : No payment of any kind is required when applying for this post. "Candidates who are not in possession of the stipulated registration requirements may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration 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)". The pool of applications will be considered for vacancies within Chief Directorate: Rural Health Services for a period of three months from the date of the advert, provided that the job title, core functions, inherent requirements, and salary level are the same as those of the advertised post.

CLOSING DATE : 10 October 2025

POST 35/243 : **CLINICAL PROGRAMME COORDINATOR GRADE 1 (NURSING EDUCATION AND TRAINING) (CETU)**
Chief Directorate: Metro Health Services

SALARY : Grade 1: R549 192 per annum
CENTRE : Karl Bremer Hospital, Northern/Tygerberg Sub-structure
REQUIREMENTS : Minimum educational qualifications: Basic R425 qualification (i.e. Diploma/Degree) in nursing or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse and Midwife. (This dispensation is only applicable to posts of Clinical Programme Coordinator where it is an inherent requirement of the post incumbent to maintain registration with the SANC). Registration with a Professional council: Current registration with the SANC as a Professional Nurse and Midwife. Experience: A minimum 7 years appropriate/ recognisable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. Inherent requirements of the job: Willingness to assist accredited Higher Education Institutions with external practical examination of students as required. Basic Computer Literacy (MS Office and Outlook) with good communication (verbal and written) and good interpersonal skills. Willingness to work overtime and relief colleagues when the need requires i.e. After-hours hospital cover. Valid (Code B/EB) drivers' licence. Competencies (knowledge/skills): Experience in Nursing Education and Training in a clinical setting. Effective leadership, supervisory, planning, coordination, organising, facilitation, mentoring, problem-solving, decision-making, as well as conflict resolution skills. Ability to interact, network and liaise with diverse stakeholders and health care users and providers and to function independently as well as part of a multi-disciplinary team in a pressured environment. Extensive knowledge of nursing care practice and procedures, nursing statutes and ethical standards, and other relevant legal frameworks such as: Nursing Act, SANC Education and Training Regulations and Qualifications Framework, Skills Development Act, Department of Health Training and Development Policies and Procedures, All Health-Related and Public Services Regulations and Guidelines, Labour Relations Act, Disciplinary Code and Procedure, Grievance Procedure.

DUTIES : Responsible for the overall coordination of clinical teaching and learning, the facilitation and oversight in the development of operational plans to give strategic direction to nurse education and training in the hospital. Provide professional and technical support for the provision of quality patient care through proper management of formal and informal training interventions. Participate in the maintenance of norms and standards of nursing practice to promote the health status of health care users by establishing, maintaining inter-professional and multi-disciplinary teamwork that promotes effective and efficient health care. Participate in the development and implementation of the

		hospital quality assurance programmes, guidelines, protocols, norms and standards in line with the QA requirements. Utilize information technology (IT) and other management information systems to manage information for the enhancement of training and development. Effective management and utilization of resources (human, financial and physical) in accordance with relevant directives and legislation & support to hospital management.
<u>ENQUIRIES</u>	:	Ms E Linden-Mars Tel No: (021) 918-1224
<u>APPLICATIONS</u>	:	Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	:	The pool of applications will be considered for vacancies within the Chief Directorate: Metro Health Services, for a period of three months from the date of the advert, provided that the job title, core functions, inherent requirements, and salary level are the same as those of the advertised post. Shortlisted candidates will be subjected to a written/practical and oral assessment.
<u>CLOSING DATE</u>	:	10 October 2025
<u>POST 35/244</u>	:	<u>PROFESSIONAL NURSE GRADE 1 TO 2 (SPECIALTY NURSING: RADIATION ONCOLOGY) (H1 X WARD)</u>
<u>SALARY</u>	:	Grade 1: R476 367 per annum Grade 2: R583 989 per annum
<u>CENTRE</u>	:	Tygerberg Hospital, Parow Valley
<u>REQUIREMENTS</u>	:	Minimum educational qualifications: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council as a Professional Nurse. A post-basic nursing qualification, with duration of at least 1 year accredited with the SANC in Medical and Surgical Nursing Science: Oncology. Registration with a professional council: Registration with the SANC as Professional Nurse. Experience: Grade1: A Minimum of 4 years appropriate/recognisable nursing experience after registration with the SANC as a Professional Nurse in General Nursing. Grade 2: A minimum of 14 years appropriate/ recognisable nursing experience after registration with the SANC as a Professional Nurse in General Nursing. At least 10 years of the period referred to above must be appropriate/recognizable experience after obtaining the one-year post-basic qualification year in Medical & Surgical Nursing Science: Oncology. Inherent requirements of the job: Will be required to work shifts, weekends and public holidays. Willingness to rotate between Oncology departments. Competencies (knowledge/skills): Basic computer literacy. Good written and verbal communication skills. Knowledge of relevant legislation and policy related to the nursing speciality. Strong leadership and interpersonal skills. Good organisational skills and the ability to function under pressure.
<u>DUTIES</u>	:	Ensure quality patient care regarding the identification of nursing care needs, the planning and implementation of nursing care plans and the education of the nursing personnel as a Professional Nurse in the specific speciality clinical area. Render and supervise specialised clinical nursing care and support clinical staff with procedures within the specific clinical speciality unit. Utilize human, material and physical resources and development of self and others. Display core values of the Department of Health and Wellness (WCG) on the execution of duties while practicing within the legislation, regulations and protocols applicable to the public service.
<u>ENQUIRIES</u>	:	Ms V Dubase Tel No: (021) 938-4000
<u>APPLICATIONS</u>	:	Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	:	Candidates who are not in possession of the required qualification will be appointed into the general stream, and they will be required to obtain the necessary qualification within the predetermined period of time. Candidates who are not in possession of 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 & Surgical Nursing Science: Oncology.
<u>CLOSING DATE</u>	:	10 October 2025

<u>POST 35/245</u>	:	<u>PROFESSIONAL NURSE GRADE 1 TO 2 (SPECIALTY NURSING: ADVANCED MIDWIFERY) (X2 POSTS)</u> Chief Directorate: Metro Health Services
<u>SALARY</u>	:	Grade 1: R476 367 per annum Grade 2: R583 989 per annum
<u>CENTRE</u>	:	MOU, Michael Mapongwana CHC
<u>REQUIREMENTS</u>	:	Minimum educational qualifications: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the SANC as a Professional Nurse and Midwife. Post-basic nursing qualification, with duration of at least 1 year accredited with the SANC in Advanced Midwifery. Registration with Professional council: Registration with the SANC as a Professional Nurse and Midwife. Experience: Grade 1: A minimum of 4 years appropriate/recognisable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. Grade 2: A minimum of 14 years appropriate/recognisable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. At least 10 years of the period referred to above must be appropriate/recognisable experience in the specific speciality after obtaining the 1-year post-basic nursing qualification in the relevant speciality as mentioned above. Inherent requirements of the job: Willingness to work shifts and after hours (weekends, public holidays and night duty) and be on call. Competencies (knowledge/skills): Knowledge of Nursing Care processes and procedures Nursing Act. Problem solving, decision-making, good interpersonal skills. Report writing skills. Computer literacy in MS office.
<u>DUTIES</u>	:	Responsible for the provision and implementation of comprehensive holistic nursing care and treatment to all pregnant clients. Assist with management of people management services within the Department. Effective utilization of financial resources within the department. Ensure the promotion of Quality Assurance, Infection Control and Prevention & Occupational Health & Safety within the Department. Deliver a support service to the Operational Manager and ensure effective coordination of the Nursing Division after hours.
<u>ENQUIRIES</u>	:	Sr K Jacobs Tel No: (021) 363-2814
<u>APPLICATIONS</u>	:	Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	:	No payment of any kind is required when applying for this post. Candidates will be subjected to a practical/written and oral assessment." Candidates, who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before of the interview. This concession is only applicable on health professionals who must apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status)". The pool of applicants will be considered for other vacant Professional Nurse Specialty Nursing Maternity posts within the Chief Director: Metro Health Services, for a period of three months from the date of the advert, provided that the job title, core functions, inherent requirements, and salary level are the same as those of the advertised post."
<u>CLOSING DATE</u>	:	10 October 2025
<u>POST 35/246</u>	:	<u>PROFESSIONAL NURSE GRADE 1 TO 2 (SPECIALTY NURSING: MENTAL HEALTH) (X2 POSTS)</u> Chief Directorate: Rural Health Services
<u>SALARY</u>	:	Grade 1: R476 367 per annum Grade 2: R583 989 per annum
<u>CENTRE</u>	:	Khayelitsha eastern substructure Office, Khayelitsha Eastern Sub-structure
<u>REQUIREMENTS</u>	:	Minimum educational qualifications: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse with Psychiatry. A post-basic nursing qualification, with duration of at least 1 year accredited with the SANC in Advanced Psychiatric Nursing Science. Registration with a professional council: Registration with the SANC as Professional Nurse and Psychiatry. Experience: Grade 1: A minimum of 4 years appropriate/recognisable experience in nursing after registration as

	Professional Nurse with the SANC in General Nursing. Grade 2: A minimum of 14 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. At least 10 years of the period referred to above must be appropriate/recognisable experience in Psychiatry after obtaining the one-year post-basic qualification in Advanced Psychiatric Nursing Science. Inherent requirements of the job: Valid (Code B/EB) driver's license. Willingness to rotate and consult patients at different facilities within the Sub-structure. Competencies (knowledge/skills): Good interpersonal and communication skills. Computer literate (Microsoft Office). Knowledge of and insight into relevant legislation and policies related to mental illness. Ability to consult with clients who require mental health counselling.
<u>DUTIES</u>	: Actively participate in the clinical management and nursing care to patients with Mental Health problems within the Sub-district. Provide support and capacity development to PHC personnel for Sub-district level services and students and peers. Promote community development and participation in mental health care delivery. Liaise with other role players. Conduct research related to mental health and service delivery.
<u>ENQUIRIES</u>	: Ms S Mokitimi Tel No: (021) 360-4703
<u>APPLICATIONS</u>	: Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	: No payment of any kind is required when applying for this post." Candidates, who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before of the interview. This concession is only applicable on health professionals who must apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status)". The pool of applicants will be considered for other vacant Professional Nurse Specialty Nursing Psychiatry posts within the Chief Director: Metro Health Services, for a period of three months from the date of the advert, provided that the job title, core functions, inherent requirements, and salary level are the same as those of the advertised post. Candidates will be subjected to a practical/written and oral assessment.
<u>CLOSING DATE</u>	: 10 October 2025
<u>POST 35/247</u>	: <u>PROFESSIONAL NURSE GRADE 1 TO 2 (SPECIALTY: ORTHOPAEDICS)</u>
<u>SALARY</u>	: Grade 1: R476 367 per annum Grade 2: R583 989 per annum
<u>CENTRE</u>	: Groote Schuur Hospital, Observatory
<u>REQUIREMENTS</u>	: Minimum educational qualification: Basic R425 (Degree/Diploma in nursing) or equivalent qualification that allows registration with SANC as Professional Nurse. A post-basic nursing qualification, with duration of at least 1 year, accredited with the SANC in Medical and Surgical Nursing Science: Orthopaedic Nursing. Registration with Professional council: Registration with the SANC as a Professional Nurse Experience: Grade 1: A minimum of 4 years appropriate/recognizable experience in nursing after registration as Professional Nurse with SANC in General Nursing. Grade2: A minimum of 14 years appropriate/recognizable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. At least 10 years of this period referred to above must be appropriate/recognizable experience in the specific specialty after obtaining the one-year post-basic qualification in Medical and Surgical Nursing Science: Orthopaedic Nursing. Inherent requirements of the job: To work shifts including weekends, public holidays and night duty. To rotate to other units within the Orthopaedics department. Competencies (knowledge/skills): Sound knowledge and understanding of nursing and health service-related acts, legislation, policies and practices. Problem solving, report writing, liaison and facilitation skills. Basic computer skills in MS Word, Excel, Outlook and use of Internet Ability to lift and turn patients, stand for long hours and lift heavy equipment.
<u>DUTIES</u>	: Provide an optimal, holistic, specialised Nursing Care within set standards and within a professional, legal framework as a Professional Specialist Nurse in Orthopaedic Nursing. Maintain a constructive working relationship with nursing and other stakeholders. Utilise human, material and physical resources efficiently and effectively. Participate in research and training and development of community, staff and students to achieve optimal health care and

		rehabilitation of orthopaedic patients. Assist with administrative duties, e.g. data collation and reporting.
<u>ENQUIRIES</u>	:	Ms N Rasmus Tel No: (021) 404-3181
<u>APPLICATIONS</u>	:	Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	:	No payment of any kind is required when applying for this post. The pool of applications will be considered for vacancies within Groote Schuur Hospital, for a period of three months from the date of the advert, provided that the job title, core functions, inherent requirements, and salary level are the same as those of the advertised post. Short-listed candidates may be subjected to a compulsory competency test. Candidates who are not in possession of the required qualification will be appointed into the general stream, and they will be required to obtain the necessary qualification within 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: Orthopaedic Nursing.
<u>CLOSING DATE</u>	:	10 October 2025
<u>POST 35/248</u>	:	<u>PROFESSIONAL NURSE GRADE 1 TO 2 (SPECIALTY: ANTENATAL WARD)</u> Chief Directorate: Metro Health Services
<u>SALARY</u>	:	Grade 1: R476 367 per annum Grade 2: R583 989 per annum
<u>CENTRE</u>	:	Karl Bremer Hospital
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse and Midwife/Accoucheur. Post-basic qualification with duration of at least 1 year, accredited with the SANC in Advanced Midwifery and Neonatal Nursing Science. Registration with the Professions Council: -Registration with the South African Nursing Council (SANC) as a Professional Nurse and Midwife/Accoucheur. Registration with the Professions Council: Registration with the South African Nursing Council (SANC) as a Professional Nurse and Midwife/Accoucheur. Experience: Grade 1: A minimum of 4 years' appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. Grade 2: A minimum of 14 years' appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. At least 10 years of the period referred to above must be appropriate/recognisable experience in the specific specialty after obtaining the 1-year post-basic qualification as mentioned above. Inherent requirement of the job: Ability to function independently as well as part of a multi-disciplinary team. Must be prepared to work shifts (day and night), weekends, public holidays and overtime. Willingness to rotate in the Obstetrics services. Computer literacy. Relief Operational Manager when needed. A valid driver's license. Competencies (knowledge/skills): Knowledge of nursing care processes, procedures, legislation, policies and protocols in midwifery and neonatal nursing science. Good communication skills; both verbal and written. Facilitation skills and ability to effectively plan and co-ordinate nursing functions in the unit. Problem solving and decision-making skills. Ability to function independently and part of the multi-disciplinary team.
<u>DUTIES</u>	:	Provide direction and supervision for the implementation of the nursing plan (clinical practice/quality patient care). Implement standards, practices, criteria and indicators for quality nursing (quality of practice). Practice nursing and health care in accordance with the laws and regulations relevant to nursing and health care. Maintain a constructive working relationship with nursing and other stakeholders. Utilize human, material and physical resources efficiently and effectively.
<u>ENQUIRIES</u>	:	Ms E Linden-Mars Tel No: (021) 918 1224
<u>APPLICATIONS</u>	:	Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").

<u>NOTE</u>	:	No payment of any kind is required when applying for this post. Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable to candidates who apply for the first time for registration in the post-basic qualification in Advanced Midwifery and Neonatal Nursing Science. The pool of applications will be considered for vacancies within the Chief Directorate: Metro Health Services, for a period of three months from the date of the advert, provided that the job title, core functions, inherent requirements, and salary level are the same as those of the advertised post. Shortlisted candidates will be subjected to a written/practical and oral assessment.
<u>CLOSING DATE</u>	:	10 October 2025
<u>POST 35/249</u>	:	<u>ASSISTANT DIRECTOR: HEALTH SUPPORT</u> Chief Directorate: Emergency Clinical and Services Support
<u>SALARY</u>	:	R468 459 per annum
<u>CENTRE</u>	:	Directorate: Clinical Service Improvement
<u>REQUIREMENTS</u>	:	Minimum educational qualifications: An appropriate three-year Diploma or Degree, registrable with a South African Health Professional Body. Experience: Appropriate, proven experience in public health management. Appropriate, demonstrated experience in the monitoring and evaluation of health-related projects. Inherent requirements of the job: A valid (Code B/EB) driver's license. Willingness to travel regularly to facilities across the Western Cape Province and nationally, as required. Competencies (knowledge/skills): Computer literacy skills. Project management skills. High-level Monitoring and Evaluation capabilities. Analytical and problem-solving skills. Knowledge and application of regulations, policies, procedures and indicators relevant to health projects. Excellent report-writing skills.
<u>DUTIES</u>	:	Coordinate project design and implementation specifically around Monitoring and Evaluation Framework inputs. Develop and adapt Monitoring and Evaluation tools for Clinical Service Improvement (CSI) projects. Oversee data management of CSI projects. Prepare comprehensive reports and presentations for CSI projects.
<u>ENQUIRIES</u>	:	Mr T Abrahams Tel No: (021) 815 - 8569
<u>APPLICATIONS</u>	:	Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	:	No payment of any kind is required when applying for this post. Candidates may undergo a Competency Based Assessment. The pool of applicants may be considered for other vacant Assistant Director: Health Support posts within the Chief Director Emergency & Clinical Services Support, for a period of 3 months from date of advert, provided that the job title, core functions, inherent requirements, and salary level are the same as those of the advertised post. Candidates will be subjected to a written/practical and oral assessment.
<u>CLOSING DATE</u>	:	10 October 2025
<u>POST 35/250</u>	:	<u>QUALITY ASSURANCE MANAGER (QUALITY ASSURANCE SERVICES)</u> Chief Directorate: Metro Health Services
<u>SALARY</u>	:	R468 459 per annum
<u>CENTRE</u>	:	Stikland Hospital
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Appropriate 4-year Health related National Diploma/Degree or equivalent registrable with a South African Statutory Health Professions Council or South African Nursing Council. Experience: Appropriate work experience in a hospital or health service environment. Inherent requirements of the job: Valid (code B/EB) driver's licence. Competencies (knowledge/skills): Knowledge of the Quality Assurance framework as well as the Occupational Health and Safety Act. Clinical document auditing. Understand patient information systems and the ability to interpret report and recommend changes to improve data collection systems. Ability to understand and apply the patient safety incident management framework of existing legislation. Excellent report writing skills. A working and current knowledge of strategic planning, project management and Ideal Hospital Framework standard. Computer literacy in the full Microsoft Office Package.

