

**PROVINCIAL ADMINISTRATION: WESTERN CAPE  
DEPARTMENT OF CULTURAL AFFAIRS AND SPORT**

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| <b><u>APPLICATIONS</u></b> | : | Only applications submitted online will be accepted. To apply submit your application online only: via <a href="http://www.westerncape.gov.za/jobs">http://www.westerncape.gov.za/jobs</a> or <a href="https://westerncapegov.erecruit.co">https://westerncapegov.erecruit.co</a>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| <b><u>CLOSING DATE</u></b> | : | 01 December 2025                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| <b><u>NOTE</u></b>         | : | Shortlisted candidates will be required to submit copies of their documentation for verification purposes. These candidates will be required to complete a practical assessment and attend interviews on a date and time as determined by the department. The selection process will be guided by the EE targets of the employing department. Should you experience difficulties with your online application, kindly note that technical support (challenges with online application) is only available from Monday to Friday from 08:00 to 16:00. you may contact the helpline at 0861 370 214. Otherwise, all other queries relating to the position, kindly contact the enquiries person as indicated in the advert. Please ensure that you submit your application before the closing date as no late applications will be considered. |

**OTHER POST**

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| <b><u>POST 41/189</u></b>  | : | <b><u>ACCOUNTING CLERK: FINANCIAL MANAGEMENT REF NO: CAS 41/2025</u></b>                                                                                                                                                                                                                                                                                                                                              |
| <b><u>SALARY</u></b>       | : | R228 321 - R268 950 per annum (Level 05)                                                                                                                                                                                                                                                                                                                                                                              |
| <b><u>CENTRE</u></b>       | : | Department of Cultural Affairs and Sport, Western Cape Government                                                                                                                                                                                                                                                                                                                                                     |
| <b><u>REQUIREMENTS</u></b> | : | Senior Certificate (Grade 12 or equivalent qualification) with Accounting or Mathematics as passed subjects. Competencies: A good understanding of the following: Public Finance Management Act (PFMA); Treasury Regulations; Basic Accounting System (BAS). Skills needed: Written and verbal communication; Proven computer literacy; Planning and Organising; Ability to work independently and as part of a team. |
| <b><u>DUTIES</u></b>       | : | Compile and coordinate monthly cashflows inputs; Capturing of virements/shifting of funds; Draw BAS reports to update monthly cashflows and personnel audits; Assist in the preparation of monthly finance focus meetings.                                                                                                                                                                                            |
| <b><u>ENQUIRIES</u></b>    | : | Ms Y Danileyo Tel No: (021) 483 9553                                                                                                                                                                                                                                                                                                                                                                                  |

**DEPARTMENT OF ECONOMIC DEVELOPMENT AND TOURISM**

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| <b><u>CLOSING DATE</u></b> | : | 01 December 2025                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
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| <b><u>POST 41/190</u></b>  | : | <b><u>DEPUTY DIRECTOR: OIL GAS AND MARITIME SECTOR REF NO: DEDAT 03/2025 R1</u></b>                                                                                                                                                                                                        |
| <b><u>SALARY</u></b>       | : | R896 436 per annum (Level 11), all-inclusive salary package                                                                                                                                                                                                                                |
| <b><u>CENTRE</u></b>       | : | Department of Economic Development and Tourism, Western Cape Government                                                                                                                                                                                                                    |
| <b><u>REQUIREMENTS</u></b> | : | An appropriate 3-year B-Degree (equivalent or higher qualification) in Economics or Logistics; A minimum of 3 years management experience. Competencies: Knowledge of the following: HRM processes; Labour relations; Financial management; Project management; Public Service procedures; |

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|                         | Applicable policies and procedures; Relationship management; Skills needed: Applied Strategic Thinking; Creative Thinking; Decision Making; Computer Literacy; Problem-solving; Service Delivery Innovation; Impact & Influence, networking; Organisation and Effectiveness; Self-management; Team membership; Communication (written and verbal).                                                                                                                                                                                                                                                                                                                                                                                      |
| <b><u>DUTIES</u></b>    | : To develop operational Oil, Gas and Maritime sector programmes derived from the strategic framework for Trade and Sector Development (TSD); Maintain networks with key stakeholders and ensure horizontal and vertical alignment with the sector; Support and implement the market growth and promotion of the sector; Identify sector specific blockages and participate in the unblocking of opportunities in order to achieve strategic outcomes; Co-develop and support programmes to improve sector competitiveness and development; To act as a project manager for the various Oil, Gas and Maritime programmes being designed and developed through national and provincial; Human Resource Management; Financial Management. |
| <b><u>ENQUIRIES</u></b> | : Ms I Van Schalkwyk Tel No: (021) 483 9494                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |

#### **DEPARTMENT OF ENVIRONMENTAL AFFAIRS AND DEVELOPMENT PLANNING**

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| <b><u>POST 41/191</u></b>   | : <b><u>CONTROL ENVIRONMENTAL OFFICER: CLIMATE CHANGE (ADAPTATION) REF NO: EADP 22/2025</u></b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| <b><u>SALARY CENTRE</u></b> | : Grade A: R612 480 per annum, (OSD as prescribed)<br>Department of Environmental Affairs and Development Planning, Western Cape Government                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| <b><u>REQUIREMENTS</u></b>  | : An appropriate 4-year Degree (or equivalent qualification) in Social, Natural, Physical, Environmental Sciences or relevant Engineering qualification; A minimum of 6 years relevant post-qualification 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: The development and/or the implementation of climate change adaptation related policies, legislation, strategies, action plans, guidelines and environmental norms and standards; Mainstreaming and capacity building climate change programmes across multiple sectors; Development and rollout of financing and funding models. Skills needed: Written and verbal communication; Proven computer literacy; Ability to work independently and as part of a team.                                                                                              |
| <b><u>DUTIES</u></b>        | : Contribute to the review and update of the Western Cape Climate Change Response Strategy and Implementation Plan and monitor, assess, drive and report on climate change response implementation in the Western Cape; Guide, coordinate and position adaptation response actions through mainstreaming the Western Cape Climate Change Response Strategy and implementation plan across provincial sectors and into local provincial level initiatives, policies, strategies and plans where applicable as well as associated monitoring, evaluation and reporting; Develop, drive and support the implementation of a climate change adaptation pathway for the province that is aligned with the Western Cape Climate Change Response Strategy and that is pro-poor, inclusive and just; Conduct research as required such as climate change adaptation strategies, risk and vulnerability assessments, monitoring and evaluation, climate budget tagging, etc; Undertake presentations, capacity |

building sessions and workshops on climate change to local government, business, civil society and other stakeholders; Coordinate and participate in international climate change adaptation platforms and compile adaptation focused climate change funding applications, particularly large international funding opportunities; Project, Human Resources and Financial Management.

**ENQUIRIES** : Ms G Isaacs Tel No: (021) 483 2775

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

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

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

#### **OTHER POSTS**

**POST 41/192** : **DEPUTY DIRECTOR: MEDICAL SUPPORT (MENTAL HEALTH)**  
Chief Directorate: Metro Health Services

**SALARY** : R1 059 105 per annum, (A portion of the package can be structured according to the individual's personal needs.)

**CENTRE** : Office of the CD, Directorate: Specialised Hospitals

**REQUIREMENTS** : Minimum educational qualification: Appropriate 4-year National Diploma / Degree or equivalent in Health Sciences registrable with a South African Statutory Health Professions Councils. Experience: Appropriate work experience with regards to mental health and rehabilitation, related to aspects in hospital and health service environment. Inherent requirements of the job: Must be open-minded and able to accommodate diverse views, and be innovative, creative and a lateral thinker. Able to respond decisively and appropriately to rapidly changing situations. Valid Driver's Licence. Competencies (knowledge/skills): Knowledge of the Quality Assurance Framework and the related internal and external policies Statistical and analytical skills. Appropriate knowledge and skills related to mental health, rehabilitation. Ability to identify, successfully initiate and develop new health projects. Change-management skills. Computer skills. Sound knowledge of the Mental Health Care Act, 2002 [Act 17 of 2002], and the mental health care package, policies and the ethos of community-based mental health care. Sound knowledge of mental health and rehabilitation and understanding of the health-care management systems including patient management systems, referral systems and Emergency Psychiatric Services.

**DUTIES** : Support the director with leadership and corporate governance of Specialised Hospitals, rehabilitation and disability (including intellectual disability) processes, including oral health. Support and ensure oversight of Quality, risk management, OHS and IPC in Specialised Hospitals. Ensure the provision of clinical governance implementation support to Specialised Hospitals. External and Internal stakeholder engagement.

**ENQUIRIES** : Ms C Dean Tel No: (021)833-9482

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

**NOTE** : No payment of any kind is required when applying for this post. Candidates will be subjected to a written/practical and oral assessment. The pool of applicants will be considered for vacancies within the Chief Directorate: Metro Health Services, for a period of 3 months from date of advert, provided that the job title, core functions, inherent requirements, and salary level are the same as those of the advertised post.

**CLOSING DATE** : 21 November 2025

**POST 41/193** : **MEDICAL OFFICER GRADE 1 TO 3 (INTERNAL MEDICINE)**  
Chief Directorate: Rural Health Services

**SALARY** : 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).

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| <b><u>CENTRE REQUIREMENTS</u></b> | : Worcester Regional Hospital                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
|                                   | : Minimum educational qualification: Appropriate qualification that allows registration with the Health Professional Council of South Africa (HPCSA) as Medical Officer. Registration with the Professions Council: Registration with the HPCSA as a Medical Practitioner. Experience: <b>Grade 1:</b> None after registration as Medical Practitioner with the HPCSA in respect of SA qualified employees. 1-year relevant experience after registration as Medical Practitioner with a recognised foreign Health Professional Council in respect of foreign qualified employees, of who is not required to perform Community Service as required in South Africa. <b>Grade 2:</b> A minimum of 5 years appropriate experience as Medical Practitioner after registration with the HPCSA as a Medical Practitioner in respect of SA qualified employees. A minimum of 6 years relevant experience after registration as Medical Practitioner with a recognised foreign Health Council in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa. <b>Grade 3:</b> A minimum of 10 years appropriate experience as a Medical Practitioner after registration with the HPCSA as a Medical Practitioner in respect of SA qualified employees. A minimum of 11 years relevant experience after registration as Medical Practitioner with a recognised foreign Health Professional Council in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa. Inherent requirement of the job: Participate in the after-hours call system. Competencies (knowledge/skills): Proven experience in principles of planning, organizing and implementation. Proven knowledge of public health policies, guidelines and related prescript to manage resources effectively. Competent and willing to work across disciplines if required. |
| <b><u>DUTIES</u></b>              | : Ensure an efficient and cost-effective clinical service of high quality with a patient centered focus and addressing the burden of disease in the Worcester healthcare ecosystem. Ensure compliance by means of maintaining high quality clinical records. Financial management by effective and efficient use of resources. Adhere to requirements for all HR matters and Code of Conduct.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| <b><u>ENQUIRIES</u></b>           | : Dr K Klusmann Tel No: (023) 348-6472 / Ms N Johaar (secretary) Tel No: (023) 348-1435                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| <b><u>APPLICATIONS</u></b>        | : Applications are submitted online via <a href="http://www.westerncape.gov.za/health-jobs">www.westerncape.gov.za/health-jobs</a> (click "online applications").                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| <b><u>NOTE</u></b>                | : No payment of any kind is required when applying for this post. Shortlisted candidates may 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).                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| <b><u>CLOSING DATE</u></b>        | : 21 November 2025                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| <b><u>POST 41/194</u></b>         | : <b><u>DEPUTY DIRECTOR: HR AND FACILITY MANAGEMENT</u></b><br>Chief Directorate: Metro Health Services                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| <b><u>SALARY</u></b>              | : R896 436 per annum, (A portion of the package can be structured to the individual's personal needs).                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| <b><u>CENTRE REQUIREMENTS</u></b> | : Khayelitsha District Hospital, Khayelitsha Eastern Sub Structure                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
|                                   | : Minimum educational qualification: Appropriate 3-year National Diploma/Degree. Experience: Appropriate experience in Human Resource Management and Facility Management. Management and supervisory experience. Inherent requirement of the job: Valid (Code B/EB) driver's licence. Competencies (knowledge/skills): Ability to lead, innovate and drive change. Ability to work in a team and meet deadlines. Ability to analyse and use data for problem-solving and decision-making. Excellent knowledge and skills of HR policies, procedure and practice pertaining to Human Resource Management, Human Resource Development and Labour Relations. Computer literacy in MS Office.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| <b><u>DUTIES</u></b>              | : Ensure effective and efficient management of all aspects of Human Resource Management, including Labour Relations and Human Resource Development. Strategic, operational and financial management of all Support Services including waste management, linen, transport, porters, telecommunications,                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |

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|                                      |   | residence, food services and contracted services. Strategic, operational and financial management of technical services, including maintenance and health technology. Provide strategic management and leadership, as member of Khayelitsha Hospital senior management team.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| <b><u>ENQUIRIES APPLICATIONS</u></b> | : | Mr JA Kruger Tel No: (021) 360-4623                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
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| <b><u>NOTE</u></b>                   | : | No payment of any kind is required when applying for this post. The pool of applications will be considered for vacancies within the Chief Directorate: Metro Health Services, for a period of three months from the date of the advert, provided that the job title, core functions, inherent requirements, and salary level are the same as those of the advertised post. Shortlisted candidates will be subjected to a written/practical and oral assessment.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
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| <b><u>POST 41/195</u></b>            | : | <b><u>PHARMACIST GRADE 1 TO 3</u></b><br>Chief Directorate: Metro Health Services                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| <b><u>SALARY</u></b>                 | : | Grade 1: R848 862 per annum<br>Grade 2: R917 634 per annum<br>Grade 3: R1 001 349 183 per annum<br>(A portion of the package can be structured to the individual's personal needs).                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| <b><u>CENTRE REQUIREMENTS</u></b>    | : | Khayelitsha CHC, Khayelitsha/Eastern Sub-structure                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
|                                      | : | Minimum educational qualification: Basic qualification accredited with the South African Pharmacy Council (SAPC) that allows registration with the SAPC as a Pharmacist. Registration with the Professions Council: Registration with the SAPC as a Pharmacist. Experience: <b>Grade 1:</b> None after registration as Pharmacist with the SAPC in respect of SA qualified employees. 1-year relevant experience after registration as Pharmacist with a recognized foreign Health Professional Council in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa. <b>Grade 2:</b> A minimum of 5 years' appropriate experience after registration as a Pharmacist with the SAPC in respect of SA qualified employees. 6 years' relevant experience after registration as Pharmacist with a 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. <b>Grade 3:</b> A minimum of 13 years' relevant experience after registration as Pharmacist with the SAPC in respect of SA qualified employees. 14 years' relevant experience after registration as Pharmacist with a recognized foreign Health Professional Council in respect of foreign employees, of whom it is not required to perform Community Service as required in South Africa. Inherent requirements of the job: Willingness to perform relief duties at pharmacies in the sub-structure. Valid driver's license. Competencies (knowledge/skills): Knowledge of National and Provincial Health Policies and Pharmaceutical Acts and Laws. Ability to work accurately under pressure and maintain a high standard of professionalism. Ability and willingness to train staff. Good communication and interpersonal skills. Computer literacy. Familiar with Primary Health Care Environment, Antimicrobial Stewardship & Differentiated models of Care. |
| <b><u>DUTIES</u></b>                 | : | Support with the efficient and cost-effective functioning of pharmaceutical service in all Khayelitsha Sub District PHC sites including adherence to statutory requirements and policies. Support to ensure provision of safe and cost-effective pharmaceutical care to patients. Support and accept co - responsibility for pharmaceutical supply management in Khayelitsha clinics by ensuring safe and reliable procurement, storage, control, distribution and discarding of pharmaceuticals. Support the pharmaceutical budget and expenditure to ensure compliance with financial prescripts. Support with monitoring of Human Resources and supervising of Pharmacists Assistants to ensure optimum productivity and people development.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| <b><u>ENQUIRIES APPLICATIONS</u></b> | : | Ms A Sigcau Tel No: (021) 360-5200                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
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| <b><u>NOTE</u></b>                   | : | 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 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.

