

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

CLOSING DATE : 10 November 2025
NOTE : Shortlisted candidates will be required to submit copies of their documentation for verification purposes. These candidates will be required to complete a practical assessment and attend interviews on a date and time as determined by the department. The selection process will be guided by the EE targets of the employing department. Should you experience difficulties with your online application, kindly note that technical support (challenges with online application) is only available from Monday to Friday from 08:00 to 16:00. you may contact the helpline at 0861 370 214. Otherwise, all other queries relating to the position, kindly contact the enquiries person as indicated in the advert. Please ensure that you submit your application before the closing date as no late applications will be considered.

OTHER POSTS

POST 38/180 : **CIVIL ENGINEERING TECHNICIAN (PRODUCTION LEVEL): LANDCARE (WELLINGTON) REF NO: AGR 05/2025 R1**

SALARY : Grade A: R391 671 per annum
 Grade C: R586 665 per annum
CENTRE : Department of Agriculture, Western Cape Government
REQUIREMENTS : An appropriate 3-year National Diploma/B-Degree (equivalent or higher qualification) in Civil Engineering; Compulsory registration with the Engineering Council of South Africa (ECSA) as a Professional Engineering Technician; A minimum of 3years relevant post qualification technical (engineering)experience. Competencies: Project Management; Technical design and analysis knowledge; Research and development; Computer-aided engineering applications; Knowledge of legal compliance; Technical report writing; Technical consulting; Skills needed: Problem solving and analysis; Decision making; Team work; Creativity; Customer focus and responsiveness; Written and verbal communication skills; Computer; People Management; Planning and organising; Change Management; Good analytical, problem solving, interpersonal and organisational; Self-motivated, Ability to work under pressure; It will be advantageous to have a valid driving license (Code B or higher).

DUTIES : Render technical services: Assist engineers, technologists and associates in field, workshop and technical office activities; Promote safety in line with statutory and regulatory requirements; Evaluate existing technical manuals, standard drawings and procedures to incorporate new technology and produce technical designs with specifications and submit for evaluation and approval by the relevant authority; Perform administrative and related functions; Provide input into the budgeting process as required; Compile and submit reports as required; Provide and consolidate inputs to the technical/engineering operational plan; Develop, implement and maintain databases; Supervise and control technical and related personnel and assets; Research and development: Continuous professional development to keep up with new technologies and procedures; Research/literature studies on technical engineering technology to improve expertise; Liaise with relevant stakeholders on engineering related matters.

ENQUIRIES : Mr R Roscher Tel No: (021) 808 7801 /(083) 675 1315
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 38/181 : **ANIMAL HEALTH TECHNICIAN: ANIMAL HEALTH (BOLAND-KHAYELITSHA) REF NO: AGR 74/2025**

SALARY : R397 116 - R467 790 per annum (Level 08)
CENTRE : Department of Agriculture, Western Cape Government
REQUIREMENTS : An appropriate National Diploma/B-Degree in Animal Health; A minimum of 1 year appropriate post-qualification experience; Compulsory registration as an Animal Health Technician with the South African Veterinary Council (SAVC) in

		the appropriate field; A valid driving licence (Code EB or higher). Competencies: Communication skills (written and verbal); Good planning and organizational skills; Good interpersonal skills, analytical, and problem-solving skills; Computer literacy (MS Word, MS Excel, MS PowerPoint, MS Outlook); Ability to work independently and as part of a team.
<u>DUTIES</u>	:	Animal Disease Control; Import and Export Policy Control Perform Epidemiology investigations; Veterinary Public Health; Animal welfare.
<u>ENQUIRIES</u>	:	Mr. MB Cupido Tel No: (021) 808 5027
<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 38/182</u>	:	<u>VETERINARY PUBLIC HEALTH OFFICER: VETERINARY INTERNATIONAL TRADE REF NO: AGR 76/2025</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 3-year National Diploma/B-Degree (equivalent or higher) qualification in Environmental Health; A minimum of 1 year relevant experience in an abattoir environment; A valid code B (or higher) driving licence. Competencies: Good administrative skills and knowledge of administrative procedures; Sound organisational and planning skills; Computer literacy; A sense of responsibility; Good interpersonal / communication skills.
<u>DUTIES</u>	:	Practical experience of meat safety risk management and export controls; Practical knowledge of hygiene management systems and food safety risk assessment applicable to food processing establishments, including abattoirs; Working knowledge of the Meat Safety Act, 2000 (Act no. 40 of 2000) and Regulations. A valid registration with the Health Professions Council of South Africa is recommended.
<u>ENQUIRIES</u>	:	Mr V Twala Tel No: (021) 808 7631
<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 38/183</u>	:	<u>FARM FOREMAN: POMOLOGY (ELSENBURG) REF NO: AGR 73/2025</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); A minimum of 1 year relevant experience in Pome, Stone, and/or Citrus production or similar; A valid (Code 8) 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: Pruning methods; Tractor driving and spraying with a spray car; Basic computer literacy; Forklift driving; Written and verbal communication skills.
<u>DUTIES</u>	:	Oversee the execution of routine activities in respect of fruit production; Oversee the execution of general routine activities; Oversee the execution of general routine activities in respect of infrastructure; Perform all administrative and related functions; The following will be advantageous: Proven working knowledge of all fruit crops produced in the Western Cape; Working knowledge of alternative crops produced in the western Cape.
<u>ENQUIRIES</u>	:	Mr EL Moiler Tel No: (021) 808 5456
<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 38/184</u>	:	<u>HANDYMAN: GENERAL SUPPORT SERVICES (ELSENBURG) REF NO: AGR 75/2025</u>
<u>SALARY</u>	:	R163 680 – R192 810 per annum (Level 03)
<u>CENTRE</u>	:	Department of Agriculture, Western Cape Government
<u>REQUIREMENTS</u>	:	Basic literacy and numeracy (ABET Level 4/Grade 9); A minimum of 6 months appropriate 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: Good understanding of the following: Proven building maintenance skills; Ability to work with building materials, carpentry and plumbing tools (power tools); Ability to work under

		pressure and meet deadlines; Good interpersonal relations; Attitude towards service delivery; Basic communication skills; Ability to work shifts when required.
<u>DUTIES</u>	:	Responsible for the following: Maintenance work at the facility; Operating mechanical machinery; Maintaining equipment; Responsible for cleaning of equipment; Inspect and report on buildings and equipment to supervisor; Report any shortages/breakages of material and equipment.
<u>ENQUIRIES</u>	:	Ms LB Smith Tel No: (021) 808 5470
<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 38/185</u>	:	<u>FARM AID: FARM SERVICES: OUTENIQUA REF NO: AGR 20/2025 R1</u>
<u>SALARY</u>	:	R138 486 - R163 131 per annum (Level 02)
<u>CENTRE</u>	:	Department of Agriculture, Western Cape Government
<u>REQUIREMENTS</u>	:	Basic literacy and numeracy (ABET level 3/Grade 7). Competencies: Knowledge and skills of general farm work and maintenance; Knowledge and skills of working with Research farm animals and pasture; Ability to handle and carry weights of up to 50kg; Basic communication skills; It will be advantageous to have 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>	:	Perform routine activities of crop production e.g. planting, harvesting, irrigation; Perform routine activities of livestock e.g. caring, dipping and dosing; Performing general farm activities e.g. cleaning, loading and maintain water supply systems; Perform general routine activities in respect of infrastructure e.g. maintain fences roads and pipelines. The following will be advantageous: Senior Certificate (Grade 12); Proven experience in the following: General farm work; Working with farm animals; Farm infrastructure construction and maintenance e.g. fencing, building and water pipe systems.
<u>ENQUIRIES</u>	:	Mr. H.S Gerber Tel No: (044) 803 3727
<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.

DEPARTMENT OF ECONOMIC DEVELOPMENT AND TOURISM

<u>CLOSING DATE</u>	:	10 November 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 38/186</u>	:	<u>DIRECTOR: SKILLS PROGRAMMES AND PROJECTS REF NO: DEDAT 54/2025</u>
<u>SALARY</u>	:	R1266 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 commerce or economics in relation to a discipline recognised by SAQA; 5 years' middle and/or senior management experience; and 3 years' experience in or giving effect to priorities in the skills, education, or economic development ecosystems. Competencies: Strategic Capability and Leadership; Programme and Project Management; Change Management; Financial Management; People Management and Empowerment.
<u>DUTIES</u>	:	Strategic management, advice and guidance in respect of the following functional areas: Develop and manage workplace skills projects, Partner with higher education institutions to develop curriculum, Facilitate placement of learners with host companies, Develop and facilitate skills development; Strategic Management: Define and review on a continual basis the purpose, objectives, priorities and activities of the Directorate, Drive the Directorate's strategic planning process; Drive the development and management of the strategic and business plans for the Directorate; Evaluate the performance of the Directorate on a continuing basis against pre-determined key measurable objectives and standards; People Management: Participate in the recruitment of employees in the numbers and grades appropriate to ensure the achievement of the Directorate's Business Plan, Motivate, train and guide employees within the Directorate, to achieve and maintain excellence in service delivery, Actively manage the performance, evaluation and rewarding of employees within the Directorate, Monitor information capacity building within the Directorate, Ensure involvement in the compilation of a workforce 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: Manage participation in the budgeting process at Directorate level, Ensure the preparation of the Annual and Adjustment Budgets for the Directorate, Assume direct accountability for the efficient, economic and effective control and management of the Directorate's budget and expenditure, Assume direct accountability for ensuring that the correct tender and procurement procedures are adhered to in respect of purchases for the Directorate, Assume direct accountability for ensuring contracts are managed effectively and efficiently for the Directorate, Ensure that all spending is aligned with the strategic objectives of the Directorate and

**ENQUIRIES
APPLICATIONS**

Department, Report to the Chief Director and relevant oversight role players/committees on all aspects of the Directorate's finances, Assume overall accountability for the management, maintenance and safekeeping of the Directorate's assets, Assume direct accountability for ensuring that appropriate risk management procedures are in place and adhered to for the Directorate.

Mr Nezaam Joseph Tel No: (021) 483 9011

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OTHER POST

POST 38/187 : **ASSISTANT DIRECTOR: BUSINESS REGULATION AND GOVERNANCE (TRIBUNAL SUPPORT) REF NO: DEDAT 53/2025**

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

REQUIREMENTS : An appropriate 3-year Bachelors Degree (equivalent or higher qualification) in the legal field; A minimum of 3 years experience working in a legal and/or regulatory environment. Competencies: Knowledge of the following: Overall understanding of the legal environment related to consumer protection and/or the court process; Labour processes; Financial management including the Public Finance Management Act; Project management; Public service procedures; Applicable policies and procedures; Relationship management; ECM (My Content); Skills needed: Proven computer literacy in MS Office Package (Word, Excel, PowerPoint); Communication (written and verbal); Project Management; Accounting finance and audit; Information technology formal training; Legal administration; Strategic planning; 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.

DUTIES : Administrative and operational services provided to the Western Cape Consumer Affairs Tribunal (WCCAT); Render a prosecution service to WCCAT; Project implementation and administration; Operational plan development and implementation of counterfeit goods operations; The following will be advantageous: Admission as an attorney or Advocate; Working knowledge of legal processes.

ENQUIRIES APPLICATIONS : Mr B Nopote Tel No: (021) 483 9411 or Buyile.Nopote@westerncape.gov.za
: Only applications submitted online will be accepted. To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>

DEPARTMENT OF HEALTH AND WELLNESS

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

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

MANAGEMENT ECHELON

POST 38/188 : **CHIEF EXECUTIVE OFFICER**
Chief Directorate: Metro Health Services

SALARY : R1 266 714 per annum, (A portion of the package can be structured according to the individual's personal needs.)

CENTRE : Khayelitsha District Hospital

REQUIREMENTS : Minimum educational qualification: An appropriate undergraduate qualification (NQF level 7) in a Health/Social Science or related field or 4-year degree in an appropriate management field as recognized by SAQA with at least 5 years' experience at a middle/senior managerial level. Pre-entry Certificate for the Senior Management Services is a requirement (Candidates not in possession of this entry requirement can still apply but are requested to register for the course and complete it as no appointment can be made in the absence thereof.

The course is available at the National School of Governance (NSG) under the name "Certificate for entry into the SMS" and the full details can be sourced from the following link: <https://www.thensg.gov.za/trainingcourse/sms-pre-entry-programme/>. All costs associated herewith are the responsibility of the applicant). Experience: Appropriate experience and a proven track record in all major aspects of management within a healthcare environment. Inherent requirements of the job: Valid driver's licence. Willingness to travel across the province as required. Competencies (knowledge/skills): Strong corporate management skills within a health service environment. Policy implementation and guidelines development. Strong business orientation with the proven skills and ability in the financial management of health services. Open-minded and the ability to accommodate diverse views. Innovative, creative and lateral thinker. Ability to think fast, decisively and appropriately to rapidly changing situations. Adaptive leadership capabilities. High level of computer literacy, with proficiency in MS Word, Excel, Access, PowerPoint, internet-based applications, and email communication.

<u>DUTIES</u>	:	Exercise leadership and overall governance of institution with departmental strategic priorities and framework. Overall responsibility for Clinical Governance of the hospital ensuring effective and efficient management of all aspects of patient care, ensuring the highest standard of care possible within the available resource framework. Overall responsible for corporate governance, including all aspects of People Management and Development, Financial Management and management of Support Services. Incumbent will be required to manage the health facility efficiently and effectively in terms of the management of the public service in accordance with the strategic direction of the National/Provincial Health department. Represent the institution appropriately in relevant internal and external governance interactions. Provide leadership support to the specific hospital to deliver quality, efficient, equitable and effective health system management within prevailing legal and statutory frameworks to the Sub-district.
<u>ENQUIRIES</u>	:	Dr G Perez Tel No: (021) 815-8668
<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>	:	31 October 2025

OTHER POSTS

<u>POST 38/189</u>	:	<u>MANAGER: MEDICAL SERVICES GRADE 1</u>
<u>SALARY</u>	:	Grade 1: R1 422 810 per annum, (A portion of the package can be structured according to the individual's personal needs).
<u>CENTRE</u>	:	Tygerberg Hospital, Parow Valley
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Medical Practitioner. Registration with the Professions Council: Registration with the HPCSA as a Medical Practitioner. Experience: A minimum of 3 years appropriate experience as a Medical Officer after registration with the HPCSA as Medical Practitioner. Inherent requirement of the job: Valid (Code B/EB) driver's licence. Competencies (knowledge/skills): A post-graduate qualification in Public Health Medicine. Capacity to function within senior clinical management & executive management teams. Exceptional skills in leadership, strategy, public health, risk management, quality improvement, and project management. Competency in strategy development, strategy implementation, stakeholder engagement, and policy development. Competency in occupational health and safety, clinical service improvement, risk management and quality. Exceptional interpersonal skills, including leadership, culture change, relationship building, listening and communication skills. Advanced information technology skills and ability to acquire new skills as required.
<u>DUTIES</u>	:	Assist the CEO in strategy development and implementation. Organizational culture transformation and hospital brand advancement. Planning, target setting, monitoring and evaluation. Service redesign and ecosystem governance. Risk management, quality management, Occupational Health and Safety Management and medico-legal management. Management of special projects. Stakeholder and community engagements.
<u>ENQUIRIES</u>	:	Dr M Mukosi Tel No: (021) 938-4136

<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>	:	31 October 2025
<u>POST 38/190</u>	:	<u>MEDICAL SPECIALIST GRADE 1 TO 3: GENERAL SURGERY (TRANSPLANT UNIT)</u>
<u>SALARY</u>	:	Grade 1: R1 341 855 per annum Grade 2: R1 531 032 per annum Grade 3: R1 773 222 per annum (A portion of the package can be structured according to the individual's personal needs.)
<u>CENTRE</u>	:	Groote Schuur Hospital, Observatory
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Appropriate qualification that allows registration with the Health Professional Council of South Africa (HPCSA) as Medical Specialist in General Surgery. Registration with the Professions Council: Registration with the HPCSA as Medical Specialist in General Surgery. Experience: Grade 1: None after registration with the HPCSA as a Medical Specialist in General Surgery. 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 General Surgery. 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 General Surgery. Inherent requirement of the job: Commuted overtime is compulsory. Competencies (knowledge/skills): Clinical and surgical competency in General and Transplant Surgery. Ability to work in a high-volume clinic and surgical environment. Computer literacy and interest in data collection for service improvement. Insight into challenges of local health care delivery, diversity, transformation and equity. Clinical experience in abdominal transplant surgery with significant experience in liver and renal transplantation at the level of independent surgical competence in these fields. Experience in supervision and training of staff and students at under- and post-graduate levels. A post general surgery qualification fellowship in transplant surgery and published research.
<u>DUTIES</u>	:	Adult and Paediatric Transplant Surgery specialist support to other facilities in keeping with the Western Cape Department of Health and Wellness Ecosystem framework. General and Transplant surgery specialist clinical service provision in the Groote Schuur Hospital Division of General Surgery (Transplant Unit). General Surgery and Transplant Surgery specialist clinical services in the Division of General Surgery at the hospitals on the platform serviced by the division. Supervision and training of junior surgical staff. Participation in under- and post-graduate divisional activities.
<u>ENQUIRIES</u>	:	Prof L Cairncross Tel No: (021) 406-6229
<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. Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable on health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status).
<u>CLOSING DATE</u>	:	31 October 2025

<u>POST 38/191</u>	:	<u>MANAGER: NURSING EDUCATION AND TRAINING (HEAD OFFICE)</u> Directorate: People Development
<u>SALARY</u>	:	Grade 1: R1 155 099 per annum, (A portion of the package can be structured according to the individual's personal needs).
<u>CENTRE</u>	:	Head Office, Cape Town (Stationed at Western Cape College of Nursing, Central Admin, Stikland)
<u>REQUIREMENTS</u>	:	Minimum education 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. Post basic qualification in Nursing Education registered with the SANC. A management qualification. Registration with a professional council: Registration with the SANC as a Professional Nurse. Experience: A minimum of 10 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. At least 5 years of the period referred to above be appropriate/recognisable experience at management level. Inherent requirement of the job: Valid driver's licence. Competencies (knowledge/skills): Extensive knowledge of procedures and processes related to Nursing Education and Training. Thorough knowledge and understanding of Nursing Education Standards, Scope of Practice, Code of ethics etc. Thorough knowledge and understanding of health-related Acts, Regulations, Guidelines and other related policies such as Nursing Act and Regulations, Health Act, etc. Sound interpersonal skills and communication skills both written and verbal as well as the ability to use all relevant computer applications effectively, independently and with ease. Ability to perform a statistical analysis of quantitative and qualitative data with the aim of producing relevant graphic summaries and displays. Relevant knowledge in People, Financial, Project Management and Strategic Planning.
<u>DUTIES</u>	:	Develop, manage and implement strategic and operational plans to guide implementation strategies for nurse training in support of the Directorate's objectives. Develop and implement policies pertaining to nurse education and training. Coordinate nursing related research and development. Develop, operationalise and monitor education and training practices within the Department. Provide support and advice to management in matters related to nursing education and training. Manage and utilize resources in accordance with relevant directives and legislation.
<u>ENQUIRIES</u>	:	Dr T Mabuda at (073) 698-3579
<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 competency test.
<u>CLOSING DATE</u>	:	31 October 2025
<u>POST 38/192</u>	:	<u>MANAGER: NURSING (CLINICAL PRACTICE)</u> Directorate: People Management
<u>SALARY</u>	:	Grade 1: R1 155 099 per annum, (A portion of the package can be structured according to the individual's personal needs).
<u>CENTRE</u>	:	Head Office (Stationed at Western Cape College of Nursing)
<u>REQUIREMENTS</u>	:	Minimum education 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. A management qualification. Registration with a professional council: Registration with the SANC as a Professional Nurse. Experience: A minimum of 10 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. At least 5 years of the period referred to above be appropriate/recognisable experience at management level. Inherent requirement of the job: Valid Driver's Licence. Competencies (knowledge/skills): Extensive knowledge of procedures and processes related to Nursing Practice. Thorough knowledge and understanding of Nursing Standards of Practice, Scope of Practice, Code of ethics etc. Thorough knowledge and understanding of health-related Acts, Regulations, Guidelines and other related policies such as Nursing Act and Regulation, Health Act, etc. Sound interpersonal skills and communication skills both written and verbal as well as the ability to use all relevant computer applications effectively, independently and with ease. Ability to perform a statistical analysis of quantitative and qualitative data with the aim of producing