<u>DUTIES</u>	:	Manage, evaluate and report on all aspects of the quality assurance program. Manage, evaluate, report on and respond to client input. Monitor and assist stakeholders to ensure an effective Infection Control and Occupational Health and Safety program. Conduct team and individual inspections to ensure that Quality Assurance plans are implemented and that practices are according to Ideal Hospital Quality Framework. Monitor Quality Assurance indicators and report thereon to assist in the improvement of service delivery. -Identify best practice and help units to implement to advance Quality Assurance standards. Work with internal and external stakeholders as appropriate to the institution. Perform quality improvement audits and submit to senior management on deadlines. Ensure that all units conduct Patients Experience of Care and Waiting Times Surveys. Co-ordinate all aspects of Ideal Hospital Framework, including assessments and activities to accreditations. Participate in and or lead peer review assessments. Ensure clinical and nursing audits are conducted to evaluate patient care. Co-ordinate adverse events, complaints and various other related committees to improve quality of care and service user's satisfaction.
<u>ENQUIRIES</u>	:	Ms E Silence Tel No: (021) 940-4402
<u>APPLICATIONS</u>	:	Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	:	No payment of any kind is required when applying for this post. Candidates will be subjected to a written/practical and oral assessment. The pool of applications will be considered for vacancies within the Chief Directorate: Metro Health Services, for a period of three months from the date of the advert, provided that the job title, core functions, inherent requirements, and salary level are the same as those of the advertised post."
<u>CLOSING DATE</u>	:	10 October 2025
<u>POST 35/251</u>	:	<u>SENIOR ADMINISTRATIVE OFFICER: SUPPLY CHAIN MANAGEMENT</u> Chief Directorate: Rural Health Services
<u>SALARY</u>	:	R397 116 per annum
<u>CENTRE</u>	:	George Regional Hospital
<u>REQUIREMENTS</u>	:	Minimum educational qualifications: Appropriate 3-year Diploma/Degree or equivalent. Experience: Appropriate experience in Supply Chain Management Environment within a health environment, that focuses on the Key Performance Areas of the Post, procurement of goods and services, warehouse management and asset management. Appropriate LOGIS and EPS experience. Appropriate supervisory experiences. Inherent requirements of the job: Valid (Code B/EB) driver's license. Willingness to work overtime. Competencies (knowledge/skills): Computer literacy (MS Office: Word, Excel, Outlook).
<u>DUTIES</u>	:	Responsible for overall management of all Supply Chain Management functions and ensure the effective and efficient application of procurement policies and processes, Demand, Acquisition, Contract, Logistics, Asset and Disposal Management. Inventory control and warehouse management. System Management including ensuring system controller functions and approver duties on EPS. Accurate and timeous preparation of reports and assist with the compilation of the Annual and Interim Financial Statements. Manage all people management related functions within the component. Support supervisor in executing the hospital's strategic objectives.
<u>ENQUIRIES</u>	:	Ms A Bezuidenhout Tel No: (044) 802-4347
<u>APPLICATIONS</u>	:	Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	:	No payment of any kind is required when applying for this post. Shortlisted candidates may be subjected to a practical assessment.
<u>CLOSING DATE</u>	:	10 October 2025
<u>POST 35/252</u>	:	<u>SENIOR ADMINISTRATIVE OFFICER: HUMAN RESOURCE MANAGEMENT (EMPLOYMENT PRACTICES AND POLICIES)</u>
<u>SALARY</u>	:	R397 116 per annum
<u>CENTRE</u>	:	Tygerberg Hospital, Parow Valley
<u>REQUIREMENTS</u>	:	Minimum educational qualifications: Appropriate three-year Diploma/ Degree or equivalent. Experience: Appropriate supervisory experience in people management. Appropriate experience in personnel administration and establishment control. Inherent requirements of the job: Valid (Code B/EB)

	driver's license. Competencies (knowledge/skills): Good working knowledge and experience of PERSAL and the relevant functions. Computer literacy (MS Word, Excel, PowerPoint, Outlook and PERSAL). Ability to provide training. Good communication skills (verbal and written). Sound knowledge of people management practices. Good interpersonal and conflict resolution skills.
<u>DUTIES</u>	: Assist with the implementation and maintenance of policy documents/ circulars within the Hospital as well as training in this regard. Monitor and manage all transversal personnel practices such as ORW, E-disclosures and Incapacity management. Render assistance with employment practices and conditions of service within the Hospital. Conduct audit investigations and follow-up investigations and provide feedback on Auditor General Enquiries/ Action Plans. Assist with grievances and dispute resolutions with regard to personnel practices. Provide support in the processes pertaining to OD Investigation and Job Evaluation processes and establishment matters. Assist with the compilation of a HR Plan for the hospital and all matters related to this.
<u>ENQUIRIES</u>	: Mr DM Rensburg Tel No: (021) 938-4905
<u>APPLICATIONS</u>	: Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	: Shortlisted candidates may be subjected to a practical assessment.
<u>CLOSING DATE</u>	: 10 October 2025
<u>POST 35/253</u>	: <u>OCCUPATIONAL THERAPIST GRADE 1 TO 3</u> Cape Winelands District
<u>SALARY</u>	: Grade 1: R397 233 per annum Grade 2: R463 941 per annum Grade 3: R543 099 per annum
<u>CENTRE</u>	: Stellenbosch Sub-district
<u>REQUIREMENTS</u>	: Minimum educational qualification: Appropriate qualification that allows for the registration with the Health Professions Council of South Africa (HPCSA) as an Occupational Therapist. Registration with a professional council: Registration with the Health Professions Council of South Africa (HPCSA) as an Occupational Therapist. Experience: Grade 1: None after registration with the Health Professions Council of South Africa (HPCSA) as an Occupational Therapist. One-year relevant experience after registration with the HPCSA as an Occupational Therapist in respect of foreign-qualified employees, of whom it is not required to perform Community Service, as required in South Africa. Grade 2: A minimum of 10 years relevant experience after registration with the Health Professions Council of South Africa (HPCSA) as an Occupational Therapist. A minimum of 11 years relevant experience after registration with the Health Professions Council of South Africa as an Occupational Therapist in respect of foreign qualified employees, of whom it is not required to perform community service, as required in South Africa. Grade 3: A Minimum of 20 years relevant experience after registration with the Health Professions Council of South Africa (HPCSA) as an Occupational Therapist. A minimum of 21 years relevant experience after registration with the HPCSA as an Occupational Therapist in respect of foreign-qualified employees, of whom it is not required to perform community service, as required in South Africa. Inherent requirements of the job: Valid driver's licence. Willingness to travel. Competencies (knowledge/skills): Excellent communication and administrative skills, including computer skills. Comply with National Core Standards and/or ideal facility/clinic requirements as applicable. Clinical therapeutic skills including hand splinting skills, techniques and competencies assessment techniques, treatment and discharge planning. Basic to intermediate wheelchair seating assessments, prescription, fitting and issuing of wheelchairs and other relevant assistive devices/technology and prescribing and issuing other appropriate assistive devices.
<u>DUTIES</u>	: Provide clinical acute occupational therapy service delivery to inpatients and outpatients at hospital level, and primary health care facilities as applicable to the designated work areas, including transitional care facilities/intermediate care facilities. Conduct basic to intermediate wheelchair seating assessments, prescription, fitting and issuing of wheelchairs and facilitating the repair and maintenance of assistive devices Prescribing assistive technology for relevant medical conditions including the assessment, Fabrication and prescription of various upper and lower limb splints. Participate in, district, sub district and hospital in-service and training programs, skills transfer, ward rounds, applicable multidisciplinary meetings, support specialist outreaches including

	transitional care facilities/intermediate care facilities, and relevant NGOs. Daily collection and monthly submission of data as per departmental protocols, as well as stock taking, ordering of consumables and assistive devices. Supervision, mentoring, training and support of students. Provide relevant relief duty in absence of a peer colleague within the ecosystem.
<u>ENQUIRIES</u>	:
<u>APPLICATIONS</u>	: Dr T Mathose Tel No: (021) 808-5807
	: Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	: No payment of any kind is required when applying for this post. A practical test may form part of the selection process. Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable on health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status). The pool of applications will be considered for vacancies within Stellenbosch Sub-district, for a period of three months from the date of the advert, provided that the job title, core functions, inherent requirements, and salary level are the same as those of the advertised post."
<u>CLOSING DATE</u>	: 10 October 2025
<u>POST 35/254</u>	: <u>SOCIAL WORKER GRADE 1 TO 4 (SOCIAL SERVICES)</u> Chief Directorate: Metro Health Services
<u>SALARY</u>	: Grade 1: R325 200 per annum Grade 2: R397 119 per annum Grade 3: R477 564 per annum Grade 4: R585 441 per annum
<u>CENTRE</u>	: Valkenberg Hospital
<u>REQUIREMENTS</u>	: Minimum educational qualifications: Appropriate qualification as a Social Worker that allows for registration with the South African Council for Social Service Professionals (SACSSP). Registration with Professional council: Registration with the South African Council for Social Work Professions (SACSSP) as a Social Worker. Experience: Grade 1: None after registration. Grade 2: A minimum of 10 years appropriate experience in social work after registration as a Social Worker with the SACSSP. Grade 3: A minimum of 20 years appropriate experience in social work after registration as a Social Worker with the SACSSP. Grade 4: A minimum of 30 years appropriate experience in social work after registration as a Social Worker with the SACSSP. Inherent requirements of the job: Valid (Code B/EB) driver's licence. Competencies (knowledge/skills): Ability to render a clinical social work practise as a member of a multi-disciplinary team in a Specialist Acute Mental Health Care setting. Sound knowledge and skills in psycho-social assessment, family and individual counselling skills. Knowledge of relevant statutory processes. Computer literacy in MS Office package.
<u>DUTIES</u>	: Provide clinical social work services with regards to the care, support, protection and development of vulnerable individuals, groups, families and communities. Utilise specialist knowledge and skills to conduct psychosocial assessments, counsel individuals and families, network effectively internally with the multi-disciplinary team as well as with relevant external role players, conduct appropriate referrals to relevant role players / stake holders, actively contribute to development of care and safety plans. Deliver accountable services through the application of the Social Work Administrative process. Ensure continued professional development by keeping updated with developments in the field.
<u>ENQUIRIES</u>	: Ms S Mdunyelwa Tel No: (021) 826-5838
<u>APPLICATIONS</u>	: Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	: No payment of any kind is required when applying for this post. Short-listed candidates will be subjected to a written/practical and oral assessment. "Candidates who are not in possession of the stipulated registration requirements may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview.

This concession is only applicable to candidates who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status)" The pool of applications will be considered for vacancies within Metro Health Services (MHS) for a period of three months from the date of the advert, provided that the job title, core functions, inherent requirements, and salary level are the same as those of the advertised post.

CLOSING DATE : 10 October 2025

POST 35/255 : **PERSONAL ASSISTANT**
Chief Directorate: Emergency and Clinical Services Support

SALARY : R325 101 per annum
CENTRE : Clinical Service Improvement
REQUIREMENTS : Minimum educational qualifications: An accredited secretarial diploma and/or administrative qualification on the level of NQF level 5 (a certificate of completion should be provided). Experience: Appropriate experience in rendering secretarial/administrative support services to management. Inherent requirements of the job: Valid Driver's licence. Willingness to travel. Computer literate in MS office, i.e MS Office, Advanced Excel, Outlook and PowerPoint. Competencies (knowledge/skills): Good telephone etiquette. Sound organizational skills. Good people skills. Written communication skills. High level of reliability. Ability to multi-task. Ability to act with tact and discretion. Information gathering and analysis of information. Self-management and motivation. Basic knowledge Office management and financial administration. Knowledge of the relevant legislation/policies/prescripts and procedures. Basic knowledge of financial administration. Basic Knowledge of AI tools for administrative work.

DUTIES : Provide a secretarial/receptionist support service to the Manager. Renders administrative support services. Provides support to the Manager regarding meetings. Supports the Manager with the administration of the Manager's compliance requirements of audits, staff reporting to her etc. Study the relevant Public Service and departmental prescripts/policies and other documents and ensure that the application thereof is understood properly.

ENQUIRIES : Mrs L Najjaar Tel No: (021) 815-8865
APPLICATIONS : Applicants apply online: www.westerncape.gov.za/health-jobs (click "online applications")

NOTE : No payment of any kind is required when applying for this post. The pool of applicants may be considered for other vacant Personal Assistant posts within the Chief Director Emergency & Clinical Services Support, for a period of 3 months from date of advert. Candidates will be subjected to a written/practical and oral assessment.

CLOSING DATE : 10 October 2025

POST 35/256 : **PROFESSIONAL NURSE GRADE 1 TO 3 (GENERAL NURSING) (X2 POSTS)**
Cape Winelands Health District

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

CENTRE : Ceres Hospital
REQUIREMENTS : Minimum educational qualification: Basic R425 qualification (i.e., diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. Registration with Professional council: Registration with the SANC as Professional Nurse. Experience: **Grade 1:** None. **Grade 2:** A minimum of 10 years of appropriate/recognizable nursing experience after registration with the SANC as Professional Nurse in General Nursing. **Grade 3:** A minimum of 20 years appropriate/recognizable experience in nursing after registration with the SANC as Professional Nurse in General Nursing Inherent requirements of the job: Willingness to work in other wards inside hospital excluding Maternity Ward. Will be required to work shifts, weekends and public holidays. Willingness to work overtime. Competencies (knowledge/skills): Good interpersonal, communication skills. Sound scientific knowledge of nursing. Computer literacy – able to capture and interpret relevant data. Ability to work independently and in a multi-disciplinary team.

<u>DUTIES</u>	:	Provision of quality basic nursing patient centred care in a hospital setting. Provision of optimal, holistic clinical and elementary nursing care with set standards and within a professional/legal framework. Effective utilisation of human and financial resources, Information management and support services. Improving quality of health services. Maintain professional growth/ethical standards and self-development.
<u>ENQUIRIES</u>	:	Mr L Scholtz Tel No: (023) 316-9600
<u>APPLICATIONS</u>	:	Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	:	No payment of any kind is required when applying for this post. A practical test may form part of the selection process. Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable on health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status). "The pool of applications will be considered for vacancies within Ceres Hospital, for a period of three months from the date of the advert, provided that the job title, core functions, inherent requirements, and salary level are the same as those of the advertised post.
<u>CLOSING DATE</u>	:	10 October 2025
<u>POST 35/257</u>	:	<u>PROFESSIONAL NURSE GRADE 1 TO 3 (GENERAL NURSING: METRO TB TRANSITIONAL CARE) (DP MARAIS)</u> Chief Directorate: Metro Health Services
<u>SALARY</u>	:	Grade 1: R324 384 per annum Grade 2: R396 132 per annum Grade 3: R476 367 per annum
<u>CENTRE</u>	:	Metro TB (Transitional Care) Hospital Complex
<u>REQUIREMENTS</u>	:	Minimum educational qualifications: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. Registration with a professional council: Registration with the South African Nursing Council (SANC) as a Professional Nurse. Experience: Grade 1: None. Grade 2: A minimum of 10 years appropriate/recognizable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. Grade 3: A minimum of 20 years of years appropriate/recognizable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. Inherent requirements of the job: Willingness to work overtime, work shifts, weekends and public holidays. Willingness to rotate within the Metro TB Hospital Complex (DP Marais and Brooklyn Chest Hospital). Competencies (knowledge/skills): Sound knowledge of nursing practices, transitional care practices, infection prevention control, control measures and practices. Good problem-solving abilities, report writing, Computer Literacy (MS Word, Excel, Outlook and Internet).
<u>DUTIES</u>	:	Provide direction and supervision for the implementation for basic nursing care / transitional care. Implement standards, practices, criteria and indicators for quality nursing care. Practice nursing and health care in accordance with the laws and regulations relevant to nursing and health care. Maintain a constructive relationship with nursing and other stakeholders. Utilize human, material and physical resources efficiently and effectively.
<u>ENQUIRIES</u>	:	Mr T Noboma Tel No: (021) 713-7640 / Ms G Mashaba Tel No: (021) 508-7406
<u>APPLICATIONS</u>	:	Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	:	Candidates will be subjected to a written/practical and oral assessment. Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable for health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status). The pool of applications will be considered for vacancies within Metro TB Centre,

for a period of three months from the date of the advert, provided that the job title, core functions, inherent requirements, and salary level are the same as those of the advertised post.

<u>CLOSING DATE</u>	:	10 October 2025
<u>POST 35/258</u>	:	<u>PROFESSIONAL NURSE GRADE 1 TO 3 (GENERAL) PRIMARY HEALTH CARE) (X2 POSTS)</u> Cape Winelands District
<u>SALARY</u>	:	Grade 1: R324 384 per annum Grade 2: R396 132 per annum Grade 3: R476 367 per annum
<u>CENTRE REQUIREMENTS</u>	:	Worcester CDC, Brede Valley Sub-district Minimum educational qualification: Basic R425 qualification (i.e., diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as Professional Nurse and Midwife. Registration with Professional council: Registration with the SANC as Professional Nurse and Midwife. Experience: Grade 1: None Grade 2: A minimum of 10 years appropriate/recognisable nursing experience after registration with SANC as Professional Nurse in General Nursing. Grade 3: A minimum of 20 years appropriate/recognizable experience in nursing after registration with the SANC as Professional Nurse in General Nursing. Inherent requirements of the job: Prepared to work at different facilities within the Sub District inclusive a Mobile when needed within the community (COPC concept). Valid (code B/EB) driver's licence. Competencies (knowledge/skills): Knowledge and insight of relevant legislation and policy related to nursing within the public sector and basic computer literacy (MS Word, Excel and Outlook) to be able to communicate, capture patient information, check results, capture data and do track referrals on the different electronic systems. Ability to promote quality patient care through the implementation of protocols, guidelines, and standards.
<u>DUTIES</u>	:	Provision of Primary Health Care in accordance with the guidelines and protocols of the Western Cape. Maintain accurate clinical records, statistics registers, and referral records. Effective utilization of Resources/Stock within the limited budget constraints. Participation in Community events and initiating awareness with regards to health-related issues. Maintain and participate in inter-professional and multi-disciplinary teamwork but able to work independently. Supervise and mentor lower categories of staff and improving quality of health services. Maintain professional growth/ethical standards and self-development.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms. C van Staden Tel No: (023) 348-1350 Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	:	No payment of any kind is required when applying for this post. Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable on health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status). The pool of applications will be considered for vacancies within Worcester CDC, for a period of three months from the date of the advert, provided that the job title, core functions, inherent requirements, and salary level are the same as those of the advertised post."
<u>CLOSING DATE</u>	:	10 October 2025
<u>POST 35/259</u>	:	<u>PERSONNEL OFFICER: TRANSVERSAL EMPLOYMENT AND COIDA MATTER</u> Directorate: People Management Planning and Practices (12-Month Contract)
<u>SALARY</u>	:	R228 321 per annum
<u>CENTRE</u>	:	Head Office, Cape Town
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Senior Certificate (or equivalent). Experience: Appropriate experience in COIDA and Basic Conditions of Employment Act. Appropriate experience in BAS system transaction

		processing. Competencies (knowledge/skills): Knowledge of the Public Service Act and Collective Agreements. Sound knowledge of Compensation for Occupational and Diseases Act, (COIDA). Sound knowledge of the administration of the COIDA systems. Good verbal and written communication skills. Ability to deal with high volumes of work and to work under pressure. Computer literacy (PERSAL, MS Excel, MS Word, Outlook).
<u>DUTIES</u>	:	Administer compensation for Occupational Injuries and Diseases claims and liaise with all the relevant stake holders (Compensation Commissioner, private doctors and hospitals, etc). Maintain COIDA database. Processing of COID claims on the Department of Employment Labour's (DEL) online system. Deal with telephonic and written enquiries. Process various allowances and deductions on PERSAL including, standby, acting, normal overtime, commuted overtime, relocation costs, parking and travel concessions. Process applications for foreign travel and sabbatical leave.
<u>ENQUIRIES</u>	:	Ms N Kearns Tel No: (021) 483-2543
<u>APPLICATIONS</u>	:	Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	:	No payment of any kind is required when applying for this post. Candidates may be subjected to a practical test.
<u>CLOSING DATE</u>	:	10 October 2025
<u>POST 35/260</u>	:	<u>ADMINISTRATION CLERK: INFORMATION MANAGEMENT (TECHNOLOGY)</u> Directorate: Information Technology
<u>SALARY</u>	:	R228 321 per annum
<u>CENTRE</u>	:	Head Office (based at Tygerberg Hospital: HIS Application Centre)
<u>REQUIREMENTS</u>	:	Minimum educational qualification: National Senior Certificate (or equivalent). Experience: Appropriate experience in administration. Competencies (knowledge/skills): Numerical and Financial Competence. Analytical and Problem-Solving Skills. Computer literacy (MS Word, Excel, PowerPoint, Outlook, and Teams). Information systems management skills. Analytical and problem-solving skills. Excellent communication and people skills. Basic database development and maintenance skills. Communication skills, Organizational skills, Technical and IT skills.
<u>DUTIES</u>	:	Responsible for Administrative Support by providing high-level administrative support to managers, ensuring seamless office operations. Ensuring functional Diary Management, organize appointments, meetings, and events, managing time effectively and resolving scheduling conflicts. Coordinate meetings, prepare agendas, take minutes, and distribute materials to stakeholders. Travel and Accommodation Management: Organize travel arrangements, including flight bookings, accommodation, and travel claims. -Financial Administration: Track expenditure, assist with purchase orders, and support procurement activities. Human Resource and Contract Administration: Assist with recruitment coordination, onboarding, and contract management. Reporting and Presentations: Support the preparation of reports, presentations, and other documentation. SharePoint Administration: Manage documents and ensure correct access and organization within SharePoint.
<u>ENQUIRIES</u>	:	Mr C Matasane, Email: Cally.Matasane@westerncape.gov.za
<u>APPLICATIONS</u>	:	Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	:	No payment of any kind is required when applying for this post.
<u>CLOSING DATE</u>	:	10 October 2025
<u>POST 35/261</u>	:	<u>ADMINISTRATION CLERK: ADMISSIONS (X2 POSTS)</u> Garden Route District
<u>SALARY</u>	:	R228 312 per annum
<u>CENTRE</u>	:	Oudtshoorn Hospital
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Senior Certificate (or equivalent). Experience: Appropriate experience. Inherent requirement of the job: Willingness to work shifts (including night duty, weekends and public holidays and work overtime on short notice to meet operational requirements). Competencies (knowledge/skills): Computer literacy (MS Windows, Word and Excel). Knowledge of record keeping and the UPFS policy and procedures. Excellent verbal and written communication skills. Ability to accept accountability and responsibility and to work independently.