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| <b><u>CLOSING DATE</u></b> | : | 21 November 2025                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| <b><u>POST 41/196</u></b>  | : | <b><u>OPERATIONAL MANAGER NURSING (SPECIALTY: OBSTETRICS SERVICES: ANTENATAL HIGH-RISK CLINIC)</u></b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| <b><u>SALARY</u></b>       | : | Grade 1: R693 096 per annum<br>Grade 2: R789 861 per annum                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| <b><u>CENTRE</u></b>       | : | Tygerberg Hospital, Parow Valley                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| <b><u>REQUIREMENTS</u></b> | : | 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 Midwifery. A post-basic nursing qualification with a duration of at least 1 year, accredited with the SANC in Advanced Midwifery and Neonatal Nursing Science. Registration with the professional council: Registration with the SANC as a Professional Nurse and Midwife. Experience: A minimum of 9 years appropriate/ recognisable experience in Nursing after registration as a Professional Nurse with the SANC in General Nursing. At least 5 years of the period above must be appropriate/ recognisable experience in the specific speciality after obtaining the 1 year post-basic qualification in the relevant speciality. Inherent requirement of the job: Will be required to work shifts, weekends and public holidays. Competencies (knowledge/skills): Basic computer literacy. Ability to function independently as well as part of a multi-disciplinary team. Effective communication, interpersonal, leadership, decision-making and conflict resolution skills. Good organisational skills and the ability to function under pressure. Knowledge and insight of relevant legislation and policy related to this nursing speciality within the public sector. Ability to promote quality patient care through the setting, implementation and monitoring of standards. |
| <b><u>DUTIES</u></b>       | : | The candidate will be responsible for planning, managing, co-ordinating and maintaining an optimal, specialized Nursing service as an Operational Manager. Participative management and utilization of Human and Financial Resources to ensure optimal operational function in the area. Initiate and participate in training, development and research within the nursing department. Deliver a support service to the nursing service and the institution. To maintain ethical standards and promote professional growth and self-development.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| <b><u>ENQUIRIES</u></b>    | : | Ms V Dubase Tel No: (021) 938-4000                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| <b><u>APPLICATIONS</u></b> | : | Applications are submitted online via <a href="http://www.westerncape.gov.za/health-jobs">www.westerncape.gov.za/health-jobs</a> (click "online applications").                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| <b><u>NOTE</u></b>         | : | No payment of any kind is required when applying for this post. Shortlisted candidates will be subjected to a practical assessment.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| <b><u>CLOSING DATE</u></b> | : | 21 November 2025                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| <b><u>POST 41/197</u></b>  | : | <b><u>CLINICAL PROGRAMME COORDINATOR (CBS &amp; FBS) (COMPREHENSIVE HEALTH SERVICES)</u></b><br>West Coast District Office                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| <b><u>SALARY</u></b>       | : | R549 192 per annum                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| <b><u>CENTRE</u></b>       | : | West Coast District Office, Malmesbury                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| <b><u>REQUIREMENTS</u></b> | : | Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in Nursing) or equivalent qualification that allows registration with SANC as a Professional Nurse in Community nursing Science, Psychiatry and Midwife. (This dispensation is only applicable for posts of Clinical Programme Co-ordinator where it is an inherent requirement of the post, incumbent to maintain registration with the SANC). Registration with the Professions Council: Registration with the SANC as Professional Nurse in Community nursing Science, Psychiatry and Midwife. Experience: A minimum of 7 years appropriate/recognisable experience in nursing after registration as a Professional Nurse with SANC in General Nursing. Inherent requirements of                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |

the job: 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](http://www.westerncape.gov.za/health-jobs) (click "online applications").

**NOTE** : No payment of any kind is required when applying for this post.  
**CLOSING DATE** : 21 November 2025

**POST 41/198** : **ULTRASOUND RADIOGRAPHER GRADE 1 TO 3 (SONOGRAPHER)**  
 Chief Directorate: Metro Health Services

**SALARY** : Grade 1: R491 256 per annum  
 Grade 2: R575 250 per annum  
 Grade 3: R676 716 per annum

**CENTRE** : Khayelitsha CHC, Khayelitsha/Eastern Sub-structure  
**REQUIREMENTS** : Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) in Ultrasound Radiography. Registration with the Professions Council: Registration with the Health Professions Council of South Africa (HPCSA) as a Radiographer in Ultrasound. Experience: **Grade 1:** None after registration with the HPCSA in Ultrasound Radiography in respect of RSA-qualified employees. One-year relevant experience after registration with the HPCSA in Radiography (Ultrasound) in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. **Grade 2:** Minimum of 10 years relevant experience after registration with the HPCSA in Radiography (Ultrasound) in respect of RSA-qualified employees. Minimum of 11 years relevant experience after registration with the HPCSA in Radiography (Ultrasound) in respect of foreign qualified employees of whom it is not required to perform Community Service as required in South Africa. **Grade 3:** Minimum of 20 years' relevant experience after registration with the HPCSA in Radiography (Ultrasound) in respect of RSA-qualified employees. Minimum of 21 years relevant experience after registration with the HPCSA in Radiography (Ultrasound) in respect of foreign qualified employees. Inherent requirements of the job: Valid Code B/EB driver's license. Willingness to work overtime. Willingness to conduct outreaches to local clinics, community day/health centres and communities. Competencies (knowledge/skills): Computer literacy in word processing, data management and analysis. Ability to work independently and in a team with good interpersonal skills. Thorough knowledge of ante-natal, ante-natal Doppler paediatric, gynaecology- and abdominal-ultrasound studies. Completion of supplementary courses on diagnostic ultrasound and knowledge and interest in teaching in Obstetrics and Gynaecology at both undergraduate and post-graduate level.

**DUTIES** : Provide a comprehensive diagnostic ultrasound service at an advanced level with the focus on Obstetrics and Gynaecology (OSG) imaging in Khayelitsha CHC. General care of patients as part of a multi-disciplinary team. Effective administration within the ultrasound unit regarding patient service, appropriate referral as well as equipment management. Maintain case records and statistics. Actively take part in CPD- program, as a learner as well as In-service training.

**ENQUIRIES** : Dr S Mokitimi Tel No: (021) 360-4703  
**APPLICATIONS** : Applications are submitted online via [www.westerncape.gov.za/health-jobs](http://www.westerncape.gov.za/health-jobs) (click "online applications").

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| <b><u>NOTE</u></b>                   | : | No payment of any kind is required when applying for this post. Shortlisted candidates will be subjected to a written practical test and oral assessment. Candidates who are not in possession of the stipulated registration requirements may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable to 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 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.                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| <b><u>CLOSING DATE</u></b>           | : | 21 November 2025                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| <b><u>POST 41/199</u></b>            | : | <b><u>EMS COURSE COORDINATOR GRADE 2 TO 4</u></b><br>Chief Directorate: Emergency and Clinical Services Support                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| <b><u>SALARY</u></b>                 | : | Grade 2: R480 108 per annum<br>Grade 3: R562 119 per annum<br>Grade 4: R624 288 per annum                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| <b><u>CENTRE REQUIREMENTS</u></b>    | : | College of Emergency Care, Emergency Medical Services<br>Minimum educational qualification: <b>Grade 2:</b> Successful completion of the ECT programme that allows for registration with the HPCSA as ECT. <b>Grade 3:</b> Successful completion of the Critical Care Assistant (CCA) course or National Diploma that allows registration with the HPCSA as a Paramedic. <b>Grade 4:</b> Successful completion of the B-Tech degree that allows registration with the HPCSA as an Emergency Care Practitioner (ECP). Registration with the professional council: <b>Grade 2:</b> Registration with the Health Professions Council of South Africa (HPCSA) as ECT. <b>Grade 3:</b> Registration with the Health Professions Council of South Africa (HPCSA) as a Paramedic. <b>Grade 4:</b> Registration with the Health Professions Council of South Africa (HPCSA) as ECP. Experience: <b>Grade 2:</b> 3 years after registration with HPCSA as ECT. <b>Grade 3:</b> 3 years after registration with HPCSA as a Paramedic. <b>Grade 4:</b> 3 years after registration with HPCSA as an ECP. Inherent requirements of the job: Valid code C1 or code B driver's license. Valid professional driver's permit (PrDP). Physically and mentally fit to perform the duties required. Competencies (knowledge/skills): Proficient in computer literacy. Ability to work under pressure in a stressful environment. Excellent verbal and written communication skills. Ability to teach, assess and moderate across all College Programmes. Ability to work in a team in Higher Education. Supervise and mentor lecturers and students. |
| <b><u>DUTIES</u></b>                 | : | Provide effective and efficient teaching on NQF 5,6 and 8 EMC or allied health programmes. Ensure Adherence to the College, HPCSA, CHE and DHET accreditation process and policies. Perform front-line vehicle duties with students and other clinical duties. Provide teaching assistance with other Clinical training programmes where required.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| <b><u>ENQUIRIES APPLICATIONS</u></b> | : | Dr K Moodley Tel No: (021) 938-6220<br>Applications are submitted online via <a href="http://www.westerncape.gov.za/health-jobs">www.westerncape.gov.za/health-jobs</a> (click "online applications").                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| <b><u>NOTE</u></b>                   | : | No payment of any kind is required when applying for this post. Shortlisted candidates will be expected to undergo a practical assessment. -Successful candidates are expected to obtain a Code C1 driver's license within six months after appointment. 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.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| <b><u>CLOSING DATE</u></b>           | : | 21 November 2025                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |



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| <b><u>POST 41/200</u></b>            | : | <b><u>PROFESSIONAL NURSE GRADE 1 TO 2 (SPECIALTY NURSING: SPINAL WARD C)</u></b><br>Chief Directorate: Metro Health Services                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| <b><u>SALARY</u></b>                 | : | Grade 1: R476 367 per annum<br>Grade 2: R583 989 per annum                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| <b><u>CENTRE REQUIREMENTS</u></b>    | : | Western Cape Rehabilitation Centre<br>Minimum educational qualification: Basic R425 (Degree/Diploma in nursing) or equivalent qualification that allows registration with SANC as Professional Nurse. A Post basic nursing qualification, with duration of at least 1 year, accredited with SANC in Medical and Surgical Nursing Science: Critical care Nursing: General. Registration with the Professions Council: Registration with the SANC as a Professional Nurse. Experience: <b>Grade 1:</b> A Minimum of 4 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. <b>Grade 2:</b> A minimum of 14 years appropriate/recognisable experience in nursing after registration with the SANC as Professional Nurse in General Nursing. At least 10 years of the period referred to above must be appropriate/recognisable experience in Medical and Surgical Nursing Science: Critical care Nursing: General after obtaining the 1-year post-basic qualification in the relevant specialty. Inherent requirement of the job: Willingness to work shifts and after-hours including weekends, public holidays and night duty. Competencies (knowledge/skills): Sound knowledge and understanding of nursing and health service-related acts, legislation, policies and practices. Problem solving report writing, liaison and facilitation skills. Basic computer skills in MS package. Ability to lift and turn patients. Ability to think and function independently and to work in a multidisciplinary team. |
| <b><u>DUTIES</u></b>                 | : | Provide optimal, holistic specialised nursing care within set standards and professional/legal framework. Effective utilisation of human, financial and physical resources (equipment and consumables). Maintain professional growth/ethical standards and self-development, compliance to professional, legal and ethical regulations governing nursing practice. Ensure efficient and accurate documentation, statistical data collection capturing and participation in research activities. Liaise, advise and effectively communicate with the relevant internal and external stakeholders for continuity of client care.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| <b><u>ENQUIRIES APPLICATIONS</u></b> | : | Ms H Brenton Tel No: (021) 370-2313<br>Applications are submitted online via <a href="http://www.westerncape.gov.za/health-jobs">www.westerncape.gov.za/health-jobs</a> (click "online applications").                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| <b><u>NOTE</u></b>                   | : | No payment of any kind is required when applying for this post. Short listed candidates 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 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 date of advert, provided that the job title, core functions, inherent requirements, and salary level are the same as those of the advertised post.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| <b><u>CLOSING DATE</u></b>           | : | 21 November 2025                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| <b><u>POST 41/201</u></b>            | : | <b><u>PROFESSIONAL NURSE GRADE 1 TO 2 (SPECIALTY: OPERATING THEATRE AND CSSD)</u></b><br>Cape Winelands Health District                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| <b><u>SALARY</u></b>                 | : | Grade 1: R476 367 per annum<br>Grade 2: R583 989 per annum                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| <b><u>CENTRE REQUIREMENTS</u></b>    | : | Stellenbosch Hospital<br>Minimum educational qualification: Basic R425 qualification (Degree/Diploma in nursing) or equivalent qualification that allows registration with SANC as Professional Nurse. A post-basic nursing qualification, with duration of at least 1 year, accredited with the SANC in Medical and Surgical Nursing Science: Operating Theatre. Registration with the Professions Council: Registration with SANC as a Professional Nurse. Experience: <b>Grade 1:</b> A minimum of 4 years                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |

appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. **Grade 2:** A minimum of 14 years' appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. At least 10 years of the period referred to above must be appropriate/recognisable experience in the specific speciality after obtaining the 1-year post-basic qualification in Medical and Surgical Nursing Science: Operating Theatre. Inherent requirement of the job: Valid (Code B/EB) driver's license. Willingness to be on call after hours for theatre. Willingness to assist with shifts and after-hour hospital cover including weekends, public holidays, night duty relief and overtime based on operational needs. Competencies (knowledge/skills): Sound knowledge and understanding of nursing and health service-related acts, legislation, policies and practices Problem solving, report writing, liaison and facilitation skills. Basic computer skills in MS Word, Excel, Outlook and use of the Internet. Ability to lift and turn patients, stand for long hours and lift heavy equipment.

**DUTIES** : Provide optimal, holistic, specialized Nursing Care within set standards and within a professional, legal framework as a professional Nurse in Operating Theatre. Utilize human, material and physical resources efficiently and effectively. Practice within the realms of IPC, OHAS, Risk Management, Quality Assurance, hospital protocols, procedures and policies. Provision of effective support to the Nursing Manager and maintaining professional growth and self-development.

**ENQUIRIES** : Ms C Pekeur Tel No: (021) 808-6103  
**APPLICATIONS** : Applications are submitted online via [www.westerncape.gov.za/health-jobs](http://www.westerncape.gov.za/health-jobs) (click "online applications").

**NOTE** : No payment of any kind is required when applying for this post. Candidates who are not in possession of the required qualifications will be appointed into the general stream, and they will be required to obtain the necessary qualifications within a predetermined period of time. Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable to candidates who apply for the first time for registration in the post basic qualification in: Medical and Surgical Nursing Science: Operating Theatre Nursing. The pool of applications will be considered for vacancies within Stellenbosch Hospital, for a period of three months from the date of the advert, provided that the job title, core functions, inherent requirements, and salary level are the same as those of the advertised post."