	relevant graphic summaries and displays. Relevant knowledge in People, Financial, Project Management and Strategic Planning.
<u>DUTIES</u>	: Develop, manage and implement strategic and operational plans to guide implementation strategies for clinical nursing practice in support of the Department and Directorate's objectives. Oversee the Development and execution of nursing policies with specific reference to clinical nursing practice. Manage and direct corporate nursing planning. Monitor nursing services within the Department. Provide support and advice to management as a clinical nursing practice specialist advisor. Establish, maintain and participate in inter-professional and multi-disciplinary teamwork to promote efficient and effective health care. Manage and utilize human resources in accordance with relevant directives and legislation.
<u>ENQUIRIES</u>	: Dr V Makie Tel No: (021) 831-5835
<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 competency test.
<u>CLOSING DATE</u>	: 31 October 2025
<u>POST 38/193</u>	: <u>MEDICAL OFFICER GRADE 1 TO 3: EMERGENCY MEDICINE (X6 POSTS)</u> (1-Year Contract)
<u>SALARY</u>	: Grade 1: R1 001 349 per annum Grade 2: R1 142 553 per annum Grade 3: R1 322 352 per annum (A portion of the package can be structured according to the individual's personal needs.)
<u>CENTRE</u>	: Groote Schuur Hospital, Observatory
<u>REQUIREMENTS</u>	: Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Medical Practitioner. Registration with the Professions Council: Registration with the HPCSA as a Medical Practitioner. Experience: Grade 1: None after registration as Medical Practitioner with the HPCSA in respect of SA qualified employees. 1-year relevant experience after registration as Medical Practitioner with a recognized foreign Health Professional Council in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa. Grade 2: A minimum of 5 years' appropriate experience as Medical Practitioner after registration with the HPCSA as a Medical Practitioner in respect of SA qualified employees. A minimum of 6 years' relevant experience after registration as Medical Practitioner with a recognised foreign Health Professional Council in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa. Grade 3: A minimum of 10 years' appropriate experience as a Medical Practitioner after registration with the HPCSA as a Medical Practitioner in respect of SA qualified employees. A minimum of 11 years' relevant experience after registration as Medical Practitioner with a 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: Commuted overtime is compulsory. Advanced Trauma Life Support (ATLS) certified. Advanced Cardiac Life Support (ACLS) certified. Competencies (knowledge/skills): Completion of Community Service and prior Emergency Centre experience. Ability to work as part of a multidisciplinary team. Ability to communicate effectively (verbal and written). -Appropriate and sufficient clinical experience in the emergency environment seeing trauma and non-trauma patients. Desire to conduct research. Additional course, ultrasound.
<u>DUTIES</u>	: Contribute to the teaching sessions for the department. Involvement in innovative projects and research activities within the department. Partake in the clinical governance for the department including medicolegal matters. Provision of quality clinical and non-clinical patient care in the trauma and non-trauma environment.
<u>ENQUIRIES</u>	: Ms S Ndwebe Tel No: (021) 404-4157 or email: sinazo.ndwebe@westerncape.gov.za
<u>APPLICATIONS</u>	: Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	: No payment of any kind is required when applying for this post. Candidates will be subjected to a practical test. Candidates who are not in possession of the

stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable on health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status). Groote Schuur Hospital has adopted the department's ecosystem framing of its training platform. Accordingly, all Medical Officer appointments may be called upon to work across this platform and may include rotations at Metro West and Rural East hospitals. This includes Red Cross War Memorial Children's Hospital, New Somerset Hospital, Mitchells Plain District Hospital, Victoria Hospital and George Provincial Hospital. The pool of applications will be considered for vacancies within Groote Schuur Hospital, for a period of three months from the date of the advert, provided that the job title, core functions, inherent requirements, and salary level are the same as those of the advertised post. Please ensure that you attach an updated CV.

<u>CLOSING DATE</u>	:	31 October 2025
<u>POST 38/194</u>	:	<u>MEDICAL OFFICER GRADE 1 TO 3: INTERNAL MEDICINE</u> (1-Year Contact)
<u>SALARY</u>	:	Grade 1: R1 001 349 per annum Grade 2: R1 142 553 per annum Grade 3: R1 322 352 per annum (A portion of the package can be structured according to the individual's personal needs.)
<u>CENTRE REQUIREMENTS</u>	:	Groote Schuur Hospital, Observatory
	:	Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Medical Practitioner. Registration with the Professions Council: Registration with the HPCSA as a Medical Practitioner. Experience: Grade 1: None after registration as Medical Practitioner with the HPCSA in respect of SA-qualified employees. 1-year relevant experience after registration as Medical Practitioner with a recognized foreign Health Professional Council in respect of foreign-qualified employees, of whom it is not required to perform community service as required in South Africa. Grade 2: A minimum of 5 years' appropriate experience as Medical Practitioner after registration with the HPCSA as a Medical Practitioner in respect of SA-qualified employees. A minimum of 6 years' relevant experience after registration as Medical Practitioner with a recognised foreign Health Professional Council in respect of foreign-qualified employees, of whom it is not required to perform community service as required in South Africa. Grade 3: A minimum of 10 years' appropriate experience as a Medical Practitioner after registration with the HPCSA as a Medical Practitioner in respect of SA-qualified employees. A minimum of 11 years' relevant experience after registration as Medical Practitioner with a recognised foreign Health Professional Council in respect of foreign-qualified employees, of whom it is not required to perform community service as required in South Africa. Inherent requirements of the job: Commuted overtime is compulsory. Emergency and after hour call cover. Valid ACLS Certificate. Competencies (knowledge/skills): Knowledge and clinical skills required of a Medical Officer (e.g. Assessment, diagnosis and treatment in inpatient, outpatient, and acute medical/emergency contexts). Practical clinical skills appropriate for diagnostic investigations and those required for resuscitation and stabilisation of acutely unwell patients according to ACLS principles. Effective and efficient administration. Communication including clinical summary/report generation, consultation as well as patient counselling. Effective leadership & interpersonal skills. Completion of FCP Part 1.
<u>DUTIES</u>	:	Provision of safe medical care to patients in the Acute Medical Admissions and Emergency Unit, High Care Unit, Inpatient medical wards and Medical Outpatients department at Groote Schuur Hospital and satellite hospitals. Perform onsite after-hours duties as per call roster. Supervise and support medical students, interns and community service medical officers providing medical care. Involvement in research/audits relating to Internal Medicine.
<u>ENQUIRIES APPLICATIONS</u>	:	Dr D Maughan, Tel No: (021) 406-6422 or email: deborah.maughan@uct.ac.za
	:	Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").

<u>NOTE</u>	:	No payment of any kind is required when applying for this post. Candidates will be subjected to a practical test. Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable on health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status). Please ensure that you attach an updated CV. -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. Groote Schuur Hospital has adopted the department's ecosystem framing of its training platform. Accordingly, all Medical Officer appointments may be called upon to work across this platform and may include rotations at Metro West and Rural East hospitals. This includes Red Cross War Memorial Children's Hospital, New Somerset Hospital, Mitchells Plain District Hospital, Victoria Hospital and George Provincial Hospital.
<u>CLOSING DATE</u>	:	31 October 2025
<u>POST 38/195</u>	:	<u>OPERATIONAL MANAGER NURSING (PRIMARY HEALTH CARE)</u> Chief Directorate: Metro Health Services
<u>SALARY</u>	:	R693 096 per annum
<u>CENTRE</u>	:	Michael Mapongwana CDC, Khayelitsha Eastern Sub-structure
<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. A post-basic qualification with duration of at least 1-year Diploma in Clinical Nursing Science: Health Assessment, Treatment and Care accredited with the SANC (R48). Registration with the Professions Council: Registration with the SANC as a Professional Nurse and Midwife. Experience: A minimum of 9 years appropriate/recognisable nursing experience after registration as Professional Nurse with the SANC in General Nursing. At least 5 years of the period referred to above must be appropriate/recognisable experience in obtaining the 1-year post-basic qualification in Clinical Nursing Science: Health Assessment, Treatment and Care accredited with the SANC (R48). Inherent requirement of the job: Code (B/EB) driver's licence. Willingness to work after hours. Competencies (knowledge/skills): The ability to manage operations in a Primary Health Care Facility. Computer literacy (MS office). Proven transformation leadership abilities. Good interpersonal, people and change management skills. Knowledge of Public Sector legislation. The ability to function independently as well as in a multi-disciplinary team and make decisions. Ability to formulate collaborative relationship with various stake holders across the primary health care platform.
<u>DUTIES</u>	:	Leadership, Guidance and Support to overall management to achieve operational goals and objectives. Support to Manager using information to enhance service delivery and priority programs as co-ordination of higher education students, NPO's and relevant stake holders. Ensure that prescribed policies and procedures are implemented and contribute to quality assurance and quality improvement. Assist with the Monitoring of Facilities Management, Maintenance and Infrastructure implementation plans. Co-ordinate and evaluate Community Orientated Primary Health Care Services. Support to Facility Manger with community governance structures and processes.
<u>ENQUIRIES</u>	:	Ms K Jacobs Tel No: (021) 361-3353
<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>	:	31 October 2025

<u>POST 38/196</u>	:	<u>QUALITY ASSURANCE MANAGER</u> Chief Directorate: Metro Health Services
<u>SALARY</u>	:	R582 444 per annum
<u>CENTRE</u>	:	Northern Tygerberg Sub-structure Office
<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 experience in supporting or implementation of quality assurance initiatives in a health-related environment. Inherent requirement of the job: Valid (Code B/EB) driver's license. Competencies (knowledge/skills): Computer literate in MS Office (Excel, Word and Powerpoint) and MS Outlook. Leadership, interpersonal, good communication and organizational skills. Knowledge of Quality Management, Occupational Health and Safety and Infection Prevention and Control in the health sector. Knowledge and understanding of relevant policies and legislation related to Health in the public sector and health systems delivery. Experience in customer care and complaints management.
<u>DUTIES</u>	:	Effective co-ordination, monitoring and evaluation of quality management, risk Management, health and safety and infection control initiatives. Collect, analyze data and provide technical reports and presentations, including quality improvement plans for internal and external stakeholders. Manage compliance and improvement in terms of: Ideal Facility, Adverse Patient Incidents, Complaints and Suggestions, Patient Experience of Care and PAIA. Contribute to quality improvement through staff wellness and development, information sharing, training and SOP development.
<u>ENQUIRIES</u>	:	Ms. MK Williams Tel No: (021) 815-8882
<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 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>	:	31 October 2025
<u>POST 38/197</u>	:	<u>CHIEF DIAGNOSTIC RADIOGRAPHER GRADE 1 (RADIOLOGY)</u>
<u>SALARY</u>	:	R575 250 per annum
<u>CENTRE</u>	:	Groote Schuur Hospital, Observatory
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Appropriate qualification that allows for registration with the Health Professions Council of South Africa (HPCSA) as a Diagnostic Radiographer. Registration with the Professions Council: Registration with the HPCSA as Diagnostic Radiographer. Experience: A minimum of 3 years' appropriate experience as a Diagnostic Radiographer after registration with the HPCSA. Inherent Requirement of the job: Must be willing to work shifts when required. Competencies (knowledge/skills): Computerised Tomography and PACS experience. Ability to manage and supervise a sub-section of the department with knowledge, experience and skills in general, trauma, emergency, theatre and mobile radiography and Fluoroscopy. Computer literacy. Extensive radiographic experience and knowledge of radiography protocols. Good communication skills (verbal and written). Thorough knowledge of radiation protection, quality assurance and equipment safety pertaining to radiography.
<u>DUTIES</u>	:	Be responsible for the control, supervision, delegation and co-ordination of activities in a sub-section of the department and the delivery of a professional service to patients. Ensure quality assurance, maintenance of equipment and the purchase, use and care of suitable radiation protection equipment. Manage radiography and support personnel, including performance appraisals. Participate in middle management and delegated management tasks, including statistic collation and provide support to the Assistant Director. Participate in the management of the cost centre. Produce diagnostic images of high quality and be responsible for staff and student training in your area.
<u>ENQUIRIES</u>	:	Ms N Behardien-Peters Tel No: (021) 404-4187
<u>APPLICATIONS</u>	:	Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").

<u>NOTE</u>	:	No payment of any kind is required when applying for this post. Candidates may be subjected to a competency test. No payment 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. Please ensure that you attach an updated CV. The pool of applications will be considered for vacancies within Groote Schuur Hospital, for a period of three months from the date of the advert, provided that the job title, core functions, inherent requirements, and salary level are the same as those of the advertised post.
<u>CLOSING DATE</u>	:	31 October 2025
<u>POST 38/198</u>	:	<u>OPERATIONAL MANAGER NURSING GRADE 1 (GENERAL) (OUTPATIENTS DEPARTMENT) (X2 POSTS)</u>
<u>SALARY</u>	:	R549 192 per annum
<u>CENTRE</u>	:	Groote Schuur Hospital, Observatory
<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. Registration with the Professions Council: Registration with the SANC as Professional Nurse. Experience: A minimum of 7 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. Inherent requirement of the job: Assist with after-hour, night duty and weekend duties as per Nursing Management allocations in the hospital, when required. Competencies (knowledge/skills): Principles of Management: Supervisory, leadership, problem solving decision making, public speaking, conflict resolution and interpersonal/communication skills, the ability to function independently as well as part of the multi-disciplinary team and have Good organisational skills and the ability to function under pressure. Knowledge of Nursing legislation related legal and ethical nursing practices and framework. Human Resources, Labour relations legislation and Financial Management, including computer literacy (i.e. Ms Word, Excel, PowerPoint and Outlook).
<u>DUTIES</u>	:	Responsible for the co-ordination and delivery of within the relevant departments, participation and implementation of audits and planned improvement initiatives. Participate in formulation, monitoring and implementation of policies, guidelines, standards, procedures and regulations pertaining to nursing care within the relevant Department. Provide effective support, perform nightshift duties as required, management of human, material and financial resources, as well as the Functional Business FBU management principles. Manage staff performance, training and personal development of self and subordinates including management of underperformance and grievances. Collect, provide and use relevant information for the enhancement of service delivery, including participation in and encouragement of nursing research. Maintain ethical standards and promote professional development.
<u>ENQUIRIES</u>	:	Ms A Moodley Tel No: (021) 404-2115
<u>APPLICATIONS</u>	:	Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	:	No payment of any kind is required when applying for this post. Shortlisted candidates may be subjected to a practical test as part of the recruitment process. 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. Shortlisted candidates may be subjected to a practical test as part of the recruitment process.
<u>CLOSING DATE</u>	:	31 October 2025
<u>POST 38/199</u>	:	<u>OPERATIONAL MANAGER NURSING (GENERAL UNIT)</u> Chief Directorate: Metro Health Services
<u>SALARY</u>	:	R549 192 per annum
<u>CENTRE</u>	:	Carnation Ward: (based at Mitchells Plain District 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 Registered Professional Nurse. Registration with the Professions Council: Registration with the SANC as Professional Nurse. Experience: Minimum of 7 years appropriate/recognisable experience in nursing after registration as Professional nurse in general nursing. Inherent requirements of the job: Ability and willingness to assist with afterhours hospital cover including weekends, public holidays and night duty relief and overtime should the need arises. Ability to work under pressure and in a multi-disciplinary team context. Competencies (knowledge/skills): Skilled nurse clinician able to lead and manage the nursing unit with conflict management, problem solving and decision-making skills; ability to facilitate training. In depth knowledge and understanding of legal and ethical legislations, Nursing and Health Act, Regulations and policies related to Nursing practices, National Core Standards and the Public service code of conduct. Basic computer literacy (MS Word, Excel and PowerPoint).

DUTIES : Clinical governance: Provide leadership, supervision and direction for the provision of adequate and efficient comprehensive holistic nursing care. Quality Assurance: develop and implement practice standards, protocols and indicators for quality improvement; evaluate nursing service practices and clinical outcomes. Resource planning and management (human, health technology, financial and physical). Information management and utilization of information technology – data collection Analysis and interpretation. Service delivery – facilitate effective unit management to achieve client's healthcare needs and service delivery targets as per Department, institution and unit Annual Operational plans: Health education and promotion. Promote and maintain constructive working relationships with all stakeholders.

ENQUIRIES : Mr. R. Geswindt Tel No: (021) 377-4410
APPLICATIONS : Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").

NOTE : No payment of any kind is required when applying for this post. The pool of applications will be considered for vacancies within Mitchell's Plain Hospital, for a period of three months from the date of the advert, provided that the job title, core functions, inherent requirements, and salary level are the same as those of the advertised post."

CLOSING DATE : 31 October 2025

POST 38/200 : **CLINICAL PROGRAMME COORDINATOR (COMPREHENSIVE HEALTH SERVICES)**
 West Coast District

SALARY : R549 192 per annum
CENTRE : West Coast District Office, Malmesbury
REQUIREMENTS : Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in Nursing) or equivalent qualification that allows registration with SANC as a Professional Nurse. Registration with the Professions Council: Registration with the SANC as Professional Nurse. Experience: A minimum of 7 years appropriate/recognisable experience in nursing after registration as a Professional Nurse with SANC in General Nursing. Inherent requirement of the jobs: Valid (Code B/EB) driver's licence. Willingness to work overtime when required and travel in the district or province as may be required. Competencies (knowledge/skills): Ability to think strategically and analytically, work independently, as well as the ability to interpret and implement policies and guidelines. Computer literacy (i.e. MS Word, PowerPoint and Excel) and good report writing. Ability to work on health information systems, ie Sinjani, SPV, SharePoint.

DUTIES : Overall planning, coordination, policy implementation and services monitoring of mental health, chronic diseases of lifestyle, rehabilitation services, palliative care, maternal health as part of the late-life course approach. Provide oversight, supervision and support to health facilities regarding quality assurance policies and procedures Support to community outreaches and specific projects with NPOs and health facilities to improve health outcomes. Monitoring and evaluation of integrated health services performance linked to specific data elements, indicators in the district health and annual performance plans. Interface management with all stakeholders, internal and external structures to enhance implementation of COPC principles and wellness.

ENQUIRIES : Ms A Kogana Tel No: (022) 814-0348/9
APPLICATIONS : Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").

<u>NOTE</u>	:	No payment of any kind is required when applying for this post. Shortlisted candidates will be subjected to a practical test. The pool of applications will be considered for vacancies within the West Coast District Office, for a period of three months from the date of the advert, provided that the job title, core functions, inherent requirements, and salary level are the same as those of the advertised post.
<u>CLOSING DATE</u>	:	31 October 2025
<u>POST 38/201</u>	:	<u>CLINICAL NURSE PRACTITIONER GRADE 1 TO 2 (PRIMARY HEALTH CARE) (X3 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>	:	Greenpoint CDC (X1 Post) Lady Michaelis CDC (X1 Post) District Six CDC (X1 Post)
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse and Midwife. A post-basic qualification with a duration of at least 1-year Diploma in Clinical Nursing Science: Health Assessment, Treatment and Care, accredited with SANC (R48). Registration with a professional council: Registration with the SANC as Professional Nurse and Midwife. Experience: Grade 1: A minimum of 4 years appropriate/recognisable experience in nursing after registration with the SANC as Professional Nurse in General Nursing. Grade 2: A minimum of 14 years appropriate/recognisable experience in nursing after registration 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 after obtaining the 1-year post-basic qualification as mentioned above. Inherent requirements of the job: Valid driver's licence (Code B/EB). Willingness to work overtime when necessary and willingness to work at other clinics in the Sub-district. Competencies (knowledge/skills): Basic computer skills in MS Word, Excel, Outlook. Knowledge of relevant legislation and policies of the Department of Health Western Cape. Communication skills (written and verbal).
<u>DUTIES</u>	:	Assist with the provision of Comprehensive PHC clinical service to surrounding communities. Plan and implement Health Promotion and Prevention activities in facility and community as part of COPC. Liaise with internal and external stakeholders as part of the multi-disciplinary team. Clinical governance as part of quality assurance. Information Management and timeous submission of reports and participation in facility audits. Assist with management of human resources and the development of staff.
<u>ENQUIRIES</u>	:	Ms N Tshongweni Tel No: (021) 421-0288 (Greenpoint CDC); Ms L Van Wyk: Tel No: (021) 797-8171 (Lady Michaelis CDC); Ms N Diedericks Tel No: (021) 833-5400 (District Six CDC)
<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 Southern Western 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.
<u>CLOSING DATE</u>	:	31 October 2025
<u>POST 38/202</u>	:	<u>CLINICAL NURSE PRACTITIONER: GRADE 1 TO 2 (PRIMARY HEALTH CARE)</u> Cape Winelands District
<u>SALARY</u>	:	Grade 1: R476 367 per annum Grade 2: R583 989 per annum
<u>CENTRE</u>	:	TC Newman CDC
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Basic R425 qualification (i.e., diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council as Professional Nurse and Midwife. Post-basic qualification, with duration of at least 1-year, in Curative Skills in Clinical Nursing Science: Health Assessment, Treatment and Care accredited

with the SANC (R48). Registration with Professional council: Registration with the South African Nursing Council as Professional Nurse and Midwife. Experience: **Grade 1:** A minimum of 4 years of appropriate/recognizable nursing experience after registration with the SANC as Professional Nurse in General nursing. **Grade 2:** A minimum of 14 years' appropriate/recognizable nursing experience after registration with the SANC as Professional Nurse in General Nursing. At least 10 years of the period referred to above must be an appropriate/recognizable experience after obtaining the 1 year post basic qualification in the relevant specialty. Inherent requirements of the job: Prepared to work at different facilities within the Sub District inclusive a Mobile and when needed within the community (COPC concept). A valid driver's license. Competencies (knowledge/skills): Demonstrate in-depth knowledge of Nursing and public service legislation. Ability to effectively communicate (written and verbal). Computer literacy (MS Word and Excel).