<u>DUTIES</u>	:	Admit patients, update patient information, maintain patient appointments and schedule appointments for patients. Keep record, file and retrieve folders, trace old folders and compile new folders, archive and destruct folders. Effective support to supervisor and colleagues and relief duties. Cashier duties, accurate collection, safekeeping of state money, control, which includes receipt of money, issue of receipt and account to patient.
<u>ENQUIRIES</u>	:	Mr R Mars Tel No: (044) 203-7247
<u>APPLICATIONS</u>	:	Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	:	No payment of any kind is required when applying this post. Candidates may be subjected to a practical test. The pool of applicants will be considered for similar vacant posts within the Garden Route District for a period of 3 months from date of advert.
<u>CLOSING DATE</u>	:	10 October 2025
<u>POST 35/262</u>	:	<u>ADMINISTRATION CLERK: FINANCE/ADMIN</u> Chief Directorate: Emergency and Clinical Services Support
<u>SALARY</u>	:	R228 312 per annum
<u>CENTRE</u>	:	Finance and Supply Chain Management
<u>REQUIREMENTS</u>	:	Minimum educational qualifications: Senior Certificate (or equivalent) with Mathematics/ Mathematical Literacy or Accounting as a passed subject. Experience: Appropriate experience. Competencies (knowledge/skills): Knowledge of BAS and LOGIS. Knowledge of PFMA, Finance instructions, Provincial and National Treasury regulations, as well as Accounting Officer System. Knowledge of SCOA list and financial delegations. Knowledge of applicable acts and regulations. Knowledge of financial management. Good verbal and written communication skills. Must be teamwork orientated. Good planning and organizational skills. Must be reliable. Efficient and accurate work. Computer literacy Microsoft Package.
<u>DUTIES</u>	:	Effectively control, verify, capture journals and report Asset and Liability accounts. Effectively Compile and capture payments on BAS and LOGIS and ensure payments within 30 days of receipt of invoice and pre-audit payment batches. Effectively control verify and follow up on debt account according to prescripts. Ensure safe keeping of all finance related documentation and handling of petty cash.
<u>ENQUIRIES</u>	:	Ms. YS Classen Tel No: (021) 815-8738
<u>APPLICATIONS</u>	:	Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	:	No payment of any kind is required when applying for this post. The pool of applicants will be considered for other vacant Administration Clerk: Finance posts within the Chief Director Emergency & Clinical Services Support, for a period of three months from date of advert, provided that the job title, core functions, inherent requirements, and salary level are the same as those of the advertised post. Candidates will be subjected to a written/practical and oral assessment.
<u>CLOSING DATE</u>	:	10 October 2025
<u>POST 35/263</u>	:	<u>ADMINISTRATION CLERK: HUMAN RESOURCE MANAGEMENT</u> Chief Directorate: Metro Health Services
<u>SALARY</u>	:	R228 312 per annum
<u>CENTRE</u>	:	Mitchells Plain District Hospital
<u>REQUIREMENTS</u>	:	Minimum educational qualifications: Senior Certificate (or equivalent). Experience: Appropriate experience in Personnel administration. Competencies (knowledge/skills): Good computer (MS Word and Excel), numeracy and mathematical skills. Good interpersonal skills and the ability to work in a team context. Knowledge of Human Resource prescripts in Public Service. Ability to function under pressure and meet deadlines.
<u>DUTIES</u>	:	Effectively handle all personnel matters, such as salaries, pension, appointments, resignations, transfers, leave and other allowances on PERSAL. Assist staff, colleagues, supervisors, management and members of the public with regards to all Human Resources and Personnel matters including Recruitment and Selection processes. Assist with all other administrative functions in the personnel component. Handle a variety of personnel, written and telephonic enquiries. Audit personnel, pension and

		leave files. Variety of clerical duties including filing. Responsible for capturing transaction on PERSAL.
<u>ENQUIRIES</u>	:	Ms. CC Johnson Tel No: (021) 377-4499
<u>APPLICATIONS</u>	:	Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	:	Candidates may be subjected to a competency test. No payments of any kind is required when applying for this post. As directed by the Department of Public Service and Administration, applicants must note that further checks will be conducted once they are shortlisted and that their appointment is subject to positive outcomes on these checks, which include security clearance, qualification, verification, criminal records and previous employment.
<u>CLOSING DATE</u>	:	10 October 2025
<u>POST 35/264</u>	:	<u>ADMINISTRATION CLERK: WARDS (INPATIENT)</u> Chief Directorate: Metro Health Services
<u>SALARY</u>	:	R228 312 per annum
<u>CENTRE</u>	:	Khayelitsha District Hospital, Khayelitsha Eastern Sub-Structure
<u>REQUIREMENTS</u>	:	Minimum educational qualifications: Senior Certificate (or equivalent). Experience: Appropriate experience in health-related environment. Appropriate experience in Clinicom. Inherent requirements of the job: Willingness to work shifts (day and night duty), weekends and public holidays and perform overtime when and as required. Competencies (knowledge/skills): Good verbal, written and interpersonal communication skills. Practical experience in computer skills (MS Word and Excel). Maintain and exercise confidentiality of patient's information at all times. Good interpersonal relations, organisational skills and customer care. Knowledge of the information systems i.e., Clinicom.
<u>ENQUIRIES</u>	:	Ms A Louw Tel No: (021) 360-4516 or email: Alesia.Louw@westerncape.gov.za
<u>APPLICATIONS</u>	:	Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	:	The pool of applicants will be considered for vacancies within (the Chief Directorate: Metro Health Services), for a period of three months from the date of the advert, provided that the job title, core functions, inherent requirements, and salary level are the same as those of the advertised post. Candidates will be subjected to a written/practical and oral assessment.
<u>CLOSING DATE</u>	:	10 October 2025
<u>POST 35/265</u>	:	<u>ADMINISTRATION CLERK: SUPPLY CHAIN MANAGEMENT (ORDER AND BUYER CLERK) (X2 POSTS)</u> West Coast District
<u>SALARY</u>	:	R228 321 per annum
<u>CENTRE</u>	:	Swartland and Radie Kotze Hospital
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Senior Certificate (or equivalent) with mathematics and/or Accounting as a passed subject and/or Senior certificate (or equivalent) with experience/competencies that focus on the key performance areas of the post. Experience: Appropriate experience in a Supply Chain Management Environment. Inherent requirements of the job: Willingness to rotate within Supply Chain environment. Valid driver's licence. Competencies (knowledge/skills): Computer literacy (MS Office: Word, Excel, Outlook (e-mail). Knowledge of the AOS, PFMA, Finance Instructions, Provincial Treasury Instructions and National Treasury Regulations. Knowledge and experience of LOGIS (Logistical Information System).
<u>DUTIES</u>	:	Responsible for demand and acquisition management functions. Perform duties related to Electronic Procurement System processes and compliance. Prepare bidding templates and relevant documentation to present at Quotation Evaluation Committee. Perform various tasks related to procurement processes and compliance. Effective maintenance of assets and systems of the asset register. Perform and assist with Interim and Annual Financial statement reporting and financial year end tasks. Ensure compliance to all relevant laws and prescripts related to the Supply Chain Asset and Warehouse Management duties.
<u>ENQUIRIES</u>	:	Mr M Leander Tel No: (022) 487-9341
<u>APPLICATIONS</u>	:	Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	:	No payment of any kind is required when applying for this post. The pool of applicants will be considered for similar vacant posts within Swartland and

		Bergriver Sub-istricts for a period of 3 months from date of the advert. Candidates will be subjected to a written/practical and oral assessment.
<u>CLOSING DATE</u>	:	10 October 2025
<u>POST 35/266</u>	:	<u>ADMINISTRATION CLERK: ADMISSIONS (X2 POSTS)</u> Cape Winelands District
<u>SALARY</u>	:	R228 321 per annum
<u>CENTRE</u>	:	Stellenbosch Hospital
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Senior Certificate (or equivalent). Experience: Appropriate experience in Patient Administration, Medical Records and Clinicom Systems. Inherent requirements of the job: Willingness to work 12-hour shifts (which include night duty, weekends and public holidays) and overtime on short notice to meet operational requirements. Comply with internal rotation schedules within the component. Competencies (knowledge/skills): Computer literacy (MS Word, Excel and Office). Knowledge Clinicom, Hospital Emergency Centre Tracking Information System. Knowledge of the PFMA, Hospital Fees Memorandum 18 and responsibilities linked to finance management. Knowledge of filing, archiving and disposal process of patient records. Good communication and interpersonal relationships.
<u>DUTIES</u>	:	Effective and accurate registration of patient information on Clinicom – correct assessment of patient accounts, maintain audit compliance and accurate data recordings. Handling of state monies - responsible for sound cash management. Ensure all attendances / admissions are captured including downtime. Medical records; open new folders, record keeping, filing, drawing of folders, merging, culling, archiving and the disposal of patient folders. Ensure effective and efficient implementation of all applicable policies, procedures and instructions. Ad-hoc admin duties, handle telephone and over the counter enquiries professionally. Effective assistance and support to supervisor, colleagues and other departments.
<u>ENQUIRIES</u>	:	Ms. AC Olkers Tel No: (021) 808-6115
<u>APPLICATIONS</u>	:	Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	:	No payment of any kind is required when applying for this post. Shortlisted candidates may be required to do a practical test. The pool of applications will be considered for vacancies within Stellenbosch Hospital, for a period of three months from the date of the advert, provided that the job title, core functions, inherent requirements, and salary level are the same as those of the advertised post."
<u>CLOSING DATE</u>	:	10 October 2025
<u>POST 35/267</u>	:	<u>ADMINISTRATION CLERK: ADMISSIONS (X2 POSTS)</u> Chief Directorate: Metro Health Services
<u>SALARY</u>	:	R228 312 per annum
<u>CENTRE</u>	:	Khayelitsha CHC, Khayelitsha Eastern Sub-structure
<u>REQUIREMENTS</u>	:	Minimum educational qualifications: Senior Certificate (or equivalent). Experience: Appropriate experience of Patient Admissions, including the Clinicom System. Appropriate medical records experience in a health environment. Inherent requirements of the job: Prepared to work 12-hour shifts (including night duty, weekends, public holidays and overtime). Competencies (knowledge/skills): Good interpersonal and communication skills. Computer literacy. Ability to accept accountability, responsibility, work independently. Ability to function and participate actively in a group.
<u>DUTIES</u>	:	Assess patients in accordance with Hospital Memorandum 18 and UPFS manual. Assess Debtor of patients and capture data of patient information on Clinicom System. Report all MVA's and WCA's to Batsumi Hotline. Admit patients. Responsible for revenue control which includes receipt of money, issue of accounts and safekeeping of patient's valuables. Accurately and timeously file all patient folders and other clinical notes and drawing of folders and any ad-hoc admin duties. Maintain an effective filing system. Maintain and repair patient files and prepare case notes for archiving. Responsible for handling telephonic and personal enquiries with regard to patients. Relieve in other departments as operationally required.
<u>ENQUIRIES</u>	:	Mr T Lewela Tel No: (021) 360-5285

<u>APPLICATIONS</u>	:	Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	:	No payment of any kind is required when applying for this post. The pool of applications will be considered for vacancies within Chief Directorate: Metro Health Services for a period of three months from the date of the advert, provided that the job title, core functions, inherent requirements, and salary level are the same as those of the advertised post. Candidates will be subjected to a written/practical and oral assessment.
<u>CLOSING DATE</u>	:	10 October 2025
<u>POST 35/268</u>	:	<u>ADMINISTRATION CLERK: SUPPORT SERVICES</u> Cape Winelands District
<u>SALARY</u>	:	R228 321 per annum
<u>CENTRE</u>	:	Drakenstein Sub-district
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Senior Certificate (or equivalent). Experience: Appropriate working experience in Key Performance Areas. Inherent requirements of the job: Valid (Code B/EB) driver's licence. Competencies (knowledge/skills): Excellent interpersonal, communication and organisation skills. Ability to efficiently operate computer programmes such as Microsoft Word, Excel, PowerPoint and E-mail. Knowledge of Contract Management and Fleetman Services.
<u>DUTIES</u>	:	Manage and Support to Contract Management Functions. Effective Management and Control of Auxiliary Services functions, which include Infrastructure and Maintenance related projects, support Workshops and Linen bank sections. Efficient and Effective Management of Transport Services. Support to Line Manager.
<u>ENQUIRIES</u>	:	Mr. S. Adams Tel No: (021) 877-640
<u>APPLICATIONS</u>	:	Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	:	No payment of any kind is required when applying for this post. "The pool of applications will be considered for vacancies within Drakenstein Sub District, for a period of three months from the date of the advert, provided that the job title, core functions, inherent requirements, and salary level are the same as those of the advertised post."
<u>CLOSING DATE</u>	:	10 October 2025
<u>POST 35/269</u>	:	<u>STAFF NURSE GRADE 1 TO 3 (TRANSITIONAL CARE WARD)</u> Chief Directorate: Metro Health Services
<u>SALARY</u>	:	Grade 1: R220 614 per annum Grade 2: R262 287 per annum Grade 3: R306 798 per annum
<u>CENTRE</u>	:	Metro TB Transitional Care
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Qualification that allows registration with the SANC as an Enrolled Nurse. Registration with a professional council: Registration with the SANC as a Staff Nurse. Experience: Grade 1: None. Grade 2: A minimum of 10 years appropriate/recognizable experience in nursing after registration with the SANC as an Enrolled Nurse. Grade 3: A minimum of 20 years of appropriate/recognizable experience in nursing after registration with the SANC as an Enrolled Nurse. Inherent requirements of the job: Willingness to work overtime, shifts, weekends and public holidays. Willingness to work in a transitional care setting and be able to assist according to operational needs of transitional care ecosystem. Willingness to rotate within the DP Marais Hospital. Competencies (knowledge/skills): Good communication, planning and interpersonal skills. Ability to work in a multidisciplinary team. Ability to work under pressure.
<u>DUTIES</u>	:	Development and implementation of basic patient care to all patients. Provide basic clinical nursing care to transitional care patients. Effective utilization of resources. Maintain professionalism, ethical standards and self-development.
<u>ENQUIRIES</u>	:	Ms Z Ismail Tel No: (021) 713-7640 / Ms G Mashaba Tel No: (021) 508-7406
<u>APPLICATIONS</u>	:	Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	:	No payment of any kind is required when applying for this post. Candidates will be subjected to a written/practical and oral assessment. Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof

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

<u>CLOSING DATE</u>	:	10 October 2025
<u>POST 35/270</u>	:	<u>STAFF NURSE GRADE 1 TO 3 (X3 POSTS)</u> Chief Directorate: Metro Health Services
<u>SALARY</u>	:	Grade 1: R220 614 per annum Grade 2: R262 287 per annum Grade 3: R306 798 per annum
<u>CENTRE REQUIREMENTS</u>	:	Alexandra Hospital Minimum educational qualification: Qualification that allows registration with the SANC as a Staff Nurse. Registration with Professional council: Registration with the SANC as a Staff Nurse. Experience: Grade 1: None Grade 2: A minimum of 10 years appropriate/recognizable experience in nursing after registration with the SANC as a Staff Nurse. Grade 3: A minimum of 20 years appropriate/recognizable experience in nursing after registration with the SANC as a Staff Nurse. Inherent requirements of the job: Willingness to work shifts, day and night duty, weekends, and public holidays to meet the operational requirements. Must be prepared to assist in all departments according to operational requirements. Competencies (knowledge/skills): Good communication and interpersonal relationships. Basic computer skills in MS Word, Excel, Outlook. Knowledge of relevant legislation and policies of the Department of Health Western Cape.
<u>DUTIES</u>	:	Provide basic clinical nursing care. Development and implementation of basic patient care plans. Effective utilization of resources. Maintain professional growth/ethical standards and self-development. Community Participation.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms B Wiener Tel No: (021) 503-5000, ext. 5030 Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	:	No payment of any kind is required when applying for this post. Short listed candidates will be subjected to a written and oral assessment. "Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview." This concession is only applicable on health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for a change in registration status)". The pool of applications will be considered for vacancies within Chief Directorate: Metro Health Services, for a period of three months from the date of the advert, provided that the job title, core functions, inherent requirements, and salary level are the same as those of the advertised post.
<u>CLOSING DATE</u>	:	10 October 2025
<u>POST 35/271</u>	:	<u>FORENSIC PATHOLOGY OFFICER GRADE 1 TO 2 (X2 POSTS)</u> Chief Directorate: Emergency And Clinical Services Support
<u>SALARY</u>	:	Grade 1: R217 092 per annum Grade 2: R252 840 per annum
<u>CENTRE REQUIREMENTS</u>	:	Forensic Pathology Service, Tygerberg Laboratory Minimum educational qualifications: Senior Certificate with having achieved Mathematics, Life Science and/ or Biology as passed subjects. Experience: Grade 1: None. Grade 2: 10 year's appropriate experience. Inherent requirements of the job: Valid Code B/EB driver's license. Ability to interpret and apply policies. Ability to work under pressure. Ability to work with and lift corpses, (mutilated, decomposed, infectious viruses, obese). Will be required to deliver testimony in court proceedings. Competencies (knowledge/skills): Computer and software literacy. Ability to be trained in 4X4 vehicle handling.

		Ability to be trained in photography. Willingness to assist with duties in X-ray room. Willingness to be trained in Forensic Investigation and Dissection. Be willing to work shifts and overtime. Ability to communicate clearly and discreetly in person and in writing. Ability to achieve and maintain good interpersonal and working relations with staff and clients. Ability to work independently. Ability to accurately analyse data (numbers).
<u>DUTIES</u>	:	Effective and efficient recovery, storage and processing of deceased. An effective Forensic autopsy process rendered in accordance with set standards and guidelines. Optimal control of reports and statements during and after the Forensic Mortuary process. An effective and efficient Management of Unknown corpses. An efficient support service to the Manager regarding Corporate and Clinical Governance functions of the Forensic Pathology Laboratory.
<u>ENQUIRIES</u>	:	Arnolene.Campbell@westerncape.gov.za
<u>APPLICATIONS</u>	:	Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	:	No payment of any kind is required when applying for this post. short-listed candidates will be subjected to a practical test. candidates will be subjected to security clearance prior to appointment. the pool of applications will be considered for vacancies within Tygerberg Forensic Pathology Laboratory, for a period of three months from the date of the advert. provided that the job title, core functions, inherent requirements, and salary level are the same as those of the advertised post.
<u>CLOSING DATE</u>	:	10 October 2025
<u>POST 35/272</u>	:	<u>DENTAL ASSISTANT GRADE 1 TO 2</u> Chief Directorate: Metro Health Services
<u>SALARY</u>	:	Grade 1: R217 092 per annum Grade 2: R252 840 per annum
<u>CENTRE</u>	:	Strand CDC, Khayelitsha Eastern Sub-structure
<u>REQUIREMENTS</u>	:	Minimum educational qualifications: Appropriate qualification or prescribed in-service training (with duration of less than 2 years) that allows for the required registration with the Health Professions Council of South Africa (HPCSA) as Dental Assistant. Registration with Professional council: Registration for 2025/2026 as Dental Assistant with the HPCSA. Experience: Grade 1: None after obtaining an appropriate qualification or prescribed in-service training that allows for the required registration with the HPCSA as a Dental Assistant. Grade 2: A minimum of 10 years appropriate experience after obtaining an appropriate qualification or prescribed in-service training that allows for the required registration with the HPCSA as a Dental Assistant. Inherent requirement of the job: Valid driver's licence (code B/EB). Competencies (knowledge/skills): Good communicate skills, organising abilities and to work under pressure. Knowledge of patient preparations and dental instruments. Knowledge of the National Oral Health Policy, National Norms, Standards and Practice guidelines for Primary Oral Health Care, Occupational Health and Safety Act.
<u>DUTIES</u>	:	Optimal assistance and support to the Dentist with dental treatment. Preparing and sterilizing Dental rooms, instruments and equipment. Perform administrative tasks and record statistics. Scheduling appointments and manage office communication such as phone calls and e-mails. Educating patients on dental hygiene practice, counselling and promote health care. Maintaining inventory, stock control and ordering office or dental supplies. Ensuring compliance with infection control and safety protocols. Support to supervisor and support to other Dental Clinics within the Sub-structure.
<u>ENQUIRIES</u>	:	Ms A Salie Tel No: (021) 845-8384
<u>APPLICATIONS</u>	:	Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	:	Candidates who are not in possession of the stipulated registration requirements may also apply. Such candidates will only be considered for appointment on condition that proof of application to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable to candidates who apply for the first time for registration. The pool of applicants will be considered for vacancies within (the Chief Directorate: Metro Health Services), for a period of three months from the date of the advert, provided that the job title, core functions, inherent requirements, and salary

		level are the same as those of the advertised post. Candidates will be subjected to a written/practical and oral assessment.
<u>CLOSING DATE</u>	:	10 October 2025
<u>POST 35/273</u>	:	<u>TELECOM OPERATOR (X2 POSTS)</u>
<u>SALARY</u>	:	R193 359 per annum
<u>CENTRE</u>	:	Tygerberg Hospital, Parow Valley
<u>REQUIREMENTS</u>	:	educational qualification: General Education and Training Certificate (GETC)/ Grade 9 (Std. 7). Experience: Appropriate experience in operating a high-volume switchboard in a hospital environment, including messaging and paging systems. Inherent requirements of the job: Shift work, including night shifts, weekends, and public holidays. Ability to work overtime when required by operational needs. Physically capable of hearing and speaking clearly. Competencies (knowledge/skills): Ability to communicate effectively (both verbal and written). Strong interpersonal skills. Excellent telephone etiquette. Proficiency in computer literacy (MS Office: Word and Excel). Experience in operating electronic switchboards and paging systems. Knowledge of handling alarm systems related to switchboard operations.
<u>DUTIES</u>	:	Telecommunication. Efficient performance of duties, including paging, handling, and answering calls. Maintain the internal telephone directory. Report all faults and technical issues to the supervisor. Ensure that the switchboard and telephone equipment are in working order. Provide secretarial, clerical, and administrative support to the supervisor.
<u>ENQUIRIES</u>	:	Ms M February Tel No: (021) 938-5295
<u>APPLICATIONS</u>	:	Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	:	Candidates may be subjected to a practical assessment.
<u>CLOSING DATE</u>	:	10 October 2025
<u>POST 35/274</u>	:	<u>HOUSEHOLD AID (X2 POSTS)</u>
		Chief Directorate: Metro Health Service
<u>SALARY</u>	:	R138 486 per annum
<u>CENTRE</u>	:	Alexandra Hospital
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Basic literacy and numeracy skills. Experience: Appropriate experience in cleaning, linen, stock and food related services in a hospital/health environment. Inherent requirements of the job: Ability to lift/move heavy equipment and supplies. Incumbent must be prepared to work shifts, weekends and public holidays. Competencies (knowledge/skills): Good communication skills. Knowledge of basic food preparation. Appropriate experience with the use of the cleaning equipment, cleaning materials and cleaning detergents.
<u>DUTIES</u>	:	Deliver an effective cleaning service such as dusting, sweeping, polishing, scrubbing and mopping of floors, clean furniture and other equipment and empty dustbins. Effective use of cleaning agents, equipment and provide a hygienic environment to prevent the spread of infection and ensure that the cleaning equipment is cleaned after usage and securely stored. Safekeeping and stock control of linen, stock, consumables and equipment. Serve meals to patients and when required prepare basic snacks. Responsible for general hygienic and safe environment in terms of standards and procedures. Optimal support to supervisor and colleagues.
<u>ENQUIRIES</u>	:	Mr M Njongonkulu Tel No: (021) 503-5077
<u>APPLICATIONS</u>	:	Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	:	No payment of any kind is required when applying for this post. Shortlisted candidates will be subjected to a written/practical and oral assessment. The pool of applications will be considered for vacancies within the Chief Directorate: Metro Health Services for a period of three months from the date of the advert, provided that the job title, core functions, inherent requirements, and salary level are the same as those of the advertised post.
<u>CLOSING DATE</u>	:	10 October 2025
<u>POST 35/275</u>	:	<u>LINEN STORES ASSISTANT</u>
		Garden Route District
<u>SALARY</u>	:	R138 486 per annum