**CLOSING DATE** : 21 November 2025

**POST 41/202** : **PROFESSIONAL NURSE GRADE 1 TO 2 (SPECIALTY NURSING: MATERNITY)**  
 Cape Winelands Health District

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

**CENTRE** : Stellenbosch Hospital  
**REQUIREMENTS** : Minimum educational qualification: Basic R425 qualification (i.e., diploma/degree in nursing) or equivalent qualification that allows registration with the South African Council (SANC) as a Professional Nurse and Midwife. A post-basic nursing qualification with a duration of at least 1 year accredited with the SANC in Advanced Midwife and Neonatal Nursing Science. Registration with the Professions Council: Registration with the SANC as a Professional Nurse and Midwife. Inherent requirements of the job: Willingness to work shifts, public holidays, after-hours, night duty and weekend cover for nursing. Experience: **Grade 1:** A minimum of 4 years appropriate/recognizable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. **Grade 2:** A minimum of 14 years' appropriate/recognizable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. At least 10 years of the period referred to above must be appropriate/recognizable experience in Advanced Midwife and Neonatology Nursing Science, after obtaining the 1-year post-basic qualification as mentioned above. Competencies (knowledge/skills): Knowledge of relevant legislation and policies of the Department of Health Western Cape. Computer literacy (MS Word, Excel, Power point and Outlook). Implement skills to plan

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|                            | and organize the service by problem solving and decision making. Leadership towards the realization of strategic goals and objectives in the Obstetrics Department. Ability to function independently, as well as in a multi-disciplinary team to ensure good patient care. Ability to communicate effectively (both written and verbal).                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| <b><u>DUTIES</u></b>       | : Ensure quality patient care regarding the identification of nursing needs, the planning & implementation of nursing care plans and the education of nursing personnel as Professional Nurse in the Obstetric department Utilize human, material and physical resources efficiently and effectively. Render and supervise specialized clinical nursing care and support staff with surgical and medical procedures. Maintain & promote professional growth/ethical standards and development of self and others. Display of core values of the Department of Health & Wellness in the WCH. In the execution of duties, while practicing within the legislation, regulations and protocols applicable to public service.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| <b><u>ENQUIRIES</u></b>    | : Ms R de Silva Tel No: (021) 808-6103                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| <b><u>APPLICATIONS</u></b> | : Applications are submitted online via <a href="http://www.westerncape.gov.za/health-jobs">www.westerncape.gov.za/health-jobs</a> (click "online applications").                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| <b><u>NOTE</u></b>         | : No payment of any kind is required when applying for this post. Candidate will be subjected to a practical. Candidates who are not in possession of the required qualification will be appointed into the general stream, and they will be required to obtain the necessary qualification within a predetermined period of time. Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview.<br>-This concession is only applicable to candidates who apply for the first time for registration in the post basic qualification in: Advanced Midwifery and Neonatology nursing science with the South African Nursing Council. "The pool of applications will be considered for vacancies within Stellenbosch Hospital, for a period of three months from the date of the advert, provided that the job title, core functions, inherent requirements, and salary level are the same as those of the advertised post."                                                                                                                                                                                                                                                                                    |
| <b><u>CLOSING DATE</u></b> | : 21 November 2025                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| <b><u>POST 41/203</u></b>  | : <b><u>CLINICAL NURSE PRACTITIONER GRADE 1 TO 2 (PRIMARY HEALTH CARE)</u></b><br>Garden Route District                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| <b><u>SALARY</u></b>       | : Grade 1: R476 367 per annum<br>Grade 2: R583 989 per annum                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| <b><u>CENTRE</u></b>       | : Plettenberg Bay Clinic, Knysna/Bitou Sub-district                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| <b><u>REQUIREMENTS</u></b> | : 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 (R 48) accredited with the SANC. Registration with the professional council: Registration with the SANC as a Professional Nurse and Midwife. Experience:<br><b>Grade 1:</b> A minimum of 4 years appropriate/recognizable experience in nursing after registration as Professional Nurse with the SANC in General Nursing.<br><b>Grade 2:</b> A minimum of 14 years appropriate/recognizable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. At least 10 years of the period referred to above must be appropriate/recognizable experience after obtaining the 1-year post-basic qualification in the specific specialty. Inherent requirements of the job: A valid (Code B/EB) driver's licence and willingness to travel. Willingness to work overtime when necessary and to work at other clinics in the Sub-district. Willingness to drive a mobile clinic vehicle. Competencies (knowledge/skills): NIMART training or experience. Problem-solving, report writing, liaison and facilitation skills. Basic computer skills in MS Word, Excel, Outlook. Good communication skills verbal and written). |
| <b><u>DUTIES</u></b>       | : Assist with the management of the Burden of disease according to the comprehensive health programmes. Quality of service Plan and implement Health Promotion and Prevention activities in facility and Community. Link to the community structures and NPO's. Collect data and submit reports. Assist with the management of Human Resources, Finance, SCM, Strategy and                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |

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|                            | Health support and infrastructure and equipment management under supervision.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| <b><u>ENQUIRIES</u></b>    | : Ms PM Peters Tel No: (044) 302-8400                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| <b><u>APPLICATIONS</u></b> | : Applications are submitted online via <a href="http://www.westerncape.gov.za/health-jobs">www.westerncape.gov.za/health-jobs</a> (click "online applications").                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| <b><u>NOTE</u></b>         | : No payment of any kind is required when applying for this post. Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable to candidates who apply for the first time for registration in the post basic qualification in: Curative Skills in Clinical Nursing Science: Health Assessment, Treatment and Care accredited with the SANC (R48). The pool of applications will be considered for vacancies within Garden Route District, for a period of three months from the date of the advert, provided that the job title, core functions, inherent requirements, and salary level are the same as those of the advertised post.                                                                                                                                                                                                                                                                                                                                                                                                                         |
| <b><u>CLOSING DATE</u></b> | : 21 November 2025                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| <b><u>POST 41/204</u></b>  | : <b><u>PROFESSIONAL NURSE GRADE 1 TO 2 (SPECIALTY: MENTAL HEALTH)</u></b><br>Garden Route District                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| <b><u>SALARY</u></b>       | : Grade 1: R476 367 per annum<br>Grade 2: R583 989 per annum                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| <b><u>CENTRE</u></b>       | : PHC Support and Outreach; Knysna Sub-district                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| <b><u>REQUIREMENTS</u></b> | : 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 with Psychiatry. A post-basic nursing qualification with a duration of at least 1 year accredited with the SANC in Advanced Psychiatric Nursing Science. Registration with the professional council: Registration with the SANC as Professional Nurse and Psychiatry. Experience: <b>Grade 1:</b> A minimum of 4 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. <b>Grade 2:</b> A minimum of 14 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. At least 10 years of the period referred to above must be appropriate/recognisable experience in Psychiatry after obtaining the 1-year post-basic qualification as mentioned above. Inherent requirements of the job: A valid driver's licence and willingness to travel within the Sub District. Willingness to work overtime when necessary. Competencies (knowledge/skills): Good psychosocial- and health assessment skills. Knowledge of Mental Health Legislation and Psychopharmacology. Good problem-solving, communication, interpersonal, planning and organisational skills. |
| <b><u>DUTIES</u></b>       | : Actively participate as a specialist nurse in the provision of acute and chronic mental health care to clients of all age groups at Primary Health Care facilities in the Knysna/Bitou Sub District. Make bio-psychosocial health assessments that are culturally sensitive. Design and implement treatment plans and critically evaluate outcomes. Engage in case management activities such as organising, accessing, negotiating, coordinating and integrating services. Promote and maintain mental health and manage the effects of mental illness through education, counselling and psycho-social rehabilitation. Participate in the training and clinical supervision of other health care providers.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| <b><u>ENQUIRIES</u></b>    | : Ms PM Peters Tel No: (044) 302 - 8400                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| <b><u>APPLICATIONS</u></b> | : Applications are submitted online via <a href="http://www.westerncape.gov.za/health-jobs">www.westerncape.gov.za/health-jobs</a> (click "online applications").                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| <b><u>NOTE</u></b>         | : No payment of any kind is required when applying for this post. Candidates will be subjected to a written/practical and oral assessment. Candidates who are not in possession of the stipulated registration requirements may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable to candidates who apply for the first time for registration in the post basic qualification in: Medical and Surgical Nursing Science: in Advanced Psychiatric Nursing Science with the South African Nursing Council. The pool                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |

of applications will be considered for vacancies within the Garden Route District, for a period of three months from the date of the advert, provided that the job title, core functions, inherent requirements, and salary level are the same as those of the advertised post.

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| <b><u>CLOSING DATE</u></b> | : | 21 November 2025                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| <b><u>POST 41/205</u></b>  | : | <b><u>SENIOR ADMINISTRATIVE OFFICER: REVENUE (INCOME)</u></b><br>Chief Directorate: Metro Health Services                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| <b><u>SALARY</u></b>       | : | R397 116 per annum                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| <b><u>CENTRE</u></b>       | : | Valkenberg Hospital                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| <b><u>REQUIREMENTS</u></b> | : | Minimum educational qualification: Appropriate 3-year National Diploma/Degree. Experience: Appropriate patient fees/revenue experience in a health environment. Appropriate Clinicom experience. Appropriate Accounts Receivable (AR) experience. Appropriate BAS experience. Appropriate supervisory experience. Inherent requirement of the job: Valid drivers' licence. Competencies (knowledge/skills): Computer skills in MS Office package. Appropriate knowledge of revenue, debtor accounts and banking, cash management, understanding hospital fees, policies and procedures, medical scheme Act 131 of 1998, handling of state money, PFMA of 1999, hospital information systems (e.g. Clinicom, AR, JAC, BI etc). Good interpersonal skills and the ability to act independently, objectively, and confidently, work under pressure and adhere to deadlines. |
| <b><u>DUTIES</u></b>       | : | Responsible to supervise fees/revenue and cashier components. Responsible to supervise OPD reception and medical records sections. Responsible for the monitoring and controlling debtor accounts, medical aid schemes, debtor instalment, debt collection and handling of provincial government moneys. Implement and/evaluate workflow in line with policies, protocols and procedures. Adhere to weekly/monthly reporting. Patient liaison management (i.e. manage requests for medical reports, receiving payments timeously, facilitating requests between the hospital and the requestors). Render support to Management and the rest of the hospital and supply ad-hoc reports when requested.                                                                                                                                                                    |
| <b><u>ENQUIRIES</u></b>    | : | Ms E van der Westhuizen Tel No: (021) 833-9445                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| <b><u>APPLICATIONS</u></b> | : | Applications are submitted online via <a href="http://www.westerncape.gov.za/health-jobs">www.westerncape.gov.za/health-jobs</a> (click "online applications").                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| <b><u>NOTE</u></b>         | : | No payment of any kind is required when applying for this post. Shortlisted candidates will be subjected to a written/practical and oral assessment. The pool of applications will be considered for vacancies within the Chief Directorate: Metro Health Services for a period of three months from the date of the advert, provided that the job title, core functions, inherent requirements, and salary level are the same as those of the advertised post.                                                                                                                                                                                                                                                                                                                                                                                                          |
| <b><u>CLOSING DATE</u></b> | : | 21 November 2025                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| <b><u>POST 41/206</u></b>  | : | <b><u>SENIOR ADMINISTRATIVE OFFICER: SUPPLY CHAIN MANAGEMENT (CLINICAL SOURCING)</u></b><br>Directorate: Supply Chain Sourcing                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| <b><u>SALARY</u></b>       | : | R397 116 per annum                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| <b><u>CENTRE</u></b>       | : | Head Office, Cape Town                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| <b><u>REQUIREMENTS</u></b> | : | Minimum educational qualification: An appropriate 3-year Degree/Diploma. Experience: Appropriate experience and understanding of procuring consumables, services and equipment. Inherent requirement of the job: Valid driver's licence (Code B/EB). Competencies (knowledge/skills): Report-writing. Rigorous expenditure analysis and reporting. Ability to assimilate and interpret detailed information. Ability to work under pressure and meet deadlines. Attention to detail. Good organisational skills. Computer literacy (Word, Excel and PowerPoint). Excellent written and verbal communication. Knowledge of the PFMA, National Treasury Regulations and Preferential Procurement Regulations.                                                                                                                                                              |
| <b><u>DUTIES</u></b>       | : | End-to-end management of the sourcing process. Integrated demand, acquisition and contract management service of clinical goods and services commodities. Supplier relationship and performance management. Internal and external stakeholder management. Delivery of optimal commercial benefits to the Department. Relevant reporting as per Legislation.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| <b><u>ENQUIRIES</u></b>    | : | Mr J September Tel No: (021) 834-9020 or email, <a href="mailto:Jeremy.September@westerncape.gov.za">Jeremy.September@westerncape.gov.za</a>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |

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| <b><u>APPLICATIONS</u></b> | : | Applications are submitted online via <a href="http://www.westerncape.gov.za/health-jobs">www.westerncape.gov.za/health-jobs</a> (click "online applications").                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| <b><u>NOTE</u></b>         | : | No payment of any kind is required when applying for this post.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| <b><u>CLOSING DATE</u></b> | : | 21 November 2025                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| <b><u>POST 41/207</u></b>  | : | <b><u>SOCIAL WORKER GRADE 1 TO 4</u></b><br>Chief Directorate: Metro Health Services                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| <b><u>SALARY</u></b>       | : | Grade 1: R325 200 per annum<br>Grade 2: R397 119 per annum<br>Grade 3: R477 564 per annum<br>Grade 4: R585 441 per annum                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| <b><u>CENTRE</u></b>       | : | Karl Bremer Hospital                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| <b><u>REQUIREMENTS</u></b> | : | Minimum educational qualification: Appropriate qualification that allows registration with the South African Council of Social Service Professions as a Social Worker. Registration with the Professions Council: Registration with the South African Council for Social Service Professions as a Social Worker. Experience: <b>Grade 1:</b> No experience. <b>Grade 2:</b> A minimum of 10 years appropriate experience in Social Work after registration as a Social Worker with the South African Council for Social Service Professions. <b>Grade 3:</b> A minimum of 20 years appropriate experience in Social Work after registration as a Social Worker with the South African Council for Social Service Professions. <b>Grade 4:</b> A minimum of 30 years appropriate experience in Social Work after registration as a Social Worker with the South African Council for Social Service Professions. Inherent requirements of the job: Valid driver's license (Code B/EB) and reliable transport to work. Willingness to be available after hours for emergencies. Competencies (knowledge/skills): Knowledge of social work theory, with a demonstrable practical approach to client care, problem solving and knowledge of relevant legislation, policy and public health referral pathways. Inclusive style with transversal approach focused on comprehensive service delivery, willingness to work as part of a Multi-disciplinary Team, including involvement with the Thuthuzela Sexual Assault Survivors Centre. Good leadership and communication skills, team player, conflict resolution skills with strong administrative, organisational, analytical skills & report writing skills. Computer literacy with competence in Microsoft Word, Excel and PowerPoint. |
| <b><u>DUTIES</u></b>       | : | Clinical Service Delivery: with provision of a comprehensive social work service for adult & paediatric patients including consultation, family meetings and MDT rounds. Clinical & Administrative Governance: with evidence-based practice, utilisation of data to improve services and effective management of resources. Teaching, training & research: Teaching & training of students and junior colleagues as well as participation in the hospital academic program and research opportunities. Systems management and participation within the Metro East "ecosystem": Partnerships with relevant internal and external stakeholders, including fostering of good relationships with NGO's and other branches of public health / government.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| <b><u>ENQUIRIES</u></b>    | : | Dr S Le Roux Tel No: (021) 918-1990                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| <b><u>APPLICATIONS</u></b> | : | Applications are submitted online via <a href="http://www.westerncape.gov.za/health-jobs">www.westerncape.gov.za/health-jobs</a> (click "online applications").                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| <b><u>NOTE</u></b>         | : | No payment of any kind is required when applying for this post. 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 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 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.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| <b><u>CLOSING DATE</u></b> | : | 21 November 2025                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |

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| <b><u>POST 41/208</u></b>  | : | <b><u>ADMINISTRATIVE OFFICER: FINANCE/ADMIN (PATIENT ADMINISTRATION)</u></b><br>Chief Directorate: Rural Health Services                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| <b><u>SALARY</u></b>       | : | R325 101 per annum                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| <b><u>CENTRE</u></b>       | : | George Regional Hospital                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| <b><u>REQUIREMENTS</u></b> | : | 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 and knowledge in Patient Administration/ debt management and/or hospital accounting environment, medical records, and of Hospital Chapter 18 and UPFS. Appropriate practical experience in Clinicom, JAC, and the Accounts Receivable System in a Patient Administration environment. Appropriate supervisory experience. Competencies (knowledge/skills): Computer literacy (Microsoft Office, Word, Excel Clinicom, JAC and Accounts Receivable) in terms of collating, interpreting and inserting data into a spreadsheet. Ability to plan, organize and prioritize responsibilities with analytical reasoning. Knowledge of Patient Administration related policies, procedures and practices. Ability to maintain a filing system. Ability to work under pressure. Conversant with Uniform Patient Fee Schedule (UPFS), Hospital Fees Memorandum Chapter 18 and the Hospital Information System (Accounts Receivable System, Clinicom, JAC). Excellent interpersonal skills addressing diverse cultures and the ability to work in a team. Conflict resolution skills. Good Management and Labour Relations skills. |
| <b><u>DUTIES</u></b>       | : | Manage Patient Administration including que marshalling and interdepartmental liason regarding patient flow and enquiries. Manage Human Resources in Patient Administration including Labour Relations, Financial Management, PERMIS, training and development of staff, duty rosters. Deliver a professional service. Ensure accurate classification of all patients/debtors to be audit compliant. Management of all administration functions pertaining to attendances, admissions and handling of receipts on Clinicom. Manage financial transactions (Cash Collection, Handover Certificates and Collectors Reports).                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| <b><u>ENQUIRIES</u></b>    | : | Ms L Kombrink Tel No: (044) 802-4332                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| <b><u>APPLICATIONS</u></b> | : | Applications are submitted online via <a href="http://www.westerncape.gov.za/health-jobs">www.westerncape.gov.za/health-jobs</a> (click "online applications").                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| <b><u>NOTE</u></b>         | : | No payment of any kind is required when applying for this post. Shortlisted candidates could be subjected to a practical test.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| <b><u>CLOSING DATE</u></b> | : | 21 November 2025                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| <b><u>POST 41/209</u></b>  | : | <b><u>PROFESSIONAL NURSE GRADE 1 TO 3 (NURSING GENERAL) (X2 POSTS)</u></b><br>Cape Winelands Health District                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| <b><u>SALARY</u></b>       | : | Grade 1: R324 384 per annum<br>Grade 2: R396 132 per annum<br>Grade 3: R476 367 per annum                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| <b><u>CENTRE</u></b>       | : | Stellenbosch Hospital, Male Ward and Female/Children Ward), Stellenbosch Sub-district                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| <b><u>REQUIREMENTS</u></b> | : | Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse and Midwife. Registration with the Professions Council: Registration with the SANC as Professional Nurse and Midwife. Experience: <b>Grade 1:</b> None after registration as Professional Nurse with the SANC in General Nursing. <b>Grade 2:</b> A minimum of 10 years appropriate/recognizable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. <b>Grade 3:</b> A minimum of 20 years appropriate/recognizable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. Inherent requirements of the job: Willingness to work shifts, night duty, overtime, public holidays, weekends and rotate and assist in other wards. Competencies (knowledge/skills): Basic Computer literacy (MS Office). Ability to function independently, as well as in a multi-disciplinary team to ensure good patient care. Excellent communication skills.                                                                                                                                                                                                                                                                     |
| <b><u>DUTIES</u></b>       | : | Provision of quality basic nursing patient centered care in a hospital setting. Provision of optimal, holistic clinical and elementary nursing care with set                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |

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|                                      | standards and within a professional/legal framework. Effective utilisation of human and financial resources, Information management and support services. Improving quality of health services. Maintain professional growth/ethical standards and self-development.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| <b><u>ENQUIRIES APPLICATIONS</u></b> | : Ms RZ De Silva Tel No: (021) 808-6153<br>: Applications are submitted online via <a href="http://www.westerncape.gov.za/health-jobs">www.westerncape.gov.za/health-jobs</a> (click "online applications").                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| <b><u>NOTE</u></b>                   | : No payment of any kind is required when applying for this post. A practical test may form part of the selection process. Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable on health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status). "The pool of applications will be considered for vacancies within Stellenbosch 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."                                                                                            |
| <b><u>CLOSING DATE</u></b>           | : 21 November 2025                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| <b><u>POST 41/210</u></b>            | : <b><u>PROFESSIONAL NURSE GRADE 1 TO 3 (GENERAL NURSING: VARIOUS WARDS) (X18 POSTS)</u></b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| <b><u>SALARY</u></b>                 | : Grade 1: R324 384 per annum<br>Grade 2: R396 132 per annum<br>Grade 3: R476 367 per annum                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| <b><u>CENTRE REQUIREMENTS</u></b>    | : Tygerberg Hospital, Parow Valley<br>: Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the SANC as a Professional Nurse and Midwife. Registration with the professional council: Registration with the SANC as Professional Nurse and Midwife. Experience: <b>Grade 1:</b> None. <b>Grade 2:</b> A minimum of 10 years appropriate/recognisable experience in nursing after registration with the SANC as Professional Nurse in General Nursing. <b>Grade 3:</b> A minimum of 20 years appropriate/recognisable experience in nursing after registration with the SANC as Professional Nurse in General Nursing. Inherent requirements of the job: Willingness to work shifts, day & night duty, weekends and public holidays to meet the operational requirements. Willingness to rotate to other departments if required. Competencies (knowledge/skills): Ability to function/ make decisions independently and as part of a multi-disciplinary team. Good communication, interpersonal, leadership and conflict resolution skills. |
| <b><u>DUTIES</u></b>                 | : Provide direction and supervision for the implementation of the nursing plan (Clinical practice/ quality patient care). Implement standards, practices, criteria and indicators quality nursing (quality of practice). Practice nursing and health care in accordance with the laws and regulations relevant to nursing and health care. Maintain a constructive working relationship with nursing and other stakeholders. Utilize human, material and physical resources efficiently.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| <b><u>ENQUIRIES APPLICATIONS</u></b> | : Ms V Dubase Tel No: (021) 938-4000<br>: Applications are submitted online via <a href="http://www.westerncape.gov.za/health-jobs">www.westerncape.gov.za/health-jobs</a> (click "online applications").                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| <b><u>NOTE</u></b>                   | : No payment of any kind is required when applying for this post. Candidates who are not in possession of the stipulated registration requirements may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable to candidates who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status). Shortlisted candidates may be subjected to a compulsory competency test.                                                                                                                                                                                                                                                                                                                                                                                          |
| <b><u>CLOSING DATE</u></b>           | : 21 November 2025                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |



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| <b><u>POST 41/211</u></b>  | : | <b><u>PROFESSIONAL NURSE GRADE 1 TO 3 (GENERAL: PRIMARY HEALTH CARE) (X5 POSTS) MITCHELL'S PLAIN CHC - MOU, GUGULETHU CHC- MOU, HANOVER PARK CHC – HIV/AIDS, GUGULETHU CHC – PHC</u></b><br>Chief Directorate: Metro Health Services                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| <b><u>SALARY</u></b>       | : | Grade 1: R324 384 per annum<br>Grade 2: R396 132 per annum<br>Grade 3: R476 367 per annum                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| <b><u>CENTRE</u></b>       | : | Mitchell's Plain CHC - MOU (X1 Post)<br>Gugulethu CHC - MOU (X2 Posts)<br>Crossroads CDC (X1 Post)<br>Hanover Park CHC – HIV/AIDS (X1 Post)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| <b><u>REQUIREMENTS</u></b> | : | Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse and Midwife. Registration with the professional council: Registration with the SANC as Professional Nurse and Midwife. Experience: <b>Grade 1:</b> None. <b>Grade 2:</b> A minimum of 10 years appropriate/recognizable experience in nursing after registration with the SANC as Professional Nurse in General Nursing. <b>Grade 3:</b> A minimum of 20 years appropriate/recognizable experience in nursing after registration with the SANC as Professional Nurse in General Nursing. Inherent requirements of the job: Willingness to work shifts, night shift and overtime when requested. Willingness to support another facility by working there when required. Competencies (knowledge/skills): Knowledge of Nursing Care processes and procedures Nursing Act. Problem solving and decision-making. Report writing skills. Health promotion and team building. Good interpersonal skills. |
| <b><u>DUTIES</u></b>       | : | Provide direction and supervision for the implementation of quality comprehensive nursing care within the Primary Health Care context. Maintain ethical practice within legal and regulatory frameworks. Maintain a constructive working relationship with all relevant stakeholders of the Primary Health Care Team. Utilize human, material and physical resources efficiently and effectively. Participate in training programmes and research activities. Maintain workplace disciplinary of sub-ordinates.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| <b><u>ENQUIRIES</u></b>    | : | Ms S Patel-Abrahams Tel No: (021) 370-5008                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| <b><u>APPLICATIONS</u></b> | : | Applications are submitted online via <a href="http://www.westerncape.gov.za/health-jobs">www.westerncape.gov.za/health-jobs</a> (click "online applications").                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| <b><u>NOTE</u></b>         | : | No payment of any kind is required when applying for this post. "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 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.                                  |
| <b><u>CLOSING DATE</u></b> | : | 21 November 2025                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| <b><u>POST 41/212</u></b>  | : | <b><u>PROFESSIONAL NURSE GRADE 1 TO 3 (GENERAL NURSING) (FEMALE/CHILD WARD)</u></b><br>Garden Route District                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| <b><u>SALARY</u></b>       | : | Grade 1: R324 384 per annum<br>Grade 2: R396 132 per annum<br>Grade 3: R476 367 per annum                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| <b><u>CENTRE</u></b>       | : | Knysna Hospital                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| <b><u>REQUIREMENTS</u></b> | : | Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse and Midwife. Registration with the professional council: Registration with the SANC as a Professional Nurse and Midwife. Experience: <b>Grade 1:</b> None after registration as Professional Nurse with the SANC in General Nursing. <b>Grade</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |

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|                            | <p><b>2:</b> A minimum of 10 years appropriate/recognizable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. <b>Grade 3:</b> A minimum of 20 years appropriate/recognizable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. Inherent requirements of the job: Willingness to work shifts, including weekends, public holidays, night shifts 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): Self- discipline and motivation. The ability to function independently under pressure. Knowledge of Nursing Practice, Infection Prevention Control, control measures and practices. Basic skills in MS Word. Excellent communication skills (both written and verbal).</p>                                                                                                                                                                                                                                                             |
| <b><u>DUTIES</u></b>       | : Provide direction and supervision for the implementation of the nursing plan (clinical practice or patient care). Implement standards, practices, criteria, and indicators for quality nursing (quality of practice). Practice nursing and health care in accordance with the laws and regulations relevant to nursing and health care. Maintain constructive working relationships with nursing and other stakeholders. Utilize human, material, and physical resources efficiently and effectively. Maintain professional growth/ethical standards and self-development.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| <b><u>ENQUIRIES</u></b>    | : Ms S Nicholas Tel No: (044) 302 - 8400                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| <b><u>APPLICATIONS</u></b> | : Applications are submitted online via <a href="http://www.westerncape.gov.za/health-jobs">www.westerncape.gov.za/health-jobs</a> (click "online applications").                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| <b><u>NOTE</u></b>         | : No payment of any kind is required when applying for this post. 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 Garden Route District, for a period of three months from the date of the advert, provided that the job title, core functions, inherent requirements, and salary level are the same as those of the advertised post.                                                                                                                                                            |
| <b><u>CLOSING DATE</u></b> | : 21 November 2025                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| <b><u>POST 41/213</u></b>  | : <b><u>PROFESSIONAL NURSE GRADE 1 TO 3 (GENERAL NURSING: PRIMARY HEALTH CARE)</u></b><br>Garden Route District                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| <b><u>SALARY</u></b>       | : Grade 1: R324 384 per annum<br>Grade 2: R396 132 per annum<br>Grade 3: R476 367 per annum                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| <b><u>CENTRE</u></b>       | : Zoar Amalien Steyn CC                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| <b><u>REQUIREMENTS</u></b> | : Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse and Midwife. Registration with the professional council: Registration with the SANC as a Professional Nurse and Midwife. Experience: <b>Grade 1:</b> None. <b>Grade 2:</b> A minimum of 10 years' appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. <b>Grade 3:</b> A minimum of 20 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. Inherent requirements of the job: Willing to work in all Primary Health Care facilities e.g. Community Day Centers, Clinics, Satellite clinics and on Mobile Clinics. Valid driver's license. Willingness to work overtime when needed. Competencies (knowledge/skills): Planning and organisational skills. Self- discipline and motivation. The ability to function independently under pressure. Good communication skills. |
| <b><u>DUTIES</u></b>       | : Provide direction and supervision for the implementation of quality comprehensive nursing care within the Primary Health Care context. Maintain ethical practise within legal and regulatory frameworks according to Ideal Clinic standards. Maintain a constructive working relationship with all relevant stakeholders of the Primary Health Care Team. Utilize human, material and physical resources efficiently and effectively. Participate in training                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |

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|                            |   | programmes and research activities. Maintain workplace disciplinary of sub-ordinates.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| <b><u>ENQUIRIES</u></b>    | : | Ms S Labuschagne Tel No: (028) 551 1010                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| <b><u>APPLICATIONS</u></b> | : | Applications are submitted online via <a href="http://www.westerncape.gov.za/health-jobs">www.westerncape.gov.za/health-jobs</a> (click "online applications").                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| <b><u>NOTE</u></b>         | : | No payment of any kind is required when applying for this post. Candidates who are not in possession of the stipulated registration requirements may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable to health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status). The pool of applications will be considered for vacancies within Garden Route District, for a period of three months from the date of the advert, provided that the job title, core functions, inherent requirements, and salary level are the same as those of the advertised post.                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| <b><u>CLOSING DATE</u></b> | : | 21 November 2025                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| <b><u>POST 41/214</u></b>  | : | <b><u>PROFESSIONAL NURSE GRADE 1 TO 3 (GENERAL NURSING)</u></b><br>Central Karoo District                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| <b><u>SALARY</u></b>       | : | Grade 1: R324 384 per annum<br>Grade 2: R396 132 per annum<br>Grade 3: R476 367 per annum                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| <b><u>CENTRE</u></b>       | : | Murraysburg Hospital                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| <b><u>REQUIREMENTS</u></b> | : | Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse and Midwife. Registration with the professional council: Registration with the SANC as a Professional Nurse and Midwife. Experience: <b>Grade 1:</b> None after registration as Professional Nurse with the SANC in General Nursing. <b>Grade 2:</b> A minimum of 10 years appropriate/recognizable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. <b>Grade 3:</b> A minimum of 20 years appropriate/recognizable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. Inherent requirements of the job: Valid (Code B/EB) driver's licence and willingness to travel. Willing to work shifts, including weekends, public holidays and night duty. Willingness to rotate to other wards in the facility and to work at the clinics in the Sub-district when needed. Competencies (knowledge/skills): Basic computer skill in Ms Word. The ability to function independently under pressure, as well as in a multi-disciplinary team to ensure good patient care. Knowledge of Nursing Practices, Infection Prevention Control, control measures and practices. Excellent communication skills (both written and verbal). |
| <b><u>DUTIES</u></b>       | : | Provide direction and supervision for the implementation of the nursing plan (clinical practice or patient care). Implement standards, practices, criteria, and indicators for quality nursing (quality of practice). Practice nursing and health care in accordance with the laws and regulations relevant to nursing and health care. Maintain constructive working relationship with nursing and other stakeholders. Utilize human, material, and physical resources efficiently and effectively.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| <b><u>ENQUIRIES</u></b>    | : | Ms FK Fass Tel No: (049) 844 - 0021                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| <b><u>APPLICATIONS</u></b> | : | Applications are submitted online via <a href="http://www.westerncape.gov.za/health-jobs">www.westerncape.gov.za/health-jobs</a> (click "online applications").                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| <b><u>NOTE</u></b>         | : | No payment of any kind is required when applying for this post. 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,                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |

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|                                          |   | inherent requirements, and salary level are the same as those of the advertised post.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| <b><u>CLOSING DATE</u></b>               | : | 21 November 2025                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| <b><u>POST 41/215</u></b>                | : | <b><u>PERSONNEL OFFICER (EMPLOYEE BENEFITS)</u></b><br>Chief Directorate: Metro Health Services                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| <b><u>SALARY CENTRE REQUIREMENTS</u></b> | : | R228 321 per annum<br>Northern/Tygerberg Sub-Structure Office<br>Minimum educational qualification: Senior Certificate (or Equivalent).<br>Experience: Appropriate experience of PERSAL and relevant functions. Appropriate experience of Salary systems and Personnel management. Inherent requirements of the job: Willingness to work after hours. Competencies (knowledge/skills): Knowledge of PERSAL. Computer literate in MS Office (Excel, Word and Power point) and MS Outlook. Knowledge of the People Management prescripts and Regulations and basic understanding of Human Resource Management. Good interpersonal and organizational skills and the ability to function under pressure and meet deadlines.                                               |
| <b><u>DUTIES</u></b>                     | : | Responsible for all Human Resource related functions within the HR Department. Handle appointments, service terminations, salary administration, PILIR, WCA AND general service conditions, audit of leave and personnel files, debt management, commuted overtime, pension administration, housing, transfers and MMS structuring. Responsible for capturing transactions on PERSAL. Handle all personnel enquiries and correspondence (written and verbal) and maintain registers and filing system. Effective support to supervisors, management and members of the public with regards to Human Resource and Personnel matters. Responsible for Audit reports (COT) overtime, housing, rental, leave and RWOEE) and feedback to supervisor pertaining Audit finds. |
| <b><u>ENQUIRIES APPLICATIONS</u></b>     | : | Ms. D Martin Tel No: (021) 815-8573<br>Applications are submitted online via <a href="http://www.westerncape.gov.za/health-jobs">www.westerncape.gov.za/health-jobs</a> (click "online applications").                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| <b><u>NOTE</u></b>                       | : | No payment of any kind is required when applying for the 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.                                                                                                                                                                                                                                                                                                                    |
| <b><u>CLOSING DATE</u></b>               | : | 21 November 2025                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| <b><u>POST 41/216</u></b>                | : | <b><u>ADMINISTRATION CLERK: INFORMATION MANAGEMENT</u></b><br>Chief Directorate: Metro Health Services                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| <b><u>SALARY CENTRE REQUIREMENTS</u></b> | : | R228 321 per annum<br>Greenpoint CDC<br>Minimum educational qualification: Senior Certificate (or equivalent).<br>Experience: Appropriate practical experience in Information Management environment. Competencies (knowledge/skills): Understanding the Ditcom process and Information Technology. Knowledge and experience in departmental systems, SINJANI; PHCIS, Clinicom, Ideal Clinic. Computer literacy (MS Word, Excel, PowerPoint). Training Skills. Ability to accept accountability and responsibility to work independently and unsupervised.                                                                                                                                                                                                             |
| <b><u>DUTIES</u></b>                     | : | Perform administrative role as a member of the information management team and participation in health information co-ordinating activities. Collect, collate, compile data, validate data, analyse data trends, ensuring proper data flow, data quality monitoring and preparing and data reports for meetings. Capture data on the respective systems and have knowledge and experience in effective patient folder management. Local supervision of the PHCIS 4, Ideal clinic database, computer hardware, software issues and IT related queries. Support to Facility Manager and administrative relief duties.                                                                                                                                                    |
| <b><u>ENQUIRIES APPLICATIONS</u></b>     | : | Ms L Appolis Tel No: (021) 202-0933<br>Applications are submitted online via <a href="http://www.westerncape.gov.za/health-jobs">www.westerncape.gov.za/health-jobs</a> (click "online applications").                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| <b><u>NOTE</u></b>                       | : | No payment of any kind is required when applying for this post. 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                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |

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|                            |   | the job title, core functions, inherent requirements, and salary level are the same as those of the advertised post.”                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| <b><u>CLOSING DATE</u></b> | : | 21 November 2025                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| <b><u>POST 41/217</u></b>  | : | <b><u>ADMINISTRATION CLERK: ADMISSIONS (PATIENT ADMINISTRATION)</u></b><br>Cape Winelands Health District                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| <b><u>SALARY</u></b>       | : | R228 321 per annum                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| <b><u>CENTRE</u></b>       | : | Montagu Hospital, Langeberg Sub-district                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| <b><u>REQUIREMENTS</u></b> | : | Minimum educational qualification: Senior Certificate (or equivalent). Experience: Appropriate experience in a Patient Administration and/or Hospital Fees environment & HIS system. Inherent requirements of the job: Ability to climb 3-step ladders. Willingness to work 12-hour day/night shifts & weekends. Willingness to work overtime and provide relief in other departments as operationally required. Competencies (knowledge/skills): Computer literacy (MS Windows, Word, Excel and Access). Perform Medical Aid/EDI (Electronic Data Interchange) related transactions in the billing systems and billing related transactions for Subsidized Patients & Externally Funded Patients. Knowledge of patient ICD 10 coding & HIS system. Knowledge of applicable policies - Hospital Fees memorandum Chapter 18, the Uniform Patient Fee Schedule (UPFS), Finance Instructions & Medical Records policies. Excellent communication skills (verbal and written). |
| <b><u>DUTIES</u></b>       | : | Assist with Hospital Fees, Patient Administration and Medical Records Division, Effective and Efficient management of Billing and Administration of Debtor accounts, Correct Patient details recording on HIS systems and in folders, Perform Cashier duties, reconciliations & handovers as per financial instructions, Regular archiving of patient folders as per prescripts, Reporting and compilation of MVAs & IODs patient folders.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| <b><u>ENQUIRIES</u></b>    | : | Mr A Williams Tel No: (023) 614-8104                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| <b><u>APPLICATIONS</u></b> | : | Applications are submitted online via <a href="http://www.westerncape.gov.za/health-jobs">www.westerncape.gov.za/health-jobs</a> (click “online applications”).                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| <b><u>NOTE</u></b>         | : | No payment of any kind is required when applying for this post. Shortlisted candidates may be subjected to a practical test. The pool of applications will be considered for vacancies within Montagu 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.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| <b><u>CLOSING DATE</u></b> | : | 21 November 2025                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| <b><u>POST 41/218</u></b>  | : | <b><u>ADMINISTRATION CLERK: SUPPLY CHAIN MANAGEMENT (ASSETS)</u></b><br>Chief Directorate: Rural Health Services                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| <b><u>SALARY</u></b>       | : | R228 321 per annum                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| <b><u>CENTRE</u></b>       | : | George Regional Hospital                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| <b><u>REQUIREMENTS</u></b> | : | Minimum educational qualification: Senior Certificate (or equivalent) with Mathematics and/or Accounting as passed subject and/or Senior Certificate (or equivalent) with experience/competencies that focuses on the Key Performance Areas (KRA's) of the post. Experience: Appropriate experience in LOGIS and the Electronic Procurement System. Appropriate experience in Supply Chain Management. Appropriate experience in Asset Management, Disposal management & Stocktaking. Competencies (knowledge/skills): Applied knowledge of the Accounting Officer System, SCM delegation, PFMA, PTI and NTR. Applied knowledge of Western Cape Supplier Database & Centralized Supplier Database. Ability to handle a high work volume and meet strict deadlines. Ability to function independently, as well as part of a multi-disciplinary team. Computer literacy (MS Office: Word, Excel, Outlook). Knowledge of LOGIS procurement system.                            |
| <b><u>DUTIES</u></b>       | : | Acquisition, Receive and issue assets and to end-users. Advertising of quotations according to the Procurement Plan. Preparing of orders and follow-ups. Management of Assets: Disposal process, movements, asset verification and compliance. Sub-system controller – assist System controller with all LOGIS system related tasks & enquiries. Handle queries in all aspects within the Supply Chain Management Department and provide effective support service to supervisor.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| <b><u>ENQUIRIES</u></b>    | : | Ms XM Sonandi Tel No: (044) 802-4507                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| <b><u>APPLICATIONS</u></b> | : | Applications are submitted online via <a href="http://www.westerncape.gov.za/health-jobs">www.westerncape.gov.za/health-jobs</a> (click “online applications”).                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |

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| <b><u>NOTE</u></b>         | : | No payment of any kind is required 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.                                                                                                                                                                              |
| <b><u>CLOSING DATE</u></b> | : | 21 November 2025                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| <b><u>POST 41/219</u></b>  | : | <b><u>ADMINISTRATION CLERK: WARDS</u></b><br>Chief Directorate: Rural Health Services                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| <b><u>SALARY</u></b>       | : | R228 321 per annum                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| <b><u>CENTRE</u></b>       | : | George Regional Hospital                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| <b><u>REQUIREMENTS</u></b> | : | Minimum educational qualifications: Senior Certificate (or equivalent). Experience: Appropriate clerical experience in an acute Hospital environment. Inherent requirements of the job: Willingness to work flexitime/shifts. Relieve other ward clerks. Competencies (knowledge/skills): Computer literacy (MS Word, Excel, Outlook, PowerPoint). Electronic processing of operational statistics. Procurement experience to facilitate and maintain adequate stock and equipment levels. Knowledge of LOGIS. Knowledge of Clinicom. Knowledge of HealthNet.                                             |
| <b><u>DUTIES</u></b>       | : | The provision of an administrative system to manage the activities of the operational nursing unit. Providing operational support to the nursing unit. Maintain code of ethics and core values to ensure effective interpersonal communication. Facilitate the feedback to the Manager re patients, stock and equipment procurement and maintenance thereof. Maintain Clinicom process to record patient movement and complete files and UPFS & other electronic documentation. Perform such administrative tasks and relief as may be delegated by the staff and Health team, also in other departments. |
| <b><u>ENQUIRIES</u></b>    | : | Ms CK Korthom Tel No: (044) 802-4644 / 4537                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| <b><u>APPLICATIONS</u></b> | : | Applications are submitted online via <a href="http://www.westerncape.gov.za/health-jobs">www.westerncape.gov.za/health-jobs</a> (click "online applications").                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| <b><u>NOTE</u></b>         | : | No payment of any kind is required when applying for this post. Shortlisted candidates may be subjected to a practical. The pool of applicants will be considered for vacancies 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.                                                                                                                                                                                                          |
| <b><u>CLOSING DATE</u></b> | : | 21 November 2025                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| <b><u>POST 41/220</u></b>  | : | <b><u>ADMINISTRATION CLERK: INFORMATION MANAGEMENT</u></b><br>Chief Directorate: Metro Health Services                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| <b><u>SALARY</u></b>       | : | R228 321 per annum                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| <b><u>CENTRE</u></b>       | : | Scottsdene Community Day Centre                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| <b><u>REQUIREMENTS</u></b> | : | Minimum educational qualification: Senior Certificate (or equivalent). Experience: Appropriate experience in Health Information Management and appropriate Health Related Information Systems. Inherent requirements of the job: Valid (Code B/EB) driver's license. Competencies (knowledge/skills): Knowledge of data, capturing, scanning, preparation and creating graphs. Good interpersonal, communication and organization skills. Computer Literacy skills in (MS Word, Excel, Power point, Outlook and Teams). Ability to work under pressure, independently and in a team.                      |
| <b><u>DUTIES</u></b>       | : | Data management – scanning/collation, capturing and submission to the next level. Assist with data quality monitoring, maintenance, and resolution – validation, verification, and data trend analysis. Perform an office administration role - i.e., minute taking, filing, copies and logistical arrangements & assist with preparing presentations and reports. Provide general support to all Information Management and HAST clerks at facility level and assist with IM training. Assist with internal and external objective audits. Assist with ICT requests.                                     |
| <b><u>ENQUIRIES</u></b>    | : | Ms AJ Mullins Tel No: (021) 810-8101                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| <b><u>APPLICATIONS</u></b> | : | Applications are submitted online via <a href="http://www.westerncape.gov.za/health-jobs">www.westerncape.gov.za/health-jobs</a> (click "online applications").                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| <b><u>NOTE</u></b>         | : | No payment of any kind is required 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                                                                                                                                                                                                                                                                       |

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|                                      |   | level are the same as those of the advertised post. Shortlisted Candidates will be subjected to a practical/written and oral assessment.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| <b><u>CLOSING DATE</u></b>           | : | 21 November 2025                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| <b><u>POST 41/221</u></b>            | : | <b><u>ADMINISTRATION CLERK: HUMAN RESOURCE MANAGEMENT (PEOPLE MANAGEMENT)</u></b><br>Cape Winelands Health District                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| <b><u>SALARY</u></b>                 | : | R228 321 per annum                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| <b><u>CENTRE</u></b>                 | : | Ceres Hospital, Witzenburg Sub-district                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| <b><u>REQUIREMENTS</u></b>           | : | Minimum educational qualification: Senior certificate (or equivalent). Experience: Appropriate experience in Personnel administration. Competencies (knowledge/skills): Good computer (MS Word and Excel), numeracy and mathematical skills. Good interpersonal skills and the ability to work in a team context. Knowledge of Human Resource prescripts in Public Service. Ability to function under pressure and meet deadlines.                                                                                                                                                                                                                                                                                     |
| <b><u>DUTIES</u></b>                 | : | Effectively handle all personnel matters, such as salaries, pension, appointments, resignations, transfers, leave and other allowances on PERSAL. Assist staff, colleagues, supervisors, management and members of the public with regards to all Human Resources and Personnel matters including Recruitment and Selection processes. Assist with all other administrative functions in the personnel component. Handle a variety of personnel, written and telephonic enquiries. Audit personnel, pension and leave files. Variety of clerical duties including filing. Responsible for capturing transaction on PERSAL.                                                                                             |
| <b><u>ENQUIRIES APPLICATIONS</u></b> | : | Mr WJ Owen Tel No: (023) 316-9601                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
|                                      | : | Applications are submitted online via <a href="http://www.westerncape.gov.za/health-jobs">www.westerncape.gov.za/health-jobs</a> (click "online applications").                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| <b><u>NOTE</u></b>                   | : | No payment of any kind is required when applying for this post. Candidates may be subjected to a competency test. "The pool of applications will be considered for vacancies within Ceres Hospital, for a period of three months from the date of the advert, provided that the job title, core functions, inherent requirements, and salary level are the same as those of the advertised post.                                                                                                                                                                                                                                                                                                                       |
| <b><u>CLOSING DATE</u></b>           | : | 21 November 2025                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| <b><u>POST 41/222</u></b>            | : | <b><u>ADMINISTRATION CLERK: HUMAN RESOURCE MANAGEMENT (PERSONNEL ADMINISTRATION: PILIR OFFICE)</u></b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| <b><u>SALARY</u></b>                 | : | R228 321 per annum                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| <b><u>CENTRE</u></b>                 | : | Tygerberg Hospital, Parow Valley                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| <b><u>REQUIREMENTS</u></b>           | : | Minimum educational qualification: Senior Certificate (or equivalent). Experience: Appropriate experience in Human Resource Management. Appropriate experience regarding the PERSAL salary system. Appropriate experience regarding the PILIR process and administration and temporary incapacity leave. Competencies (knowledge/skills): Good written and verbal communication skills. Computer literacy (MS Word, Excel, PowerPoint). Knowledge of Human Resource Management and the PILIR process. Knowledge of HR policies, prescripts and legislation. Knowledge and experience of PERSAL and their relevant functions.                                                                                           |
| <b><u>DUTIES</u></b>                 | : | Receive, check and capture all sick leave applications. Handle telephone and walk-in enquiries. Hand out and receive all PILIR applications. Process and capture long and short PILIR applications. Send PILIR applications to the Health Risk Manager. Make print outs and check / compare with Z1's on staff files. Check to see if Medical certificates are correctly completed. Capture incapacity leave and ill-health retirement on Excel database. Send PILIR documents for provisional approval to Head of Department. Willingness to rotate between departments (Housing, IOD & Pensions) and perform general HR duties. Filing of all documents on a weekly basis. Ad hoc tasks as requested by Supervisors. |
| <b><u>ENQUIRIES APPLICATIONS</u></b> | : | Mr J Theunissen Tel No: (021) 938-5022                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
|                                      | : | Applications are submitted online via <a href="http://www.westerncape.gov.za/health-jobs">www.westerncape.gov.za/health-jobs</a> (click "online applications").                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| <b><u>NOTE</u></b>                   | : | No payment of any kind is required when applying for this post. Shortlisted candidates will be subjected to a practical assessment.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| <b><u>CLOSING DATE</u></b>           | : | 21 November 2025                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |

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| <b><u>POST 41/223</u></b>  | : | <b><u>ADMINISTRATION CLERK: SUPPORT</u></b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| <b><u>SALARY</u></b>       | : | R228 321 per annum                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| <b><u>CENTRE</u></b>       | : | Groote Schuur Hospital, Observatory                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| <b><u>REQUIREMENTS</u></b> | : | 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 a Fees-related environment. Competencies (knowledge/skills): Good communication skills (verbal and written). Computer literacy. -Knowledge of Hospital Fees Memorandum 18, UPFS, HIS, Clinicom, Billing and Finance instructions. -Strong sense of confidentiality.                                                                                                                                                                                                                                                                       |
| <b><u>DUTIES</u></b>       | : | Accurate patient assessments, capturing of admissions, attendance, transfers and discharge/disposal of patients as per PGWC hospital fees policies. - Capturing of ICD10 coding and debit charge entries to Invoices as per UPFS and PGWC billing procedures. Ensure folder control and management thereof. Booking of patient transport on Healthnet, covering for colleagues and undertaking various other clerical duties as and when required within the patient admin department.                                                                                                                                                                                                                                                                                                                                                      |
| <b><u>ENQUIRIES</u></b>    | : | Ms A Swartz Tel No: (021) 404-3478                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| <b><u>APPLICATIONS</u></b> | : | Applications are submitted online via <a href="http://www.westerncape.gov.za/health-jobs">www.westerncape.gov.za/health-jobs</a> (click "online applications").                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| <b><u>NOTE</u></b>         | : | No payment of any kind is required when applying for this post. 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.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| <b><u>CLOSING DATE</u></b> | : | 21 November 2025                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| <b><u>POST 41/224</u></b>  | : | <b><u>ADMINISTRATION CLERK: SUPPLY CHAIN MANAGEMENT (STORES)</u></b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| <b><u>SALARY</u></b>       | : | R228 321 per annum                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| <b><u>CENTRE</u></b>       | : | Tygerberg Hospital, Parow Valley                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| <b><u>REQUIREMENTS</u></b> | : | Minimum educational qualification: Senior Certificate (or equivalent) with Mathematics and/or Accountancy as passed subject or Senior Certificate (or equivalent) with extensive experience that focuses on the Key Performance Area's (KRA's) of post. Experience: Appropriate stores experience. Inherent requirements of the job: Willingness to rotate within Supply Chain Management Section. Competencies (knowledge/skills): Sound knowledge of the Public Finance Management Act, National and Provincial Treasury Instructions and the Accounting Officer Systems. Knowledge of Inventory and Warehouse Management. Computer literate (i.e. MS Excel and Word). Good interpersonal and communication skills. Knowledge and practical experience of a warehousing/logistics system. Good communication skills (written and verbal). |
| <b><u>DUTIES</u></b>       | : | Perform tasks related to stores such as receiving of inventory, issuing and follow –up with suppliers. Effectively and efficiently perform all warehouse processes to comply with Standard Operating Procedures. Capturing various documentation on the Inventory/Supply Chain System and filing of documents. Ensure compliance with all relevant prescripts relating to Supply Chain Management and Stores. Handle telephonic and written queries from Suppliers and End Users. Safeguard and manage stock holding in various stores, identify slow moving stock items and report to Supervisor. Provide effective support to supervisor.                                                                                                                                                                                                 |
| <b><u>ENQUIRIES</u></b>    | : | Mr BR Scholtz Tel No: (021) 938-4631 / Mr LF Campher Tel No: (021) 938-5546                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| <b><u>APPLICATIONS</u></b> | : | Applications are submitted online via <a href="http://www.westerncape.gov.za/health-jobs">www.westerncape.gov.za/health-jobs</a> (click "online applications").                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| <b><u>NOTE</u></b>         | : | No payment of any kind is required when applying for this post. Shortlisted candidates will be subjected to a practical assessment.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| <b><u>CLOSING DATE</u></b> | : | 21 November 2025                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| <b><u>POST 41/225</u></b>  | : | <b><u>ADMINISTRATION CLERK: ADMISSIONS (X2 POSTS)</u></b><br>Chief Directorate: Metro Health Services                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| <b><u>SALARY</u></b>       | : | R228 321 per annum                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| <b><u>CENTRE</u></b>       | : | Mitchell's Plain Community Health Centre (X1 Post)<br>Crossroads Community Day Centre (X1 Post)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |



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| <b><u>REQUIREMENTS</u></b> | : | Minimum educational qualification: Senior Certificate (or equivalent). Experience: Appropriate experience in Patient Administration/ Admissions. Appropriate Client Care experience. Inherent requirements of the job: Prepared to work long hours (which may include night duty, weekends and public holidays) and work overtime on short notice. Competencies (knowledge/skills): Computer literacy. Good interpersonal and communication skills. Ability to accept accountability and responsibility, and to work independently and unsupervised, as well as in a multi-disciplinary team.                                                                                                                                                                                                                                                                                                                                                                                                                      |
| <b><u>DUTIES</u></b>       | : | Registration and capturing of patient information on PHCIS. Recordkeeping, filing, retrieving, tracing of folders, destruction and opening of folders. Cash Management. Effective and efficient handling of patient documentation. Perform relief duties within the facility as needed. Effective and efficient handling of enquiries.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| <b><u>ENQUIRIES</u></b>    | : | Mr N Meyer Tel No: (021) 684-1418                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| <b><u>APPLICATIONS</u></b> | : | Applications are submitted online via <a href="http://www.westerncape.gov.za/health-jobs">www.westerncape.gov.za/health-jobs</a> (click "online applications").                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| <b><u>NOTE</u></b>         | : | No payment of any kind is required when applying for this post. The pool of applications will be considered for vacancies within the Chief Directorate: Metro Health Services, for a period of three months from the date of the advert, provided that the job title, core functions, inherent requirements, and salary level are the same as those of the advertised post. Candidates will be subjected to a written/practical and oral assessment.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| <b><u>CLOSING DATE</u></b> | : | 21 November 2025                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| <b><u>POST 41/226</u></b>  | : | <b><u>STAFF NURSE GRADE 1 TO 3</u></b><br>Garden Route District                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| <b><u>SALARY</u></b>       | : | Grade 1: R220 614 per annum<br>Grade 2: R262 287 per annum<br>Grade 3: R306 798 per annum                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| <b><u>CENTRE</u></b>       | : | Alan Blyth Hospital, Kannaland Sub-district                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| <b><u>REQUIREMENTS</u></b> | : | Minimum educational qualification: Qualification that allows registration with the SANC as a Staff Nurse. Registration with the Professions Council: Registration with the SANC as a Staff Nurse. Experience: <b>Grade 1:</b> None. <b>Grade 2:</b> A minimum of 10 years' appropriate/recognisable experience in nursing after registration as Staff Nurse with the SANC. <b>Grade 3:</b> A minimum of 20 years appropriate/recognisable experience in nursing after registration as Staff Nurse with the SANC. Inherent requirements of the job: Willingness to work shifts, night duty, including weekends, public holidays as well as 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 and interpersonal relationships. Self-discipline and motivation. Computer literate in Microsoft office programs (Excel and Word). Ability to work in a team across the service platforms. |
| <b><u>DUTIES</u></b>       | : | Development and implementation of basic patient care plans. Provide basic clinical nursing care. Effective utilization of resources. Maintain professional growth/ethical standards and self-development. Take actions to improve quality of nursing care. Participate in infection prevention and control. Reporting on Patient Safety and adverse incidents. Effective recordkeeping. Support to supervisor and colleagues by team participation.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| <b><u>ENQUIRIES</u></b>    | : | Ms A Laubscher Tel No: (028) 551-1010                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| <b><u>APPLICATIONS</u></b> | : | Applications are submitted online via <a href="http://www.westerncape.gov.za/health-jobs">www.westerncape.gov.za/health-jobs</a> (click "online applications").                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| <b><u>NOTE</u></b>         | : | No payment of any kind is required when applying for this post. 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 Garden Route District, for a period of three months from the date of the advert, provided that the job title, core functions, inherent requirements, and salary level are the same as those of the advertised post.                             |
| <b><u>CLOSING DATE</u></b> | : | 21 November 2025                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |

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| <b><u>POST 41/227</u></b>            | : | <b><u>STAFF NURSE GRADE 1 TO 3</u></b><br>Cape Winelands Health District                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| <b><u>SALARY</u></b>                 | : | Grade 1: R220 614 per annum<br>Grade 2: R262 287 per annum<br>Grade 3: R306 798 per annum                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| <b><u>CENTRE REQUIREMENTS</u></b>    | : | Gouda Clinic<br>Minimum educational qualification: Qualification that allows registration with the SANC as a Staff Nurse. Registration with the Professions Council: Registration with the SANC as a Staff Nurse. Experience: <b>Grade 1:</b> None<br><b>Grade 2:</b> A minimum of 10 years appropriate/recognisable nursing experience after registration with the SANC as a Staff Nurse. <b>Grade 3:</b> A minimum of 20 years appropriate/recognizable experience in nursing after registration with the SANC as a Staff Nurse. Inherent requirements of the job: Valid (Code B/EB) driver's licence and willingness to travel. Willingness to support when necessary and to work at other clinics in the Sub-district as well as on mobile clinic. Competencies (knowledge/skills): Ability to function/make decisions independently and as part of a multi-disciplinary team. Good communication and interpersonal relationships. Basic Computer skills in MS Word and Outlook. Knowledge of relevant nursing legislation, policies and protocols of the Department of Health, Western Cape.                                                                                                                                                                          |
| <b><u>DUTIES</u></b>                 | : | Development and implementation of basic patient care plans. Provide basic clinical nursing care. Effective utilization of resources. Maintain professional growth/ethical standards and self-development. Participate in infection prevention and control.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| <b><u>ENQUIRIES APPLICATIONS</u></b> | : | Ms E Williams Tel No: (021) 862-4520<br>Applications are submitted online via <a href="http://www.westerncape.gov.za/health-jobs">www.westerncape.gov.za/health-jobs</a> (click "online applications").                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| <b><u>NOTE</u></b>                   | : | No payment of any kind is required when applying for this post. Shortlisted candidates may be required to do 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 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."                                                                                                                                                                                                                 |
| <b><u>CLOSING DATE</u></b>           | : | 21 November 2025                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| <b><u>POST 41/228</u></b>            | : | <b><u>DENTAL ASSISTANT GRADE 1 TO 2</u></b><br>Cape Winelands Health District                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| <b><u>SALARY</u></b>                 | : | Grade 1: R217 092 per annum<br>Grade 2: R252 840 per annum                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| <b><u>CENTRE REQUIREMENTS</u></b>    | : | Wellington CDC, Drakenstein Sub-district<br>Minimum educational qualification: Appropriate qualification or prescribed in-service training (with duration of less than 2 years) that allows for the required registration with the Health Professions Council of South Africa (HPCSA) as Dental Assistant. Registration with the Professions Council: Registration as Dental Assistant with the HPCSA 2025/2026. Experience: <b>Grade 1:</b> None after obtaining an appropriate qualification or prescribed in-service training that allows for the required registration with the HPCSA as Dental Assistant. <b>Grade 2:</b> A minimum of 10 years appropriate experience after obtaining an appropriate qualification or prescribed in-service training that allows for the required registration with the HPCSA as Dental Assistant. Inherent requirements of the job: -Willingness to work overtime. Competencies (knowledge/skills): Knowledge of patient preparations and dental instruments. Knowledge of the National Oral Health Policy, National Norms, Standards and Practice Guidelines for Primary Oral Health Care, Occupational Health & Safety Act. Ability to communicate in two of the three official languages of the Western Cape. Computer literacy. |

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| <b><u>DUTIES</u></b>       | : | Clinical Assistance: Optimal assistance with dental treatment at Oral Health facilities. Administration Functions: Efficient and effective management of clinic, statistics and stock. Making appointments for patients and liaising with schools. Keep accurate filing and patient record up to date. Ensuring quality of care.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| <b><u>ENQUIRIES</u></b>    | : | Dr MM Scheffers Tel No: (021) 864-9700                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| <b><u>APPLICATIONS</u></b> | : | Applications are submitted online via <a href="http://www.westerncape.gov.za/health-jobs">www.westerncape.gov.za/health-jobs</a> (click "online applications").                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| <b><u>NOTE</u></b>         | : | No payment of any kind is required when applying for this post. Candidates who are not in possession of the stipulated registration requirement may also apply. Such candidates will only be considered for appointment on condition that proof of application to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable to candidates who apply for the first time for registration. The pool of 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. Candidates will be subjected to a written/practical and oral assessment.                                                                                                        |
| <b><u>CLOSING DATE</u></b> | : | 21 November 2025                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| <b><u>POST 41/229</u></b>  | : | <b><u>ARTISAN ASSISTANT (ELECTRICAL)</u></b><br>Directorate: Engineering and Technical Services                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| <b><u>SALARY</u></b>       | : | R193 359 per annum                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| <b><u>CENTRE</u></b>       | : | Head Office, Cape Town, (Bellville Mobile Workshop)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| <b><u>REQUIREMENTS</u></b> | : | Minimum educational qualification: Grade 10 or equivalent. Experience: Appropriate experience of maintenance and repairs of electrical components. Inherent requirements of the job: Ability to operate and use required tools and equipment skilfully and safely. Ability to perform heavy physical labour. A valid (Code B) driver's licence. Competencies (knowledge/skills): Conversant with the requirements of the Machinery and Occupational Health and Safety Acts.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| <b><u>DUTIES</u></b>       | : | Perform standby duties. Carry out minor maintenance and repairs of electrical fixtures and components. Assist with repairs and emergency breakdowns (including after-hours repairs). Assist with the control and requisitioning of material and parts. Clean areas where work has been carried out. Ensure that all tools and materials are available before commencing any tasks. Assist the artisan Cadre in the execution of their respective duties.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| <b><u>ENQUIRIES</u></b>    | : | Mr G Willemsse Tel No: (021) 918-1894                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| <b><u>APPLICATIONS</u></b> | : | Applications are submitted online via <a href="http://www.westerncape.gov.za/health-jobs">www.westerncape.gov.za/health-jobs</a> (click "online applications").                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| <b><u>NOTE</u></b>         | : | No payment of any kind is required when applying for this post. Shortlisted candidates may be subjected to a practical test.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| <b><u>CLOSING DATE</u></b> | : | 21 November 2025                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| <b><u>POST 41/230</u></b>  | : | <b><u>NURSING ASSISTANT GRADE 1 TO 3 (MIXED SURGERY)</u></b><br>Chief Directorate: Rural Health Services                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| <b><u>SALARY</u></b>       | : | Grade 1: R174 261 per annum<br>Grade 2: R203 271 per annum<br>Grade 3: R239 559 per annum                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| <b><u>CENTRE</u></b>       | : | George Regional Hospital                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| <b><u>REQUIREMENTS</u></b> | : | Minimum educational qualification: Qualification that allows registration with the SANC as a Nursing Assistant. Registration with the professional council: Registration with the SANC as a Nursing Assistant. Experience: <b>Grade 1:</b> None. <b>Grade 2:</b> A minimum of 10 years' appropriate/recognisable experience in nursing after registration with the SANC as a Nursing Assistant. <b>Grade 3:</b> A minimum of 20 years appropriate/recognisable experience in nursing after registration with the SANC as a Nursing Assistant. Inherent requirements of the job: Will be required to work shifts, night duty, weekends, public holidays as well as overtime. Willingness to rotate within the hospital. Competencies (knowledge/skills): Ability to function/make decisions independently and as part of a multi-disciplinary team. Good communication and interpersonal relationships. Knowledge to relevant nursing legislation, policies and protocols of the Department of Health, Western Cape. |