DUTIES : Assist with the management of the burden of disease in accordance with the guidelines and protocols of the western cape. Provide and maintain quality of care to all patients and health services. Maintain accurate clinical records, statistics registers, and referral records. Effective utilization of Resources/Stock within the limited budget constraints. Participation in Community events and initiating awareness with regards to health-related issues. Maintain and participate in inter-professional and multi-disciplinary teamwork but able to work independently. Supervise and mentor lower categories of staff. Maintain professional growth/ethical standards and self-development.

ENQUIRIES : Ms J Bosch Tel No: (021) 862-4520
APPLICATIONS : Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").

NOTE : No payment of any kind is required when applying for this post. "Candidates who are not in possession of the stipulated registration requirements may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable to candidates who apply for the first time for registration in the post basic qualification: Diploma in Clinical Nursing Science, Health Assessment, Treatment Care. The pool of applications will be considered for vacancies within Drakenstein Sub-district, for a period of three months from the date of the advert, provided that the job title, core functions, inherent requirements, and salary level are the same as those of the advertised post."

CLOSING DATE : 31 October 2025

POST 38/203 : **CLINICAL NURSE PACTITIONER GRADE 1 TO 2 (PRIMARY HEALTH CARE)**
 Cape Winelands District

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

CENTRE : Gouda Clinic
REQUIREMENTS : Minimum educational qualification: Basic R425 qualification (i.e., diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council as Professional Nurse and Midwife. Post-basic qualification, with duration of at least 1-year, in Curative Skills in Clinical Nursing Science: Health Assessment, Treatment and Care accredited with the SANC (R48). Registration with Professional council: Registration with the South African Nursing Council as Professional Nurse and Midwife. Experience: **Grade 1:** A minimum of 4 years appropriate/recognizable nursing experience after registration with the SANC as Professional Nurse in General nursing. **Grade 2:** A minimum of 14 years appropriate/recognizable nursing experience after registration with the SANC as Professional Nurse in General Nursing. At least 10 years of the period referred to above must be appropriate/recognizable experience after obtaining the 1 year post basic qualification in the relevant specialty. Inherent requirements of the job: Prepared to work at different facilities within the Sub District inclusive a Mobile and when needed within the community (COPC concept). A valid driver's licence. Competencies (knowledge/skills): Demonstrate in-depth knowledge of Nursing and public service legislation. Ability to effectively communicate (written and verbal). Computer literacy (MS Word and Excel).

<u>DUTIES</u>	:	Assist with the management of the burden of disease in accordance with the guidelines and protocols of the western cape. Provide and maintain quality of care to all patients and health services. Maintain accurate clinical records, statistics registers, and referral records. Effective utilization of Resources/Stock within the limited budget constraints. Participation in Community events and initiating awareness with regards to health-related issues. Maintain and participate in inter-professional and multi-disciplinary teamwork but able to work independently. Supervise and mentor lower categories of staff. Maintain professional growth/ethical standards and self-development.
<u>ENQUIRIES</u>	:	Ms EJ Williams Tel No: (021) 862-4520
<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: Diploma in Clinical Nursing Science, Health Assessment, Treatment Care. The pool of applications will be considered for vacancies within Drakenstein Sub-district, for a period of three months from the date of the advert, provided that the job title, core functions, inherent requirements, and salary level are the same as those of the advertised post."
<u>CLOSING DATE</u>	:	31 October 2025
<u>POST 38/204</u>	:	<u>CLINICAL NURSE PRACTITIONER GRADE 1 TO 2 (PRIMARY HEALTH CARE: EC OPD OVERNIGHT)</u> Overberg District
<u>SALARY</u>	:	Grade 1: R476 367 per annum Grade 2: R583 989 per annum
<u>CENTRE</u>	:	Hermanus Hospital, Overstrand Sub-district
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Basic R425 qualification (i.e., diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council as Professional Nurse and Midwife. Post-basic qualification, with duration of at least 1-year, in Curative Skills in Clinical Nursing Science: Health Assessment, Treatment and Care accredited with the SANC (R48). Registration with the Professions Council: Registration with the SANC as Professional Nurse and Midwife. Experience: Grade 1: A minimum of 4 years appropriate/recognizable nursing experience after registration with the SANC as Professional Nurse in General nursing. Grade 2: A minimum of 14 years appropriate/recognizable nursing experience after registration with the SANC as Professional Nurse in General Nursing. At least 10 years of the period referred to above must be appropriate/recognizable experience after obtaining the 1 year post basic qualification in the relevant specialty. Inherent requirements of the job: A valid driver's license. Willing to work shifts include weekends and public holidays. Act as shift leader. Competencies (knowledge/skills): Demonstrate in-depth knowledge of Nursing and public service legislation. Effective communication skills. Computer literacy (MS Word and Excel).
<u>DUTIES</u>	:	Rendering a comprehensive primary health care service within the emergency room within standards and a professional/legal framework. Rendering acute emergency care to all patients. Effective utilization and supervision of human and financial resources and participation in training and development and research. Effective implementation of infection control policies and occupational and health legislation. Provide effective support to nursing services and hospital management.
<u>ENQUIRIES</u>	:	Ms AE Klaasen Tel No: (028) 312-1166
<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 with their job application/on appointment. This concession is only applicable to candidates who apply for the first time for registration in the post-basic qualification: Diploma in Clinical Nursing Science, Health Assessment, Treatment Care. The pool of applications will be considered for vacancies within Overberg 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>	:	31 October 2025
<u>POST 38/205</u>	:	<u>PROFESSIONAL NURSE GRADE 1 TO 2 (SPECIALTY: TRAUMA AND EMERGENCY)</u> West Coast District
<u>SALARY</u>	:	Grade 1: R476 367 per annum Grade 2: R583 989 per annum
<u>CENTRE</u>	:	Vredendal Hospital, Matzikama Sub-district
<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. A post-basic nursing qualification, with duration of at least one year, accredited with SANC in Medical and Surgical Nursing Science in Critical Care Nursing: Trauma and Emergency or Medical and Surgical Science in Critical Care Nursing: General. Registration with the Professions Council: Registration with the South African Nursing Council as Professional Nurse and Midwife. Experience: Grade 1: A minimum of 4 years appropriate/recognisable experience in nursing after registration as Professional Nurse with SANC. Grade 2: A minimum of 14 years appropriate/recognisable experience in nursing after registration at SANC as a Professional Nurse in General Nursing. At least 10 years of the period referred to above must be appropriate/recognisable experience in Trauma/Emergency Care after obtaining the one-year post-basic qualification in the relevant specialty as mentioned above. Inherent requirements of the job: Willingness to work shifts, weekends, public holidays and night duty as well as overtime when necessary. Ability to work in a high stress environment in a resource-limited rural setting. Competencies (knowledge/skills): Ability to function/make decisions independently and as part of a multi-disciplinary team. Good communication, interpersonal relationships, exceptional leadership and conflict resolution skills. Basic computer skills in MS Word, Excel, and Outlook. Sound knowledge of relevant nursing legislation, policies and protocols of the Department of Health, Western Cape.
<u>DUTIES</u>	:	Provide direction/supervision for the implementation of the nursing plan to ensure optimal, holistic nursing care with set standards and within a professional/legal framework. Effective utilisation of human-, material- and physical resources. Participation in training and research. Provision of support to nursing services and nursing management. Maintain professional growth/ethical standards and self-development.
<u>ENQUIRIES</u>	:	Ms CJW Basson Tel No: (027) 213-2038/6
<u>APPLICATIONS</u>	:	Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	:	No payment of any kind is required when applying for this post. Shortlisted candidates will be subjected to a practical test. 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: Medical and Surgical Nursing Science in Critical Care Nursing: Trauma and Emergency or Medical and Surgical Science in Critical Care Nursing: General. -The pool of applications will be considered for vacancies within the Matzikama 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>	:	31 October 2025

<u>POST 38/206</u>	:	<u>ASSISTANT DIRECTOR: HUMAN RESOURCE MANAGEMENT</u> Chief Directorate: Rural Health Services
<u>SALARY</u>	:	R468 459 per annum
<u>CENTRE</u>	:	George Regional Hospital
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Appropriate 3-year National Diploma or Degree in Human Resources related field. Experience: Appropriate experience in all aspects of human resource management. Appropriate knowledge of Labour relations and Human Resources Development. Appropriate supervisory experience. Appropriate PERSAL experience. Inherent requirement of the job: Valid Code B driver's licence. Competencies (knowledge/skills): Sound knowledge of Human Resource policies, procedures, prescripts, HR audit, compliance prescripts, management of the Approved Post Lists (APL), establishment, control, Human Resource Development and Labour Relations. Good communication skills (written and verbal). Strong managerial and supervisory skills. Excellent computer skills in MS Office packages.
<u>DUTIES</u>	:	Facilitate, co-ordinate and manage HR Planning, Recruitment and Selection, Establishment Control, Staff Performance Management System and Human Resource Administration. Implement systems and strategies to ensure effective and efficient Quality and Risk Management in the Human Resource Department. Facilitate compliance with the Auditor-General's requirements and HR audit reports and ensure that sample testing is performed and reported on that is in line with the HR Compliance Monitoring Instrument (HR CMI) and HR Audit Action Plan (HR AAP). Manage Human Resource Development and the implementation of HRD policies, prescripts and Institutional Workplace Skills Plans. Manage sound Labour Relations and provide expert advice and guidance to Management and staff. Management and development of staff in the Human Resource Component.
<u>ENQUIRIES</u>	:	Mr T Kau Tel No: (044) 802-4533
<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. Suitable candidates may be subjected to a competency assessment. The pool of applicants will be considered for similar vacant posts within Rural Health Services for a period of 3 months from date of advert.
<u>CLOSING DATE</u>	:	31 October 2025
<u>POST 38/207</u>	:	<u>ASSISTANT DIRECTOR: FINANCE AND SUPPLY CHAIN MANAGEMENT</u> Chief Directorate: Rural Health Services
<u>SALARY</u>	:	R468 459 per annum
<u>CENTRE</u>	:	George Regional Hospital
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Appropriate 3-year National Diploma or Degree. Experience: Appropriate experience in a financial management and/or accounting field as well as supply chain management. Appropriate managerial and/or supervisory experience. Competencies (knowledge/skills): Knowledge and understanding of the treasury regulations, Public Finance Management Act requirements and the Accounting Officers Systems. High level of computer literacy (Microsoft Office package, Integrated Procurement System, Basic Accounting System and LOGIS) Strong people management skills, analytical thinking, problem-solving, decision-making and ability to work in a multi-disciplinary team. Strong technical financial skills, including report-writing.
<u>DUTIES</u>	:	Manage overall performance of Finance and Supply Chain Management. Coordinate processes to ensure compliance with supply chain policies, the PFMA and regulations, as well as Treasury Instructions to achieve effective and efficient corporate governance. Analyse, interpret and report on relevant financial and performance data on Finance and SCM for various FBUs, including management. Accurate and timeous preparation of reports and compilation of Annual and Interim Financial statements. Monitor overall hospital budget and expenditure patterns and projections. Manage all People Management related functions within the component.
<u>ENQUIRIES</u>	:	Mr T Kau Tel No: (044) 802-4533
<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>	:	31 October 2025
<u>POST 38/208</u>	:	<u>ASSISTANT DIRECTOR: SUPPORT SERVICES</u> Directorate: People Development Sub-directorate: Generic People Development & Training
<u>SALARY</u>	:	R468 459 per annum
<u>CENTRE</u>	:	Head Office, Cape Town
<u>REQUIREMENTS</u>	:	Minimum education qualification: Appropriate three-year National Diploma or Degree. Experience: Appropriate experience in Nursing Information Management System (NIMS). Inherent requirement of the job: Valid Driver's Licence. Competencies (knowledge/skills): Extensive knowledge of procedures and processes related to Nursing Information Management System. Appropriate knowledge of Treasury Regulations and Contract Management and PFMA. Appropriate knowledge of drawing up various documents, reports pertaining to nursing information management. Relevant knowledge in People & Financial Management. Sound interpersonal and communication skills, both written and verbal. Computer skills (MS Office, Excel and Word). Training in NIMS and desktop support.
<u>DUTIES</u>	:	Implement operational plans for Nursing Information Management System (NIMS) to support nursing practice. Oversee the development and execution of nursing policies with specific reference to Nursing. Information Management System. Manage and Coordinate Nursing Information Management System (NIMS). Provide support and advice to management as NIMS advisor. Identify, coordinate and monitor resources (People and Financial) in accordance with relevant directives and legislation.
<u>ENQUIRIES</u>	:	Dr V Makie Tel No: (021) 831-5835
<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 competency test.
<u>CLOSING DATE</u>	:	31 October 2025
<u>POST 38/209</u>	:	<u>INDUSTRIAL TECHNICIAN: UNIT HEAD – CLINICAL ENGINEERING (OPTICS WORKSHOPS)</u>
<u>SALARY</u>	:	R468 459 per annum
<u>CENTRE</u>	:	Groote Schuur Hospital, Observatory
<u>REQUIREMENTS</u>	:	Minimum educational qualification: National Diploma in Electrical Engineering (T; S or N stream), or registration as an Engineering Technician in terms of the Engineering Profession of South Africa Act (Act 46 of 2000). Experience: Appropriate experience after qualification on optical medical equipment repairs, especially surgical and laboratory microscopes. Appropriate experience with the following equipment: light sources, laser, ENT and various types of scopes (gastro-, colono-, cysto and bronchoscopes, etc. Competencies (knowledge/skills): Knowledge of health technology principles and Excellent ability to do fault finding on medical equipment. Computer literacy (i.e. MS Word, Excel). Ability to compile technical specifications for medical equipment and assist with the tender process.
<u>DUTIES</u>	:	Carry out advanced maintenance, repairs, calibration, modifications and installations of medical (Optical) equipment and train junior technicians and users on equipment. Ensuring that the equipment meets legal and safety requirements of the manufacturers and statutory bodies. Liaise with hospital and private sector staff and reports to the Head of Clinical engineering. Perform all administrative functions as required by the Clinical Engineering Department, managers and health Technology prescripts while ensuring compliance with the Occupational Health and Safety Act of 1993.
<u>ENQUIRIES</u>	:	Mr LV Niekerk Tel No: (021) 404-4040
<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 competency test on day of interview. 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.
<u>CLOSING DATE</u>	:	31 October 2025

<u>POST 38/210</u>	:	<u>OCCUPATIONAL THERAPIST GRADE 1 TO 3</u> Overberg 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>	:	Caledon Hospital, Theewaterskloof Sub-district
<u>REQUIREMENTS</u>	:	Minimum educational qualification: An appropriate qualification that allows for registration with the Health Professions Council of South Africa (HPCSA) as an Occupational Therapist. Registration with the Professions Council: Registration with the Health Professions Council of South Africa (HPCSA) as an Occupational Therapist. Experience: Grade 1: None after registration as Occupational Therapist with the HPCSA in respect of SA qualified employees. One-year relevant experience after registration as Occupational Therapist with the HPCSA in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa. Grade 2: A minimum of 10 years' relevant experience after registration with the HPCSA as an Occupational Therapist in respect of SA qualified employees. A minimum of 11 years relevant experience after registration with the HPCSA as an Occupational Therapist in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa. Grade 3: A minimum of 20 years' relevant experience after registration with the HPCSA as an Occupational Therapist in respect of SA qualified employees. A minimum of 21 years relevant experience after registration with the HPCSA as an Occupational Therapist in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa. Inherent requirement of the job: Valid (Code B/EB) driver's licence. Willingness to travel in the sub-district/ district to consult clients and attend meetings and training sessions. Competencies (knowledge/skills): Good interpersonal, planning and organisational skills, and computer literacy (MS Office). Knowledge of applicable health legislation, relevant acts and policies. Ability to adapt and work efficiently in a resource-constrained environment and as part of a multi-disciplinary team.
<u>DUTIES</u>	:	Clinical Occupational therapy services at health facility level, district hospital and PHC facilities. Training of self and other staff members. Render community-based occupational therapy service. Administrative duties, complete documentation of all services rendered. Provide health promotion/training and community service interventions. Render mobility assistive device service.
<u>ENQUIRIES</u>	:	Dr RJ Liebenberg Tel No: (028) 212-1070
<u>APPLICATIONS</u>	:	Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	:	No payment of any kind is required when applying for this post. Candidates may be required to undergo a competency assessment. Candidates who are not in possession of the stipulated registration requirements may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable to candidates who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status)". The pool of applications will be considered for vacancies within the Overberg District, for a period of 3 months from the date of the advert, provided that the job title, core functions, inherent requirements, and salary level are the same as those of the advertised post.
<u>CLOSING DATE</u>	:	31 October 2025
<u>POST 38/211</u>	:	<u>SENIOR ADMINISTRATIVE OFFICER: HUMAN RESOURCE MANAGEMENT</u> West Coast District
<u>SALARY</u>	:	R397 116 per annum
<u>CENTRE</u>	:	Vredendal Hospital, Matzikama Sub-district
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Appropriate three years National Diploma / Degree. Experience: Appropriate experience in the field of Human Resource Management. Appropriate experience in the PERSAL system. Inherent

		requirements of the job: Valid (Code B/EB) driver's licence. Willingness to drive between the various PHC Clinics in the sub district if required. Competencies (knowledge/skills): Computer literacy (MS Word, Excel, PowerPoint, GroupWise and PERSAL). Ability to provide training. Good interpersonal, communication, presentation and writing skills.
<u>DUTIES</u>	:	Responsible for co-ordination, supervision and control of components as well as support to supervisor. Assist with all transversal personnel practices, including all employment practices, conditions of service and terminations, SPMS and establishment within the Sub-district. Responsible for the Human Resource Development function within the Sub-district which includes the compiling of the workplace skills plan, training statistics and relevant administrative duties regarding Human Resource Development. Render support, training and advisory service with regard to personnel administration and human resource management, as well as monitoring of compliance. Handle Labour Relation issues which include grievances, dispute resolutions, IMLC matters and the capturing of Labour Relation information on PERSAL with regard to human resource matters. Coordinate the recruitment and selection process.
<u>ENQUIRIES APPLICATIONS</u>	:	Mr WA Phillipus Tel No: (023) 316-9601
	:	Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	:	No payment of any kind is required when applying for this post. Shortlisted candidates may be subjected to a practical test.
<u>CLOSING DATE</u>	:	31 October 2025
<u>POST 38/212</u>	:	<u>SENIOR ADMINISTRATIVE OFFICER: FINANCE</u> West Coast District
<u>SALARY CENTRE REQUIREMENTS</u>	:	R397 116 per annum
	:	Vredendal Hospital, Matzikama Sub-district
	:	Minimum educational qualification: Appropriate 3-year Diploma/Degree in Financial Management. Experience: Appropriate and proven experience in Finance/Revenue and Supply Chain Management with sound knowledge of all financial systems: BAS, LOGIS. Appropriate supervisory experience. Inherent requirements of the job: Valid (Code B/EB) driver's licence and willingness to travel. Competencies (knowledge/skills): Sound knowledge of relevant financial prescripts, departmental policies, delegations and procedures. An aptitude for working with financial figures and good organisational and leadership skills with good interpersonal relations. Extensive knowledge and practical experience in Basic Accounting System (BAS), LOGIS and Electronic Procurement Solutions (EPS) as well as Microsoft Office.
<u>DUTIES</u>	:	Manage all requirements in respect of Financial Administration for the Hospital and Sub-district. Responsible for overall management for all Supply Chain Management functions and Asset administration. Effective management of the Revenue and Admissions Sections. Support to Supervisor. Manage all People Management related functions allocated to the post of SAO within the SCM and Finance components.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms CA Davids Tel No: (027) 213-2038/6
	:	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>	:	31 October 2025
<u>POST 38/213</u>	:	<u>SENIOR ADMINISTRATIVE OFFICER: PEOPLE MANAGEMENT (PAYROLL AND SERVICE BENEFITS)</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R397 116 per annum
	:	Groote Schuur Hospital, Observatory
	:	Minimum educational qualification: Appropriate 3-year National Diploma or Degree. Experience: Appropriate Human Resource Administration, in all aspects of personnel and salary administration. Appropriate experience in the PERSAL system. Appropriate supervisory experience. Competencies (knowledge/skills): Knowledge of relevant Legislation. Working knowledge of all aspects regarding Human Resources. -Good interpersonal and conflict resolution skills. Ability to function independently and within a team context. Leadership, organization, creative problem-solving and decision-making skills. Computer literacy (MS Word, Excel, PowerPoint, Outlook and PERSAL).