<u>CENTRE REQUIREMENTS</u>	:	Mossel Bay Hospital, Mossel Bay Sub-district
	:	Minimum educational qualifications: Basic literacy and numeracy skills. Experience: Appropriate experience in a big laundry. Inherent requirements of the job: Valid driver's license (Code B/EB). Ability to handle heavy objects. Willingness to work overtime, on weekends and on Public Holidays. Computer literacy (MS Word and Excel). Competencies (knowledge/skills): Ability to work under pressure and perform physically demanding tasks. Ability to achieve and maintaining good interpersonal relations with staff and the service provider. Good numerical skills. Knowledge of and the ability to interpret the Western Cape Linen Management Policy.
<u>DUTIES</u>	:	Ensure that a high standard of hospital hygiene, safety and cleanliness is maintained. Collect, count, control, issue and store of linen on a daily basis. Operate machines/equipment in a cost-effective way. Cost effective utilisation of consumables/resources. Correct methods of handling and disposal of refuse/waste products. Assist with the routine stock control of linen. Execution of Occupational Health and Safety prescripts and general environmental safety and hygiene. Self-development and attend courses.
<u>ENQUIRIES APPLICATIONS</u>	:	Mr T Gxakaza Tel No: (044) 604-6100
	:	Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	:	No payment of any kind is required when applying for this post. The pool of applicants will be considered for similar vacant posts within Garden Route District for a period of 3 months from the date of advert.
<u>CLOSING DATE</u>	:	10 October 2025
<u>POST 35/276</u>	:	<u>GENERAL WORKER STORES</u> Cape Winelands District
<u>SALARY</u>	:	R138 486 per annum
<u>CENTRE</u>	:	Brewelskloof Hospital
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Basic numeracy and literacy. Experience: Experience in stores environment. Inherent requirements of the job: Valid (Code B/EB) driver's licence. Willingness to travel. Competencies (knowledge/skills): Ability to communicate (written and verbal).
<u>DUTIES</u>	:	Assist the Provisioning Clerk with the handling of stock and assets (including asset management). Receive and issue inventory items/assets. Deliver inventories and assets to end-users with government vehicle, rotate store stock (first in, first out). Perform certain messenger duties between the stores and other departments within the hospital /clinic environment when required. Clean various stores and non-storage areas within the main stores. Assist in other Stores when required.
<u>ENQUIRIES APPLICATIONS</u>	:	Mr JG Meiring Tel No: (023) 348-1344
	:	Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	:	No payment of any kind is required when applying for this post. The pool of applications will be considered for vacancies within Brewelskloof Hospital, for a period of three months from the date of the advert, provided that the job title, core functions, inherent requirements, and salary level are the same as those of the advertised post."
<u>CLOSING DATE</u>	:	10 October 2025
<u>POST 35/277</u>	:	<u>MEDICAL SPECIALIST GRADE 1 TO 3 (GENERAL SURGERY) (20 SESSIONS)</u> Chief Directorate: Metro Health Services (6-Month Contract)
<u>SALARY</u>	:	Grade 1: R646 per hour Grade 2: R737 per hour Grade 3: R853 per hour
<u>CENTRE</u>	:	Karl Bremer Hospital
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Appropriate qualification that allows registration or existing registration with the Health Professional Council of South Africa (HPCSA) as a Medical Specialist in General Surgery. Registration with Professional council: Appropriate qualification that allows registration with the Health Professions Council of South Africa as Medical Specialist in General Surgery. Experience: Grade 1: None after registration with the HPCSA as a Medical Specialist in General Surgery in respect of SA qualified employees. 1-

year relevant experience after registration as Medical Specialist in General Surgery 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 Specialist in General Surgery after registration with the HPCSA as a Medical Specialist in General Surgery in respect of SA qualified employees. A minimum of 6 years' relevant experience after registration as Medical Specialist in General Surgery with a recognised foreign Health Professional Council in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa. Inherent requirements of the job: Valid driver's license and willingness to travel. Competencies (knowledge/skills): Clinical experience with General Surgery, including endoscopy and laparoscopic surgery. Ability to achieve and maintain good interpersonal relations with staff, patients, and their families. Excellent clinical notes, referral writing skills and sound verbal and written communication skills as well as analytical and problem-solving skills. The candidate must have sufficient clinical and academic skills to handle a large clinical workload.

DUTIES : Provision of clinical service delivery at specialist level across the full spectrum of General Surgery services but with a focus on the endoscopy service. Duties in theatre may also be needed, performing surgical procedures. Consultant ward rounds with senior decision making in respect of patient care, including disposition decisions and oversight and input into OPD services. Clinical Governance in respect of accurate medical record keeping, data / trend analysis, contribution to Morbidity & Mortality meetings and management of complaints. Use of existing digital platforms for referrals and patient related documentation. Teaching, training, research activities, including supervision & teaching of junior doctors and participation in the academic program in the hospital. Contribution to improvement of internal systems within the General Surgery service – both within the hospital and the Metro East ecosystem and participation in the wider management of the medical services within the hospital, both clinical and administrative, where reasonable and feasible.

ENQUIRIES : Dr S Le Roux Tel No: (021) 918-1990
APPLICATIONS : Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").

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

CLOSING DATE : 10 October 2025

POST 35/278 : **MEDICAL SPECIALIST GRADE 1 TO 3 (ORTHOPAEDICS) (8 SESSIONS PER WEEK)**
 Chief Directorate: Metro Health Services
 (6-Month Contract)

SALARY : Grade 1: R646 per hour
 Grade 2: R737 per hour
 Grade 3: R853 per hour

CENTRE : Karl Bremer Hospital
REQUIREMENTS : Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Medical Specialist in Orthopaedics. Registration with a professional council: Registration with the Health Professional Council of South Africa (HPCSA) as a Medical Specialist in Orthopaedics. Experience: **Grade 1:** None after registration with the HPCSA as a Medical Specialist in Orthopaedics. **Grade 2:** A minimum of 5 years appropriate experience after registration with the HPCSA

(or recognized foreign Health Professional Council in respect of foreign qualified employees) as a Medical Specialist in Orthopaedics. **Grade 3:** A minimum of 10 years of appropriate experience after registration with the HPCSA (or recognized foreign Health Professional Council in respect of foreign qualified employees) as a Medical Specialist in Orthopaedics. Inherent requirements of the job: Valid driver's license and willingness to travel. Competencies (knowledge/skills): Knowledge of Orthopaedics at a specialist level and have the ability to render high quality Orthopaedic surgery service. Ability to converse in at least two of the official languages of the Western Cape, have computer literacy, Leadership, interpersonal and organisational skills. Strong record of clinical expertise, clinical governance, research, teaching and training at under and postgraduate levels. Excellent managerial, interpersonal, leadership, administrative, communication, analytical and problem-solving skills as well as have the ability to supervise clinical training and teaching & be able to interpret data and effect management plans to improve services.

DUTIES : Provision of clinical service delivery at specialist level across the full spectrum of trauma and emergency orthopaedic surgery and pertinent elective surgery. Provision of clinical service delivery at specialist level across the full spectrum of Orthopaedics, including theatre, wards, outpatients and Emergency Centre. Clinical Governance: Evidence Based Medicine, clinical review, adherence to existing protocols and SOP, do administrative, management tasks, support to the Medical Manager as well as involvement in research activities. Teaching and training: Supervision of clinical and operative activities of orthopaedic surgeons- in- training & active participation in the postgraduate and undergraduate teaching programmes of the Department at Karl Bremer Hospital. Systems management: Knowledge of public health Orthopaedics & knowledge of and interaction with the Metro East Orthopaedics ecosystem. - Development of internal protocols and local SOP & be able to function within a team.

ENQUIRIES : Dr S Le Roux Tel No: (021) 918-1733
APPLICATIONS : Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").

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

CLOSING DATE : 10 October 2025

POST 35/279 : **DENTAL SPECIALIST GRADE 1 TO 3 (20 SESSIONS) (ORAL/DENTAL TRAINING HOSPITAL)**
 Chief Directorate: Metro Health Service

SALARY : Grade 1: R646 per hour
 Grade 2: R737 per hour
 Grade 3: R853 per hour

CENTRE : Oral Health Centre, Tygerberg/Mitchell's Plain Platform
REQUIREMENTS : Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Dental Specialist in Community Dentistry. Registration with a professional council: Registration with the HPCSA as Dental Specialist in Community Dentistry. Experience: **Grade 1:** None after registration with the HPCSA as Dental Specialist in Community Dentistry. **Grade 2:** Minimum of 5 years' appropriate experience as Dental Specialist after registration with the HPCSA (or recognized foreign Health Professional Council in respect of a foreign qualified employee) as a Dental Specialist in Community Dentistry. **Grade 3:** Minimum of 10 years' appropriate experience as Dental Specialist after registration with the HPCSA (or a recognized foreign Health Professional

		Council in respect of a foreign qualified employee) as a Dental Specialist in Community Dentistry. Inherent requirements of the job: Valid Driver's licence. Competencies (knowledge/skills): Appropriate experience with Health Informatics and Health IT. Familiar with the HECTIS system or similar hospital and Emergency Centre tracking systems. Computer literacy in MS Office package.
<u>DUTIES</u>	:	Assist in the design and specification of the Electronic Dental Record (EDR). Support the HECTIS rollout and implementation. Continuous improvement and quality assurance. Collaboration and stakeholder engagement.
<u>ENQUIRIES</u>	:	Dr CCA Cloete Tel No: (021) 937-3092
<u>APPLICATIONS</u>	:	Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	:	No payment of any kind is required when applying for this post. Candidates will be subjected to a written/practical and oral assessment. "Candidates who are not in possession of the stipulated registration requirements may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable to candidates who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status)". The pool of applicants will be considered for vacancies within the Chief Directorate: Metro Health Services, for a period of 3 months from date of advert, provided that the job title, core functions, inherent requirements, and salary level are the same of those of the advertised post.
<u>CLOSING DATE</u>	:	10 October 2025
<u>POST 35/280</u>	:	<u>MEDICAL OFFICER GRADE 1 TO 3 (20 SESSIONS) (X2 POSTS)</u> Cape Winelands District (Contract Until 21 March 2026)
<u>SALARY</u>	:	Grade 1: R482 per hour Grade 2: R550 per hour Grade 3: R636 per hour
<u>CENTRE</u>	:	Langeberg Sub-district
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Medical Practitioner. Registration with Professional council: Appropriate qualification that allows registration with the Health Professions Council of South Africa as Medical Practitioner. Experience: Grade 1: None after registration as a Medical Practitioner with the HPCSA in respect of SA qualified employees. One-year relevant experience after registration as Medical Practitioner with a recognized foreign Health Professional Council in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. Grade 2: A minimum of 5 years' appropriate experience as a Medical Practitioner after registration with the HPCSA as a Medical Practitioner in respect of SA qualified employees. A minimum of 6 years' relevant experience after registration as a Medical Practitioner with a recognized foreign Health Professional Council in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. Grade 3: A minimum of 10 years' appropriate experience as a Medical Practitioner after registration with the HPCSA as Medical Practitioner in respect of SA qualified employees. A minimum of 11 years' relevant experience after registration as Medical Practitioner with a recognized foreign Health Professional Council in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. Inherent requirements of the job: A valid (code B/EB) driver's licence. Competencies (knowledge/skills): Sound knowledge of general medical and surgical conditions at district hospital and Primary Health Care level and knowledge applicable to the South African TB and HIV care guidelines. Comprehensive evidence-based, direct patient-centred Clinical Service Provision in the sub-district Health Service and computer literacy (MS Excel, Word, Outlook etc.) and good interpersonal, organizational and teamwork skills. Competent in performing district level procedures including performance of caesarian sections, administration of spinal and general anesthesia, management of chronic conditions and HIV/TB care, maternal and child health as well as emergency medical care including

	adult and neonatal resuscitations. Ability and willingness to do outreach services to clinics throughout the Langeberg Sub District and guiding health care colleagues in managing difficult PHC cases.
<u>DUTIES</u>	: Provide quality care to patients at Robertson, Montagu Hospital and surrounding clinics in the Langeberg Sub District and healthcare facilities. Provide Outreach and Support service to PHC facilities in the Langeberg sub-district. Actively participate in skills transfer, training, and academic opportunities relevant to the post. Active involvement in the clinical governance of Langeberg sub-district facilities as required.
<u>ENQUIRIES</u>	: Dr A Williams (Medical Specialist) Tel No: (023) 626-8539
<u>APPLICATIONS</u>	: Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	: No payment of any kind is required when applying for this post. Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable on health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status). "The pool of applications will be considered for vacancies within Langeberg Sub-district, for a period of three months from the date of the advert, provided that the job title, core functions, inherent requirements, and salary level are the same as those of the advertised post."
<u>CLOSING DATE</u>	: 10 October 2025

DEPARTMENT OF INFRASTRUCTURE

<u>APPLICATIONS</u>	: Only applications submitted online will be accepted. To apply submit your application online only: via http://www.westerncape.gov.za/jobs or https://westerncapegov.erecruit.co
<u>CLOSING DATE</u>	: 20 October 2025
<u>NOTE</u>	: Shortlisted candidates will be required to submit copies of their documentation for verification purposes. These candidates will be required to complete a practical assessment and attend interviews on a date and time as determined by the department. The selection process will be guided by the EE targets of the employing department Should you experience difficulties with your online application, kindly note that technical support (challenges with online application) is only available from Monday to Friday from 08:00 to 16:00. you may contact the helpline at 0861 370 214. Otherwise, all other queries relating to the position, kindly contact the enquiries person as indicated in the advert. Please ensure that you submit your application before the closing date as no late applications will be considered.

OTHER POSTS

<u>POST 35/281</u>	: <u>CHIEF ENGINEER: ROAD BUSINESS GOVERNANCE REF NO: DOI 127/2025</u>
<u>SALARY</u>	: Grade A: R1 266 450 per annum, (all-inclusive salary package), (OSD as prescribed).
<u>CENTRE</u>	: Department of Infrastructure, Western Cape Government
<u>REQUIREMENTS</u>	: Engineering degree (B Eng/ BSC (Eng) or relevant qualification in Civil Engineering; A minimum of six years post qualification experience required; Compulsory registration with the Engineering Council of South Africa (ECSA) as a Professional Engineer; A valid code B driving licence. Competencies: Knowledge of the following: Programme and Project Management; Engineering, legal and operational compliance; Engineering operational communication; Process knowledge and skills; Maintenance skills and knowledge; Mobile equipment operating skills; Engineering design and analysis knowledge; Research and development; Computer-aided engineering applications; Creating high performance culture; Technical consulting; Communication (written and verbal) skills; People Management, Planning and organizing; Engineering and professional judgment; Strategic capability and leadership. Behavioural competencies: Problem solving and analysis; Decision making; Team leadership; Creativity; Financial management; Customer focus

		and responsiveness; Conflict management, negotiation and Change Management skills.
<u>DUTIES</u>	:	Engineering design and analysis effectiveness: Perform final review and approvals or audits on new engineering designs according to design principles or theory; Maintain engineering operational effectiveness: Manage the execution of maintenance strategy through the provision of appropriate structures, systems and resources; Governance: Allocate, control, monitor and report on all resources; Financial Management: Ensure the availability and management of funds to meet the MTEF objectives within the engineering environment/services; People management: Manage the development, motivation and utilization of human resources for the discipline to ensure competent knowledge base for the continued success of engineering services according to organizational needs and requirements.
<u>ENQUIRIES</u>	:	Louise.Buys@westerncape.gov.za
<u>POST 35/282</u>	:	<u>CONTROL ENGINEERING TECHNOLOGIST: ROAD CONTRACT SERVICES REF NO: DOI 129/2025</u>
<u>SALARY</u>	:	Grade A: R921 900 per annum, (all-inclusive salary package), (OSD as prescribed).
<u>CENTRE REQUIREMENTS</u>	:	Department of Infrastructure, Western Cape Government
	:	Bachelor of Technology in Engineering (B Tech) or relevant qualification; A minimum of six years post qualification experience required; Compulsory registration with ECSA as a Professional Engineering Technologist; A valid code B driving license. Competencies: Knowledge of the following: Project Management; Technical design and analysis knowledge; Research and Development; Computer-aided engineering applications; Knowledge of legal compliance; Technical report writing; Technical consulting; Networking; Professional judgment; Process knowledge and skills; Maintenance skills and knowledge; Mobile equipment operating skills; Engineering design and analysis knowledge; Research and development; Computer-aided engineering applications; Creating high performance culture; Technical consulting; Communication (written and verbal) skills; People Management, Planning and organizing; Engineering and professional judgment; Strategic capability and leadership; Behavioural competencies: Problem solving and analysis; Decision making; Team leadership; Creativity; Financial management; Customer focus and responsiveness; Conflict management, negotiation and Change Management skills.
<u>DUTIES</u>	:	Engineering design and analysis effectiveness: Perform final review and approvals or audits on new engineering designs according to design principles or theory; Maintain engineering operational effectiveness: Manage the execution of maintenance strategy through the provision of appropriate structures, systems and resources; Governance: Allocate, control, monitor and report on all resources; Financial Management: Ensure the availability and management of funds to meet the MTEF objectives within the engineering environment/services; People management: Manage the development, motivation and utilization of human resources for the discipline to ensure competent knowledge base for the continued success of engineering services according to organizational needs and requirements.
<u>ENQUIRIES</u>	:	Naasier Sambo Tel No: (021) 483 5458
<u>POST 35/283</u>	:	<u>ENGINEERING TECHNOLOGIST (PRODUCTION LEVEL): ROAD CONTRACT SERVICES REF NO: DOI 130/2025</u>
<u>SALARY</u>	:	Grade A: R453 576 - R487 500 per annum, (OSD as prescribed) Grade B: R513 303 - R551 493 per annum, (OSD as prescribed) Grade C: R586 665 - R690 237 per annum, (OSD as prescribed).
<u>CENTRE REQUIREMENTS</u>	:	Department of Infrastructure, Western Cape Government
	:	Bachelor of Technology in Engineering (B Tech) or relevant qualification; A minimum of Three years post qualification Engineering Technologist experience required; Compulsory registration with ECSA as a Professional Engineering Technologist; A valid code B driving licence. Competencies: Knowledge of the following: Technical: Project management; Technical design and analysis; Research and development; Computer-aided engineering applications; Knowledge of legal compliance; Technical report writing; Networking; Professional Judgment; Generic: Problem solving and analysis; Decision making; Team leadership; Creativity; Self-management; Customer

	focus and responsiveness; Communication skills; Computer skills; Planning and Organising; People management.
<u>DUTIES</u>	Provide technological advisory services: Support Engineers, Technicians and associates; Promote safety standards in line with statutory and regulatory requirements; Evaluate existing technical manuals, standard drawings and procedures to incorporate new technology; Solve broadly defined technological challenges through application of proven techniques and procedures; Develop, maintain and manage current technologies; Identify and optimize technical solutions by applying engineering principles; Perform administrative and related functions: Compile and submit monthly and quarterly reports; Provide inputs to the operational plan; Develop, implement and maintain databases; Research and development: Keep up with new technologies and procedures; Research/literature studies on technical engineering technology to improve expertise; To liaise with relevant boards/councils on engineering-related matters.
<u>ENQUIRIES</u>	: Naasier Sambo Tel No: (021) 483 5458
<u>POST 35/284</u>	: <u>PROFESSIONAL ENGINEER (PRODUCTION LEVEL): CONSTRUCTION AND MAINTENANCE CONTRACTS (REGION 2) REF NO: DOI 131/2025</u>
<u>SALARY</u>	: Grade A: R879 342 - R938 061 per annum Grade B: R990 669 - R1 067 235 per annum Grade C: R1 127 100 - R1 323 267 per annum (Salary will be determined based on post registration experience as per OSD prescript)
<u>CENTRE REQUIREMENTS</u>	: Department of Infrastructure, Western Cape Government : Engineering Degree (B Eng/ BSC (Eng)) or relevant qualification; A minimum of three years post-qualification engineering experience required; Compulsory registration with ECSA as a Professional Engineer; A valid code B driving licence. Competencies: Working knowledge of the following: 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 needed: Technical report writing; Sound engineering and professional judgement; Problem solving and analysis; Decision making, Team work, Creativity; Communication (written and verbal) and People Management.
<u>DUTIES</u>	: 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.
<u>ENQUIRIES</u>	: Naasier Sambo Tel No: (021) 483 5458