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| <b><u>DUTIES</u></b>                 | : | Assist patients with activities of daily living (physical care). To provide elementary clinical nursing care. Effective utilization of physical and financial resources. Maintain professional growth/ ethical standards and self-development.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| <b><u>ENQUIRIES APPLICATIONS</u></b> | : | Ms MA Van Der Linde Tel No: (044) 802-4461                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
|                                      | : | Applications are submitted online via <a href="http://www.westerncape.gov.za/health-jobs">www.westerncape.gov.za/health-jobs</a> (click "online applications").                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| <b><u>NOTE</u></b>                   | : | No payment of any kind is required when applying for this post. Shortlisted candidates will be subjected to a practical. Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable on health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status). The pool of applicants will be considered for similar vacant posts within 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.                                                                        |
| <b><u>CLOSING DATE</u></b>           | : | 21 November 2025                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| <b><u>POST 41/231</u></b>            | : | <b><u>NURSING ASSISTANT GRADE 1 TO 3 (X2 POSTS)</u></b><br>Chief Directorate: Metro Health Services                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| <b><u>SALARY</u></b>                 | : | Grade 1: R174 261 per annum<br>Grade 2: R203 271 per annum<br>Grade 3: R239 559 per annum                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| <b><u>CENTRE</u></b>                 | : | MOU Michael Mapongwana CDC and Trauma Khayelitsha CHC, Khayelitsha/Eastern Sub-structure                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| <b><u>REQUIREMENTS</u></b>           | : | Minimum educational qualification: Qualification that allows registration with the South African Nursing Council (SANC) as a Nursing Assistant. Experience: <b>Grade 1:</b> None after registration with SANC as a Nursing Assistant. <b>Grade 2:</b> A Minimum of 10 years appropriate/recognisable experience in nursing after registration as a Nursing Assistant with SANC. <b>Grade 3:</b> A Minimum of 20 years appropriate/recognisable experience in nursing after registration as a Nursing Assistant with SANC. Registration with the Professions Council: Registration with the SANC as a Nursing Assistant. Inherent requirements of the job: Willingness to work overtime when necessary. Will be required to work shifts, public holidays, night duty, after hours and weekends. Ability to work under pressure. Willingness to rotate to other facilities within the Khayelitsha Eastern Sub Structure based on operational needs. Competencies (knowledge/skills): Ability to work in the multi-disciplinary team. Enhance patient care through the implementation of SOP's, policies and guidelines. |
| <b><u>DUTIES</u></b>                 | : | Provide elementary clinical nursing care. Assist patients with activities of daily living which includes patient hygiene, provide nutrition, assist with mobility, and elimination processes. Monitor patient vital signs and report any abnormal findings. Reporting on patient safety and adverse incidents. Effective utilization of resources. Maintain professional growth/ethical standards and self-development. Actively participating in in-service training interventions.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| <b><u>ENQUIRIES APPLICATIONS</u></b> | : | Ms. K Jacobs Tel No: (021) 363-2814                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
|                                      | : | Applications are submitted online via <a href="http://www.westerncape.gov.za/health-jobs">www.westerncape.gov.za/health-jobs</a> (click "online applications").                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| <b><u>NOTE</u></b>                   | : | No payment of any kind is required when applying for this post. Shortlisted candidates will be subjected to a practical/written and oral assessment. Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable 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 Khayelitsha Eastern Sub Structure, for a period of three months from the date of the advert, provided                                                                                                                                                       |

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|                            |   | that the job title, core functions, inherent requirements, and salary level are the same as those of the advertised post.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| <b><u>CLOSING DATE</u></b> | : | 21 November 2025                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| <b><u>POST 41/232</u></b>  | : | <b><u>TRADESMAN AID (ELECTRICAL)</u></b><br>Directorate: Engineering and Technical Support Services                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| <b><u>SALARY</u></b>       | : | R163 680 per annum                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| <b><u>CENTRE</u></b>       | : | Head Office, Cape Town, (Bellville Mobile Workshop)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| <b><u>REQUIREMENTS</u></b> | : | Minimum requirement: Grade 10 (or equivalent). Experience: Appropriate experience within the electrical field within a workshop environment. Inherent requirements of the job: Willingness to travel throughout the Western Cape Province. Physically fit to do manual labour. Competencies (knowledge/skills): Ability to handle tools. Good interpersonal skills. Ability to communicate effectively, both (verbal and written).                                                                                                                                                                                                                                                              |
| <b><u>DUTIES</u></b>       | : | Carry out minor maintenance tasks. Assist with repairs and emergency breakdowns (including after hours' repairs). Assist with the installation of plant equipment and alterations. Clear areas where work has been carried out. Ensure that tools and material are available when needed. Assist the Artisans in the execution of their duties.                                                                                                                                                                                                                                                                                                                                                 |
| <b><u>ENQUIRIES</u></b>    | : | Mr G Willemse Tel No: (021) 918-1894                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| <b><u>APPLICATIONS</u></b> | : | Applications are submitted online via <a href="http://www.westerncape.gov.za/health-jobs">www.westerncape.gov.za/health-jobs</a> (click "online applications").                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| <b><u>NOTE</u></b>         | : | No payment of any kind is required when applying for this post. Shortlisted candidates may be subjected to a practical test.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| <b><u>CLOSING DATE</u></b> | : | 21 November 2025                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| <b><u>POST 41/233</u></b>  | : | <b><u>CLEANER</u></b><br>West Coast District                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| <b><u>SALARY</u></b>       | : | R138 486 per annum                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| <b><u>CENTRE</u></b>       | : | Matzikama PHC Support & Outreach (stationed at Klawer Clinic)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| <b><u>REQUIREMENTS</u></b> | : | Minimum requirement: Basic literacy and numeracy skills. Experience: Appropriate working experience in cleaning services in a health-related environment. Inherent requirements of the job: Ability to do physical tasks and operate heavy duty cleaning and household equipment. Competencies (knowledge/skills): Good interpersonal relationships. Knowledge of correct methods of handling and disposal of refuse and waste products and adherence to cleaning practices.                                                                                                                                                                                                                    |
| <b><u>DUTIES</u></b>       | : | Hygienic and clean environment. Effective management of domestic responsibilities. Control and supervision of linen. Utilization and maintenance of consumables. Rendering of support to supervisor. Waste management.                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| <b><u>ENQUIRIES</u></b>    | : | Ms AJ Meyer Tel No: (027) 216-1216                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| <b><u>APPLICATIONS</u></b> | : | Applications are submitted online via <a href="http://www.westerncape.gov.za/health-jobs">www.westerncape.gov.za/health-jobs</a> (click "online applications").                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| <b><u>NOTE</u></b>         | : | No payment of any kind is required when applying for this post. 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.                                                                                                                                                                                                                                                                                                                                       |
| <b><u>CLOSING DATE</u></b> | : | 21 November 2025                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| <b><u>POST 41/234</u></b>  | : | <b><u>PORTER (X3 POSTS)</u></b><br>Chief Directorate: Metro Health Services                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| <b><u>SALARY</u></b>       | : | R138 486 per annum                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| <b><u>CENTRE</u></b>       | : | Mitchell's Plain District Hospital                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| <b><u>REQUIREMENTS</u></b> | : | Minimum requirement: Basic numeracy and literacy skills. Experience: Appropriate Porter/mortuary experience in a public health facility. Inherent requirements of the job: Willingness to work shifts, including nightshift, weekends and Public Holidays. Willingness to handle corpses (deceased bodies). Willingness to work overtime when required. Must be of sober habits, physically fit to lift oxygen/patients/corpses from/onto beds, trolleys, vehicles, wheelchairs and heavy equipment. Willingness to cover shifts in absence of colleagues. Prepared to work in all departments /wards in hospital and Heideveld EC Hub. Competencies (knowledge/skills): Good interpersonal and |

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|                            | communication skills. Knowledge of safe infection prevention methods. Ability to work under pressure, unsupervised, and in a team context.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| <b><u>DUTIES</u></b>       | : Deliver specimens to laboratories and ensure a safe and hygienic work environment. Check and replace gas cylinders in wards/Oxygen bank/treatment areas and assist with shifting of medical equipment to and from rooms. Accompany walking patients and transport sitting/non-walking patients per trolley or wheelchair between wards and treatment areas. -Take responsibility for the transportation of corpses from wards to the mortuary and perform relevant duties in the mortuary which include mortuary registers. Safe transport of patients on trolleys and wheelchairs to and from different departments/wards and assist with loading of patients in/out of ambulances/vehicles. -Responsible for the cleanliness of trolleys, wheelchairs, and working areas and report any defects to trolleys/wheelchairs to the supervisor and reply to requests from wards/clinics. |
| <b><u>ENQUIRIES</u></b>    | : Mr M Pedro Tel No: (021) 377-4327                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| <b><u>APPLICATIONS</u></b> | : Applications are submitted online via <a href="http://www.westerncape.gov.za/health-jobs">www.westerncape.gov.za/health-jobs</a> (click "online applications").                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| <b><u>NOTE</u></b>         | : No payment of any kind is required when applying for this post. The pool of applications will be considered for vacancies within the Chief Directorate: Metro Health Services, for a period of three months from the date of the advert, provided that the job title, core functions, inherent requirements, and salary level are the same as those of the advertised post. Candidates may be subjected to a competency test                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| <b><u>CLOSING DATE</u></b> | : 21 November 2025                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| <b><u>POST 41/235</u></b>  | : <b><u>PORTER</u></b><br>West Coast District                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| <b><u>SALARY</u></b>       | : R138 486 per annum                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| <b><u>CENTRE</u></b>       | : Vredendal Hospital, Matzikama Sub-district                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| <b><u>REQUIREMENTS</u></b> | : Minimum requirement: Basic numeracy and literacy skills. Experience: Appropriate experience. Inherent requirements of the job: Willingness to work shifts, including nightshift, weekends, overtime and public holidays. The ability to perform tasks such as lifting patient's from/onto beds, trolleys and wheelchairs. Prepared to handle corpses and be in good health. Competencies (knowledge/skills): Basic knowledge of Infection Prevention Control procedure. Good interpersonal and communication skills. Willingness to work in a team.                                                                                                                                                                                                                                                                                                                                   |
| <b><u>DUTIES</u></b>       | : To transport patients to and from departments, including mortuary services as well as deliver and collecting medical and other documentation (patient files, report, etc) to or from wards or treatment areas. Deliver specimens to laboratories and ensure a safe and hygienic work environment. Render support services to clinical staff, colleagues and supervisor.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| <b><u>ENQUIRIES</u></b>    | : Mr D Snell Tel No: (027) 213-2038                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| <b><u>APPLICATIONS</u></b> | : Applications are submitted online via <a href="http://www.westerncape.gov.za/health-jobs">www.westerncape.gov.za/health-jobs</a> (click "online applications").                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| <b><u>NOTE</u></b>         | : No payment of any kind is required when applying for this post.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| <b><u>CLOSING DATE</u></b> | : 21 November 2025                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |

#### **DEPARTMENT OF INFRASTRUCTURE**

|                            |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
|----------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b><u>APPLICATIONS</u></b> | : Only applications submitted online will be accepted. To apply submit your application online only: via <a href="http://www.westerncape.gov.za/jobs">http://www.westerncape.gov.za/jobs</a> or <a href="https://westerncapegov.erecruit.co">https://westerncapegov.erecruit.co</a>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| <b><u>CLOSING DATE</u></b> | : 01 December 2025                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| <b><u>NOTE</u></b>         | : Shortlisted candidates will be required to submit copies of their documentation for verification purposes. These candidates will be required to attend interviews on a date and time as determined by the department. The selection process will be guided by the EE targets of the employing department. Should you experience difficulties with your online application, kindly note that technical support (challenges with online application) is only available from Monday to Friday from 08:00 to 16.00. you may contact the helpline at 0861 370 214. Otherwise, all other queries relating to the position, kindly contact the enquiries person as indicated in the advert. Please ensure that you submit your application before the closing date as no late applications will be considered. |

## OTHER POSTS

**POST 41/236** : **PROGRAMME MANAGER: PROGRAMME/ PROJECT INFRASTRUCTURE DELIVERY: EDUCATION (CHIEF ENGINEER/ CHIEF ARCHITECT/ CHIEF QUANTITY SURVEYOR/ CHIEF CONSTRUCTION PROJECT MANAGER)**  
**REF NO: DOI 144/2025**

**SALARY** : Chief Engineer - Grade A, All-inclusive salary package of R1 266 450 per annum (OSD as prescribed); Chief Construction Project Manager – Grade A, All-inclusive salary package of R1 266 450 per annum (OSD as prescribed); Chief Architect – Grade A, All-inclusive salary package of R1 099 488 per annum (OSD as prescribed); Chief Quantity Surveyor – Grade A, All-inclusive salary package of R1 099 488 per annum (OSD as prescribed).

**CENTRE REQUIREMENTS** : Department of Infrastructure, Western Cape Government  
: Engineering degree (B Eng/ BSC (Eng) or relevant qualification; Six years post qualification experience required as a registered professional Engineer; Compulsory registration with ECSA as a Professional Engineer; A valid driving licence. Or B-Degree in Architecture or relevant qualification; A minimum of 6 years post qualification architectural experience; Compulsory registration with SACAP as a professional Architect; A valid driving licence. Or B-Degree in Quantity Surveying or relevant Qualification; Six years post qualification Quantity Survey experience required; Compulsory registration with SACQSP as a professional Quantity Surveyor; A valid driving licence. Or BTech or higher qualification (Built Environment field) with a certificate in Project Management as recognised by SACPCMP; A minimum of 6 years' experience as a registered Professional Construction Project Manager with the SACPCMP; Compulsory registration with the SACPCMP as a Professional Construction Project Manager on appointment; A valid driving licence. Competencies: Working knowledge of the following: Contract documentation and administration; Relevant built environment legislation including Occupational Health and Safety (OHS-Act), National Building Regulations, SANS 10400; Programme and Project Management; Research and planning procedures for projects; Financial Management; Communication (written and verbal) skills; Proven computer literacy; Leadership, teamwork and organising skills; Conflict Management skills and the ability to work under pressure and meet strict deadlines.

**DUTIES** : Manage professional in-house project teams and relevant committees for a particular project or group of projects; Manage the procurement process of projects; Monitor, control and report on project/programme implementation; Development, interpretation and customisation of policies, strategies, plans, procedures and criteria of all infrastructure programmes and projects; Identify and extract information to assist client departments with the drafting of their user asset management plan; Research and study literature to keep abreast of new technologies and procedures, including interaction with professional councils, boards and organisations; Assisting technical staff to achieve the pre-determined performance indicators and service delivery imperatives; Management of framework, term service and consultant agreements including appointments, management, payment processes.

**ENQUIRIES** : Ms T Potgieter Tel No: (021) 438 4881 / 071 555 6901

**POST 41/237** : **PROFESSIONAL ENGINEER (PRODUCTION LEVEL): ROAD PROGRAMME DEVELOPMENT REF NO: DOI 78/2025 R1**

**SALARY** : Grade A: R879 342 - R938 061 per annum  
Grade B: R990 669 - R1 067 235 per annum  
Grade C: R1 127 100 - R1 323 267 per annum  
(Salary will be determined based on post registration experience as per OSD prescript).