<u>DUTIES</u>	:	Coordinate, implement and monitor the relevant policies, procedures, prescripts regarding personnel, salary, commuted overtime, leave and administration in general as applicable in a staff office. Management of PERSAL functions. Ensure efficient and effective quality and risk management in HR, including audit compliance, databases and reports. Interpret and implement policies, regulations and procedures and provide effective and efficient assistance and support to clients, personnel, management and supervisors. Provide in-service training of personnel within the relevant section. Manage and supervise the general staff office with a very high workload, which are responsible for all personnel and related matters. Provide support in the administration processes of E-Disclosure, ORW Declarations. Application of the OSD regulations and prescripts.
<u>ENQUIRIES</u>	:	Mr CD Wehr Tel No: (021) 404-2306
<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 competency test. The pool of applications will be considered for vacancies within Groote Schuur Hospital, for a period of three months from the date of the advert, provided that the job title, core functions, inherent requirements, and salary level are the same as those of the advertised post.
<u>CLOSING DATE</u>	:	31 October 2025
<u>POST 38/214</u>	:	<u>SENIOR ADMINISTRATIVE OFFICER: FINANCE (PATIENT ADMINISTRATION)</u> Chief Directorate: Metro Health Service
<u>SALARY</u>	:	R397 116 per annum
<u>CENTRE</u>	:	Mowbray Maternity Hospital
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Appropriate 3-year National Diploma or Degree. Experience: Appropriate experience in Information Management, Patient Administration Reception and Medical Records Management. Appropriate supervision experience. Competencies (knowledge/skills): Appropriate knowledge and experience of information systems such as HIS, CLINICOM, SINJANI, JAC, including the Uniform Patient Fee Schedule (UPFS), Hospital Fees Memorandum Chapter 18. Computer literacy. Good interpersonal relations and communication skills. Leadership skills.
<u>DUTIES</u>	:	Overall management and supervision of Information Management, Patient Administration Reception and Medical Records Components. Monitor, control, analyse, interpret and report monthly statistics of the hospital. Maintain patient information systems and data quality. Ensure training and competency for all relevant hospital staff on Information and Patient Administration systems. Maintain effective Medical Records and Registry. Ensure compliance to audit requirements.
<u>ENQUIRIES</u>	:	Mr E Swanepoel Tel No: (021) 659-5567
<u>APPLICATIONS</u>	:	Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	:	No payment of any kind is required when applying for this post. Candidates will be subjected to a written/practical and oral assessment. The pool of applicants will be considered for other posts within the Chief Directorate: Metro Health Services for a period of 3 months from date of advert, provided that the job title, core functions, inherent requirements, and salary level are the same as those of the advertised post.
<u>CLOSING DATE</u>	:	31 October 2025
<u>POST 38/215</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>	:	Lentegeur Hospital
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Appropriate qualification as a Social Worker that allows for registration with the South African Council for Social Service Professionals (SACSSP). Registration with the Professions Council: Registration with the South African Council for Social Service Professions

		(SACSSP) as Social Worker. Experience: Grade 1: None after registration. Grade 2: A minimum of 10 years appropriate experience in social work after registration as a Social Worker with the SACSSP. Grade 3: A minimum of 20 years appropriate experience in social work after registration as a Social Worker with the SACSSP. Grade 4: A minimum of 30 years appropriate experience in social work after registration as a social worker with the SACSSP. Inherent requirement of the job: Valid (Code B/EB) driver licence. Competencies (knowledge/skills): Computer literacy (Microsoft Office, Clinicom). Appropriate social work experience in psychiatry, Intellectual Disability, inpatient and outpatient social work services.
<u>DUTIES</u>	:	Conduct psycho-social assessments of mental health care users. Provide users and family members with psycho-educational services with regards to mental health diagnosis, recovery principles, addiction and dual diagnosis. Address social issues that might impede the user's ability to recover timeously with the MDT. Contribute to well-developed exit plans for users. Linking of high-risk users and families to relevant support structures in the community. Recording of user information in accordance with relevant professional, and legal guidelines. Information management: Collecting statistical and operational data. Quality service outputs through participation in continued professional development.
<u>ENQUIRIES</u>	:	Ms N Mfiki Tel No: (021) 370-1403
<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 assessment. "Candidates who are not in possession of the stipulated registration requirements may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable on health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status". The pool of applicants will be considered for vacancies within the Chief Directorate: Metro Health Services, for a period of 3 months from 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>	:	31 October 2025
<u>POST 38/216</u>	:	<u>INDUSTRIAL TECHNICIAN (CLINICAL ENGINEERING: ELECTRONICS WORKSHOP)</u> Directorate: Health Technology
<u>SALARY</u>	:	R325 101 per annum
<u>CENTRE</u>	:	Head Office, Cape Town (Clinical Engineering, Goodwood)
<u>REQUIREMENTS</u>	:	Minimum educational qualification: National Diploma in Electrical (LC) Engineering (T; S or N stream), or National Diploma in Mechatronics, or registration as an Engineering Technician in terms of the Engineering Profession of South Africa Act (Act 46 of 2000). Experience: Appropriate experience after qualification with repairs, maintenance and installation of electronic or related medical equipment. Inherent requirement of the job: Valid driver's licence (Code B/EB) and willing to travel throughout the Western Cape. Competencies (knowledge/skills): Proven knowledge of health technology principles. Ability to compile technical specifications for medical equipment. Excellent ability to do fault finding on equipment. Good written and verbal skills. Proven experience computer literacy (i.e. MS Word, Excel). Product specific technical training.
<u>DUTIES</u>	:	Carry out advanced maintenance, repairs, calibration, modifications and installations of medical (electronic) equipment. Train junior technicians and users on equipment. Ensuring that the equipment meets legal and safety requirements of the manufacturers and statutory bodies. Perform all administrative functions as required by the Clinical Engineering Department, managers and health. Technology prescripts while ensuring compliance with the Occupational Health and Safety Act of 1993. Liaison with hospital and private sector staff while reporting to the manager of the relevant workshop. Manage the workshop in the absence of supervisor in charge of relevant workshop and be willing to work within all Clinical Engineering disciplines.

		Advanced knowledge of managing, planning and organizing maintenance schedules.
<u>ENQUIRIES</u>	:	Mr W Padayachee Tel No: (021) 590-5008
<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 competency test on day of interview and will also need to sign a form allowing background, criminal, qualification, credit and driver's license verification.
<u>CLOSING DATE</u>	:	31 October 2025
<u>POST 38/217</u>	:	<u>ADMINISTRATIVE OFFICER: SUPPLY CHAIN MANAGEMENT (WAREHOUSE)</u> Chief Directorate: Metro Health Services
<u>SALARY</u>	:	R325 101 per annum
<u>CENTRE</u>	:	Metro TB Hospital Complex (Brooklyn Chest Hospital)
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Senior Certificate (or equivalent) with Mathematics or Accountancy as a passed subject or Senior Certificate (or equivalent) with experience/competencies that focuses on the Key Performance Areas (KRA's) of the post. Experience: Appropriate experience in supply chain management (warehouse and procurement) Appropriate supervisory experience. Appropriate working experience on Logis system. Inherent requirement of the job: Valid (Code B/EB) driver's licence. Competencies (knowledge/skills): Sound knowledge of the Public Finance Management Act (PFMA), National and Provincial Treasury Regulations, Accounting Officer's System of the Department of Health. Computer literacy (MS Office)
<u>DUTIES</u>	:	Effective and efficient warehouse management including management of the interim and annual financial stock take. Demand and acquisition management of goods related to the warehouse. Ensure audit compliance, prepare, provide feedback and initiate actions plans of the monthly compliance audits related to stock management. Monthly warehouse reporting and assistance to supervisor. Overall supervision and human resource management of the warehouse.
<u>ENQUIRIES</u>	:	Mr B Silwanyana Tel No: (021) 508-7451
<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 subject to a written and oral assessment. The pool of applicants will be considered for vacancies within the Chief Directorate: Metro Health Services, for a period of 3 months from date of advert, provided that the job title, core functions, inherent requirements, and salary level are the same as those of the advertised post.
<u>CLOSING DATE</u>	:	31 October 2025
<u>POST 38/218</u>	:	<u>ADMINISTRATIVE OFFICER: HUMAN RESOURCE MANAGEMENT</u> West Coast District
<u>SALARY</u>	:	R325 101 per annum
<u>CENTRE</u>	:	Vredendal Hospital, Matzikama Sub-district
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Senior certificate (or equivalent). Experience: Appropriate experience in Human Resources (i.e. Salary Administration, Service Conditions, Personnel Management, PERSAL). Inherent requirement of the job: Valid driver's license. Competencies (knowledge/skills): Appropriate knowledge of Recruitment and Selection. Appropriate knowledge of People Management related policies and procedures in the Public Service. Strong analytical and strategic thinking abilities. Computer skills in MS Office (i.e. Word, Excel, PowerPoint and Outlook). Good verbal and written communication skills.
<u>DUTIES</u>	:	Payroll Administration: Personnel Provisioning and Service Terminations, i.e. processing of appointments and ensuring the correct administration process for service terminations. Ensuring the correct processing of Service Benefits i.e. Housing benefit, leave administration, general service benefits and ensuring effective human resource management systems and practices are in place. Provide an effective general and transversal employment practices

		service. Monitoring, evaluation and correction of audit reports. Manage and control of subordinates and support to supervisor.
<u>ENQUIRIES</u>	:	Mr WA Phillipus Tel No: (027) 213-2039
<u>APPLICATIONS</u>	:	Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	:	No payment of any kind is required when applying for this post. Shortlisted candidates will be subjected to a practical test.
<u>CLOSING DATE</u>	:	31 October 2025
<u>POST 38/219</u>	:	<u>ADMINISTRATIVE OFFICER: SUPPORT SERVICES (TRANSPORT)</u> Chief Directorate: Metro Health Services
<u>SALARY</u>	:	R325 101 per annum
<u>CENTRE</u>	:	Karl Bremer Hospital (Northern/Tygerberg Sub-structure Office)
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Senior Certificate (or equivalent). Experience: Appropriate experience in the procedures and prescripts in Government Transport and Contract Management. Inherent requirements of the job: Valid (Code B/EB) driver's license. Willingness to work overtime. Willingness to travel within the Sub-structure. Competencies (knowledge/skills): Good computer skills (MS Office, Excel and PowerPoint). Knowledge of Human Resource Management, Labour legislation and sound knowledge of Transport Circular 4 of 2020 and Government Motor Transport Handbook. Good interpersonal communication skills, organizational skills and the ability to function under pressure and as part of a team.
<u>DUTIES</u>	:	Coordinate and supervise the operations and administrative service of the Transport Section. Provide a support function to the supervisor regarding prevention and misuse of Government Motor Transport and fraud investigation, ensure that vehicles are maintained (roadworthy), clean, regularly serviced and inspected). Compiling and submitting monthly reports for GG-vehicles and verifying GG-leases for Metro institutions, analyzing tracking reports to identify, confirm report possible fraud and misuse cases. Administer and monitor service contracts (e.g., security, waste, gardening, pest control), ensuring compliance and applying penalties for non-performance. Provide general administrative support, attend meetings, conduct site visits, and respond to internal and external queries. Supervision of staff, training of staff, manage leave and performance, and ensure compliance with HR policies and disciplinary procedures.
<u>ENQUIRIES</u>	:	Mr R Zoutman Tel No: (021) 815-8874
<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>	:	31 October 2025
<u>POST 38/220</u>	:	<u>FOOD SERVICES MANAGER</u>
<u>SALARY</u>	:	R325 101 per annum
<u>CENTRE</u>	:	Groote Schuur Hospital, Observatory
<u>REQUIREMENTS</u>	:	Minimum educational qualification: A three-year diploma/degree or equivalent in Food Service or Hospitality Management. Experience: Appropriate experience in a Food Services or Hospitality environment. Appropriate supervisory experience. Inherent requirements of the job: The Food Services Component renders a 7- day week function. The successful candidate will be required to work shifts and weekends. Competencies (knowledge/skills): Computer literacy (MS Word and Excel). Conversant with the Labour Relations Act, Food Services Policies and the Occupational Health and Safety Act. Manage and empowering a very large staff team, drawing up and implementing training schedules.
<u>DUTIES</u>	:	Operationally manage the food preparation, distribution and serving of meals in the Food Services Department. Responsible for hygiene and safety standards. Effective utilisation of the Food Service team including equipment and utensils. Ordering of food consumables and Vendor Contract Management. Enact Human Resource Management when required, inclusive of leave, disciplinary code of conduct, time keeping, filling of vacant posts in the Department etc. Manage financial resources inclusive of the food costing and weekly statistics.
<u>ENQUIRIES</u>	:	Mr R de Jager Tel No: (021) 404-2263

<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. -Shortlisted candidates may be subjected to a practical test as part of the recruitment process.
<u>CLOSING DATE</u>	:	31 October 2025
<u>POST 38/221</u>	:	<u>PROFESSIONAL NURSE GRADE 1 TO 3 (GENERAL NURSING)</u> Chief Directorate: Metro Health Services
<u>SALARY</u>	:	Grade 1: R324 384 per annum Grade 2: R396 132 per annum Grade 3: R476 367 per annum
<u>CENTRE REQUIREMENTS</u>	:	Carnation Ward (based at Mitchells Plain District Hospital) Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. Registration with the Professions Council: Registration with the SANC as Professional Nurse. Experience: Grade 1: None. Grade 2: A minimum of 10 years appropriate/recognisable 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: Ability and willingness to work shifts, weekends, public holidays and night duty relief and overtime should the need arises. Ability to work under pressure and in a multi-disciplinary team context. Willingness to rotate between EC hub and Overnight ward. Willingness to assist at Mitchell's Plain District Hospital when need arises. Competencies (knowledge/skills): Computer literacy (MS Word, Excel). Ability to work independently and in a multi-disciplinary team. Knowledge of Community Oriented Primary care. Conflict management, problem solving and decision-making skills. Ability to facilitate training.
<u>DUTIES</u>	:	Provide direction and supervision for the implementation of quality comprehensive nursing care in a hospital setting. Maintain ethical practice within legal and regulatory frameworks. Maintain a constructive working relationship with all relevant stakeholders. Utilize human, material and physical resources efficiently and effectively. Participate in training programmes and research activities. Maintain workplace disciplinary of sub-ordinates.
<u>ENQUIRIES APPLICATIONS</u>	:	Mr R Geswindt Tel No: (021) 377-4410
<u>NOTE</u>	:	Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications"). No payment of any kind is required when applying for this post. Candidates who are not in possession of the stipulated registration requirements may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable to candidates who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status). The pool of applications will be considered for vacancies within Mitchell's Plain 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>	:	31 October 2025
<u>POST 38/222</u>	:	<u>PROFESSIONAL NURSE GRADE 1 TO 3 (GENERAL) (PALLIATIVE CARE)</u> West Coast 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>	:	Vredendal Hospital, Matzikama Sub-district Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) that allows registration with the South African Nursing Council (SANC) as a Professional Nurse and Midwife. Registration

		with the Professions Council: Registration with the SANC as Professional Nurse and Midwife. Experience: Grade 1: None. Grade 2: A minimum of 10 years appropriate/recognizable experience in nursing after registration at SANC as a 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: Valid (Code B/EB) driver's license and willingness to travel across the Sub-district. Willingness to complete the online course in Palliative Care once appointed. Competencies (knowledge/skills): Good interpersonal, planning, and organisational skills. Computer literacy (MS Office).
<u>DUTIES</u>	:	Direct client care through provision of optimal, holistic nursing care. Stakeholder engagement. Education and training. Administration and Service delivery design and support. Monitoring and Evaluation.
<u>ENQUIRIES</u>	:	Mr LK Wagenaar Tel No: (027) 213-2039
<u>APPLICATIONS</u>	:	Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	:	No payment of any kind is required when applying for this post. Shortlisted candidates will be subjected to a practical test. Candidates who are not in possession of the stipulated registration requirements may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable on health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status). The pool of applications will be considered for vacancies within the Matzikama 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>	:	31 October 2025
<u>POST 38/223</u>	:	<u>ADMINISTRATION CLERK: REGISTRY (MEDICAL RECORDS)</u> West Coast District
<u>SALARY</u>	:	R228 321 per annum
<u>CENTRE</u>	:	Swartland Hospital, Swartland Sub-district
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Senior Certificate (or equivalent). Experience: Appropriate experience in medical records and Admissions department within a hospital environment. Inherent requirements of the job: Willingness to work shift and overtime when required. Must be willing to relief personnel. Ability to do physical hard work. Competencies (knowledge/skills): Good interpersonal communication. Ability to function in a group. Computer literacy (Word and excel and outlook).
<u>DUTIES</u>	:	Responsible for folder management: Daily filling of folders, ensure to merge duplicate folders. Medical records tracking. Handle request for folders from various sections. Archiving inactive folders. Folder disposal according to relevant acts prescripts. Register patients and asses' patients according to Hospital Memorandum 18 and UPFS manual. Maintain patient appointment system.
<u>ENQUIRIES</u>	:	Ms V Ratshana 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.
<u>CLOSING DATE</u>	:	31 October 2025
<u>POST 38/224</u>	:	<u>ADMINISTRATION CLERK: FINANCE (BUDGET AND EXPENDITURE)</u>
<u>SALARY</u>	:	R228 321 per annum
<u>CENTRE</u>	:	Groote Schuur Hospital, Observatory
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Senior Certificate (or equivalent) with Mathematics or Accountancy as a passed subject and/or Senior Certificate (or equivalent) with experience/competencies that focuses on the Key Performance Areas (KRA's) of the post. Experience: Appropriate experience in a Finance Department. Competencies (knowledge/skills): Knowledge of Assets and Liabilities accounts. Knowledge of Public Finance Management Act.