<u>POST 35/285</u>	:	<u>PROFESSIONAL ELECTRICAL ENGINEER (PRODUCTION LEVEL): ENGINEERING SERVICES REF NO: DOI 66/2025 R1</u>
<u>SALARY</u>	:	Grade A: R879 342 - R938 061 per annum Grade B: R990 669 - R1 067 235 per annum Grade C: R1 127 100 - R1 323 267 per annum (Salary will be determined based on post registration experience as per OSD prescript).
<u>CENTRE REQUIREMENTS</u>	:	Department of Infrastructure, Western Cape Government An appropriate Electrical Engineering Degree [B Eng/BSc (Eng)] or relevant qualification; Three years post qualification engineering experience required; Compulsory registration with ECSA as a Professional Engineer; A valid Code B driving licence. Competencies: Knowledge of the following: Contract documentation and administration; Occupational Health and Safety (OHS) Act and regulations; National Building Regulations and all relevant built environment legislation; Decision-making and team leadership; Financial Management; Programme and Project Management; Built environment experience especially regarding electrical engineering design and analysis in the construction of office and general buildings and facilities; Computer-aided design of buildings and services; Design of different electrical systems; Knowledge of access control and CCTV Camera systems; Knowledge of legal compliance and formulation of policies in a multi-disciplinary professional environment; Knowledge of procurement processes; Proven computer literacy (MS Office/Projects/Revit/ AutoCAD, Communication (written and verbal) skills; People Management skills; Technical report writing skills; Leadership, communication, organising skills; Ability to work under pressure and meet deadlines; Conflict management; Able to work in a team.
<u>DUTIES</u>	:	Planning for success (Initiative, planning and execution); Serving proudly together (Communications, management of human resources and quality of work); Financial sustainability and accountability (Acceptance of responsibility and management of financial resources); Knowledge management for effective service delivery (Technical skills).
<u>ENQUIRIES</u>	:	Ms C Skillicorn Tel No: (021) 483 4605
<u>POST 35/286</u>	:	<u>SENIOR ARCHITECTURAL TECHNOLOGIST (PRODUCTION): EDUCATION INFRASTRUCTURE REF NO: DOI 24/2025 R1</u>
<u>SALARY</u>	:	Grade A: R429 930– R462 084 per annum, (OSD as prescribed) Grade B: R486 543 – R522 741 per annum, (OSD as prescribed) Grade C: R556 080 – R654 252 per annum, (OSD as prescribed)
<u>CENTRE REQUIREMENTS</u>	:	Department of Infrastructure, Western Cape Government Bachelor of Technology in Architecture (B.Tech) or relevant qualification as recognised by the South African Council for the Architectural Profession (SACAP); A minimum of three years post qualification Senior Architectural Technologist experience; Compulsory registration with SACAP as a Senior Architectural Technologist; A valid code B (or higher) driving license. Competencies: Knowledge and experience in the following: Project management; Architectural planning; Research and development; Computer-aided architectural applications; Legal compliance; Technical report writing; Networking; Professional judgement; Skills needed: Problem solving and analysis; Decision making; Team leadership; Creativity; Self-management; Customer focus and responsiveness; Written and verbal communication; People management; Planning and organising; Change management; Good analytical, problem solving, interpersonal and organisational; Proven computer literacy (MS Office).
<u>DUTIES</u>	:	Provide technological advisory services: Support Architects and associates in site surveying, preparing measured drawings of existing buildings, collecting of practical information relating to the proposed project and prepare presentation drawings and models of the design; Perform administrative and related functions: Compile and submit monthly and quarterly reports; Research and development: Keep up with new technologies and procedures.
<u>ENQUIRIES</u>	:	Mr E du Plooy at Etienne.duPlooy@westerncape.gov.za
<u>POST 35/287</u>	:	<u>ENGINEERING TECHNOLOGIST: ELECTRICAL (PRODUCTION LEVEL) REF NO: DOI 66/2024 R3</u>
<u>SALARY</u>	:	Grade A: R453 576 - R487 500 per annum, (OSD as prescribed)

	Grade B: R513 303 - R551 493 per annum, (OSD as prescribed)
	Grade C: R586 665 - R690 237 per annum, (OSD as prescribed)
<u>CENTRE REQUIREMENTS</u>	: Department of Infrastructure, Western Cape Government
	: Bachelor of Technology in Electrical Engineering (B Tech) or relevant qualification; A minimum of 3-years post qualification Engineering Technologist (Electrical) experience; Compulsory registration with ECSA as a Engineering Technologist; A valid code B driving license. Competencies: Knowledge of the following: Project management; Technical design and analysis knowledge; Research and development; Computer-aided engineering applications; Legal compliance; Technical report writing; Technical consulting; Networking; Professional judgment; Skills needed: Decision making; Team leadership; Creativity; Change management; Financial management; Customer focus and responsiveness; Communication (written and verbal); Computer skills; Planning and organising; People management. Problem solving and analysis.
<u>DUTIES</u>	: Provide technological advisory services: Support Engineers, Technicians and associates in field, workshop and office activities; Promote safety standards in line with statutory and regulatory requirements; Evaluate existing technical manuals, standard drawings and procedures to incorporate new technology; Solve broadly defined technological challenges through application of proven techniques and procedures; Develop, maintain and manage current technologies; and Identify and optimize technical solutions by applying engineering principles. Perform administrative and related functions: Compile and submit monthly and quarterly reports; Provide inputs to the operational plan; and Develop, implement and maintain databases; Research and development: Keep up with new technologies and procedures; Research/literature studies on technical engineering technology to improve expertise; and To liaise with relevant boards/councils on engineering-related matters.
<u>ENQUIRIES</u>	: Abubakr.Manack@westerncape.gov.za
<u>POST 35/288</u>	: <u>ARCHITECT (PRODUCTION LEVEL): HEALTH INFRASTRUCTURE REF NO: DOI 198/2024 R2</u>
<u>SALARY</u>	: Grade A: R761 157 per annum, (OSD as prescribed)
<u>CENTRE</u>	: Department of Infrastructure, Western Cape Government
<u>REQUIREMENTS</u>	: An appropriate B degree in Architecture or relevant qualification; A minimum of 3-years post-qualification architectural experience; Compulsory registration with SACAP (South African Council for the Architectural Profession) as a Professional Architect; A valid code B driving licence. 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.
<u>DUTIES</u>	: 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. Experience in the following will be advantageous: Contract documentation and administration; Project Management, formulation of policies in a multi-disciplinary professional environment.
<u>ENQUIRIES</u>	: Mr E du Plooy at Etienne.duPlooy@westerncape.gov.za
<u>POST 35/289</u>	: <u>ENGINEERING TECHNICIAN (PRODUCTION LEVEL): RADIO COMMUNICATIONS - BELLVILLE REF NO: DOI 39/2024 R2 (X2 POSTS)</u>
<u>SALARY</u>	: Grade A: R391 671 per annum, (OSD as prescribed)
	Grade C: R586 665 per annum, (OSD as prescribed)

<u>CENTRE REQUIREMENTS</u>	:	Department of Infrastructure, Western Cape Government
	:	An appropriate 3 year National Diploma/B-Degree (or higher qualification) in Radio Communications, Electrical Engineering, Public Safety or relevant qualification; Compulsory registration with ECSA as an Engineering Technician; A minimum of 3 years post qualification experience; A valid (Code B or higher) driving licence. Competencies: Extensive knowledge of the following: Project Management; Technical design and analysis; Computer-aided engineering applications; Legal compliance; Technical report writing; Technical consulting; Decision making; Customer focus and responsiveness; People Management; Computer literacy Skills: Planning and organising; Communication skills (written, verbal and presentation).
<u>DUTIES</u>	:	Render technical services; Manage Radio Subscriber; Procure equipment spare part and control stock thereof; Administrate radio user interference and network affiliation; Research and development; Support Control Engineering Radio Technician with management of workshop. It will be advantageous to have a Radiotrian artisan additional qualification.
<u>ENQUIRIES</u>	:	Ms M Van Wyngaart Tel No: (021) 959 7700 and email address: Marilise.vanwyngaardt@westerncape.gov.za
<u>POST 35/290</u>	:	<u>DEPUTY DIRECTOR: PROVINCIAL HUMAN SETTLEMENT PLANNING</u> <u>REF NO: DOI 128/2025</u>
<u>SALARY</u>	:	R896 436 per annum (Level 11), (all-inclusive salary package)
<u>CENTRE REQUIREMENTS</u>	:	Department of Infrastructure, Western Cape Government
	:	An appropriate 3 year National Diploma/B-Degree (equivalent or higher qualification) in a built environment discipline which can include Urban and Regional Planning / Housing and Human Settlement / Public Admin / Public Management / Development Studies / Geographic Information Systems / Built Environment; A minimum of 3 years relevant experience in a town and regional planning working environment at supervisory/management (ASD) level; 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 and understanding of the following: Project management, design and project management in the built environment; Monitoring and development processes; Financial management, financial prescripts and the ability to set up and monitor budgets; Geographical Information Systems; Built environment related to human settlements; Project coordination, integration, communication and control of project activities; Information systems that aid in the management of knowledge and information pertaining to the line function; Operational management practices; Procurement and tendering processes; Policy development, and operational management, monitoring and review processes; Modern systems of governance and administration; Public service procedures, processes and systems; Regional and local political, economic and social affairs impacting on the provincial government of the Western Cape; Constitutional, legal and institutional arrangements governing the South African public sector; Public finance, human resources and discourse management processes; Public Finance Management Act, National Treasury Regulations, Provincial Treasury Instructions, Guidelines, other financial policies, prescripts, directives and collective agreements; Functioning of the province and the activities of sister departments/related functional areas; Knowledge and understanding of the policies of the government of the day; Labour Relations legislation and regulations; Performance management in general. Skills in the following: Numeracy; Computer Literacy; Language; Project Management; Accounting, Finance and Audit; Knowledge Management; Analytical thinking; Strategic thinking; Policy implementation (Impact on system); Conflict resolution; Monitoring, evaluation and reporting; Presentation; Problem solving; Research; Report Writing.
<u>DUTIES</u>	:	Facilitate Provincial Visions and Multi-year housing developments; Statistical analysis and modelling for forward planning; Facilitate planning and grant allocation; Capacity building support for integrated human settlement planning; Plan and manage the work of and account for the overall performance of the Sub-directorate; People Management; Financial Management.
<u>ENQUIRIES</u>	:	Mr D Alli Tel No: (021) 483 4145

<u>POST 35/291</u>	:	<u>ADMINISTRATIVE OFFICER: IMMOVABLE ASSET REGISTER REF NO: DOI 52/2024 R2</u>
<u>SALARY</u>	:	R325 101 – R382 959 per annum (Level 07)
<u>CENTRE</u>	:	Department of Infrastructure, Western Cape Government
<u>REQUIREMENTS</u>	:	An appropriate 3-year National Diploma/B-Degree (equivalent or higher qualification) related to the Property Sector, Public administration, Business Management or Accounting; A minimum of 1-year relevant experience in working with an Asset (Property) Register, Property Data and Property ownership matters. Competencies: Knowledge of the Government IAM Act; Municipal valuation rolls; Conveyancing procedures; Understanding restrictive conditions and clauses; Capabilities in the following: read and interpret SG Diagrams and read and interpret Title deeds. Skills in the following: Communication (written and verbal); Computer literacy in Ms office package (Word, Excel) and ability to work independently and as part of a team. It will be advantageous to have a valid (Code B or higher) driving licence. NB: People with disabilities that restrict driving abilities, but who have reasonable access to transport, may also apply.
<u>DUTIES</u>	:	To provide administrative support in order to collect, maintain, analyse, process and report on all data on the Provincial Property Register (IAR); To undertake the vesting of ownership of properties in the name of Provincial Government of the Western Cape; Keep record of all property ownership related information; To provide administrative support and verification of data on the system to ensure accurate and complete information; To provide administrative support related to compilation User Asset Management Plan (UAMP) and Custodian Asset Management Plan (CAMP). It will be advantageous to have experience with Asset Register, Public administration, Business Management or Accounting.
<u>ENQUIRIES</u>	:	Mr A Boersma Tel No: (021) 483 3223
<u>POST 35/292</u>	:	<u>PROJECT ADMINISTRATOR: DEPARTMENTAL PROGRAMME OFFICE REF NO: DOI 133/2025</u>
<u>SALARY</u>	:	R325 101 – R382 959 per annum (Level 07)
<u>CENTRE</u>	:	Department of Infrastructure, Western Cape Government
<u>REQUIREMENTS</u>	:	An appropriate National Diploma/B-Degree (equivalent or higher qualification) in a relevant field such as Project Management/ Public Administration/ Business Administration/ Built Environment (e.g. Construction Management, Civil Engineering)/ Information Management or similar; A minimum of 1 year proven experience in project administration or coordination -Experience should include: Working within a structured project/programme management environment; Using project management systems (e.g. PCS, MS Project); Supporting financial tracking, reporting, and documentation; Coordinating meetings, stakeholders, and project logistics. Competencies: Knowledge of the following: Project management; Application of relevant legislation; Departmental Strategic and Service Delivery Plan; Departmental objectives; Departmental operational Strategies; Ability to manage information; Principles and processes for providing support; Computer literate (highly proficient in all MS Office applications, including MS Project); Written and verbal communications skills; Demonstrated ability to support Project/Programme Managers across all phases of the project lifecycle, including scheduling, progress tracking, and reporting; Ability to consolidate financial inputs, monitor and control expenditure, and produce accurate financial reports for both Directorate and project-specific activities; Competence in establishing and maintaining a project documentation library, applying change control procedures, and conducting quality reviews; Advanced knowledge of System Administration; Strong written and verbal communication skills, including drafting agendas, compiling minutes, editing presentations, and facilitating effective meeting logistics; It will be advantageous to have a valid (Code B or higher) driving licence. NB: People with disabilities that restrict driving abilities, but who have reasonable access to transport, may also apply.
<u>DUTIES</u>	:	To assist Project /Programme Manager with all aspects of project administration; and to report to and keep the manager fully informed of developments. This role includes ensuring compliance with project management, legislative processes, and systems governed by DOI Project Management standards; The DPO conducts program assurance reviews using the Project Controls System (PCS) that forms part of the eMerge Technology

System and provides overall project management guidance; Render a general administrative support service to the Departmental Programme Office (DPO) Directorate; Assist the Directorate in carrying out administrative activities, both general and project related; Assist with secretariat functions at Directorate meetings, which include setting up meetings, drafting agendas, compilation of the minutes, editing presentations and circulating these to the members of the meeting; Assist the Directorate with the preparation and consolidation of financial inputs received from line managers for the facilitation of resource utilisation of projects; Provide support to the DPO in terms of Financial Management; Monitor, control and report on expenditure in the Directorate as well as project expenditure; Timeous and accurate registration of all project information (including financial) on the Project Management Information System; Establish and maintain project documentation library, this includes providing document management support, the identification, change control, and administration on all project-related documents; Perform quality reviews; Perform System training; Keep the manager fully up to date with all developments, and track and report on overall project progress; Assist with technical user support; Assist the Project/Programme Manager to implement new processes and procedures; Work closely with line and project and programme managers to provide project administration support throughout the project lifecycle.

ENQUIRIES : Mrs. Gail de Wet Tel No: (021) 483 0153

POST 35/293 : **PERSONAL ASSISTANT: INFRASTRUCTURE POLICY AND RESEARCH REF NO: DOI 135/2025**

SALARY : R325 101 – R382 959 per annum (Level 07)
CENTRE : Department of Infrastructure, Western Cape Government
REQUIREMENTS : Grade 12 (Senior Certificate or equivalent qualification) plus an accredited secretarial diploma and/or administrative qualification on the level of NQF level 5 or relevant higher tertiary qualification; A minimum of 3 years' experience in rendering a support service to management/ senior management; A valid (Code B or higher) driving licence. NB: People with disabilities that restrict driving abilities, but who have reasonable access to transport, may also apply. Competencies: Knowledge of the following: Relevant legislation/policies/prescripts and procedures; Basic knowledge on financial administration; Procurement processes. Skills in the following: Advanced computer literacy; Communication skills (written and verbal); Ability to work independently and as part of a team.

DUTIES : Provide a secretarial/receptionist support service to the manager; Render administrative support services and perform the duties of the Admin Support officer in their absence; Provide support to manager regarding meetings; Support the manager with administration of the manager's budget; Studies that relevant Public Service and departmental prescripts/policies and other documents and ensure that the application thereof is understood properly.

ENQUIRIES : Melissa Smit Tel No: (021) 483 2548

POST 35/294 : **ROAD WORKER SUPERVISOR: ROUTINE MAINTENANCE REGION 2 REF NO: DOI 132/2025 (X5 POSTS AVAILABLE AT VARIOUS LOCATIONS)**

SALARY : R193 359 - R227 766 per annum (Level 04)
CENTRE : Department of Infrastructure, Western Cape Government
REQUIREMENTS : Grade 10 (equivalent or higher qualification); A minimum of 3 years semi-skilled manual experience; A valid (Code EC) driving licence with professional drivers permit (PDP). Competencies: Good understanding of the maintenance and repair of defects on roads and within road reserves; Conflict and diversity management; Skills needed: Communication (verbal and written); Ability to work under pressure and meet deadlines; Ability to work in a team; Self-motivated.

DUTIES : Supervise the maintenance and building of roads; Inspect work, supervise and train workers; Handle and maintain machines and aids which are used for roads maintenance work and construction work; Plan and supervise maintenance and construction of roads, premises and building; Repair equipment in and to buildings, premises and roads; Undertake the safeguarding of work areas and construction machines in terms of the Health and Safety Act; Discipline subordinates and apply proper labour relations. The following will be advantageous: Experience in the operating of more than one

large construction machine; Experience as a supervisor over a team of workers; Experience in civil construction activities; Preference will be given to candidates who acquired credits/qualifications in construction unit standards accredited with the relevant SETA (Sector Education and Training Authority) on NQF Level 1 and higher.

ENQUIRIES : Mr M Stegmann Tel No: (044) 272 6071

WESTERN CAPE MOBILITY DEPARTMENT

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

CLOSING DATE : 20 October 2025

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 35/295 : **DIRECTOR: OPERATIONAL MANAGEMENT SUPPORT REF NO: WCMD 82/2025**

SALARY : R1 266 714 per annum (Level 13), (all-inclusive salary package)
CENTRE : Western Cape Mobility Department, Western Cape Government
REQUIREMENTS : An appropriate 3-year B-degree (equivalent or higher qualification) (NQF level 7) as recognised by SAQA; 5 Years experience at middle and/ or senior management level; A valid driving licence, or alternative mode of transport for people with disabilities; The successful completion of the Senior Management Pre-entry Programme. Competencies: strategic Capability and Leadership; Project and Programme Management; Change Management; People Management and Empowerment; Financial Management.

DUTIES : Provide systems and technology support services; Provide a knowledge and information management service; Ensure the rendering of ICT, human capital, corporate assurance, legal and communications support services to the Department by the Premier; Provide a general support service for the department; Drive the Directorate's strategic planning process; People and Financial Management.

ENQUIRIES : Mr Riaan Wiggill Tel No: (021) 483 0600

POST 35/296 : **DIRECTOR: SUPPLY CHAIN MANAGEMENT REF NO: WCMD 83/2025**

SALARY : R1 266 714 per annum (Level 13), (all-inclusive salary package)
CENTRE : Western Cape Mobility Department, Western Cape Government

<u>REQUIREMENTS</u>	:	An appropriate 3-year B-degree (equivalent or higher qualification) (NQF level 7) in Supply Chain Management and/or financial management as recognised by SAQA; 5 years of experience at a middle/senior managerial level; A valid driving licence, or alternative mode of transport for people with disabilities; The successful completion of the Senior Management Pre-entry Programme. Competencies: Strategic Capability and Leadership; Project and Programme Management; Change Management; People Management and Empowerment; Financial Management.
<u>DUTIES</u>	:	Render a governance and demand management service; Render an acquisition and contract management service; Render logistics and asset management services; Guide the development and management of the strategic and business plans for the Directorate; People and Financial Management of the Directorate.
<u>ENQUIRIES</u>	:	Mr Riaan Wiggill Tel No: (021) 483 0600

OTHER POSTS

<u>POST 35/297</u>	:	<u>DEPUTY DIRECTOR: FLEET RISK MANAGEMENT REF NO: WCMD 84/2025</u>
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<u>SALARY</u>	:	R896 436 per annum (Level 11), (all-inclusive salary package)
<u>CENTRE</u>	:	Western Cape Mobility Department, Western Cape Government
<u>REQUIREMENTS</u>	:	An appropriate 3-year National Diploma/B Degree (equivalent or higher qualification); A minimum of 3 years middle management level experience. 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 Finance Management, 1999 (Act 1 of 1999); National Treasury Regulations; Provincial Treasury Instructions; Handbook for Government Motor Transport (Circular 3 of 2019); National Road Traffic Act, 1996 (Act 93 of 1996) and the National Road Traffic Regulations, 2000; National Traffic Information System (NaTIS); Administrative Adjustment of Road Traffic Offences Act, 1998 (Act 46 of 1998) and Regulations, 2008. Skills needed: Proactive action thinking, leadership; problem solving and decision making; Proven computer literacy (Ms Office suite); Planning, organizing, time management skills; Problem solving and decision making; Excellent verbal and written communication skills; Ability to interpret relevant directives and policies.
<u>DUTIES</u>	:	Manage GMT self-insure risk strategy; Manage crashes, 3rd party claims and recoveries; Manage vehicle related losses and fraud investigations; Manage traffic offence redirections and misuse reporting; Manage the driver database, and review and approve driver sanction requests and cross border letters as fleet proxy; Human resource management; Manage budget for Fleet Risk Management; Prepare input for statutory reporting; It will be advantageous to have the following: Relevant experience in the following: Fleet Management, Risk Management; Legal experience; Budget and financial management; Human Resource management; Supply chain management; Tender compilation; Client services; Mechanical / technical background.
<u>ENQUIRIES</u>	:	Mr A Janse van Rensburg Tel No: (021) 467 4716

<u>POST 35/298</u>	:	<u>CHIEF PROVINCIAL INSPECTOR: REFRESHER TRAINING REF NO: WCMD 21/2024 R1</u>
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<u>SALARY</u>	:	R582 444 – R686 091 per annum (Level 10)
<u>CENTRE</u>	:	Western Cape Mobility Department, Western Cape Government
<u>REQUIREMENTS</u>	:	National Diploma/B degree (or equivalent qualification); Must be in possession of a Basic Traffic Diploma; A minimum of 7 years' experience in Traffic Law Enforcement, of which 3 years should be at a supervisory level; A valid code A and EC driving licence. Competencies: Knowledge of quality assurance and the overall process; the Public Financial Management Act, GG Policies as well as various procurement processes and applicable policies and procedures (extensive); Extensive knowledge and understanding of the functioning of Traffic Law Enforcement, Road Safety Management and Traffic Training and Development and all legislation and Acts. Knowledge of EOv and EDL. Skills required: Excellent communication (written and verbal) skills in at least two of the official languages of the Western Cape Province; Report writing; computer literacy (MS Word, Excel, PowerPoint); Research skills to use the appropriate methods to collect and report accurate information; Knowledge of project

DUTIES

administration, managerial and administrative skills; Planning, organising, communication and interpersonal skills; Ability to work under pressure and meet deadlines; Training and facilitating; Leadership.

- : To implement the process of quality assurance and transversal monitoring and evaluation and impact assessments resulting in best practises and possible improvements; To provide input to the development and maintenance of high-level road safety systems, innovative technological models to improve service delivery and to provide reliable and meaningful information and feedback reports; To assist in the compilation of annual Workplace Skills Plan to SASSeta. Assist in the monitoring and evaluation of internal and external good governance through the adherence to policies and procedures of the quality Management system (QMS) transversally within the Chief Directorate: Traffic Management; To assist in the development, maintenance, upgrading and implementation of the Quality Management System to ensure compliance for accreditation in terms of Safety and Security Sector Training authority (SASSeta) and Local Government Seta (LGSeta) requirements; To supervise the performance of human resources to achieve the pre-determined performance indicators and service delivery imperatives, motivated, competent, appreciated and performance orientated staff and sound labour relations; To provide input to the budget, assist with budget administration and assist in the recommendation of accredited service providers in terms of departmental procurement policies; To provide operational guidance for the development, implementation and adjustment of operational plans which links to the tactical and annual performance plan by facilitating operational planning sessions, managing resources and monitor the execution of projects; To perform specific data management and administrative functions which includes general administration, leave administration as per prescripts and policies, effective asset control management, fleet management and processing of losses. Adhere and promote statutory prescripts of the Code of Conduct of the Public Service and Labour Relations; To liaise with stakeholders through assisting in the organising and facilitation workshops with internal and external role players, input to the curriculum, courses and development of training material designs as well as attending forums and meetings as representative to ensure quality assurance and skills development; The following will be advantageous: Registered Traffic Officer with 7 years' or more experience in Traffic Law Enforcement, of which 3 years or more should be at a supervisory level. Working knowledge of South African Qualifications Authority (SAQA), the National Qualification Framework and the sector education training authority environment; Must be prepared to travel.

ENQUIRIES

- : Ms. Antoinette Fennie at 983 1500 and email address: Antoinette.Fennie@westerncape.gov.za

POST 35/299

- : **ASSISTANT DIRECTOR: CONTRACT DEVELOPMENT REF NO: WCMD 90/2025**

**SALARY
CENTRE
REQUIREMENTS**

- : R468 459 - R561 894 per annum (Level 09)
: Western Cape Mobility Department, Western Cape Government
: An appropriate 3 year B-Degree (equivalent or higher qualification); A minimum of 3 years relevant experience in an acquisition and contract management working environment; A valid (Code B or higher) driving licence. NB: People with disabilities that restrict driving abilities, but who have reasonable access to transport, may also apply. Competencies: Working knowledge of the following: Legislation, regulatory frameworks, policies and best practices that have a bearing on the line functions; Transport related regulatory, legislation policies and frameworks; Development of land transport contracts; Establishment of contracts/service level agreements with transport operators and service providers; Project management; Operational management practices; Procurement and tendering processes; Policy development, and operational management, monitoring and review processes; Public service procedures, processes and systems. Skills needed: Numeracy; Literacy; Computer Literacy; Project Management; Accounting, Finance and Audit; Planning; Organising; Analytical; Report-writing; Written and verbal communication; Presentation; Inter-personal; Problem-solving; Supervisory; Ability to work under pressure; Willingness to travel frequently and work irregular hours to meet tight deadlines.

DUTIES

- : Assist in identifying contract areas and monitor the development in each one; Assist in establishing contracts/SLA's with service providers and transport

		operators; Assist in amending contracts and SLA's; Assist with the establishment of legal and financial arrangements with contracting authorities (inter-governmental relations); Managerial functions.
<u>ENQUIRIES</u>	:	Mr SJ Le Roux Tel No: (021) 483 7391
<u>POST 35/300</u>	:	<u>ASSISTANT DIRECTOR: LAND TRANSPORT INTEGRATION AND OVERSIGHT REF NO: WCMD 100/2025</u>
<u>SALARY</u>	:	R468 459 - R561 894 per annum (Level 09)
<u>CENTRE</u>	:	Western Cape Mobility Department, Western Cape Government
<u>REQUIREMENTS</u>	:	An appropriate 3-year National Diploma/B-Degree (equivalent or higher qualification); A minimum of 3 years relevant experience; A valid (Code B or higher) driving licence. NB: People with disabilities that restrict driving abilities, but who have reasonable access to transport, may also apply. Competencies: Knowledge of the following: Legislation, regulatory frameworks, policies and best practices that have a bearing on the line functions; Transport related regulatory, legislation policies and frameworks; Implementation of land transport services in the Metro and West Coast region; Project management; Operational management practices; Procurement and tendering processes; Policy development, and operational management, monitoring and review processes; Public service procedures, processes and systems; Public Finance Management Act (PFMA), 1999, National Treasury Regulations, Provincial Treasury Instructions, other financial policies, prescripts, directives and collective agreements. Skills needed: Numeracy; Literacy; Computer Literacy; Project Management; Accounting, Finance and Audit; Planning; Organising; Analytical; Report-writing; Written and verbal communication; Presentation; Inter-personal; Problem-solving; Supervisory; Ability to work under pressure; Willingness to work irregular hours to meet tight deadlines.
<u>DUTIES</u>	:	Assist in the provisioning of integrated public transport services and/or Infrastructure within the metro and non-metro municipalities i.e. all modes of transport (land based); Assist in the coordination and provisioning of project support to enable land transport integration; Assist in managing adherence to legislation and policy in terms of National Land Transport Act (in line with PFMA prescripts); Assist in sound financial management controls; Managerial functions; It will be advantageous to have supervisory level experience.
<u>ENQUIRIES</u>	:	Ms Nicola Abrahams Tel No: (021) 483 7848
<u>POST 35/301</u>	:	<u>ASSISTANT DIRECTOR: INTERNAL CONTROL (GOVERNANCE) REF NO: WCMD 102/2025</u>
<u>SALARY</u>	:	R468 459 - R561 894 per annum (Level 09)
<u>CENTRE</u>	:	Western Cape Mobility Department, Western Cape Government
<u>REQUIREMENTS</u>	:	An appropriate 3-year B-Degree (equivalent or higher qualification); A minimum of 3 years relevant experience in an internal control and governance 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 an understanding of the following: Legislation, regulatory frameworks, policies and best practices that have a bearing on the line functions; Rendering of proper governance services; External audit processes by AGSA; Rendering of proper assurance services; Policy development and operational management, monitoring and review processes; Modern systems of governance and administration; Public service procedures, processes and systems; Policies of the government of the day; Public Finance Management Act, 1999, National Treasury Regulations, Provincial Treasury Instructions, other financial policies, prescripts, directives and collective agreements. Skills needed: Numeracy; Literacy; Computer Literacy; Written and verbal communication; Project Management; Accounting, Finance and Audit; Finance Management; Conflict Management; Risk Management; Planning; Organising; Monitoring and Evaluation; Decision-making; Problem-solving; Reports Writing; Investigations; Interpretation; Ability to work under pressure; Willingness to work irregular hours and meet tight deadlines.
<u>DUTIES</u>	:	External Audit Process by AGSA; Ensure proper governance services; Render proper assurance services; Managerial functions.
<u>ENQUIRIES</u>	:	Ms P Lufundo-Mayekiso Tel No: (021) 483 2335

POST 35/302 : **PRINCIPAL PROVINCIAL INSPECTOR: LAW ENFORCEMENT OPERATIONS (LAINGSBURG) REF NO: WCMD 91/2025**

SALARY : R397 116 - R 467 790 per annum (Level 08)
CENTRE : Western Cape Mobility Department, Western Cape Government
REQUIREMENTS : Grade 12 (Senior certificate or equivalent qualification); Must be in possession of a Basic Traffic Diploma; A minimum of 6 years' experience in the field; A valid code A and EC driving licence; No Criminal record. Competencies: Knowledge of the following: Operational functioning of the Directorate Traffic Law Enforcement; National Road Traffic Act, 1996 (Act 93 of 1996); Road Traffic Amendment Act, 2008 (Act 64 of 2008); Firearms Control Act, 2000 (Act 60 of 2000); Criminal Procedure Act, 1977 (Act 51 of 1977); Firearms Control Regulations, 2004; National Road Traffic Regulations, 2000; Dimensional and Mass Limitations and the Requirements for Abnormal Load Vehicles (TRH 11); Guidelines from the Director of Public Prosecutions. Skills needed: Numeracy; Literacy; Computer Literacy; Written and verbal communication; Project Management; Accounting, Finance and Audit; Economic, Financial and Statistical Analysis; Legal Administration; Planning; Organising; Leadership; Monitoring; People Management; Investigations; Motivational; Analytical; Operational/Project Management; Negotiation; Interpretation; Legal Evidential; Ability to work under pressure; Willingness to regularly travel away from the office.

DUTIES : Manage and enforce Road Traffic, Public Passenger, Transport Legislation and other relevant legislations; Manage joint law enforcement activities and projects (co-operative governance); Manage resources and provide leadership and direction to all subordinates; Identify and manage risks; Manage the performance of all administrative activities and related duties; Supervisory functions.

ENQUIRIES : Mr NP Matiso Tel No: (023) 5511021

POST 35/303 : **PRINCIPAL PROVINCIAL INSPECTOR: LAW ENFORCEMENT OPERATIONS REF NO: WCMD 93/2025 (X2 POSTS AVAILABLE IN SOMERSET WEST)**

SALARY : R397 116 - R467 790 per annum (Level 08)
CENTRE : Western Cape Mobility Department, Western Cape Government
REQUIREMENTS : Grade 12 (Senior certificate or equivalent qualification); Must be in possession of a Basic Traffic Diploma; A minimum of 6 years' experience in the field; A valid code A and EC driving licence; No Criminal record. Competencies: Knowledge of the following: Operational functioning of the Directorate Traffic Law Enforcement; National Road Traffic Act, 1996 (Act 93 of 1996); Road Traffic Amendment Act, 2008 (Act 64 of 2008); Firearms Control Act, 2000 (Act 60 of 2000); Criminal Procedure Act, 1977 (Act 51 of 1977); Firearms Control Regulations, 2004; National Road Traffic Regulations, 2000; Dimensional and Mass Limitations and the Requirements for Abnormal Load Vehicles (TRH 11); Guidelines from the Director of Public Prosecutions. Skills needed: Numeracy; Literacy; Computer Literacy; Written and verbal communication; Project Management; Accounting, Finance and Audit; Economic, Financial and Statistical Analysis; Legal Administration; Planning; Organising; Leadership; Monitoring; People Management; Investigations; Motivational; Analytical; Operational/Project Management; Negotiation; Interpretation; Legal Evidential; Ability to work under pressure; Willingness to regularly travel away from the office.

DUTIES : Manage and enforce Road Traffic, Public Passenger, Transport Legislation and other relevant legislations; Manage joint law enforcement activities and projects (co-operative governance); Manage resources and provide leadership and direction to all subordinates; Identify and manage risks; Manage the performance of all administrative activities and related duties; Supervisory functions.

ENQUIRIES : Mr J Mostert Tel No: (021) 483 0138/1

POST 35/304 : **PRINCIPAL PROVINCIAL INSPECTOR: LAW ENFORCEMENT OPERATIONS (VREDENDAL) REF NO: WCMD 94/2025**

SALARY : R397 116 - R467 790 per annum (Level 08)
CENTRE : Western Cape Mobility Department, Western Cape Government

<u>REQUIREMENTS</u>	:	Grade 12 (Senior certificate or equivalent qualification); Must be in possession of a Basic Traffic Diploma; A minimum of 6 years' experience in the field; A valid code A and EC driving licence; No Criminal record. Competencies: Knowledge of the following: Operational functioning of the Directorate Traffic Law Enforcement; National Road Traffic Act, 1996 (Act 93 of 1996); Road Traffic Amendment Act, 2008 (Act 64 of 2008); Firearms Control Act, 2000 (Act 60 of 2000); Criminal Procedure Act, 1977 (Act 51 of 1977); Firearms Control Regulations, 2004; National Road Traffic Regulations, 2000; Dimensional and Mass Limitations and the Requirements for Abnormal Load Vehicles (TRH 11); Guidelines from the Director of Public Prosecutions. Skills needed: Numeracy; Literacy; Computer Literacy; Written and verbal communication; Project Management; Accounting, Finance and Audit; Economic, Financial and Statistical Analysis; Legal Administration; Planning; Organising; Leadership; Monitoring; People Management; Investigations; Motivational; Analytical; Operational/Project Management; Negotiation; Interpretation; Legal Evidential; Ability to work under pressure; Willingness to regularly travel away from the office.
<u>DUTIES</u>	:	Manage and enforce Road Traffic, Public Passenger, Transport Legislation and other relevant legislations; Manage joint law enforcement activities and projects (co-operative governance); Manage resources and provide leadership and direction to all subordinates; Identify and manage risks; Manage the performance of all administrative activities and related duties; Supervisory functions.
<u>ENQUIRIES</u>	:	Ms JM Dirkse Tel No: (027) 213 1269
<u>POST 35/305</u>	:	<u>PROJECT ADMINISTRATOR: STRATEGIC SUPPORT REF NO: WCMD 80/2025</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R325 101 - R382 959 per annum (Level 07)
	:	Western Cape Mobility Department, Western Cape Government
	:	An appropriate 3-year National Diploma (B-Degree or higher qualification); A minimum of 1 year project administration experience in a strategic support working environment. Competencies: Knowledge of the following: Programme and project administration best practice, theory and methodology; Project Scheduling, Data Visualisation, Risk and Issue Tracking systems; Provincial project management methodologies and tools such as the Dashboard / Management Information Systems; organisational and operational management practices, systems and procedures; General office administration and database management; General support systems; Information and Record Management/Administration; Administrative procedures and processes; Procurement processes; Computer-based information systems; Public Finance Management Act (PFMA), National Treasury Regulations, Provincial Treasury Instructions, guidelines. Skills needed: Numeracy; Literacy; Computer Literacy; Project Management; Accounting, Finance and Audit; Economic, Financial and Statistical Analysis; Legal Administration; Business Analysis; Analytical; Communication (Written and Verbal); Innovative; Problem-Solving; Listening; Networking; Planning; Organising; Presentation; Sound Interpersonal; Report Writing.
<u>DUTIES</u>	:	Facilitate, coordinate and maintain programme and project management system; Manage the Departmental Projects Dashboard (DPD)/Management Information System (MIS) at the departmental level; Facilitate and coordinate performance planning, monitoring, evaluation system and reporting; Render coordination and general administrative support to the project office and Strategic Support Sub-Directorate; Support stakeholder engagement and communication.
<u>ENQUIRIES</u>	:	Ms P Mndita Tel No: (021) 483 0972
<u>POST 35/306</u>	:	<u>SENIOR PROVINCIAL INSPECTOR: LAW ENFORCEMENT OPERATIONS (LAINGSBURG) REF NO: WCMD 86/2025</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R325 101 - R382 959 per annum (Level 07)
	:	Western Cape Mobility Department, Western Cape Government
	:	Senior Certificate (Grade 12 or equivalent qualification); A minimum of 3 years practical experience as a Provincial Inspector; Must be in possession of a Basic Traffic Diploma from a training institution accredited by the RTMC; A valid Code B/EB (or higher) driving licence; No criminal record. Competencies: Knowledge of the following: Operational functioning of the Directorate: Traffic Law