		Knowledge of BAS and knowledge of PERSAL. Good communication skills (verbal and written). Computer literacy (MS Word and Excel).
<u>DUTIES</u>	:	Filing of documentation. Render clerical assistance to the Senior Admin Officer in the Finance Control section. Control, manage and clear various Assets and Liabilities accounts. Allocate Cash Receipts. Capture BAS payments, Journal entries and Debt take on's.
<u>ENQUIRIES</u>	:	Ms C Munnik Tel No: (021) 404-2214
<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. 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.
<u>CLOSING DATE</u>	:	31 October 2025
<u>POST 38/225</u>	:	<u>ADMINISTRATION CLERK: SUPPORT (WARDS)</u> West Coast District
<u>SALARY</u>	:	R228 321 per annum
<u>CENTRE</u>	:	Vredendal Hospital, Matzikama Sub-district
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Senior Certificate (or equivalent). Experience: Appropriate experience in administration in a health-related environment. Inherent requirement of the job: Willingness to relieve other Ward Clerks. Competencies (knowledge/skills): Good interpersonal and organisational skills. Computer literacy (MS Office). Procurement experience to facilitate and maintain adequate stock and equipment levels. Excellent verbal and written communication skills. Working knowledge of the Clinicom and LOGIS systems.
<u>DUTIES</u>	:	Administrative functions within the Ward. Duties regarding the availability of adequate stock (consumables) in the nursing unit. Data collection. Support to the supervisor.
<u>ENQUIRIES</u>	:	Mr LK Wagenaar Tel No: (027) 213-2038
<u>APPLICATIONS</u>	:	Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	:	No payment of any kind is required when applying for this post. Shortlisted candidates will be subjected to a practical test. No payment of any kind is required when applying for this post.
<u>CLOSING DATE</u>	:	31 October 2025
<u>POST 38/226</u>	:	<u>ADMINISTRATION CLERK: SUPPLY CHAIN MANAGEMENT (STORES)</u> Chief Directorate: Rural Health Services
<u>SALARY</u>	:	R228 321 per annum
<u>CENTRE</u>	:	Paarl 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 stock handling. Appropriate work experience on the LOGIS system. Appropriate experience in a Supply Chain management environment and/or within Health Sector Commodities. Competencies (knowledge/skills): Good interpersonal and communication skills. Ability to communicate effectively (verbal and written). Ability to work independently and in a team. Computer literacy (i.e. MS Word, Excel, Power point and Outlook). Sound communication, organizational and interpersonal skills. Appropriate Knowledge of Supply Chain Management processes, PFMA and the Accounting Officers System. Appropriate Knowledge of LOGIS, EPS and ESL.
<u>DUTIES</u>	:	Receiving, packing, unpacking, storage and issuing stock according to standards. Safe keeping of equipment and stock (consumables and inventory) in the stores. Ensure effective Stock Control procedures are maintained and enforced. Keep the store neat, tidy and clean to comply with safety regulations. Completion and capturing of requisitions, receipt voucher, issue voucher on LOGIS and file for audit purposes. Ensure accurate stock and compliance controls i.e. applying FIFO principle, etc. Maintain stock levels and ordering stock i.e. completion of PA, etc. Ensure Inventory stock takes and regular spot

		checks. Demand and acquisition management of goods and services. Advertising requests on the EPS and conducting SCM evaluations according to SCM prescripts. Prepare procurement batches for the Quotation committee. Placing orders with suppliers and maintaining accurate filing systems. Emergency procurement process. Infrastructure related (16B) procurement. Address supplier and user queries.
<u>ENQUIRIES</u>	:	Ms B Morrie Tel No: (021) 860 2760 or email: Bjorly.Morrie@westerncape.gov.za
<u>APPLICATIONS</u>	:	Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	:	No payment of any kind is required when applying for this post. Candidates will be subjected to a written/practical and oral assessment
<u>CLOSING DATE</u>	:	31 October 2025
<u>POST 38/227</u>	:	<u>ADMINISTRATION CLERK: FINANCE/ADMIN (FINANCE INCOME/ADMISSIONS)</u> West Coast District
<u>SALARY</u>	:	R228 321 per annum
<u>CENTRE</u>	:	Vredendal Hospital, Matzikama Sub-district
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Senior Certificate (or equivalent) with Mathematics and/or Accountancy as a passed subject and/or Senior Certificate (or equivalent) with experience/competencies that focuses on the Key Performance Areas (KRA's) of the post. Experience: Appropriate experience in a hospital and patient fees environment. Inherent requirement of the job: Willingness to work overtime and as reliever for the Admissions section. Valid (Code B/EB) drivers' license. Competencies (knowledge/skills): Good interpersonal and organisational skills, and computer literacy (MS Office). Good verbal and written communication skills. Knowledge of Uniform Patient Fees Schedule (UPFS), Hospital Memorandum 18 and Public Finance Management Act (PFMA). Knowledge of Clinicom and AR systems.
<u>DUTIES</u>	:	Rendering of billing services to in-patients - control the correctness of the hospital patient bills, medical aids, road accident fund and privately funded patients. Rendering of billing services to out-patients. Follow-up procedures and release of invoices. Patient administration support services, including the printing of reports to identify all State Departments, WCA, RAF, H2, H3, Medical Aid and Private Doctor out-patients admitted and discharged. Liaise with relevant role players in matters relating to Patient Administration, Hospital Fees, and Case Management.
<u>ENQUIRIES</u>	:	Ms CA Davids Tel No: (027) 213-2038
<u>APPLICATIONS</u>	:	Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	:	No payment of any kind is required when applying for this post. Shortlisted candidates will be subjected to a practical test.
<u>CLOSING DATE</u>	:	31 October 2025
<u>POST 38/228</u>	:	<u>ADMINISTRATION CLERK: HUMAN RESOURCE MANAGEMENT</u> Chief Directorate: Metro Health Services
<u>SALARY</u>	:	R228 321 per annum
<u>CENTRE</u>	:	New Somerset Hospital
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Senior Certificate (or equivalent). Experience: Appropriate PERSAL experience. Appropriate Human Resource Management experience. Competencies (knowledge/skills): Computer literacy (MS Word, Excel and PowerPoint). Good communication and interpersonal skills. Ability to function as a team player, with and without supervision. Exercise good judgment in safeguarding confidential or sensitive information. Ability to function in a stressful environment, cope with a heavy workload and meet deadlines. Appropriate planning, prioritization, organization and administrative skills. Knowledge of People Management Legislation and Policies in the Public Service.
<u>DUTIES</u>	:	Responsible for appointments, service terminations, promotions, translations in rank and transfers of personnel on the PERSAL System. Handle all aspects pertaining to Human Resource Management, i.e. salary matters, leave, housing allowances and pension matters. Handle all personnel queries and correspondence. Audit personnel and leave folders. File all personnel related documents.

<u>ENQUIRIES</u>	:	Ms N Wyngaard Tel No: (021) 402-6521
<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 assessment. The pool of applicants will be considered for vacancies within the Chief Directorate: Metro Health Services, for a period of 3 months from the date of the advert, provided that the job title, core functions, inherent requirements, and salary level are the same as those of the advertised post.
<u>CLOSING DATE</u>	:	31 October 2025
<u>POST 38/229</u>	:	<u>STAFF NURSE GRADE 1 TO 3 (X2 POSTS)</u> Wes Coast District
<u>SALARY</u>	:	Grade 1: R220 614 per annum Grade 2: R262 287 per annum Grade 3: R306 798 per annum
<u>CENTRE</u>	:	Klawer Clinic (1 post) Doringbaai Satellite Clinic, Lutzville (1 post) Matzikama Sub-district
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Qualification that allows registration with SANC as a Staff Nurse. Registration with the Professions Council: Registration with the South African Nursing Council as a Staff Nurse. Experience: Grade 1: None. Grade 2: A minimum of 10 years appropriate/recognizable experience in nursing after registration at SANC as a Staff Nurse. Grade 3: A minimum of 20 years appropriate/recognizable experience in nursing after registration with the SANC as Staff Nurse. Inherent requirements of the job: Willingness to travel to and support other Clinics in the Sub-district when needed and willing to work on the mobile health clinic bus. Competencies (knowledge/skills): Ability to function/make decisions independently and as part of a multi-disciplinary team. Good communication skills and interpersonal relationships. Basic computer skills in MS Word and Outlook. Knowledge of relevant nursing legislation, policies and protocols of the Department of Health, Western Cape.
<u>DUTIES</u>	:	Development and implementation of basic patient care to all patients on PHC level. Provide basic clinical nursing care. Effective utilization of physical and financial resources. Maintain professional growth/ethical standards and self-development. Effective functioning within the multi-disciplinary team.
<u>ENQUIRIES</u>	:	Dr JE Eygelaar Tel No: (027) 213-4070
<u>APPLICATIONS</u>	:	Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	:	No payment of any kind is required when applying for this post. Shortlisted candidates will be subjected to a practical test. Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable on health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status). The pool of applications will be considered for vacancies within the Matzikama 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>	:	31 October 2025
<u>POST 38/230</u>	:	<u>FOREMAN: GROUND SERVICES</u> Chief Directorate: Rural Health Services
<u>SALARY</u>	:	R193 359 per annum
<u>CENTRE</u>	:	Paarl Hospital
<u>REQUIREMENTS</u>	:	Minimum educational qualification: General Education & Training Certificate (GETC) / Grade 9 (Std 7). Experience: Appropriate experience in grounds. Inherent requirement of the job: Performing strenuous tasks, including heavy lifting and being on foot for extended periods. Ability to work in extreme weather conditions. A valid driver's licence (B/EB). Competencies (knowledge/skills): Knowledge of petrol- and diesel-powered equipment, as well as a broad range

		of gardening tools. Proficient in the operation of irrigation systems and skilled in routine maintenance of gardening equipment. Understanding of Health & Safety regulations relevant to groundskeeping. Good organisational and planning skills. Demonstrated commitment to service excellence. Computer literacy (MS Office: Word & Excel & Outlook).
<u>DUTIES</u>	:	Plan, coordinate and oversee all ground-related tasks, ensuring efficient and high quality service delivery. Supervise and manage grounds personnel, including performance management, conflict management and disciplinary processes. Training of staff in proper procedures using gardening and other related tools and equipment. Provide support to Supervisor and assist with operational needs as required.
<u>ENQUIRIES</u>	:	Ms GP Storm Tel No: (021) 860-2844
<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>	:	31 October 2025
<u>POST 38/231</u>	:	<u>HOUSEKEEPING SUPERVISOR (SUPPORT SERVICES)</u> Chief Directorate: Rural Health Services
<u>SALARY</u>	:	R193 359 per annum
<u>CENTRE</u>	:	George Regional Hospital
<u>REQUIREMENTS</u>	:	Minimum educational qualification: General Education and Training Certificate (GETC)/Grade 9 (Std7). Experience: Appropriate experience as a supervisor. Appropriate experience in a Linen Bank environment. Appropriate experience in the management of a Residence. Inherent requirement of the job: Valid (Code B/EB) drivers' licence with PDP. Competencies (knowledge/skills): Applied knowledge of the linen management process (clean, soiled, mending, condemning of linen). Applied knowledge of the operational management of a Residence. Applied knowledge of the issuing and condemning of uniforms for staff. Computer literacy (MS Office: Word, Excel, Outlook).
<u>DUTIES</u>	:	Effective management of linen services (soiled, clean, infected, infested). Effective management of condemned and mending of linen. Effective management of stock control and issuing of uniforms to staff. Effective management of a Residence. Effective supervision of staff in the Linen Bank and Residence.
<u>ENQUIRIES</u>	:	Ms A van Blerk Tel No: (044) 802-4497
<u>APPLICATIONS</u>	:	Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	:	No payment of any kind is required when applying for this post. Shortlisted candidates may be subjected to a practical test. The pool of applicants will be considered for similar vacant posts within George Regional Hospital for a period of 3 months from date of advert, provided that the job title, core functions, inherent requirements, and salary level are the same as those of the advertised post.
<u>CLOSING DATE</u>	:	31 October 2025
<u>POST 38/232</u>	:	<u>HOUSEKEEPING SUPERVISOR</u> Chief Directorate: Metro Health Services
<u>SALARY</u>	:	R193 359 per annum
<u>CENTRE</u>	:	Michael Mapongwana CDC, Khayelitsha Eastern Sub-structure
<u>REQUIREMENTS</u>	:	Minimum educational qualification: General Education and Training Certificate (GETC)/Grade 9/Std 7. Experience: Appropriate experience as a cleaner in a Health Facility. Experience with the use of cleaning equipment, cleaning materials and cleaning detergents. Inherent requirement of the job: Must be willing to work night shift and extended hours. Competencies (knowledge/skills): Sound interpersonal and organising skills. Knowledge of the disciplinary code and procedure for the Public Service. Appropriate recognisable supervisory housekeeping experience in rendering a support function to management. Good verbal and written communication skills. Good counselling, decision-making and problem-solving skills. Knowledge of infection control, occupational health and safety.
<u>DUTIES</u>	:	Perform effective supervision of routine cleaning in and around the building, offices and dissection areas by utilising the available resources. Effectively manage and utilise physical and financial resources. Effectively support the supervisor by establishing a hygienic environment.

<u>ENQUIRIES</u>	:	Ms 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 written/practical and oral assessment. 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>	:	31 October 2025
<u>POST 38/233</u>	:	<u>HOUSEKEEPING SUPERVISOR</u> West Coast District
<u>SALARY</u>	:	R193 359 per annum
<u>CENTRE</u>	:	Vredendal Hospital, Matzikama Sub-district
<u>REQUIREMENTS</u>	:	Minimum educational qualification: General Educational and Training Certificate (GETC)/Grade 9 (Std 7). Experience: Appropriate cleaning, linen and housekeeping experience in a hospital environment. Inherent requirement of the job: Willingness to work shifts, weekends and public holidays. Overtime and relief work in other wards to ensure effective provision of services. Physically fit and able to lift items. Competencies (knowledge/skills): Proper working knowledge of all cleaning and housekeeping policies, protocols, procedures and good work ethics. Good interpersonal, organising and decision-making skills. Knowledge of safety and hygiene standards. Knowledge of inventory/stock control. Ability to work in a team and independently. Computer literacy (Microsoft Word and Excel).
<u>DUTIES</u>	:	Maintain a high standard of cleanliness and hygiene within the hospital ward/department. Effective management and utilization of physical and financial resources. Support, guide and direct personnel under his/her supervision. Effective communication, using the correct channels of communication.
<u>ENQUIRIES</u>	:	Mr L Wagenaar Tel No: (027) 213-2035
<u>APPLICATIONS</u>	:	Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	:	No payment of any kind is required when applying for this post. Shortlisted candidates will be subjected to a practical test.
<u>CLOSING DATE</u>	:	31 October 2025
<u>POST 38/234</u>	:	<u>LAUNDRY SUPERVISOR</u> West Coast District
<u>SALARY</u>	:	R193 359 per annum
<u>CENTRE</u>	:	Vredendal Hospital, Matzikama Sub-district
<u>REQUIREMENTS</u>	:	Minimum educational qualification: General Educational and Training Certificate (GETC)/Grade 9 (Std 7). Experience: Appropriate experience in laundry services in a hospital environment. Inherent requirements of the job: Willingness to do manual labor (heavy linen bags) and assist in other departments when required. Able to handle heavily soiled linen containing human excretions and blood. Physically fit and able to lift heavy items. Competencies (knowledge/skills): Proper working knowledge of all laundry/linen policies, protocols, procedures and good work ethics. Good interpersonal, organising and decision-making skills. Knowledge of inventory/stock control. Ability to work in a team and independently. Computer literacy (Microsoft Word and Excel). Good communication skills.
<u>DUTIES</u>	:	Supervise and evaluate laundry staff, ensure staff perform optimally and perform routine inspections to ensure staff adheres to procedures. Compile and submit monthly statistics and schedule maintenance of equipment. Perform stock taking and record keeping of linen/clothing. Responsible for record-keeping and compilation of reports. Coordination of the provision of effective training appropriate to service delivery. Effectively manage the utilisation and supervision of resources as well as related HR matters.
<u>ENQUIRIES</u>	:	Mr D Snell Tel No: (027) 213-2035
<u>APPLICATIONS</u>	:	Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	:	No payment of any kind is required when applying for this post. Shortlisted candidates will be subjected to a practical test.

<u>CLOSING DATE</u>	:	31 October 2025
<u>POST 38/235</u>	:	<u>NURSING ASSISTANT GRADE 1 TO 3</u> Central Karoo District
<u>SALARY</u>	:	Grade 1: R174 261 per annum Grade 2: R203 271 per annum Grade 3: R239 559 per annum
<u>CENTRE</u>	:	Nelspoort Hospital
<u>REQUIREMENT</u>	:	Minimum educational qualification: Qualification that allows registration with the SANC as a Nursing Assistant. Registration with the Professions Council: Registration with the SANC as a Nursing Assistant. Experience: Grade 1: None. Grade 2: A minimum of 10 years appropriate/recognisable experience in nursing after registration as Nursing Assistant with the SANC. Grade 3: A minimum of 20 years appropriate/recognisable experience in nursing after registration as Nursing Assistant with the SANC. Inherent requirements of the job: Willing to work shifts, day and night duty and overtime. Willingness to rotate to other wards in the facility and to work at the clinics in the Sub-district when needed. Competencies (knowledge/skills): Good communication skills. Self-discipline and motivation.
<u>DUTIES</u>	:	Assist patients with activities of daily living which include patient hygiene, nutritional status, mobility and elimination needs. Provide elementary clinical nursing care. Effective utilization of resources. Maintain professional growth, ethical standards and self-development. Record keeping.
<u>ENQUIRIES</u>	:	Ms S Frieslaar Tel No: (023) 416-1600
<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 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 Central Karoo District, for a period of three months from the date of the advert, provided that the job title, core functions, inherent requirements, and salary level are the same as those of the advertised post.
<u>CLOSING DATE</u>	:	31 October 2025
<u>POST 38/236</u>	:	<u>NURSING ASSISTANT GRADE 1 TO 3 (X4 POSTS)</u> Chief Directorate: Metro Health Services
<u>SALARY</u>	:	Grade 1: R174 261 per annum Grade 2: R203 271 per annum Grade 3: R239 559 per annum
<u>CENTRE</u>	:	Alexandra Hospital
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Qualification that allows registration with the South African Nursing Council (SANC) as a Nursing Assistant. Registration with a professional council: Registration with the SANC as a Nursing Assistant. 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. Experience: Grade 1: None Grade 2: A minimum of 10 years appropriate/recognizable experience in nursing after registration with the SANC as a Nursing Assistant. Grade 3: A minimum of 20 years appropriate/recognizable experience in nursing after registration with the SANC as a Nursing Assistant. Competencies (knowledge/skills): Effective communication and Interpersonal skills. Appropriate knowledge and experience of basic nursing care in a hospital setting.
<u>DUTIES</u>	:	Provide elementary clinical nursing care. Assist patients with activities of daily living which includes patient hygiene, provide nutrition, assist with mobility, and elimination processes. Maintaining professional growth, Ethical standards, and

		self-development. Provide ongoing health education to patient and next of kin. Record Keeping.
<u>ENQUIRIES</u>	:	Ms B Wiener Tel No: (021) 503 5000 ext. 5030
<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 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>	:	31 October 2025
<u>POST 38/237</u>	:	<u>NURSING ASSISTANT GRADE 1 TO 3 (BRACKENGATE TCF NURSING SERVICES) (X3 POSTS)</u> Chief Directorate: Metro Health Services
<u>SALARY</u>	:	Grade 1: R174 261 per annum Grade 2: R203 271 per annum Grade 3: R239 559 per annum
<u>CENTRE</u>	:	Brackengate Transitional Care Facility
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Qualification that allows registration with the SANC as a Nursing Assistant. Registration with the Professions Council: Registration with the SANC as a Nursing Assistant. Experience: Grade 1: None Grade 2: A minimum of 10 years appropriate/recognizable experience in nursing after registration with the SANC as a Nursing Assistant. Grade 3: A minimum of 20 years appropriate/ recognizable experience in nursing after registration with the SANC as a Nursing Assistant. Inherent requirement of the job: Willingness to work shifts, day and night duty, weekends, and public holidays to meet the operational requirements. Must be prepared to assist in all departments according to operational requirements. Competencies (knowledge/skills): Effective communication skills. Practical knowledge and experience of basic nursing care in a hospital setting. Interpersonal skills. Ability to work in a multi-disciplinary team. Enhance patient care through the implementation of SOPs, policies and guidelines. Appropriate experience in a hospital setting.
<u>DUTIES</u>	:	Provide quality basic nursing care. Provide elementary clinical nursing care. Assist patients with activities of daily living which include Patient Hygiene, Nutritional Status, mobility, and elimination needs. Maintaining professional growth, Ethical standards, and self-development. Provide ongoing health education to patients and next of kin. Record Keeping. -Effective utilization of physical and financial resources.
<u>ENQUIRIES</u>	:	Ms D Booysen Tel No: (021) 834-5832
<u>APPLICATIONS</u>	:	Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	:	No payment of any kind is required when applying for this post. Shortlisted candidates will be subjected to a written/practical and oral assessment. "Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview." This concession is only applicable on health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for a change in registration status). The pool of applicants will be considered for vacancies within the Chief Directorate: Metro Health Services, for a period of 3 months from 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>	:	31 October 2025
<u>POST 38/238</u>	:	<u>PRINCIPAL PORTER</u> Chief Directorate: Metro Health Services
<u>SALARY</u>	:	R163 680 per annum
<u>CENTRE</u>	:	Karl Bremer Hospital
<u>REQUIREMENTS</u>	:	Minimum educational qualification: General Education and Training Certificate (GETC) / Grade 9 / STD7. Experience: Appropriate supervisory experience of staff and mortuary administration. Inherent requirements of the job: A Valid (Code B/EB) driver's licence. Willingness to work night shifts, public holidays, weekends, overtime and be on standby. Competencies (knowledge/ skills): Computer skills (MS Office, Excel and Word). Knowledge of applicable death administration legislations and relevant policies. Knowledge of infection prevention and control.
<u>DUTIES</u>	:	Responsible for overall supervision and management of Porters. Management of mortuary equipment, assets and consumables. Ensure effective and efficient mortuary administration and handling of bodies. To provide an effective and efficient support to Support Services Managers.
<u>ENQUIRIES</u>	:	Mr A Basson Tel No: (021) 918-1335
<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. 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.
<u>CLOSING DATE</u>	:	31 October 2025
<u>POST 38/239</u>	:	<u>SECURITY OFFICER (X6 POSTS)</u>
<u>SALARY</u>	:	R163 680 per annum
<u>CENTRE</u>	:	Groote Schuur Hospital, Observatory
<u>REQUIREMENTS</u>	:	Minimum educational qualification: General Education and Training Certificate (GETC) /Grade 9 (Std 7). Registration with the Professions Council: Candidates have to be registered as a Security Officer Grade C or higher with the Security Board in terms of the Security Industry Regulatory Authority Act PSIRA. Experience: Appropriate experience. Inherent requirements of the job: To work shifts including weekends, public holidays. Perform Standby duties. Must have a valid driver's license. Competencies (knowledge/skills): Good interpersonal and communication skills. Be responsible and diligent and ability to work under pressure and the ability to work in a team as well as independently and change to any shift when required. Must be physically fit Knowledge of security related prescripts, regulations and procedures as well as Basic knowledge of the Occupational Health & Safety Act.
<u>DUTIES</u>	:	Ensure access/egress control, patrolling of buildings, parking areas and perimeter fencing. Investigation of crimes, incidents and security breaches and taking and writing of statements and reports. Controlling of all hospital keys. Supervise outsource security officers.
<u>ENQUIRIES</u>	:	Mr S Ndzuzo Tel No: (021) 404-3111
<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. -Shortlisted candidates may be subjected to a practical test as part of the recruitment process.
<u>CLOSING DATE</u>	:	31 October 2025
<u>POST 38/240</u>	:	<u>FOOD SERVICES AID (SUPPORT SERVICES)</u> Chief Directorate: Rural Health Services
<u>SALARY</u>	:	R138 486 per annum
<u>CENTRE</u>	:	George Regional Hospital