		Enforcement; National Road Traffic Act, 1996 (Act 93 of 1996); National Road Traffic Amendment Act, 2008 (Act 64 of 2008); Firearms Control Act, 2000 (Act 60 of 2000); Criminal Procedure Act, 1977 (Act 51 of 1977); Firearms Control Regulations, 2004; National Road Traffic Regulations, 2000; Code of Conduct for the Public Service; Dimensional and Mass Limitations and other requirements for abnormal load vehicles (TRH 11); Guidelines from the Director of Public Prosecutions; Vehicle inspections; Impoundment procedures; Completion of traffic law enforcement documents; Operational guidelines on traffic law enforcement equipment; Storage and transportation of dangerous goods in accordance with national and international statutory requirements. Skills needed: Numeracy and literacy; Computer literacy; Written and verbal communication; Project management; Accounting, finance and audit; Economic, financial and statistical analysis; Legal administration; Records management; Resource management; Customer relations management; Leadership; Conflict resolution; Negotiation; Interpretation; Observation; Mentoring and coaching; Ability to work under pressure; Willingness to work irregular hours and meet tight deadlines; Willingness to regularly travel away from the office.
<u>DUTIES</u>	:	Management and supervision of subordinates (people management); Enforce Road Traffic, Public Passenger, Transport and other relevant legislations; Examine Driver's Licenses and Motor Vehicles and monitor compliance at Driver License Testing Centres (DLTC's) and Vehicle Testing Stations (VTS's); Provide visible Traffic Control/Policing and promote/ensure crime prevention activities; Perform all administrative activities and related duties; Assess road conditions; Mentor and coach Provincial Inspector's (PI's) on probation and appointed PI's; Supervisory functions' It will be advantageous to have relevant experience in a traffic law enforcement working environment.
<u>ENQUIRIES</u>	:	Mr NP Matiso Tel No: (023) 551 1021
<u>POST 35/307</u>	:	<u>CLIENT LIAISON OFFICER: STATUTORY REPORTING AND STAKEHOLDER RELATIONS REF NO: WCMD 87/2025 (X2 POSTS)</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R325 101 - R382 959 per annum (Level 07)
	:	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 experience in government motor transport operations/fleet management environment and client liaison activities; 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: Working procedures in terms of the working environment; Relevant policies, regulations, directives, procedures, acts and circulars. Skills needed: Excellent client liaison skills; People centered approach/ customer first, Innovative and analytical thinking, Service and results orientated, Presentation skills, Computer Literacy, Able to work under pressure, Self-motivated to work independently, and to function in a team, Planning and organisational skills in order to work with stringent deadlines, Ability to interpret legislation, policies and contracts, Written and verbal communication skills.
<u>DUTIES</u>	:	Client support; Client provisioning services; Client relationship management; Client service delivery monitoring; Communication; Financial control.
<u>ENQUIRIES</u>	:	Mr C Kriegler at 083 231 8382
<u>POST 35/308</u>	:	<u>ADMINISTRATIVE OFFICER: KNOWLEDGE AND INFORMATION MANAGEMENT REF NO: WCMD 88/2025</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R325 101 - R382 959 per annum (Level 07)
	:	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 knowledge and information management working environment. Competencies: Knowledge of the following: National Archives and Records Service of South Africa Act, 1996 (Act No. 43 of 1996); Promotion of Access to Information Act, 2000 (Act No. 2 of 2000); Protection of Personal Information Act, 2013 (Act No. 4 Of 2013); Promotion of Administrative Justice Act, 2000 (Act No. 3 of 2000); National Knowledge Management Strategy Framework; DPSA Determination and Directive on the Implementation of Knowledge and Data Management in the Public Service of 2024; DPSA Determination and

		Directive on the Implementation of Knowledge Management in the Public Service of 2025; Information systems that aid in the management of knowledge and information pertaining to the line function. Skills needed: Numeracy; Literacy; Computer Literacy; Project Management; Finance and Audit; Financial and Statistical Analysis; Legal Administration; Written and verbal communication; Basic Research; Analytical; Organising; Planning; Problem—solving; Presentation; Ability to do research and analyse documents; Ability to work under pressure; Willingness to work irregular hours and meet tight deadlines.
<u>DUTIES</u>	:	Provide support in the provision of knowledge and information management services; Render high level administrative support services to the Directorate; Provide support to stakeholder engagements and interactions; Render personnel, financial and supply chain management support services to the Sub-Directorate; Participate in complying with PAIA and POPIA regulations through research and development.
<u>ENQUIRIES</u>	:	Mr JF Smit Tel No: (021) 483 4711
<u>POST 35/309</u>	:	<u>ADMINISTRATIVE OFFICER: TRAFFIC SUPPORT SERVICES (OUDTSHOORN) REF NO: WCMD 89/2025</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R325 101 - R382 959 per annum (Level 07)
	:	Western Cape Mobility Department, Western Cape Government
	:	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; 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; Data management functions; Administrative procedures and processes; Procurement processes; Computer-based information systems. Skills needed: Numeracy; Literacy; Computer Literacy; Written and verbal communication; Project Management; Accounting, Finance and Audit; Economic, Financial and Statistical Analysis; Legal Administration.
<u>DUTIES</u>	:	Render administrative support services; Co-ordinate monitoring and evaluation 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.
<u>ENQUIRIES</u>	:	Mr LI Spogter Tel No: (044) 272 4197/8
<u>POST 35/310</u>	:	<u>SENIOR PROVINCIAL INSPECTOR: LAW ENFORCEMENT OPERATIONS (SWELLENDAM) REF NO: WCMD 95/2025</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R325 101 - R382 959 per annum (Level 07)
	:	Western Cape Mobility Department, Western Cape Government
	:	Senior Certificate (Grade 12 or equivalent qualification); A minimum of 3 years practical experience as a Provincial Inspector; Must be in possession of a Basic Traffic Diploma from a training institution accredited by the RTMC; A valid Code B/EB (or higher) driving licence (Preference will be given to manual drivers); No criminal record. Competencies: Knowledge of the following: Operational functioning of the Directorate: Traffic Law Enforcement; National Road Traffic Act, 1996 (Act 93 of 1996); National Road Traffic Amendment Act, 2008 (Act 64 of 2008); Firearms Control Act, 2000 (Act 60 of 2000); Criminal Procedure Act, 1977 (Act 51 of 1977); Firearms Control Regulations, 2004; National Road Traffic Regulations, 2000; Code of Conduct for the Public Service; Dimensional and Mass Limitations and other requirements for abnormal load vehicles (TRH 11); Guidelines from the Director of Public Prosecutions; Vehicle inspections; Impoundment procedures; Completion of traffic law enforcement documents; Operational guidelines on traffic law enforcement equipment; Storage and transportation of dangerous goods in accordance with national and international statutory requirements. Skills needed: Numeracy and literacy; Computer literacy; Written and verbal communication; Project management; Accounting, finance and audit; Economic, financial and statistical analysis; Legal administration; Records management; Resource management; Customer relations management; Leadership; Conflict resolution; Negotiation;

		Interpretation; Observation; Mentoring and coaching; Ability to work under pressure; Willingness to work irregular hours and meet tight deadlines; Willingness to regularly travel away from the office.
<u>DUTIES</u>	:	Management and supervision of subordinates (people management); Enforce Road Traffic, Public Passenger, Transport and other relevant legislations; Examine Driver's Licenses and Motor Vehicles and monitor compliance at Driver License Testing Centres (DLTC's) and Vehicle Testing Stations (VTS's); Provide visible Traffic Control/Policing and promote/ensure crime prevention activities; Perform all administrative activities and related duties; Assess road conditions; Mentor and coach Provincial Inspector's (PI's) on probation and appointed PI's; Supervisory functions' It will be advantageous to have relevant experience in a traffic law enforcement working environment.
<u>ENQUIRIES</u>	:	Mr F Stuart Tel No: (028) 514 1185
<u>POST 35/311</u>	:	<u>LOGISTICS OFFICER: LOGISTICS AND ASSET MANAGEMENT REF NO: WCMD 98/2025 (X3 POSTS)</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R325 101 - R382 959 per annum (Level 07)
	:	Western Cape Mobility Department, Western Cape Government
	:	An appropriate 3-year National Diploma/B-Degree (equivalent or higher qualification) in Supply Chain Management or Finance; A minimum of 3 years relevant experience in supply chain management or finance; 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: Asset management duties, practices as well as the ability to capture data, operate computer and collect statistics; Legislative framework governing the Public Service; Procedures in terms of the working environment; Public Service financial legislations, processes and procedures, National Treasury Regulations, Provincial Treasury Instructions; Basic operating systems such as PERSAL, BAS, LOGIS. Skills needed: Numeracy; Literacy; Computer Literacy; Project Management; Accounting, Finance and Audit; Economic, Financial and Statistical Analysis; Legal Administration; Planning; Organising; Customer Care; Reporting; Problem-solving; Good Verbal and Written Communication; Creative Thinking; Decision Making; Ability to work under pressure; Willingness to work irregular hours and meet tight deadlines.
<u>DUTIES</u>	:	Administer Requisitions; Administer Purchases; Administer Payments; Perform Office Administration; Supervisory functions; It will be advantageous to relevant experience in logistics and asset management or finance working environment.
<u>ENQUIRIES</u>	:	Ms CL Gelderbloem Tel No: (021) 483 2167
<u>POST 35/312</u>	:	<u>PERSONAL ASSISTANT: OFFICE OF THE HEAD OF DEPARTMENT REF NO: WCMD 101/2025</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R325 101 – R382 959 per annum (Level 07)
	:	Western Cape Mobility Department, Western Cape Government
	:	Grade 12 (Senior Certificate or equivalent qualification) plus an accredited secretarial diploma and/or administrative qualification on the level of NQF level 5 or relevant higher tertiary qualification; A minimum of 3 years relevant experience in rendering support services to senior management. Competencies: Knowledge of the following: Relevant legislation/policies/prescripts and procedures; Functioning, systems and processes of government; Public service procedures, processes and systems; Administrative procedures and processes; General Office Administration and Database Management; Information and Record Management; Procurement and tendering processes; Financial administration; Relevant software packages and sound application of relevant computer programmes; General information support systems such as BAS (or similar). Skills needed: Written and verbal communication; Computer Literacy; Sound Organisational; Client Liaison and Networking; Report Writing; Research; Problem Solving; Good telephone etiquette; High level of reliability; Ability to communicate well with people at different levels and from different backgrounds; Ability to act with tact and discretion; Ability to do research and analyse documents and situations; Good grooming and presentation; Self-management and motivation; Ability to work under pressure; Willingness to work irregular hours and meet tight deadlines.

<u>DUTIES</u>	:	Provides a secretarial/receptionist support service to the HOD; Renders administrative support services; Provides support to HOD regarding meetings; Supports the HOD with the administration of the HOD's budget; Studies the relevant public service and departmental prescripts/policies and other documents and ensure that the application thereof is understood properly.
<u>ENQUIRIES</u>	:	Ms BHSJ Fakira-Du Toit Tel No: (021) 483 5455
<u>POST 35/313</u>	:	<u>PROVISIONING CLERK: LOGISTICS AND ASSET MANAGEMENT REF NO: WCMD 92/2025 (X2 POSTS)</u>
<u>SALARY</u>	:	R228 321 - R268 950 per annum (Level 05)
<u>CENTRE</u>	:	Western Cape Mobility Department, Western Cape Government
<u>REQUIREMENTS</u>	:	Senior Certificate (Grade 12 or equivalent qualification). Competencies: A good understanding of the following: Logistics management duties, practices as well as the ability to capture data, operate computer and collect statistics; Legislative framework governing the Public Service; Work procedures in terms of the working environment; Public Service financial legislations, processes and procedures, National Treasury Regulations, Provincial Treasury Instructions; Basic operating systems such as PERSAL, BAS, LOGIS or similar systems. Skills needed: Computer; Planning and Organising; Good Verbal and Written Communication; Customer Care; Reporting; Problem-solving; Creative thinking; Decision making; Ability to work under pressure; Willingness to work irregular hours and meet tight deadlines.
<u>DUTIES</u>	:	Procurement and provisioning services to the department; Ensure effective and efficient capturing of data on procurement system; Provide personnel administration and clerical support services within the division; Controlling of consumables and inventory; It will be advantageous to have relevant experience in a logistics or assets related working environment.
<u>ENQUIRIES</u>	:	Ms CL Gelderbloem Tel No: (021) 483 2167
<u>POST 35/314</u>	:	<u>ASSET CLERK: LOGISTICS AND ASSET MANAGEMENT REF NO: WCMD 96/2025 (X2 POSTS)</u>
<u>SALARY</u>	:	R228 321 - R268 950 per annum (Level 05)
<u>CENTRE</u>	:	Western Cape Mobility Department, Western Cape Government
<u>REQUIREMENTS</u>	:	Grade 12 (Senior Certificate or equivalent qualification); 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: Asset management duties, practices as well as the ability to capture data, operate computer and collect statistics; Legislative framework governing the Public Service; Work procedures in terms of the working environment; Public Service financial legislations, processes and procedures, National Treasury Regulations, Provincial Treasury Instructions; Basic operating systems such as PERSAL, BAS, LOGIS. Skills needed: Computer; Planning and Organising; Good Verbal and Written Communication; Customer Care; Reporting; Problem-solving; Creative thinking; Decision Making; Ability to work under pressure; Willingness to work irregular hours and meet tight deadlines.
<u>DUTIES</u>	:	Render asset management support services; Asset Verification; Loss Control Reporting and Disposal Management; Record Keeping and Filing.
<u>ENQUIRIES</u>	:	Ms CL Gelderbloem Tel No: (021) 483 2167
<u>POST 35/315</u>	:	<u>ADMINISTRATION CLERK: OFFICE OF THE HOD REF NO: WCMD 99/2025</u>
<u>SALARY</u>	:	R228 321 - R268 950 per annum (Level 05)
<u>CENTRE</u>	:	Western Cape Mobility Department, Western Cape Government
<u>REQUIREMENTS</u>	:	Grade 12 (Senior Certificate or equivalent qualification). Competencies: A good understanding of the following: Clerical duties, practices as well as the ability to capture data, operate computer and collect statistics; Legislative framework governing the Public Service; Working procedures in terms of the working environment; Public Service financial legislations, processes and procedures, National Treasury Regulations and Provincial Treasury Instructions. Skills needed: Computer; Planning and Organising; Good Verbal and Written Communication; Inter-personal; Problem-solving; Ability to work under pressure; Willingness to work irregular hours to meet tight deadlines.
<u>DUTIES</u>	:	Render general clerical support services; Provide supply chain clerical support services within the component; Provide personnel administration clerical

support services within the component; Provide financial administration support services in the component; It will be advantageous to have executive office experience.

ENQUIRIES : Ms L Theron Tel No: (021) 483 9482

DEPARTMENT OF PREMIER

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

CLOSING DATE : 20 October 2025

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

OTHER POST

POST 35/316 : **CHIEF HUMAN RESOURCE CLERK: APPOINTMENTS AND COMPENSATION REF NO: DOTP 79/2025**

SALARY : R325 101 - R382 959 per annum (Level 07)
CENTRE : Department of Premier, Western Cape Government
REQUIREMENTS : Senior Certificate (Grade 12 or equivalent qualification); A minimum of 6 years relevant experience. 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 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; Monitoring, evaluation and reporting; Problem solving; Innovative; Self-motivated; Assertive.

DUTIES : Supervise and undertake the more complex implementation and maintenance of people management administration practices regarding the following: 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; Administer performance of subordinates; Prepare reports on people management administrative statistics; Provide people management practices with advisory service relating to appointments and compensation; Handle people management administrative related enquiries; Perform supervisory tasks: Motivate, train and guide staff; Manages the performance, evaluation and rewarding of staff; Monitor information capacity building; Promote sound Labour relations; Maintain discipline Allocate duties to personnel, monitoring outcomes and instituting the necessary corrective measures to address deviations from standards; Determine workflow requirements; Administer requests for Acting with Remuneration in accordance with Acting policy.

ENQUIRIES : Ms P Mbofo Tel No: (021) 483 2494

DEPARTMENT OF PROVINCIAL TREASURY

CLOSING DATE : 20 October 2025
NOTE : Shortlisted candidates will be required to submit copies of their documentation for verification purposes. These candidates will be required to complete a practical assessment and attend interviews on a date and time as determined by the department. The selection process will be guided by the EE targets of the employing department Should you experience difficulties with your online

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

OTHER POSTS

<u>POST 35/317</u>	:	<u>STRATEGIST: INSTITUTIONAL CHANGE REF NO: PT 45/2024 R1</u> (12-Month Contract)
<u>SALARY</u>	:	R1 059 105 per annum (Level 12), (all-inclusive salary package)
<u>CENTRE</u>	:	Provincial Treasury, Western Cape Government
<u>REQUIREMENTS</u>	:	An appropriate 4-year post school qualification (NQF 8); A minimum of 8 years relevant experience; A valid (Code B or higher) driving licence. NB: People with disabilities that restrict driving abilities, but who have reasonable access to transport, may also apply. Competencies: Knowledge of the following: Applicable policies, legislation, guidelines, standards, procedures and best practices; Strategy development, strategy management and strategy monitoring and review processes; Modern systems of governance and administration; Research methodologies; Leading data governance or project management offices within government or large organisations; Project management methodologies and tools, with a focus on data-centric projects; WCG Provincial Strategic Plan; Development, strategy management and strategy monitoring and review processes; Modern systems of governance and administration; Public Finance Management Act (PFMA), National and PT Regulations, other financial policies, prescripts, directives, and collective agreements; Ato communicate complex technical concepts to diverse audiences and stakeholders. Skills needed: Communication (written and verbal); Computer literacy in MS Office Package (Word, Excel, PowerPoint); Monitoring, evaluating and reporting; Planning and organising; Planning and organising; Strategy and policy formulation; Research; Strong conceptual and formulation; Project management; Leadership; Policy analysis; Ability to lead and direct teams of professionals.
<u>DUTIES</u>	:	Research, refine and develop institutional change policies, strategies, and frameworks; Perform project management functions with regards to the implementation of institutional change programmes and projects; Facilitate the successful implementation of the department's e-vision strategy project, by harnessing data warehouse capabilities to support informed decision-making, business intelligence (BI), and reporting; Champion the digital transformation journey through the implementation of BI Project; Communicate and report on matters pertaining to institutional change programmes.
<u>ENQUIRIES</u>	:	Mr B Damons Tel No: (021) 483 6127
<u>APPLICATIONS</u>	:	Only applications submitted online will be accepted. To apply submit your application online only: via http://www.westerncape.gov.za/jobs or https://westerncapegov.erecruit.co

DEPARTMENT OF SOCIAL DEVELOPMENT

<u>CLOSING DATE</u>	:	20 October 2025
<u>NOTE</u>	:	All shortlisted candidates must make themselves available to be interviewed at a date, time and place as decided by the selection panel. Please ensure that you submit your application on or before the closing date as no late applications will be considered. The selection process will be guided by the EE targets of the employing department. Kindly note that technical support is only available from Monday to Friday from 8:00 to 16:00. Should you experience any difficulties with your online application you may contact the helpline at 0861 370 214. All shortlisted candidates will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the Department. Following the interview and technical exercise, the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSA directive on the implementation of competency-based assessments). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS Competency Assessment tools. The nominated candidate will be required to complete the Senior Management Pre-Entry

Programme before they may be appointed into this post. The purpose of the Senior Management Pre-Entry Programme, which is a public service specific training programme applicable to all applicants who aspire to join the SMS, is to ensure that potential SMS members have a background on processes and procedures linked to the SMS. The duration of the online Pre-Entry Programme is 120 notional hours (15 days). Full details may be sourced by the following link: <https://www.thensg.gov.za/training-course/sms-preentryprogramme/> Furthermore, thanks to the huge public interest we receive many applications for our positions, and as such will not be able to respond personally to all applications. Therefore, should you not hear from us within 10 weeks from close of advert please consider your application unsuccessful.

MANAGEMENT ECHELON

POST 35/318 : **CHIEF DIRECTOR: BUSINESS PLANNING AND STRATEGY REF NO: DSD 73/2025**

SALARY : R1 494 900 per annum (Level 14), (all-inclusive salary package)
CENTRE : Department of Social Development, Western Cape Government
REQUIREMENTS : An undergraduate qualification (NQF level 7) or higher qualification as recognised by SAQA; A minimum of 5 years' experience at senior managerial level; Public Service SMS Pre-Entry Programme Certificate upon appointment. Competencies: Proven knowledge and working experience of the following: Legislation, regulatory frameworks, policies and best practices that have a bearing on the line functions; Understanding of information systems that aid in the management of knowledge and information; Procurement and tendering processes; Policy development, and strategy management, monitoring and review processes; Global, regional and local political, economic and social affairs impacting on the provincial government of the Western Cape; Public Finance Management Act, National and Provincial Treasury Regulations, other financial policies, prescripts, directives and collective agreements; Labour Relations; Performance Management Core competencies: Strategic Capability and leadership; People Management and empowerment; Programme and Project Management; Financial Management Change Management; Skills: Project Management Accounting; Auditing; Economic, Financial and Statistical analysis; Legal Administration; Strategic Planning.

DUTIES : Strategic Management, Advice and Guidance: Provide strategic leadership, direction, and expert advice in the areas of strategy development, policy formulation, performance monitoring, communication, and knowledge management and in respect of the following functional areas to ensure integrated, responsive, and people-centred services; Strategy, Policy, Performance Monitoring and Communication Services; Coordinate and manage the strategic and operational planning processes for the Department in alignment with provincial priorities; Oversee the uniform funding cycle to ensure consistency, transparency, and alignment with departmental goals; Ensure departmental policies are aligned with broader government frameworks and provide support in policy development and review; Drive the performance monitoring, review, and reporting process to ensure accountability, improvement, and compliance; Provide corporate communication services and oversee the Department's customer care functions, promoting transparency and responsiveness; Research and Knowledge Management Services: Render population development services to inform provincial-wide and departmental planning; Plan, manage and coordinate ethical social and evaluation research; Manage and coordinate strategic knowledge resources and departmental records to support institutional memory and informed decision-making; Ensure the effective functioning and governance of departmental information systems and ICT governance processes in support of strategic objectives; Strategic Change Management: Lead change management initiatives within the Chief Directorate to align programmes and operations with evolving policy priorities and socio-economic needs; People Management: Lead and develop a multidisciplinary team, fostering a high-performance culture through coaching, mentoring, and performance management; Financial Management: Ensure effective financial planning, budget management, expenditure control, and compliance with the Public Finance Management Act (PFMA) and related regulations.