<u>REQUIREMENTS</u>	:	Minimum requirement: Basic numeracy and literacy skills. Experience: Appropriate experience in a large-scale food service unit, which includes the operating of large-scale kitchen equipment as well as the preparation of normal and therapeutic diets. Inherent requirements of the job: Ability to do physical tasks and operate heavy-duty kitchen and cleaning equipment. Ability to work with cleaning materials, do high-dusting and lifting of heavy equipment and supplies. Ability to be on your feet for a period of 12 hours per day. Willingness to work shifts during the day, weekends, public holidays and overtime if requested. Competencies (knowledge/skills): The ability to prepare meals according to standardized recipes, as well as safely and correctly handle industrial equipment. Basic knowledge of the food service hygiene and safety principles. Conflict management.
<u>DUTIES</u>	:	Perform all tasks emanating from the pre-preparation and production of all full and therapeutic diets. Perform all tasks emanating from the dishing, distribution and serving food to patients at various wards. Clean and maintain all areas, utensils and equipment in the food service unit and maintain safety and hygiene standards. Assist with the receipt, safe storage and issuing of food provisions and other products. Assist with the informal in-service training of new employees.
<u>ENQUIRIES</u>	:	Ms M Greyling Tel No: (044) 802-4423
<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 subject to a practical test. The pool of applicants will be considered for similar vacant posts within George Regional Hospital for a period of 3 months from date of advert, provided that the job title, core functions, inherent requirements, and salary level are the same as those of the advertised post.
<u>CLOSING DATE</u>	:	31 October 2025
<u>POST 38/241</u>	:	<u>DRIVER (LIGHT DUTY VEHICLE)</u> Chief Directorate: Rural Health Services
<u>SALARY</u>	:	R138 486 per annum
<u>CENTRE</u>	:	George Regional Hospital
<u>REQUIREMENTS</u>	:	Minimum requirement: Basic numeracy and literacy skills. Experience: Appropriate experience as a driver using GG vehicles. Inherent requirements of the job: Valid (Code B/EB) drivers' licence with PDP. Willingness to perform standby and overtime to meet the operational requirements. Competencies (knowledge/skills): Applied knowledge of the Transport Handbook 1 of 2019. Computer literacy (MS Office: Word, Excel, Outlook).
<u>DUTIES</u>	:	Effective transport of official passengers, post, packages, equipment and specimens. Effective transport of blood to and from the blood bank. Maintenance of GG vehicles. Support to supervisor.
<u>ENQUIRIES</u>	:	Ms A Van Blerk Tel No: (044) 802-4497
<u>APPLICATIONS</u>	:	Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	:	No payment of any kind is required when applying for this post. Shortlisted candidates may be subjected to a practical test. The pool of applicants will be considered for similar vacant posts within George Regional Hospital for a period of 3 months from date of advert, provided that the job title, core functions, inherent requirements, and salary level are the same as those of the advertised post.
<u>CLOSING DATE</u>	:	31 October 2025
<u>POST 38/242</u>	:	<u>DRIVER (LIGHT DUTY VEHICLE)</u> Chief Directorate: Metro Health Services
<u>SALARY</u>	:	R138 486 per annum
<u>CENTRE</u>	:	Gustrouw/Rusthof CHC, Khayelitsha Eastern Sub-structure
<u>REQUIREMENTS</u>	:	Minimum requirement: Basic literacy and numeracy skills. Experience: Appropriate experience. Inherent requirements of the job: Valid code (B/EB) driver's license. Valid Public Driving Permit (PDP). Willingness to work overtime and perform relief duties. Competencies (knowledge/skills): Good verbal and written and communication skills. The ability to accept accountability, responsibility to work independently and good interpersonal skills. Knowledge of Transport Regulations and Circular no 4 of 2000.

		Knowledge of routine, maintenance, Inspections for defects on vehicles and safe driving skills. Sober habits and physical fit to lift and load heavy items. Ability to read and comprehend road directions and traffic signs.
<u>DUTIES</u>	:	Ensure an efficient and effective transport service. Ensuring the accurate completion of logbooks. Adhere to departmental codes and procedures. Conduct routine maintenance, inspecting GG vehicles and timely reporting of defects. Ensure an effective daily transport administration and support to Supervisor. Ensure vehicles and garage areas are kept clean and tidy. Perform administrative and relieve duties when required or necessary.
<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>	:	No payment of any kind is required when applying for this post. The pool of applicants will be considered for similar vacant posts within the Chief Directorate: Metro Health Services, for a period of 3 months from date of the advert. Candidates will be subjected to a written/practical and oral assessment.
<u>CLOSING DATE</u>	:	31 October 2025
<u>POST 38/243</u>	:	<u>DRIVER (LIGHT DUTY VEHICLE)</u> Chief Directorate: Metro Health Services
<u>SALARY</u>	:	R138 486 per annum
<u>CENTRE</u>	:	Victoria Hospital
<u>REQUIREMENTS</u>	:	Minimum requirement: Basic reading, writing and numerical skills. Experience: Appropriate driving experience. Inherent requirement of the job: A valid (Code B/EB) driver's license. A valid PDP. Will be expected to perform after hours standby duties. Competencies (knowledge/skills): Communication skills. Knowledge of Transport Regulations. The ability to accept accountability and responsibility and to work independently.
<u>DUTIES</u>	:	Transport official passengers, post, packages and equipment. Effective delivery and collection of all blood products. Maintenance PA safety and cleaning of Government Vehicles. Delivery of medication, goods and equipment within the PGWC. Routine inspection of vehicles and reporting of defects. Routine administration. Relieve duties and standby duties
<u>ENQUIRIES</u>	:	Ms J van der Riel Tel No: (021) 799-1270
<u>APPLICATIONS</u>	:	Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	:	No payment of any kind is required when applying for this post. Candidates may be subjected to a practical assessment. The pool of applications will be considered for vacancies within the department, 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>	:	31 October 2025
<u>POST 38/244</u>	:	<u>MESSENGER</u> Chief Directorate: Rural Health Services
<u>SALARY</u>	:	R138 486 per annum
<u>CENTRE</u>	:	Paarl Hospital
<u>REQUIREMENTS</u>	:	Minimum requirement: Basic numeracy and literacy. Experience: Appropriate messenger and registry experience. Inherent requirement of the job: Ability to pick up heavy bags filled with post and goods. Competencies (knowledge/skills): Must be a dedicated, a team player, innovative, self-motivated and have good memory skills. Good verbal and written communication skills. Planning, organising and client orientation skills.
<u>DUTIES</u>	:	Collecting, delivering and distributing all files, posts and correspondence to and from various departments and wards. Making photocopies for all departments in bulk. Maintain a high standard of cleanliness, hygiene and safe environment. Provide a supporting service to the supervisor and assist with operational needs as required. Handle all documentation confidentially. Effective and efficiently manage postal services.
<u>ENQUIRIES</u>	:	Ms GP Storm Tel No: (021) 860-2844
<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>	:	31 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>	:	10 November 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 38/245</u>	:	<u>DEPUTY DIRECTOR: MOVABLE ASSET MANAGEMENT 2 REF NO: DOI 136/2025</u>
<u>SALARY</u>	:	R896 436 per annum (Level 11), (all-inclusive salary package)
<u>CENTRE</u>	:	Department of Infrastructure, Western Cape Government
<u>REQUIREMENTS</u>	:	An appropriate 3 year B-Degree/Advance Diploma (equivalent or higher qualification); A minimum of 3 years related financial/asset management experience at supervisory/management level. Competencies: Knowledge and understanding of the following: Legislation, regulatory frameworks, policies and best practices that have a bearing on the line functions; Information systems that aid in the management of knowledge and information pertaining to the line function; Project management; Operational management practices; Procurement and tendering processes; Knowledge and understanding of 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 and Provincial Treasury Regulations, other financial policies, prescripts, directives and collective agreements; Functioning of the province and the activities of sister departments/related functional areas; Policies of the government of the day; Labour Relations legislation and regulations; Performance management in general. Skills in the following: Numeracy; Literacy; Computer Literacy; Language skills; Project Management; Accounting, Finance and Audit; Economic, Financial and Statistical Analysis.
<u>DUTIES</u>	:	Maintenance of movable assets; Facilitate and manage the safeguarding of assets; Handle disposals of movable assets; Plan and manage the work of and account for the overall performance of the Sub directorate; People Management; Financial Management.
<u>ENQUIRIES</u>	:	Pauline van der Merwe Tel No: (021) 483 8915
<u>POST 38/246</u>	:	<u>ENGINEERING TECHNICIAN (PRODUCTION LEVEL): ROAD SYSTEM DEVELOPMENT REF NO: DOI 28/2025 R1 (X4 POSTS)</u>
<u>SALARY</u>	:	Grade A: R391 671 per annum Grade C: R586 665 per annum
<u>CENTRE</u>	:	Department of Infrastructure, Western Cape Government
<u>REQUIREMENTS</u>	:	An appropriate 3-year National Diploma in Civil Engineering or relevant qualification; Compulsory registration with the Engineering Council of South Africa (ECSA) as an Engineering Technician; A minimum of 3 years relevant post qualification technical (Civil engineering) experience; A valid driving license (Code B or higher). Competencies: Knowledge of the following: Geotechnical and pavement design of roads; Road infrastructure material; Technical support service knowledge in respect of material quality control and management for road and bridge construction; Legal compliance; As-built and

standard specifications; Ability to solve broadly defined technological challenges through application of proven techniques and procedures; Communication (written and verbal); Interpersonal skills; People Management; Planning and organising; Record keeping; Problem solving; Change management.

- DUTIES** :
- Render technical services in line with qualification; Assist engineers, technologists and associates in the field; Provide and consolidate inputs to the technical / engineering operational plan; Promote safety in line with statutory and regulatory requirements; Evaluate existing technical manuals, standard drawings and procedures to incorporate new technology and produce technical designs with specifications and submit for evaluation and approval by the relevant authority; Compile and submit reports as required; Develop, implement and maintain system databases; Liaise with relevant stakeholders on engineering related matters; The following will be advantageous: Working knowledge or experience in the condition assessments of surfaced and gravel roads; Efficient skills in report writing and presenting; Willing to travel to sites and work away from home; Efficient computer literacy and good working knowledge of MS Office suite.
- ENQUIRIES** :
- Mr NJ van Gass Tel No: (021) 483 5160

DEPARTMENT OF LOCAL GOVERNMENT

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

OTHER POSTS

- POST 38/247** :
- ASSISTANT DIRECTOR: THUSONG PROGRAMME MANAGEMENT (REGION B) REF NO: LG 32/2025 (X2 POSTS)**
- SALARY** :
- R468 459 - R561 894 per annum (Level 09)
- CENTRE** :
- Department of Local Government, Western Cape Government
- REQUIREMENTS** :
- An appropriate 3 years National Diploma/B-Degree (equivalent or higher qualification); A minimum of 3-years relevant experience. Competencies: Knowledge and understanding of the following: Working experience with the legislation, regulatory frameworks, policies and best practices that have a bearing on the line functions; Information systems that aid in the management of knowledge and information pertaining to the line function; Project management; Operational management practices; Procurement and tendering processes; Policy development, and operational management, monitoring and review processes; Modern systems of governance and administration; Public service procedures, processes and systems; Regional and local political, economic and social affairs impacting on the provincial government of the Western Cape; Constitutional, legal and institutional arrangements governing the South African public sector; Public finance, human resources and discourse management processes; Public Finance Management Act, National and Provincial Treasury Regulations, other financial policies, prescripts, directives and collective agreements; Functioning of the Province and the activities of sister departments/related functional areas; Policies of the government of the day; Labour Relations legislation and regulations; Performance management in general. Skills in the following: Numeracy; Literacy; Computer Literacy; Language skills; Project Management; Accounting, Finance and Audit; 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.

DUTIES : Operational implementation of the Thusong Programme, Thusong Service Centres and Outreach Project; Monitor, evaluate and report on progress of the Thusong Programme; To assist with strategic management in terms of inputs and support to the sub-directorate; Managerial functions; Training and experience in Community Development will be advantageous.

ENQUIRIES : Abigail Robinson Tel No: (021) 483 5106 or Ntombentsha Mbadlanyana Tel No: (021) 483 9016

POST 38/248 : **PERSONAL ASSISTANT: INTEGRATED DEVELOPMENT PLANNING REF NO: LG 30/2025**

SALARY CENTRE REQUIREMENTS : R325 101 – R 382 959 per annum (Level 07)
: Department of Local Government, 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 experience in rendering a support service to management/ senior management. Competencies: Knowledge of the following: Relevant legislation/policies/prescripts and procedures; Basic knowledge of financial administration. Skills in the following: Computer literacy in MS Office Package (Word, Excel, PowerPoint); Ability to work independently and as part of a team Language and communication skills (written and verbal); Good telephone etiquette; Sound organisational skills; Do research and analyse documents and situations; Willingness to work irregular hours when required; 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 : Provide a secretarial/receptionist support service to the Director; Renders administrative support services; Provide support to the Director regarding meetings; Support the Director with the administration of the Directorate's budget; Studies the relevant public service and departmental prescripts/policies and other documents and ensures that the application thereof is understood.

ENQUIRIES : Mr R van Vuren Tel No: (021) 483 9077

POST 38/249 : **ADMINISTRATION CLERK: INTEGRATED DEVELOPMENT PLANNING REF NO: LG 31/2025**

SALARY CENTRE REQUIREMENTS : R228 321 - R268 950 per annum (Level 05)
: Department of Local Government, Western Cape Government
: Grade 12 (Senior Certificate or equivalent qualification). Competencies: Knowledge and understanding of the following: Relevant legislation/policies/prescripts and procedures; Financial administration. Skills in the following: Computer literacy in MS Office Package (Word, Excel, PowerPoint); Ability to work independently and as part of a team; Communication skills (written and verbal); Good telephone etiquette; Sound organisational 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 : Provide administrative support to integrated development planning with regard to administrative, financial, human resource management and communication needs; Provide administrative support to IDP support actions to municipalities on integrated development planning; Provide administrative support to the Director and middle managers regarding meetings; Support middle managers with the administration; Studies the relevant public service and departmental prescripts/policies and other documents and ensures that the application thereof is understood.

ENQUIRIES : Mr I Mckenzie Tel No: (021) 483 3683

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 : 10 November 2025

NOTE : Shortlisted candidates will be required to submit copies of their documentation for verification purposes. These candidates will be required to complete a

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

OTHER POSTS

POST 38/250 : **DEPUTY DIRECTOR: GOVERNANCE AND DEMAND MANAGEMENT REF NO: WCMD 114/2025**

SALARY : R896 436 per annum (Level 11), (all-inclusive salary package)
CENTRE : Western Cape Mobility Department, Western Cape Government
REQUIREMENTS : An appropriate 3-year B-Degree (equivalent or higher qualification) in Financial Management or Supply Chain Management; A minimum of 3 years relevant supply chain management experience in a governance and demand management working environment at supervisory level/management level (ASD); 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; Procurement and provisioning services; Procurement and tendering processes; Broad Based Black Economic Empowerment Act; Preferential Procurement Policy Framework Act and its associated regulations, practice notes, circulars; Public Service Ant-corruption Strategy; Supply Chain Management Guide to Accounting Officers and Authorities; Public Finance Management Act (PFMA), National Treasury Regulations, Provincial Treasury Instructions, financial delegations and best practice in the Public Service; Relevant delegation frameworks, service level agreements, supplier management, contract management, strategic sourcing, departmental policies and procedures, Government financial systems; Public sector supply chain management models and processes; Strategic sourcing process across broad range of commodities in a Goods and Services environment; Mobility procurement market; Contract management, including legal aspects in supply chain management and ability to draft heads of terms and input to SLA negotiations; Supply chain management AOS, Delegations. 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; Analytical; Report-writing; Presentation; Inter-personal; Problem-solving; Supervisory.

DUTIES : Render a service with regard to compliance and performance management; Render a demand management service; Plan and manage the work of and account for the overall performance of the Sub-Directorate; People Management; Financial Management.