ENQUIRIES : Dr R Macdonald Tel No: (021) 483 3083

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 35/319 : **CHIEF DIRECTOR: CHILDREN, FAMILIES AND VULNERABLE GROUPS**
REF NO: DSD 83/2025

SALARY : R1 494 900 per annum (Level 14), (all-inclusive salary package)
CENTRE : Department of Social Development, Western Cape Government
REQUIREMENTS : An appropriate undergraduate qualification (NQF Level 7) or higher, as recognised by the South African Qualifications Authority (SAQA); A minimum of five (5) years' experience at a senior managerial level; Successful completion of the Public Service Senior Management Service (SMS) Pre-Entry Programme as endorsed by the National School of Government. (The certificate must be submitted prior to or upon appointment.) Bottom of Form. Competencies: Proven Knowledge of: Relevant legislation, regulatory frameworks, policies, and best practices related to the line functions of the post; Information systems that support knowledge and information management; Procurement and tendering processes; Policy development, strategic planning, and the monitoring, evaluation, and review of strategies and programmes; Global, regional, and local political, economic, and social trends that impact the Western Cape Government; Labour relations legislation, regulations, and best practices; Performance Management Systems and Frameworks. Core Competencies: Strategic capability and leadership; People Management and Empowerment; Programme and Project Management; Financial Management; Change Management. Skills: Problem solving and analysis; Customer service orientation; Project Management; Accounting; Audit and compliance oversight; Economic, financial, and statistical analysis; Legal administration.

DUTIES : Effective service delivery in terms of National, Provincial frameworks and international accords / models of residential care standard operating procedures; Ensure effective, efficient and economic use of appropriate funds and physical resources; Effective people management; Operational management of the facility.

ENQUIRIES : Dr R Macdonald Tel No: (021) 483 3083
APPLICATIONS : Only applications submitted online will be accepted. To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>

OTHER POSTS

POST 35/320 : **CENTRE MANAGER: RESIDENTIAL CARE CENTRE MANAGEMENT**
(SIVUYILE) REF NO: DSD 75/2025

SALARY : R896 436 per annum (Level 11), (all-inclusive salary package)
CENTRE : Department of Social Development, Western Cape Government
REQUIREMENTS : Appropriate 3-year National Diploma/B- Degree (equivalent or higher qualification); A minimum of 3 years middle management level experience in a secure or substance treatment residential care or related environment; A valid (Code B or higher) driving licence. NB: People with disabilities that restrict driving abilities, but who have reasonable access to transport, may also apply. Competencies: Knowledge of the following: Analytic, diagnostic, assessment tools, evaluation methods and processes (Social Worker); Personnel Management; Supervision Framework for Social Workers; Social Work legislation related to children; Social work theory and interventions; Information and Knowledge Management; Protocol and professional ethics. Skills needed: Organising and planning; Project planning; Psychosocial intervention; Communication and language; People management practices; Conflict management; Interpersonal; Report-writing; Computer literacy; Presentation and facilitation; Problem solving and analytical; Client orientation and customer focus.

DUTIES : Effective service delivery in terms of National, Provincial frameworks and international accords/models of residential care standard operating procedures; Ensure effective, efficient and economic use of appropriate funds and physical resources; Effective people management; Operational management of the facility.

ENQUIRIES : Ms L Goosen Tel No: (021) 202 9251

<u>APPLICATIONS</u>	:	Only applications submitted online will be accepted. To apply submit your application online only: via http://www.westerncape.gov.za/jobs or https://westerncapegov.erecruit.co
<u>POST 35/321</u>	:	<u>ASSISTANT DIRECTOR: SERVICES TO FAMILIES REF NO: DSD 74/2025</u>
<u>SALARY</u>	:	R468 459 - R561 894 per annum (Level 09)
<u>CENTRE</u>	:	Department of Social Development, Western Cape Government
<u>REQUIREMENTS</u>	:	Appropriate 3-year National Diploma/B-Degree (equivalent or higher qualification); An appropriate 3-year National Diploma/B-Degree (equivalent or higher qualification); A minimum of 5 years relevant experience. Competencies: Knowledge of the following: Applicable policies, legislation, guidelines, standards, procedures and best practices; Public service procedures; Project management methodologies and standards; Global, regional and local political, economic and social affairs impacting on the Western Cape Government; Regulatory and Policy Knowledge. Skills needed: Interpret and apply relevant policies and procedures; Problem solving and decision making; Facilitation; Presentation; Policy formulation; Policy analysis; Monitoring and evaluation; Communication and interpersonal (written and verbal) skills; Organising; Information and knowledge management; Dispute resolution/conflict management; Interpersonal relationships; Analytical thinking; Project management; Ability to analyse, conceptualise and implement policy; Research; Ethics and Professionalism; Organisational and Administrative Skills; Conflict Resolution and Dispute Management Skills.
<u>DUTIES</u>	:	Develop and implement Departmental performance monitoring and reporting processes; Contribute to the development and maintenance of performance indicators and monitoring frameworks; Monitor the implementation of the service delivery improvement plans (SDIPs); Facilitate the Department's MPAT process; Provide support and guidance in the management of Provincial Project Management and Information systems (BizSuite: BizProjects, BizPerformance, BizBrain).
<u>ENQUIRIES</u>	:	Mr T Kwakwini Tel No: (021) 483 4115
<u>APPLICATIONS</u>	:	Only applications submitted online will be accepted. To apply submit your application online only: via http://www.westerncape.gov.za/jobs or https://westerncapegov.erecruit.co
<u>POST 35/322</u>	:	<u>STATE ACCOUNTANT: CREDITOR CONTROL REF NO: DSD 76/2025</u>
<u>SALARY</u>	:	R397 116 - R467 790 per annum (Level 08)
<u>CENTRE</u>	:	Department of Social Development, Western Cape Government
<u>REQUIREMENTS</u>	:	An appropriate 3-year National Diploma/B-Degree (equivalent or higher qualification); A minimum of 1-year relevant experience in a financial accounting environment. Competencies: Proven knowledge in the following: Public Finance Management ACT (PFMA), National Treasury Regulations (NTR), Provincial Treasury Instructions (PTI), Division of Revenue Act (DORA), departmental instructions and delegations; other financial policies, prescripts, directives Knowledge of the Basic Accounting System (BAS) and Logistical Information System (LOGIS); Labour Relations legislation and regulations; Performance management in general. Skills needed: Good verbal and written communication skills; Computer literacy in MS Excel and MS Word; Analytical thinking; Written and verbal communication; Monitoring, evaluation and reporting; Presentation; Problem Solving.
<u>DUTIES</u>	:	Provide bookkeeping and financial accounting services; Provide effective and efficient expenditure and creditor payment services; Execute creditor control services; Develop, maintain and manage the supplier database; Implement tools for monitoring and reporting on creditor performance; Supervisory functions.
<u>ENQUIRIES</u>	:	Mr J Joubert Tel No: (021) 483 6022
<u>APPLICATIONS</u>	:	Only applications submitted online will be accepted. To apply submit your application online only: via http://www.westerncape.gov.za/jobs or https://westerncapegov.erecruit.co
<u>POST 35/323</u>	:	<u>ADMINISTRATION CLERK: ADMIN SUPPORT REF NO: DSD 77/2025 (POSTS AVAILABLE AT VARIOUS LOCATIONS)</u>
<u>SALARY</u>	:	R228 321 - R268 950 per annum (Level 05)
<u>CENTRE</u>	:	Department of Social Development, Western Cape Government

<u>REQUIREMENTS</u>	:	Grade 12 (Senior Certificate or equivalent qualification). Competencies: Good understanding of the following: 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 needed: Written and verbal communication; Literacy; Numeracy; Presentation; Decision –making; Computer literacy; Interpersonal; Flexibility; Planning and organising.
<u>DUTIES</u>	:	Render general clerical support services; Provide supply chain clerical support services within the component; Provide personnel administration clerical support services within the component; Provide financial administration support services in the component.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms B Nicholas Tel No: (044) 803 7508
	:	Only applications submitted online will be accepted. To apply submit your application online only: via http://www.westerncape.gov.za/jobs or https://westerncapegov.erecruit.co
<u>POST 35/324</u>	:	<u>ACCOUNTING CLERK: EXPENDITURE MANAGEMENT REF NO: DSD 80/2025</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R228 321 - R268 950 per annum (Level 05)
	:	Department of Social Development, Western Cape Government
	:	Grade 12 (Senior Certificate or equivalent) with Accounting and/or mathematics as a passed subject. Competencies: A good understanding of the following: Financial functions, practices as well as the ability to capture data, operate computer and collate financial statistics; Public service financial legislations, procedures and Treasury regulations (PFMA, DORA, PSA, PSR, PPPFA, Financial manual); Basic financial operating systems. Skills needed: Written and verbal communication; Computer literacy; Planning and organising; Interpersonal relations; Flexibility; Aptitude for figures; Ability to perform routine tasks.
<u>DUTIES</u>	:	Render financial accounting transactions; Perform bookkeeping support services; Perform expenditure administration and support services; Perform administration and support services.
<u>ENQUIRIES APPLICATIONS</u>	:	Mr J Joubert Tel No: (021) 483 6022
	:	Only applications submitted online will be accepted. To apply submit your application online only: via http://www.westerncape.gov.za/jobs or https://westerncapegov.erecruit.co
<u>POST 35/325</u>	:	<u>LAUNDRY SUPERVISOR: ADMIN SUPPORT (DE NOVO TREATMENT CENTRE) REF NO: DSD 81/2025</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R193 359 - R227 766 per annum (Level 04)
	:	Department of Social Development, Western Cape Government
	:	NQF Level 2 (Grade 10 or equivalent); A minimum of 3 years laundry-related experience. Competencies: Knowledge of machinery; Knowledge of laundry guidelines / protocols; Knowledge of environmental, health and safety standards; Communication; Supervisory; Literacy skills; Numeracy skills; Organisation; Writing skills; Interpersonal skills.
<u>DUTIES</u>	:	Supervise laundry operations: Check and verify laundry machine functioning; Supervise loading of linen onto the washing machine in line with laundry guidelines or protocols; Identify and send linen for mending; Receive and record collected linen in the linen receiving / depositing area; Record sorted dirty or soiled linen in the linen register; Supervise off-loading of the washed linen from the washing machine; Supervise sorting and channelling of washed linen to the relevant areas such as drying machine, ironing machine, press machine, folding and packing area; Supervise folding of washed blankets and dispatching to relevant wards in line with set time lines; Supervise folding, packing of linen to the shelves of the linen bank; Supervise and record of dispatched linen from the linen bank to the centre wards; Supervise provision of laundry maintenance services: Check and monitor condition of laundry machine equipment; Supervise and monitor cleaning of laundry equipment in line with environmental / health safety standards; Check compliance of laundry; Supervise human and physical resources: Allocate functions to staff; Supervise provision of laundry services; Develop allocation schedules or duty roster; Supervise reporting on attendance register as part of leave administration; Guide and mentor staff on the provision of laundry services; Supervise and report on staff performance through the compilation of staff job description and

		performance work plans; Conduct performance reviews of staff; Inspire and motivate staff performance; Facilitate the undertaking of disciplinary measures in cases of deviations; Order laundry stock, equipment and machines; Report faults of laundry machines to the Administrative Officer.
<u>ENQUIRIES APPLICATIONS</u>	:	Mr F Hendricks Tel No: (021) 988 1138
	:	To apply, please complete an application form (Z83) and current CV (5 pages maximum). The post being applied for and the reference number must be clearly indicated on the Z83 application form. To submit your application, there are 3 methods in which you can apply, please only use 1 of the following: 1 Hand deliver your application for Attention: Western Cape Government Jobs, 44 Gannet Street Pelican Heights, Cape Town (From Monday to Friday between 07:00am to 17:00pm); Or 2. Post your application for Attention: Western Cape Government Jobs, PO Box 22432, Fish Hoek, 7974, Or 3. Email your application to, westerncape@respond.co.za Clearly indicate the reference number of post in email subject line and ensure attachments are in the appropriate format (MS Word or PDF).
<u>NOTE</u>	:	Applications not submitted on or before the closing date as well as faxed copies will not be considered. If you did not receive any correspondence within 3 months of closing date, consider your application as unsuccessful.
<u>POST 35/326</u>	:	<u>DRIVER/HANDYMAN: ADMIN SUPPORT (HORIZON SECURE CARE CENTRE) REF NO: DSD 85/2025</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R163 680 - R192 810 per annum (Level 03)
	:	Department of Social Development, Western Cape Government
	:	Grade 10 or equivalent qualification; A minimum of 7 months relevant experience. A valid (Code B or higher) driving license. NB: People with disabilities that restrict driving abilities, but who have reasonable access to transport, may also apply. Competencies: Knowledge of the following: Applicable policies and procedures; Relationship management; Independent thinking; Communication skills – (verbal and written); Ability to work under pressure; Ability to meet tight deadlines; Ability to work in a team; Ability to work independently.
<u>DUTIES</u>	:	Repair broken furniture and equipment; Report defects; Safekeeping of maintenance tools and supplies; Maintain stock material and notify manager of any stock shortage; Timeous procurement of maintenance material; Assist with disposal of assets and record keeping to this regard; Assist with movement of assets and proper record keeping to this regard.
<u>ENQUIRIES APPLICATIONS</u>	:	Mr M Johnson Tel No: (021) 834 7179
	:	To apply, please complete an application form (Z 83) and current CV (5 pages maximum). The post being applied for and the reference number must be clearly indicated on the Z83 application form submit your application, there are 3 methods in which you can apply, please only use 1 of the following: 1. Hand deliver your application for Attention: Western Cape Government Jobs, 44 Gannet Street Pelican Heights, Cape Town (From Monday to Friday between 07:00am to 17:00pm); Or 2. Post your application for Attention: Western Cape Government Jobs, PO Box 22432, Fish Hoek, 7974, Or 3. Email your application to, westerncape@respond.co.za Clearly indicate the reference number of post in email subject line and ensure attachments are in the appropriate format (MS Word or PDF).
<u>NOTE</u>	:	Applications not submitted on or before the closing date as well as faxed copies will not be considered. If you did not receive any correspondence within 3 months of closing date, consider your application as unsuccessful.
<u>POST 35/327</u>	:	<u>GENERAL WORKER / GROUNDSMAN: ADMIN SUPPORT REF NO: DSD 78/2025 (X5 POSTS)</u>
<u>SALARY CENTRE</u>	:	R138 486 - R163 131 per annum (Level 02)
	:	Department of Social Development, Western Cape Government : Bonnytoun De Novo Horizon Kraaifontein Roar Clanwilliam

<u>REQUIREMENTS</u>	:	Ability to read and write/Adult Basic Education and Training (ABET). Competencies: Knowledge of the following: Basic safety precautions in handling hazardous material liquids; Use of cleaning equipment; Maintenance / care of cleaning equipment; Basic communication skills; Basic literacy skills; Ability to work in garden and handle equipment.
<u>DUTIES</u>	:	Watering the garden; Prune and trim flowers and trees; Mow the grass; Remove weeds and garden refuse; Apply insecticides; Cultivate the soil for trees and flowers; Maintain gardening equipment and tools; Detect and report malfunctioning of gardening equipment and tools; Repair minor defects of gardening equipment and tools.
<u>ENQUIRIES</u>	:	Ms U Siebritz Tel No: (027) 452 2453
<u>APPLICATIONS</u>	:	To apply, please complete an application form (Z 83) and current CV (5 pages maximum). The post being applied for and the reference number must be clearly indicated on the Z83 application form. To submit your application, there are 3 methods in which you can apply, please only use 1 of the following: 1. Hand deliver your application for Attention: Western Cape Government Jobs, 44 Gannet Street Pelican Heights, Cape Town (From Monday to Friday between 07:00am to 17:00pm); Or 2. Post your application for Attention: Western Cape Government Jobs, PO Box 22432, Fish Hoek, 7974, Or 3. Email your application to, westerncape@respond.co.za Clearly indicate the reference number of post in email subject line and ensure attachments are in the appropriate format (MS Word or PDF).
<u>NOTE</u>	:	Applications not submitted on or before the closing date as well as faxed copies will not be considered. If you did not receive any correspondence within 3 months of closing date, consider your application as unsuccessful.
<u>POST 35/328</u>	:	<u>HOUSEHOLD AID: ADMIN SUPPORT (OUTENIEKWA SECURE CARE CENTRE) REF NO: DSD 79/2025</u>
<u>SALARY</u>	:	R138 486 - R163 131 per annum (Level 02)
<u>CENTRE</u>	:	Department of Social Development, Western Cape Government
<u>REQUIREMENTS</u>	:	ABET Level 2 certificate/Grade 5 or equivalent. Competencies: Knowledge of the following: Infection Control and Hygiene regulations; Universal precautionary measures; Excellent verbal communication skills; Writing skills.
<u>DUTIES</u>	:	Provide housekeeping and cleaning services: Ensure cleanliness and tidiness of the areas allocated for cleaning; Removal of garbage disposal; Keeping all areas of the building, including all toilets clean and tidy. This includes washing, dusting, polishing, vacuum cleaning and sweeping; Clean kitchen utensils; Maintain and keep control of stock levels of cleaning material/ tea and meal utensils; Keep cleaning equipment safe, clean and in an efficient condition; Report any item of equipment that needs to be repaired; Report shortage and or faulty machine/ equipment; Prepare for workshops, meetings, interviews and special events/ functions in terms of cleaning the boardroom, arranging chairs, water, glasses and any other utensils; Provide safeguarding and maintenance services: Store all cleaning equipment and products neatly in the designated cupboards; Implement simple security measures such as locking doors and closing windows; Monitor hazards in the buildings/ offices/ residential areas such as those related to fire and electricity; Ensure simple maintenance repairs that do not need professional help are performed promptly by the service officers; Implement the universal precautionary measures; Assess the hygiene situation for the buildings and detect current and potential problems; Ensure cleanliness and hygiene in restrooms, bathrooms and other places in the building/ offices; Ensure adherence to Infection Control and Hygiene regulations.
<u>ENQUIRIES</u>	:	Ms B Nicholas Tel No: (044) 803 7508
<u>APPLICATIONS</u>	:	To apply, please complete an application form (Z 83) and current CV (5 pages maximum). The post being applied for and the reference number must be clearly indicated on the Z83 application form. To submit your application, there are 3 methods in which you can apply, please only use 1 of the following: 1. Hand deliver your application for Attention: Western Cape Government Jobs, 44 Gannet Street Pelican Heights, Cape Town (From Monday to Friday between 07:00am to 17:00pm); Or 2. Post your application for Attention: Western Cape Government Jobs, PO Box 22432, Fish Hoek, 7974,

		Or 3. Email your application to, westerncape@respond.co.za Clearly indicate the reference number of post in email subject line and ensure attachments are in the appropriate format (MS Word or PDF).
<u>NOTE</u>	:	Applications not submitted on or before the closing date as well as faxed copies will not be considered. If you did not receive any correspondence within 3 months of closing date, consider your application as unsuccessful.
<u>POST 35/329</u>	:	<u>LAUNDRY AID: ADMN SUPPORT REF NO: DSD 82/2025</u>
<u>SALARY CENTRE</u>	:	R138 486 - R163 131 per annum (Level 02)
	:	Department of Social Development, Western Cape Government
		(Clanwilliam Secure Care Centre (X1 Post)
		Outeniekwa Secure Care Centre (X1 Post)
		Kraaifontein Roar (X1 Post)
		Vredelus Secure Care Centre (X2 Posts)
<u>REQUIREMENTS</u>	:	NQF Level 2 (Grade 10 or equivalent). Competencies: Basic knowledge of laundry guidelines / protocols; Ability to sort and count linen and to sluice the linen; Ability to operate equipment and machinery; Ability to read and communicate (verbal and written).
<u>DUTIES</u>	:	Clean laundry area and operate various machines in the laundry (i.e. washing, dryer and pressures); Collect and deliver linen to clients; Sort, count and record dirty linen; Report any machine defaults to the supervisor; Perform all laundry duties as directed by supervisor.
<u>ENQUIRIES APPLICATIONS</u>	:	Mr F Hendricks Tel No: (021) 988 1138
	:	To apply, please complete an application form (Z 83) and current CV (5 pages maximum). The post being applied for and the reference number must be clearly indicated on the Z83 application form. To submit your application, there are 3 methods in which you can apply, please only use 1 of the following:
		1. Hand deliver your application for Attention: Western Cape Government Jobs, 44 Gannet Street Pelican Heights, Cape Town (From Monday to Friday between 07:00am to 17:00pm);
		Or 2. Post your application for Attention: Western Cape Government Jobs, PO Box 22432, Fish Hoek, 7974,
		Or 3. Email your application to, westerncape@respond.co.za Clearly indicate the reference number of post in email subject line and ensure attachments are in the appropriate format (MS Word or PDF).
<u>NOTE</u>	:	Applications not submitted on or before the closing date as well as faxed copies will not be considered. If you did not receive any correspondence within 3 months of closing date, consider your application as unsuccessful.