ENQUIRIES : Ms S Moodley Tel No: (021) 483 8970

POST 38/251 : **ASSISTANT DIRECTOR: ROAD SAFETY MANAGEMENT REF NO: WCMD 107/2025**

SALARY : R468 459 - R561 894 per annum (Level 09)
CENTRE : Western Cape Mobility Department, Western Cape Government
REQUIREMENTS : An appropriate 3-year National Diploma/B-Degree (equivalent or higher qualification) in Education, Communication, Public Relations, Project Management and Social Science; A minimum of 3 years experience at supervisory level in a road safety management working environment or related fields; 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. Competencies: Knowledge of the following: Provisioning of traffic safety education; Planning and execution of road safety interventions; Creation of awareness and inform road users of traffic safety projects and road safety issues; Marketing of heavy-duty driver training assistance; Monitoring of services rendered by driver training schools; Project management; Operational management practices; Procurement and tendering processes; Public service

		procedures, processes and systems; Public finance, human resources and discourse management processes; Skills needed: Proven computer literacy; Written and verbal communication; Accounting, Finance and Audit; Planning; Organising; Analytical; Report-writing; Presentation; Inter-personal; Problem-solving; Supervisory; Ability to work under pressure; Willingness to work irregular hours and meet tight deadlines; Willingness to regularly travel away from office.
<u>DUTIES</u>	:	Oversee the planning of road safety education and awareness interventions in the Metro Region; Ensure that the road safety targets are reached in the Metro Region to enhance road safety and service delivery; Accounting for progress and performance; Competent asset stewardship; Managerial functions.
<u>ENQUIRIES</u>	:	Ms. NAN September Tel No: (021) 483 6971
<u>POST 38/252</u>	:	<u>ASSISTANT DIRECTOR: LAND TRANSPORT DEVELOPMENT REF NO: WCMD 108/2025</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 (or higher qualification) in information systems, business analysis/management or project management; A minimum of 3 years supervisory level 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; Public Finance Management Act (PFMA), 1999, National Treasury Regulations, Provincial Treasury Instructions, other financial policies, prescripts, directives and collective agreements; Transport related regulatory, legislation policies and frameworks; Information systems that aid in the management of knowledge and information pertaining to the line function; Project management; Operational management practices; Procurement and tendering processes; Policy development, and operational management, monitoring and review processes; Public service procedures, processes and systems.
<u>DUTIES</u>	:	Provide ITH data and technology management; Assist with data integration and management; Participate with stakeholder engagement and collaboration; Ensure adherence to risk management and compliance; Managerial Functions; It will be advantageous to have experience in Land transport systems and/or ICT systems.
<u>ENQUIRIES</u>	:	Ms SE Rautenbach Tel No: (021) 483 6904
<u>POST 38/253</u>	:	<u>ASSISTANT DIRECTOR: FINANCIAL ACCOUNTING REF NO: WCMD 03/2024 R1</u>
<u>SALARY</u>	:	R468 459 - R561 894 per annum (Level 09)
<u>CENTRE</u>	:	Western Cape Mobility Department, Western Cape Government
<u>REQUIREMENTS</u>	:	An appropriate 3-year B-Degree (equivalent or higher) in Financial Accounting or related; A minimum of 3 years supervisory level experience in a financial accounting or similar environment. Competencies: Knowledge of the following: Public Finance Management Act (PFMA), National Treasury Regulations and Provincial Treasury Instructions; Public Service Act, 1994, as amended; Basic Conditions of Employment Act; Relevant systems (Basic Accounting System and Logistical Information System).
<u>DUTIES</u>	:	Collection and recording of revenue; Reporting; Clearance of balances in the assets and liabilities accounts; Supervise employees to ensure an effective financial accounting service; It will be advantageous to have experience in a financial accounting and/or management accounting environment.
<u>ENQUIRIES</u>	:	Ms L Mars Tel No: (021) 483 4209
<u>POST 38/254</u>	:	<u>ASSISTANT DIRECTOR: INTERNAL CONTROL (INSPECTIONS) REF NO: WCMD 36/2024 R1</u>
<u>SALARY</u>	:	R468 459 - R561 894 per annum (Level 09)
<u>CENTRE</u>	:	Western Cape Mobility Department, Western Cape Government
<u>REQUIREMENTS</u>	:	An appropriate 3 year B-Degree (equivalent or higher qualification); A minimum of 3 years relevant experience in an internal control or 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 and understanding of the following: Public Audit Act, 2004; Public Finance Management Act, 1999, National Treasury Regulations, Provincial Instructions and guidelines (promote the objective of good financial management in order to maximise service delivery through the effective and efficient use of limited resources); Prevention and Combating of Corrupt Activities Act, 2004 (provides for measures to prevent and combat corrupt activities); Public Service Anti-Corruption Strategy and anti-corruption and fraud prevention measures; Protected Disclosure Act, 2000 (promotes disclosure of unethical conduct that could potentially lead to corruption); Government Accounting Standards; (Generally Recognised Accounting Practice (GRAP); Internal control tools and techniques; Government financial systems; Departmental policies and procedures; Preferential Procurement Policy Framework Act, 2000 and Regulations. Skills in the following: Numeracy; Computer Literacy; Language; Project Management; Accounting, Finance and Audit; Planning; Analytical; Report-writing; Communication; Presentation; Inter-personal; Problem solving; Supervisory.

DUTIES : Ensure proper governance with regard to internal control; Ensure the rendering of assurance services; Ensure the implementation of internal control inspection measures to ensure compliance to financial administration; Managerial functions.

ENQUIRIES : Ms L Mars Tel No: (021) 483 4209

POST 38/255 : **ASSISTANT DIRECTOR: VEHICLE REGULATION AND STANDARD REF NO: WCMD 97/2025 R1**

SALARY : R468 459 - R561 894 per annum (Level 09)
CENTRE : Western Cape Mobility Department, Western Cape Government
REQUIREMENTS : An appropriate 3-year National Diploma/B-Degree (equivalent or higher qualification); A minimum of 3 years supervisory level 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: Registration, suspension and cancellation of vehicle testing stations (VTS's); Regarding the management of the registration, suspension and cancellation of manufacturers of number plates (MNP's); Management of the registration, suspension and cancellation of manufacturers, importers and builders (MIB's); Management of the registration, suspension and cancellation of authorised officers; Management of the memorandums of agreement with vehicle testing stations; Project management; 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 : Develop and regularly revisit policy documents and standard operating procedures, in line with legislative and financial requirements, regarding the following Vehicle Regulation and Standard aspects: Registration, suspension and cancellation of: Vehicle testing stations (VTS's); Manufacturers of number plates (MNP's); Manufacturers, importers and builders (MIB's); Authorised officers; Advise management and compile submissions to management regarding: - Registration, suspension and cancellation of: Vehicle testing stations (VTS's); Manufacturers of number plates (MNP's); Manufacturers, importers and builders (MIB's); Authorised officers; Liaison and communication with various clients / stakeholders; Managerial functions.

ENQUIRIES : Mr CC Majiedt Tel No: (021) 483 4204

POST 38/256 : **PRINCIPAL ROAD SAFETY OFFICER REF NO: WCMD 104/2025**

SALARY : R397 116 - R467 790 per annum (Level 08)
CENTRE : Western Cape Mobility Department, Western Cape Government
REQUIREMENTS : An appropriate 3-year National Diploma/B-Degree (equivalent or higher qualification) in Education, Communication, Public Relations, Project Management and Social Science; A minimum of 1 year experience in a road safety management working environment or related fields.; A Valid (code B or higher) driving licence. NB: People with disabilities that restrict driving abilities, but who have reasonable access to transport, may also apply. Competencies:

		Knowledge in the following: Provisioning of traffic safety education; Planning and execution of road safety interventions; Creation of awareness and inform road users of traffic safety projects and road safety issues; Marketing of products and services to a variety of target groups; Planning of: Strategy planning process; Project management process; Strategic thinking process; Performance management process; General support systems; Skills needed: Computer Literacy; Written and verbal communication; Project Management; Accounting, Finance and Audit; Economic, Financial and Statistical Analysis; Legal Administration; Organising; Problem-solving; Report-writing; Ability to work under pressure; Willingness to work irregular hours and meet tight deadlines; Willingness to regularly travel away from office.
<u>DUTIES</u>	:	Render support with the planning and execution of road safety interventions in the Metro: East/North Region; Accounting for progress and performance; Render support to achieve road safety targets in the Metro: East/North Region in accordance with set standards to enhance service delivery; Competent stewardship.
<u>ENQUIRIES</u>	:	Ms NAN September Tel No: (021) 483 6971
<u>POST 38/257</u>	:	<u>PRINCIPAL ROAD SAFETY OFFICER (GEORGE) REF NO: WCMD 105/2025</u>
<u>SALARY</u>	:	R397 116 - R467 790 per annum (Level 08)
<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) in Education, Communication, Public Relations, Project Management and Social Science; A minimum of 1 year experience in a road safety management working environment or related fields.; A Valid (code B or higher) driving licence. NB: People with disabilities that restrict driving abilities, but who have reasonable access to transport, may also apply. Competencies: Knowledge in the following: Provisioning of traffic safety education; Planning and execution of road safety interventions; Creation of awareness and inform road users of traffic safety projects and road safety issues; Marketing of products and services to a variety of target groups; Planning of: Strategy planning process; Project management process; Strategic thinking process; Performance management process; General support systems; Skills needed: Computer Literacy; Written and verbal communication; Project Management; Accounting, Finance and Audit; Economic, Financial and Statistical Analysis; Legal Administration; Organising; Problem-solving; Report-writing; Ability to work under pressure; Willingness to work irregular hours and meet tight deadlines; Willingness to regularly travel away from office.
<u>DUTIES</u>	:	Render support with the planning and execution of road safety intel Knowledge in the following: Provisioning of traffic safety education; Planning and execution of road safety interventions; Creation of awareness and inform road users of traffic safety projects and road safety issues; Marketing of products and services to a variety of target groups; Planning of: Strategy planning process; Project management process; Strategic thinking process; Performance management process; General support systems; Skills needed: Computer Literacy; Written and verbal communication; Project Management; Accounting, Finance and Audit; Economic, Financial and Statistical Analysis; Legal Administration; Organising; Problem-solving; Report-writing; Ability to work under pressure; Willingness to work irregular hours and meet tight deadlines; Willingness to regularly travel away from office. Interventions in the Metro: East/North Region; Accounting for progress and performance; Render support to achieve road safety targets in the Metro: East/North Region in accordance with set standards to enhance service delivery; Competent stewardship.
<u>ENQUIRIES</u>	:	Ms NAN September Tel No: (021) 483 6971
<u>POST 38/258</u>	:	<u>PRINCIPAL PROVINCIAL INSPECTOR: QUALITY MANAGEMENT AND EVALUATION (BRACKENFELL) REF NO: WCMD 106/2025</u>
<u>SALARY</u>	:	R397 116 - R467 790 per annum (Level 08)
<u>CENTRE</u>	:	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: Traffic law enforcement practices and principles and applicable policies and procedures; Facilitating assessments and outcome-based

		education; Collation of information and compilation of reports; Evaluation of the quality of training and administrative processes; Conduct impact evaluations of training and administrative information; Conduct impact assessment of training programmes; Relevant legislation and procedures regarding administrative processes and project management; Departmental policies; General support systems.
<u>DUTIES</u>	:	Conduct impact, process evaluations of training programmes and all administrative processes; Evaluate the quality of the training and administrative processes; Disseminate relevant training and administrative information; Conduct impact assessments of traffic law enforcement programmes provided by external providers; Performing ad-hoc task as required by chief directorate.
<u>ENQUIRIES</u>	:	Mr HP Arendse Tel No: (021) 983 1526.
<u>POST 38/259</u>	:	<u>AUDIT ADMINISTRATOR: TRAFFIC LAW ADMINISTRATION: METRO REF NO: WCMD 30/2024 R1 (X2 POSTS)</u>
<u>SALARY</u>	:	R397 116 - R467 790 per annum (Level 08)
<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 eNaTIS and administrative experience; A valid Code B or higher driving licence or alternative mode of transport for people with disabilities. Competencies: Knowledge of the following: National Road Traffic Act, 1996 (Act 93 of 1996) and the National Road Traffic Regulations, 2000; National and Provincial eNaTIS Security Policy; National Traffic Information System (eNaTIS).Skills in the following: Numeracy; Literacy; Computer Literacy; Communication; Language; Project Management; Planning; Organising; Research; Analytical thinking; Problem-solving; Decision-making; Accounting; Finance and Audit; Economic, Financial and Statistical Analysis; Legal Administration; Analysis and processing of information.
<u>DUTIES</u>	:	Plan audit activities in line with Annual Performance Plan targets; Audit eNaTIS transactions performed at Registering Authorities; Compile and issue audit reports; Administrative duties in respect of audits performed.
<u>ENQUIRIES</u>	:	Mr CC Majiedt Tel No: (021) 483 2073
<u>POST 38/260</u>	:	<u>ADMINISTRATIVE OFFICER REF NO: WCMD 103/2025 (X2 POSTS)</u>
<u>SALARY</u>	:	R325 101 - R382 959 per annum (Level 07)
<u>CENTRE</u>	:	Western Cape Mobility Department, Western Cape Government
<u>REQUIREMENTS</u>	:	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 license. Note: People with disabilities that restrict driving abilities but have reasonable access to transport may also apply. Competencies: Knowledge of the following: Transport related regulatory, legislation policies and frameworks; Public Finance Management Act (PFMA), 1999 ,National Treasury Regulations, Provincial Treasury Instructions, other financial policies, prescripts, directives and collective agreements; Project management; Operational management practices; Procurement and tendering processes; Public service procedures, processes and systems; Relevant software packages and sound application of relevant computer programmes; General office administration and database management; General support systems; Information and Record Management/Administration. Skills needed: Numeracy, Literacy, Computer Literacy; Written and verbal communication; Project Management; Accounting, Finance and Audit; Economic, Financial and Statistical Analysis; Legal Administration; Basic Research; Analytical; Organising; Planning; Time Management; Problem—solving.
<u>DUTIES</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 license. Note: People with disabilities that restrict driving abilities but have reasonable access to transport may also apply.
<u>ENQUIRIES</u>	:	Mr BB Ngcebetsha Tel No: (021) 483 7844
<u>POST 38/261</u>	:	<u>ADMINISTRATIVE OFFICER: ADMINISTRATIVE SUPPORT (PAROW) REF NO: WCMD 109/2025</u>
<u>SALARY</u>	:	R325 101 - R382 959 per annum (Level 07)
<u>CENTRE</u>	:	Western Cape Mobility Department, Western Cape Government

<u>REQUIREMENTS</u>	:	An appropriate 3-year National Diploma/B-Degree (equivalent or higher qualification); A minimum of 1 year relevant administrative support experience in a Road Safety Management 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 instruments, approved post lists, expenditure commitment reports; Chief Directorate's strategic planning and monitoring and evaluation processes; General office administration and database management; General support systems; Information and Record Management/Administration; Administrative procedures and processes; Procurement processes; Computer-based information systems. Skills needed: Numeracy; Literacy; Computer Literacy; Project Management; Accounting, Finance and Audit; Economic, Financial and Statistical Analysis; Legal Administration; Written and verbal communication; Organising; Planning; Problem—solving.
<u>DUTIES</u>	:	Render administrative support services; Coordinate monitoring and evaluation; Activities and maintain the relevant systems; Provide support to the Directorate for supply chain management activities; Render advice and liaise with regard to administrative matters; Supervisory functions.
<u>ENQUIRIES</u>	:	Ms NAN September Tel No: (021) 483 6971
<u>POST 38/262</u>	:	<u>ADMINISTRATIVE OFFICER: STRATEGIC SUPPORT REF NO: WCMD 110/2025</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 years relevant administrative support experience in a Strategic Management Support working environment. Competencies: Knowledge of the following: Government strategic planning processes, practices and policies; Financial management, monitoring and reporting procedures and systems; General office administration and database management; Procurement processes; Computer-based information systems. Skills needed: Strategic Thinking and Planning; Analytical and Problem-solving; Project Management; Computer Literacy; Accounting, Finance and Audit; Economic and Statistical Analysis; Ability to interpret data and trends for strategic decision-making; Ability to conduct research and synthesise findings for reports and planning; Written and verbal communication; Organising; Planning; Ability to interpret data and trends for strategic decision-making; Ability to conduct research synthesise findings for reports and planning.
<u>DUTIES</u>	:	Render strategic planning and coordination of administrative support services; Coordinate monitoring and evaluation activities and maintain the relevant systems; Provide support to the Sub-Directorate for supply chain management activities; Render governance and compliance with regard to strategic planning legislative frameworks; Render supervisory functions.
<u>ENQUIRIES</u>	:	Ms P Mndita Tel No: (021) 483 0972
<u>POST 38/263</u>	:	<u>ADMINISTRATIVE OFFICER: LAND TRANSPORT SAFETY OPERATIONS REF NO: WCMD 111/2025</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 Land Transport Safety 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: Knowledge of the following: Transport related regulatory, legislation policies and frameworks; Public Finance Management Act (PFMA), 1999, National Treasury Regulations, Provincial Treasury Instructions, other financial policies, prescripts, directives and collective agreements; Project management; Operational management practices; Administrative procedures and processes; Procurement and tendering processes; Public service procedures, processes and systems; General office administration and database management; General support systems. Skills needed: Numeracy; Literacy; Computer Literacy; Project Management; Accounting, Finance and Audit; Economic,

<u>DUTIES</u>	:	Financial and Statistical Analysis; Legal Administration; Basic Research; Analytical; Organising; Planning; Time Management; Problem—solving.
	:	Render line administrative support services to the Sub-Directorate; Provide support services to meetings, planning sessions and workshops; Render research support services; Render financial support services.
<u>ENQUIRIES</u>	:	Mr G Spannenberg Tel No: (021) 483 6925
<u>POST 38/264</u>	:	<u>ADMINISTRATION CLERK: LAND TRANSPORT SAFETY PROMOTION, REF NO: WCMD 112/2025</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R228 321 – R268 950 per annum (Level 05)
	:	Western Cape Mobility Department, Western Cape Government
	:	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. Skills needed: Computer; Planning and organising; Verbal and Written Communication; Numeracy; Literacy; Interpersonal Relations; Flexibility; Teamwork; Customer care; Creative thinking; Decision making.
<u>DUTIES</u>	:	Render general clerical support services; Provide supply chain clerical support services within the Sub-Directorate; Provide personnel administration clerical support services within the Sub-Directorate; Provide financial administration support services in the Sub-Directorate; It will be advantageous to have administrative support experience.
<u>ENQUIRIES</u>	:	Ms BC Mboya Tel No: (021) 483 7853
<u>POST 38/265</u>	:	<u>ADMINISTRATION CLERK: LOGISTICS/REGISTRY (BRACKENFELL) REF NO: WCMD 113/2025</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R228 321 – R268 950 per annum (Level 05)
	:	Western Cape Mobility Department, Western Cape Government
	:	Grade 12 (Senior Certificate or equivalent qualification); A valid (Code B or higher) driving licence. NB: People with disabilities that restrict driving abilities, but who have reasonable access to transport, may also apply. Competencies: A good understanding of the following: Legislative framework governing the public service; Clerical duties, practices as well as the ability to capture data, operate computer and collect statistics; Working procedures in terms of the working environment; Relevant legislation and procedures regarding logistics, procurement and asset management; Departmental practices, processes and procedures; LOGIS or similar system. Skills needed: Numeracy and literacy; Written and verbal communication; Proven computer literacy; Interpersonal relations; Planning and organising; Research; Interpretation; Decision making; Results and quality management; Problem solving; Writing and reporting; Teamwork; Flexibility; Analytical; Innovation.
<u>DUTIES</u>	:	Administer the following: Logistical processes; Asset register/inventories for the Gene Louw Traffic College; Provisioning processes; Loss control register of the Gene Louw Traffic College; It will be advantageous to have administrative experience covering the relevant areas of logistics, procurement and asset management; It would be advantageous to have administrative experience; The successful candidate must be physically fit and need to carry heavy equipment and boxes.
<u>ENQUIRIES</u>	:	Ms L Phillips Tel No: (021) 983 1505/1500
<u>POST 38/266</u>	:	<u>ACCOUNTING CLERK: FINANCIAL ACCOUNTING REF NO: WCMD 22/2025 R1</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R228 321 – R268 950 per annum (Level 05)
	:	Western Cape Mobility Department, Western Cape Government
	:	Senior Certificate (Grade 12 or equivalent qualification) with Accounting or Mathematics as passed subjects. 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 processes, National Treasury Regulations, Provincial Treasury Instructions, Public Finance Management Act (PFMA), 1999, (DORA, PSA, PSR, PPPFA, Financial Manual); Financial operating systems (PERSAL, BAS, LOGIS); Legislative framework governing the Public Service; Working procedures in terms of the working environment. Skills

needed: Written and verbal communication; Proven computer literacy; Planning and Organising; Interpersonal Relations; Flexibility; Teamwork; Accuracy; Aptitude of Figures; Ability to perform routine tasks; Ability to operate office equipment.

DUTIES : Financial Accounting: Render financial accounting transactions; Receive invoices (e.g. payment vouchers and PERSAL claims); Check invoices for correctness, verification and approval (internal control); Process invoices (e.g. capture payments); Filing of all documents; Perform Bookkeeping support services; Capture all financial transactions; Clear ledger accounts; Compile journals; Provide payment office clerical support services within the component; Render support with reporting responsibilities; Provide financial administration support services in the component; It would be advantageous to have experience in a financial accounting and/or management accounting working environment.

ENQUIRIES : Ms A Matthews Tel No: (021) 483 2931.

DEPARTMENT OF THE PREMIER

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

CLOSING DATE : 10 November 2025

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

OTHER POSTS

POST 38/267 : **PROJECT MANAGER: EDUCATION AND CULTURAL AFFAIRS AND SPORT (IT TRAINING UNIT)- GEORGE REF NO: DOTP 86/2025**

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

CENTRE : Department of the Premier, Western Cape Government

REQUIREMENTS : An appropriate 3-year National Diploma/B-Degree (equivalent or higher qualification) in Project Management, Information Technology or Training/Human Resource Development (HRD); A minimum of 3 years Project Management experience in a training 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: Legislation, regulatory frameworks, policies and best practices that have a bearing on the line functions; Project management methodologies and processes; Procurement and tendering processes; Financial budget and cashflow processes; Public service systems of governance and administration, procedures and processes; National, provincial and local political, economic and social affairs impacting on the Western Cape Government; Constitutional, legal and institutional arrangements governing the South African public sector; Public finance, human resources and discourse management processes; Public Finance Management Act, National and Provincial Treasury Regulations, other financial policies, prescripts, directives and collective agreements; Functioning and policies of the Western Cape Government; Labour Relations legislation and regulations; Performance management in general; Project Management best practices, theory and methodology (PMBOK, Prince 2; Agile); Training and learning methodologies. Skills needed: Numeracy; Literacy; Computer Literacy; Written and verbal communication; Project Management; Financial Management and Audit strategic planning; Risk management and Monitoring and Evaluation; Procurement and supply chain processes; Budgeting, reporting, stakeholder engagement; Facilitation and problem-solving.

<u>DUTIES</u>	:	Facilitate project planning and allocation; Manage and coordinate project execution; Monitor, evaluate and report on projects; Oversee financial management for specific projects; Facilitate stakeholder engagement advocacy and communication; Ensure project-specific governance, compliance, and risk management; Manage a Learning Management System.
<u>ENQUIRIES</u>	:	Ms R Rhoda Tel No: (021) 900 7111
<u>POST 38/268</u>	:	<u>PROJECT MANAGER: HEALTH AND SOCIAL DEVELOPMENT REF NO: DOTP 87/2025</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R468 459 - R561 894 per annum (Level 09) Department of the Premier, Western Cape Government An appropriate 3-year National Diploma/B-Degree (equivalent or higher qualification) in Project Management or Information Technology; A minimum of 3 years Project Management experience in training projects; 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; Project management methodologies and processes; Procurement and tendering processes; Financial budget and cashflow processes; Public service systems of governance and administration, procedures and processes; National, provincial and local political, economic and social affairs impacting on the Western Cape Government; Constitutional, legal and institutional arrangements governing the South African public sector; Public finance, human resources and discourse management processes; Public Finance Management Act, National and Provincial Treasury Regulations, other financial policies, prescripts, directives and collective agreements; Functioning and policies of the Western Cape Government; Labour Relations legislation and regulations; Performance management in general; Project Management best practices, theory and methodology (PMBOK, Prince 2; Agile); Training and learning methodologies. Skills needed: Numeracy; Literacy; Computer Literacy; Written and verbal communication; Project Management; Financial Management and Audit strategic planning; Risk management and Monitoring and Evaluation; Procurement and supply chain processes; Budgeting, reporting, stakeholder engagement; Facilitation and problem-solving.
<u>DUTIES</u>	:	Facilitate project planning and allocation; Manage and coordinate project execution; Monitor, evaluate and report on projects; Oversee financial management for specific projects; Facilitate stakeholder engagement and communication; Ensure project-specific governance, compliance, and risk management; Manage a Learning Management System.
<u>ENQUIRIES</u>	:	Ms F Mhlongo at Feziwe.mhlongo@westerncape.gov.za
<u>POST 38/269</u>	:	<u>ADMINISTRATION CLERK: TRANSPORT REF NO: DOTP 82/2025</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R228 321 - R268 950 per annum (Level 05) Department of the Premier, Western Cape Government Grade 12 (Senior Certificate or equivalent qualification). Competencies: A 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; Computer literacy in MS Office Package; Ability to work independently and as part of a team.
<u>DUTIES</u>	:	Booking vehicles on request; Processing and administering applications for the use of vehicles; Daily vehicles inspections for the CBD fleet and management of regional; Vehicle Inspections; Administering traffic violations; It will be advantageous to have a valid (Code B or higher) driving licence.
<u>ENQUIRIES</u>	:	Mr B Dodgen Tel No: (021) 483 2740
<u>POST 38/270</u>	:	<u>REGISTRY CLERK: RECORDS MANAGEMENT REF NO: DOTP 83/2025</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R228 321 - R268 950 per annum (Level 05) Department of the Premier, Western Cape Government Grade 12 (Senior Certificate or equivalent qualification). Competencies: A good understanding of the following: Registry duties and practices; Legislative framework governing the Public Service; Storage and retrieval procedures in

terms of the working environment. Skills needed: Written and verbal communication; Interpersonal relations; Flexibility; Teamwork; Ability to capture data and operate computer.

- DUTIES** : Provide registry counter services; Handle incoming and outgoing correspondence; Render an effective filing and record management service; Operate office machines in relation to the registry function; Process documents for archiving and/ disposal; 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.
- ENQUIRIES** : Ms D Beukes Tel No: (021) 483 9663

DEPARTMENT OF PROVINCIAL TREASURY

- APPLICATIONS** : Only applications submitted online will be accepted. To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>
- CLOSING DATE** : 10 November 2025
- NOTE** : Shortlisted candidates will be required to submit copies of their documentation for verification purposes. These candidates will be required to complete a practical assessment and attend interviews on a date and time as determined by the department. The selection process will be guided by the EE targets of the employing department. Should you experience difficulties with your online application, kindly note that technical support (challenges with online application) is only available from Monday to Friday from 08:00 to 16:00. you may contact the helpline at 0861 370 214. Otherwise, all other queries relating to the position, kindly contact the enquiries person as indicated in the advert. Please ensure that you submit your application before the closing date as no late applications will be considered.

OTHER POSTS

- POST 38/271** : **ASSISTANT DIRECTOR (SYSTEM CONTROLLER): SUPPORTING AND INTERLINKED FINANCIAL SYSTEMS REF NO: PT 13/2025 R1**
- SALARY** : R468 459 - R561 894 per annum (Level 09)
- CENTRE** : Provincial Treasury, Western Cape Government
- REQUIREMENTS** : An appropriate 3-year National Diploma/B-Degree (equivalent or higher qualification); A minimum of 3 years' experience of financial system administration and user support; 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: Local government sphere legislation; MFMA Treasury Regulations Accounting Principles; Legislation, regulatory frameworks, policies and best practices that have a bearing on the line functions; Information systems that aid in the management of knowledge and information pertaining to the line function; Project management; Operational management practices; Procurement and tendering processes; Policy development, and operational management, monitoring and review processes; Modern systems of governance and administration; Public service procedures, processes and systems; Regional and local political, economic and social affairs impacting on the provincial government of the Western Cape; Constitutional, legal and institutional arrangements governing the South African public sector; Public finance, human resources and discourse management processes; Public Finance Management Act, National and Provincial Treasury Regulations, other financial policies, prescripts, directives, and collective agreements; Functioning of the Province and the activities of sister departments/related functional areas; Policies of the government of the day; Labour Relations legislation and regulations; Performance management in general. Skills needed: BI Data analytical skills; Cloud-based Data Warehouse development skills; Dataflows development skills; Proven computer literacy; Communication (Written and verbal) skills; Ability to deal with enquiries on financial system matters.
- DUTIES** : Render transversal support and maintenance of the financial systems and system access security and controls; Provide support in the management of the reporting processes of the financial systems; Provide capacity building in Provincial Departments to enhance the effective utilization of the financial system; Implementation of applications and financial systems; Monitor compliance and enforcement of prescribed legislation, policies and guidelines

relating to all financial system processes; Operational and financial management; It will be advantageous to have experience in the following: Fabric or Azure Designing, building, and maintaining scalable ETL pipelines and data models; Power BI analysis, dashboard development, and data management; Data warehousing skills, including experience in cloud environments (e.g., Azure, Fabric); Automating reporting processes and business workflows.

ENQUIRIES : Mr Xolani Spelete Tel No: (021) 483 5650

POST 38/272 : **STATE ACCOUNTANT: INTERNAL CONTROL REF NO: PT 34/2025 (X2 POSTS)**

SALARY : R397 116 - R467 790 per annum (Level 08)
CENTRE : Provincial Treasury, Western Cape Government
REQUIREMENTS : An appropriate 3-year tertiary qualification (National Diploma/B-Degree or higher qualification) in Auditing or Financial Management field; A minimum of 1 year relevant experience in an Internal Control or Governance environment. Competencies: Knowledge in the following: Financial norms and standards (Public Financial management Act, National Treasury Regulations, Provincial Treasury directives/ instructions); Internal control tool and techniques; Legislation, policies, prescripts, etc. e.g., PFMA, Treasury Regulations and Prescripts, Departmental Delegations. Skills needed: Analytical; Ability to analyse, conceptualise and implement policy; Problem solving; Written and verbal communication.

DUTIES : Ensure proper governance; Provide fraud and losses management services; Render Assurance Services; Monitoring of compliance; Maintain financial information and knowledge management.

ENQUIRIES : Mr R Cassiem Tel No: (021) 483 8203

DEPARTMENT OF SOCIAL DEVELOPMENT

CLOSING DATE : 10 November 2025
NOTE : Shortlisted candidates will be required to submit copies of their documentation for verification purposes. These candidates will be required to complete a practical assessment and attend interviews on a date and time as determined by the department. The selection process will be guided by the EE targets of the employing department. Should you experience difficulties with your online application, kindly note that technical support (challenges with online application) is only available from Monday to Friday from 08:00 to 16:00. you may contact the helpline at 0861 370 214. Otherwise, all other queries relating to the position, kindly contact the enquiries person as indicated in the advert. Please ensure that you submit your application before the closing date as no late applications will be considered.

OTHER POSTS

POST 38/273 : **OPERATIONAL MANAGER NURSING: PROFESSIONAL SERVICES (SIVUYILE) REF NO: DSD 87/2025**

SALARY : Grade 1: R549 192 –R629 121 per annum, (OSD as prescribed)
 Grade 2: R636 126 – R723 954 per annum, (OSD as prescribed)
CENTRE : Department of Social Development, Western Cape Government
REQUIREMENTS : A Basic R425 qualification (i.e. Diploma/ Degree in Nursing, Midwifery, Community Nursing Science, Psychiatry) or equivalent qualification that allows registration with the SANC as a Professional Nurse; Registration with the South African Nursing Council (SANC) as a Professional Nurse; A minimum of 7 years appropriate/ recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. Competencies: Knowledge of the following: Residential care medical and psychiatric services; Modern systems of governance and administration; Relevant acts, policies and prescripts; Constitutional, legal and institutional arrangements governing the South African public sector; Project Management processes; Communication (written and verbal) skills in at least two of the three official languages of the Western Cape; Proven computer literacy; Strong leadership skills with specific reference to the ability to display thought leadership in complex applications; Outstanding planning, organising and people management skills; Problem

<u>DUTIES</u>	:	solving and decision making; Strategic planning skills; Work as part of the multidisciplinary team; A valid code B driving licence will have advantageous.
	:	Monitor and ensure the provision of effective and efficient health and care services to residents throughout adequate nursing care: Networking with all relevant stakeholders within the Health Care sector and the implementation of the MOU with the Department of Health; Ensure availability and access to sufficient resources (human, financial and physical resources); Quality assure services through monitoring and evaluation, auditing of records, analysing data, confidential complaint's procedures and resident satisfactory surveys; Coordinate and quality assure monthly reports and statistics of health care practitioners and the CYCC's; Coordinate and monitor the implementation of care plans and evaluation thereof: Create and enabling environment that is therapeutic and meet the resident(s) need for privacy, well-being and dignity; Monitor and evaluate interventions and progress of resident(s) receiving health care treatment; Bi-weekly discussions of complicated cases (case studies) to ensure effective interventions and development of staff; Ensure and monitor the right of residents to health care information as part of their overall empowerment and development; Maintain a constructive working relationship with nursing MDT members and other stakeholders; Previous experience in youth facility based nursing will be advantageous.
<u>ENQUIRIES APPLICATIONS</u>	:	Mr E Buys Tel No: (021) 986 9100
	:	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 38/274</u>	:	<u>SOCIAL WORK SUPERVISOR: SERVICE DELIVERY TEAMS REF NO: DSD 86/2025 (X2 POSTS AVAILABLE IN KHAYELITSHA)</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	Grade 1: R477 564 – R561 378 per annum, (OSD Prescribed)
	:	Department of Social Development, Western Cape Government
	:	Formal tertiary qualification in Social Work (e.g. Bachelor of Social Work) that allows professional registration with the SACSSP; Registration with the SACSSP as a Social Worker; A minimum of 7 years appropriate experience in social work after registration as Social Worker with the SACSSP. Competencies: Knowledge of the following: Job related knowledge; Analytic, diagnostic, assessment tools, evaluation methods and processes; 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: Communication (written and verbal); Proven computer literacy; Organising and planning; Project planning; Psychosocial intervention; Report writing; Presentation and facilitation; Analytical and problem-solving; Client orientation and customer focus; A valid code B driving licence will be advantageous.
<u>DUTIES</u>	:	Ensure that a social work service with regard to the care, support, protection and development of vulnerable individuals, groups, families and communities through the relevant programmes is rendered; Attend to any other matters that could result in or stem from social instability in any form; Supervise employees: Supervise and advise social workers, social auxiliary workers and volunteers to ensure an effective social work service; Keep up to date with new developments in the social work field; Supervise all the administrative functions required in the unit and undertake the higher level administrative functions.
<u>ENQUIRIES APPLICATIONS</u>	:	Mr Q Arendse Tel No: (021) 763 6206
	:	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 38/275</u>	:	<u>COMMUNITY DEVELOPMENT POLICY DEVELOPER: INSTITUTIONAL CAPACITY BUILDING (ICB) REF NO: DSD 88/2025</u>
<u>SALARY</u>	:	Grade 1: R388 110 – R436 110 per annum, (OSD as prescribed).
	:	Grade 2: R453 201 – R514 470 per annum, (OSD as prescribed)
	:	Grade 3: R535 095 – R725 754 per annum, (OSD as prescribed)
<u>CENTRE REQUIREMENTS</u>	:	Department of Social Development, Western Cape Government
	:	An appropriate 3-year National Diploma/B-Degree (equivalent or higher qualification); Grade 1: A minimum of 8 years recognisable experience in Community Development after obtaining the required qualification; Grade 2: A minimum of 18 years recognisable experience in Community Development

		after obtaining the required qualification; Grade 3: A minimum of 28 years recognisable experience in Community Development after obtaining the required qualification. Competencies: Knowledge and understanding of the following: Policy formulation and implementation; Public Service Management Framework Theories and Systems; Skills, attitudes and values in community development; Extensive knowledge of the NPO Act, General Laws Amendment Act, the NPO Capacity Building Framework; NPO Fundraising, policy development and sustainability models; Familiar with the Independent Code, Tax Exemption/18a and legal structures for NPO's; Technical knowledge of NPO Registration and Compliance; Skills in the following: Problem Solving; Facilitation Skills and development of Power Point Presentations; Financial Management; Project Management; Computer Literacy; Communication (Written and Verbal); Management of Databases; Ability to undertake complex research; Manage community development structures and projects; Influence individuals and groups to participate in their own self-empowerment ventures; A valid code B (or higher) driving licence will have advantageous.
<u>DUTIES</u>	:	Develop, implement and maintain community development policies; Monitor, interpret and review legislation, policies and procedures to determine whether the legislation, policies and procedures are still relevant and comply with current requirements; Develop proposals to amend/maintain the relevant acts, policies and procedures and develop new policies/procedures where required. This includes costing the policies; Develop, implement and monitor youth development programmes; Manage social relief projects. Keep up to date with new developments in the community development field. This would, inter alia, entail the following: Study relevant journals and publications to ensure that cognisance is taken of new developments; Monitor and study the social services legal and policy framework continuously; Liase/attend meetings with other departments, non-government institutions and relevant stakeholders to take cognisance of the latest developments in the relevant fields; Engage in continuous development activities; Research and development related to social relief programmes; Perform the administrative functions required in the unit; Stakeholder engagements; The facilitation and developing of provincial NPO Capacity Building focussing on Registration and Compliance, Good Governance, Fundraising and Policies; Identify capacity building needs and facilitate capacity building training for government officials.
<u>ENQUIRIES</u>	:	Ms D Dreyers Tel No: (021) 483 4013
<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 38/276</u>	:	<u>ADMINISTRATION CLERK: YOUTH DEVELOPMENT REF NO: DSD 89/2025</u>
<u>SALARY</u>	:	R228 321 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: Relevant job knowledge; Skills needed: Literacy; Numeracy; Presentation; Decision-making; Computer literacy; Interpersonal Skills; Flexibility; Planning and organising; Written and verbal communication.
<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</u>	:	Mr J Albanie Tel No: (021) 483 8997
<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 38/277</u>	:	<u>STAFF NURSE: PROFESSIONAL SERVICES (SIVUYILE SECURE CARE CENTRE) REF NO: DSD 85/2025</u>
<u>SALARY</u>	:	Grade 1: R220 614 – R250 500 per annum Grade 2: R262 287 – R298 932 per annum
<u>CENTRE</u>	:	Department of Social Development, Western Cape Government
<u>REQUIREMENTS</u>	:	Grade 1: Qualification that allows registration with the SANC as Staff Nurse; Registration with the SANC as Enrolled Nurse. Grade 2: Qualification that allows registration with the SANC as Staff Nurse; Registration with the SANC

		as Enrolled Nurse; A minimum of 10 years appropriate/recognisable experience in nursing after registration with the SANC as Enrolled Nurse. Grade 3: Qualification that allows registration with the SANC as Staff Nurse; Registration with the SANC as Enrolled Nurse; A minimum of 20 years appropriate/recognisable experience in nursing after registration with the SANC as Enrolled Nurse. Competencies: Knowledge of the following: Nursing care processes and procedures, Nursing statutes; Nursing Act; Health Act; Occupational Health and Safety Act; Patient Rights Charter; Batho-Pele principles; Public Service Regulations; Labour Relations Act; Disciplinary code and procedure; Grievance procedure act. Skills needed: Written and verbal communication skills; Elementary facilitation skills; Responsiveness; Ability to function as part of a team.
<u>DUTIES</u>	:	Development and implementation of basic patient care plans: Ensure maintenance of patient hygiene; Sustain nutritional status of patients; Facilitate the mobility of patients; Facilitate the elimination processes; Provide basic clinical nursing care: Measure, interpret and record vital signs; Operate all relevant apparatus and equipment; Assist professional nurses with clinical procedures (i.e. administering of intramuscular injections); Preparation of patients for diagnostic and surgical procedures; Effective utilisation of resources: Order stock and equipment in a cost-effective manner; Report loss or damage immediately; Maintain professional growth/ethical standards and self-development: To maintain the code of conduct as required in the Public Service and by the Professional Body; Seek learning opportunities, i.e. in-service training, courses.
<u>ENQUIRIES</u>	:	Ms C Benting Tel No: (021) 986 9100
<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 38/278</u>	:	<u>SOCIAL AUXILIARY WORKER: SOCIAL WORK SERVICES REF NO: DSD 33/2024 R1 (X2 POSTS)</u>
<u>SALARY</u>	:	Grade 1: R192 972 per annum, (as prescribed by OSD) Grade 3: R339 438 per annum, (as prescribed by OSD)
<u>CENTRE</u>	:	Department of Social Development, Western Cape Government
<u>REQUIREMENTS</u>	:	Grade 1: Grade 10 plus completion of the learnership to allow registration with the South African Council for Social Service Professions (SACSSP) as Social Auxiliary Worker; Registration with the SACSSP as Social Auxiliary Worker; A valid code B driving licence. Competencies: Knowledge and basic understanding of the following: Human behaviour, relationship system and social issues; South African Social Welfare context the policy and practice of developmental social welfare services; South African judicial system and the legislation governing and impacting of social auxiliary work; Basic knowledge of financial matters related to social auxiliary work; Good communication (written and verbal); Proven computer literacy; Information and Knowledge Management (Keep precise records and compile accurate reports); Organising and planning skills; Presentation and facilitation skills; Report writing skills; Problem solving and analytical skills; Client orientation and customer focus skills.
<u>DUTIES</u>	:	Provide assistance and support to social workers with the rendering of a social work service with regard to the care, support, protection and development of vulnerable individuals, groups, families and communities through the relevant departmental programmes; Assist social workers to attend to any other matters that could result in, or stem from, social instability in any form; Continuous professional development; Perform administrative support functions in support of social workers as required of the job.
<u>ENQUIRIES</u>	:	Dr J du Toit Tel No: (022) 713 2272
<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