**CENTRE REQUIREMENTS** : Department of Infrastructure, Western Cape Government  
: An appropriate Engineering Degree [B Eng/BSc (Eng)] or relevant qualification; Three years post qualification engineering experience required; Compulsory registration with ECSA as a professional engineer; A valid code B driving licence. Competencies: Technical knowledge as follows: Programme and Project Management; Engineering design and analysis; Research and development; Computer-aided engineering applications; Knowledge of legal compliance and formulation of policies in a multi-disciplinary professional environment; Knowledge of public sector procurement; Technical report writing;

|                            |   |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
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|                            |   | Creating high performance culture; Professional judgement; Networking; Generic: Decision making; Team leadership; Analytical skills; Creativity; Self-management; Financial Management; Customer focus and responsiveness; Communication; Proven computer literacy (MS Office); Planning and organizing; Conflict Management; Problem solving and analysis; People Management; Change Management; Innovation; Willingness to travel on a regular basis; Ability to work under pressure.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| <b><u>DUTIES</u></b>       | : | Design new systems to solve practical engineering challenges and improve efficiency and enhance safety: Plan, design, operate and maintain engineering projects; Develop cost effective solutions according to standards; Evaluate existing technical manuals, standard drawings and procedures to incorporate new technology; Develop tender specifications; Ensure through evaluation that planning and design by others is done according to sound engineering principles and according to norms and standards and code of practice; Approve engineering works according to prescribed norms and standards; Human capital development: Ensure training and development of technicians, technologists and candidate engineers to promote skills/knowledge transfer and adherence to sound engineering principles and code of practice; Supervise the engineering work and processes; Administer performance management and development; Office administration and budget planning: Manage resources and prepare and consolidate inputs for the facilitation of resource utilization; Ensure adherence to regulations and procedures for procurement and personnel administration; Monitor and control expenditure; Report on expenditure and service delivery; Research and development: Continuous professional development to keep up with new technologies and procedures; Research/literature studies on engineering technology to improve expertise; Liaise with relevant bodies/councils on engineering-related matters; The following will be advantageous: B Eng/BSc in all Engineering fields will be considered with relevant work experience; Exposure of asset management principles, technical methods, financials, systems and techniques; Experience in the implementation of strategies and policies related to the management of road infrastructure; Exposure of human resource, supply chain and contract management; Experience in financial motivation or project preparation for funding requirements; Advance experience in the use of Microsoft Office, Asset Management systems, GIS and other software /databases programs HDM4, dTIMS, IQMS; Further studies or courses. |
| <b><u>ENQUIRIES</u></b>    | : | Mr A November Tel No: (021) 483 0536                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| <b><u>POST 41/238</u></b>  | : | <b><u>ENVIRONMENTAL OFFICER (SPECIALISED PRODUCTION) REF NO: DOI 146/2025 (X2 POSTS)</u></b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| <b><u>SALARY</u></b>       | : | R498 816 - R690 237 per annum, (OSD as prescribed)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| <b><u>CENTRE</u></b>       | : | Department of Infrastructure, Western Cape Government                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| <b><u>REQUIREMENTS</u></b> | : | An appropriate Honours Degree in Environmental or related fields; A valid (Code B or higher) driving licence. Competencies: Knowledge of the following: Integrated environmental management; Law reform and formulation of policy; Undertaking/review of environmental impact assessment applications and related integrated environmental management instruments, including relevant legislation; Good communication (written and verbal) skills; Development and practical implementation of environmental policies, guidelines, norms and standards; General Project Management; Balanced environmental knowledge including biophysical knowledge of the functioning of ecosystems, interactions and other environmental aspects; Development and practical implementation of environmental policies, guidelines, norms and standards.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| <b><u>DUTIES</u></b>       | : | Review of environmental impact assessment applications and related documentation in terms of the relevant environmental legislation; Provide advice, support and comments regarding environmental impact assessment and related regulatory and substantive requirements, including to Municipalities, other organs of state and members of the public in terms of integrated environmental management; To support the Programme to develop and maintain environmental impact assessment and related policies, guidelines, norms and standards; To support the Programme to development and/or implement projects related to integrated environmental management; Promote and maintain intergovernmental relations and cooperative governance efforts and initiatives, including representing the Directorate, Chief Directorate, Department or Province on various Intergovernmental Relations (IGR) forums; Working and providing a service to the public and maintain good                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |



relationships with the public and other external stakeholders, including representing the Directorate, Chief Directorate, Department or Province on various forums; The following will have advantageous: Relevant experience in the following: Undertaking or review of EIA applications, applicable to Roads, or Road furniture and related assets, example Borrowpits or Structures; Environmental awareness raising or advising, applicable to Roads, or Road furniture and related assets, example Borrowpits or Structures; Registered with EAPASA as a Candidate EAP or as an EAP; Working knowledge of the following: Environmental management systems; Integrated Environmental Management, including applicable legislation and policies; Methodologies and techniques for evaluation of environmental impact assessments, environmental management plans, as well as environmental monitoring and auditing.

**ENQUIRIES** : Mr A November Tel No: (021) 483 0536

**POST 41/239** : **ELECTRICAL ENGINEERING TECHNICIAN (PRODUCTION LEVEL): ENGINEERING SERVICES (HEALTH AND EDUCATION INFRASTRUCTURE) REF NO: DOI 20/2025 R2 (X2 POSTS)**

**SALARY** : Grade A: R391 671 - R418 332 per annum  
Grade B: R442 389 - R473 778 per annum  
Grade C: R498 816 - R586 665 per annum  
(Salary will be determined based on post registration experience as per OSD prescribed)

**CENTRE REQUIREMENTS** : Department of Infrastructure, Western Cape Government  
: An appropriate 3-year National Diploma in Electrical 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 (Engineering) experience; A valid code B driving licence. Competencies: Knowledge of the following: Technical: Project Management knowledge and experience: Technical design and analysis knowledge; Research and development; Computer-aided engineering; AutoCAD drawing; Knowledge of legal compliance; Technical report writing; Technical consulting; Generic: Problem solving and analysis; Decision making; Team work; Creativity; Customer focus and responsiveness; Communication; Computer skills; People Management; Planning and Organising; Change Management; Good analytical, interpersonal and organisational skills; Good verbal and written communication skills; Computer literacy (MS Project, Word, Excel, and PowerPoint).

**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 review and or 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 and 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 and liaise with relevant bodies/councils on engineering related matters.

**ENQUIRIES** : Mr I Haupt Ian.Haupt@westerncape.gov.za

**POST 41/240** : **ARTISAN FOREMAN (GRADE A): ROAD SIGNS FACTORY (BELLVILLE MECHANICAL WORKSHOP) REF NO: DOI 141/2025**

**SALARY** : R397 116 - R467 790 per annum, (OSD as prescribed)  
**CENTRE** : Department of Infrastructure, Western Cape Government  
**REQUIREMENTS** : Appropriate Trade Test Certificate in Sheet Metal or Fabrication; A minimum of 5 years post qualification experience as an Artisan; A valid Code B (or higher) driving licence. Competencies: Knowledge of the following: Technical analysis and Legal Compliance; Technical report writing; Team leadership; Computer-aided technical applications; Production, process knowledge and skills; Problem solving and analysis; Skills needed: Decision making; Teamwork; Analytical skills; Creativity; Self-management; Customer focus and

|                                          |   |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
|------------------------------------------|---|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                                          |   | responsiveness; Planning and organising; Proven computer literacy; Conflict Management; Communication (Written and verbal).                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| <b><u>DUTIES</u></b>                     | : | Design: Produce designs according to client specification and within limits of production capability; Production: Produce objects with material and equipment according to job specification and recognised standards, Quality assurance of produced objects; Maintenance: Inspect equipment and/or facilities for technical faults; repair equipment and facilities according to standards; Test repair equipment and/or facilities against specifications; service equipment and/or facilities according to schedule; Quality assures serviced and maintained equipment and/or facilities; Perform administrative related functions: Compile and submit reports; update register of maintained and repaired faults; Obtain quotations and purchase (order) required equipment and materials; provide inputs to the operational plan; Maintain expertise: Continuous individual development to keep up with new technologies and procedures; The following will have advantageous: Work experience in a Sign manufacturing environment, or other steel manufacturing related environment; Understanding of production and optimisation of a production line will be beneficial.                                                                                                                                                                                          |
| <b><u>ENQUIRIES</u></b>                  | : | Ms Marilise van Wyngaardt Tel No: (021) 959 7700                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| <b><u>POST 41/241</u></b>                | : | <b><u>CHIEF WORKS INSPECTOR: EDUCATION INFRASTRUCTURE (MECHANICAL) REF NO: DOI 143/2025 (X2 POSTS)</u></b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| <b><u>SALARY CENTRE REQUIREMENTS</u></b> | : | R397 116 - R467 790 per annum (Level 08)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
|                                          | : | Department of Infrastructure, Western Cape Government                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
|                                          | : | A National Diploma (T/N/S streams) or equivalent; or N3 certificate (or higher) and a passed trade test in the mechanical environment; or Registration as a Mechanical Engineering Technician; A minimum of 3 years relevant experience; A valid code B (or higher) driving license. Competencies: Knowledge and understanding of the following: Facets of the construction industry and National Building Regulations; Latest SANS 1238:2005, 1287-1:2007, 1287-2:2007, 1424:2013, 10173:2003, 1744:2017 and SANS 10142 [Electrical wiring code], compilation of specifications and tender regulations. Skills needed: Computer literacy; Technical report writing; Communication (written and verbal) at project management level; Customer focus and responsiveness; Quality Management; Scope Change Management; Conflict Management; Problem solving and analysis; Planning and organising; Contract Management; Ability to work well within a team.                                                                                                                                                                                                                                                                                                                                                                                                                 |
| <b><u>DUTIES</u></b>                     | : | Deliver infrastructure maintenance, upgrading and minor new work of Education Facilities; Project management and administration in respect of scheduled and unscheduled maintenance works, executed by contractors; Manage the activities of contractors on construction sites, and exercise quality control on projects; Preparation of tender documentation, specifications, and Bills of Quantities, analyse and compile; Project documentation; Budget preparation and estimates of costs for proposed maintenance repair works; The assessment, preparation, compilation and submission of facility condition reports of Health and Education Facilities; Maintain and report progress consistently to the department management information system and back up documents and information to the database; It will be advantageous to have appropriate experience in the following: Mechanical environment and contract administration with regards to the installation and maintenance of lifts, air-conditioning, refrigeration, fire-fighting equipment, fire alarms, pumps, and stand-by generators; Preparation of specifications, plans and working drawings and the ability to interpret Bills of Quantities; Technical experience of mechanical matters, familiar with contract administration, Occupational Health and Safety Act and relevant regulations. |
| <b><u>ENQUIRIES</u></b>                  | : | Mr Y Jacob Tel No: (021) 483-8514/ email: Yusuf.Jacob@westerncape.gov.za                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| <b><u>POST 41/242</u></b>                | : | <b><u>CHIEF WORKS INSPECTOR: EDUCATION INFRASTRUCTURE (BUILDING) REF NO: DOI 145/2025</u></b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| <b><u>SALARY CENTRE REQUIREMENTS</u></b> | : | R397 116 - R467 790 per annum (Level 08)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
|                                          | : | Department of Infrastructure, Western Cape Government                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
|                                          | : | A National Diploma (T/N/S streams) or equivalent; or N3 certificate (or higher) and a passed trade test in the building industry; or Registration as an Engineering Technician; A minimum of 3 years appropriate experience; A valid code B drivers licence. Competencies: Knowledge and understanding of the                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |

following: Facets of the construction industry and National Building Regulations; Construction regulations within the Occupational Health and Safety Act; Skills needed: Computer literacy (MS Office: Word & Excel); Report writing; Excellent communication skills at project management level (verbal and written).

**DUTIES** : Responsible for delivery of infrastructure maintenance, upgrading and minor new works; Ensure that project management and administrative principles are applied to each project; Liaison with external service providers; Responsible for PERMIS, mentorship and development; Ensure socio-economic impact is maintained; Ensure that Facility Condition Assessments (FCAs), as per Government Immovable Assets Management Act (No.19 of 2007) are delivered consistently. Experience in the following will be advantageous: Preparation of specifications, plans and working drawings; Interpreting of Bill of Quantities (BOQ); Technical experience in the following: Building contracts and contract administration; Occupational health and safety act and regulations.

**ENQUIRIES** : Mr D Nugent at email: daniel.nugent@westerncape.gov.za

**POST 41/243** : **ADMINISTRATIVE OFFICER: GENERAL INFRASTRUCTURE REF NO: DOI 142/2025**

**SALARY** : R325 101 - R382 959 per annum (Level 07)  
**CENTRE** : Department of Infrastructure, Western Cape Government  
**REQUIREMENTS** : An appropriate 3-year National Diploma/B-Degree (equivalent or higher qualification); A minimum of 1-year administrative experience. Competencies: Knowledge of the following: Project management systems; Information management; BAS or similar system; eWorks or similar system; MyContent or similar system. Skills needed: Proven computer Literacy; Written and verbal communication; Organising; Planning; Report writing; Ability to work under pressure and meet deadlines.

**DUTIES** : Rendering administrative support services; Ensure and advise on the effective flow of information, documents and communications to and from the office of the senior manager; Draft, collect and compile documents as required; Provide support to the senior manager with the administration of the budget; Process payments and other claims; Collect, analyse and collate information and compile reports; Analyse the relevant public service and departmental prescripts, policies, procedures, delegations and other documents; Remain up to date with these to ensure efficient and effective support to the senior manager.

**ENQUIRIES** : Ms A Campbell Tel No: (021) 483 8868

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

## **OTHER POSTS**

**POST 41/244** : **PROFESSIONAL ENGINEER (PRODUCTION LEVEL): MUNICIPAL INFRASTRUCTURE REF NO: LG 35/2025 (X2 POSTS)**  
 (3 Year Contract Period)

**SALARY** : Grade A: R879 342 - R938 061 per annum, (OSD as prescribed).  
**CENTRE** : Department of Local Government, Western Cape Government  
**REQUIREMENTS** : Engineering Degree (B Eng/ BSc (Eng)) or relevant qualification in Civil Engineering; Three years post-qualification experience in civil or municipal

engineering; Compulsory registration with ECSA as a professional engineer; A valid code B (or higher) driving licence. Competencies: Knowledge of the following: Oversee and manage DLG grants in terms of the Transfer Payment Agreements; Collect and file progress and close-out reports; Manage the roll-over process and return of funds in case of savings, under expenditure and non-approval of roll-over applications; Engineering principles and practices applicable to municipal infrastructure; Public sector infrastructure delivery systems and project lifecycle management; Legislation and frameworks: MFMA, DORA, MSA, SANS, ECSA Code of Conduct; Infrastructure grant funding mechanisms and planning tools. Skills in the following: Project and programme management; Analytical thinking and problem-solving; Communication (written and verbal); Report writing and technical presentation; Stakeholder engagement and negotiation; Planning, organising, and attention to detail.

**DUTIES** : Provide engineering support to municipalities in planning, designing, and delivering infrastructure projects; Evaluate municipal business plans, budgets, and project proposals to ensure alignment with strategic frameworks and sector master plans; Conduct cash flow credibility checks and assist municipalities with procurement alignment. Undertake quality assurance reviews and technical site inspections to ensure compliance with specifications and standards; Support municipalities in the development and review of Infrastructure Asset Management Plans (IAMPs) and long-term infrastructure planning; Draft technical reports, steering committee inputs, and submissions to executive and intergovernmental stakeholders; Contribute to programme coordination forums and support transversal infrastructure initiatives and water resilience projects; Investigate consumer complaints and prepare, monitor and report back on implementation plans to rectify the concern. Conduct Diagnostic assessments and prepare, monitor and report back on Section 154 support plans and Financial Recovery Plans (FRPs). Provide hands-on support to municipalities in case of secondment/deployment to municipalities. Assist with the preparation of status of municipalities reports and prepare Parliamentary requests.

**ENQUIRIES** : Mr M Brand Tel No: (021) 483 2856

**POST 41/245** : **ASSISTANT DIRECTOR: FIRE AND RESCUE SERVICES REF NO: LG 34/2025 (X2 POSTS)**  
(3 Year Contract Period)

**SALARY** : R468 459 per annum (Level 09), plus 37% in lieu of benefits  
**CENTRE** : Department of Local Government, Western Cape Government  
**REQUIREMENTS** : An appropriate 3-year National Diploma/B-Degree (equivalent or higher qualification) in Fire Technology or Disaster Management; A minimum of 3 years relevant experience; A valid code B (or higher) driving license. NB People with disabilities that restrict driving abilities, but who have reasonable access to transport, may also apply. Competencies: Knowledge of the following: Fire operations, Command and Control, Fire safety and awareness and inspection programs; Department's financial directives and instructions (PFMA); Procurement requirements; Human Resource Management; Budgeting procedures; Expenditure control; Relevant acts and legislation; Written and verbal communication skills; Project Management and Crisis Management skills.

**DUTIES** : Provides leadership for developing, implementing, and evaluating activities intended to prevent or reduce the negative consequences of fire and improve life safety of citizens; Provide technical guidance and assistance to Local Government Fire & Rescue Services to improve fire prevention, protection, and life safety of citizens; Develop and maintain cooperative agreements between Local Government, Designated services, and other fire agencies; Determines fire prevention, protection and life safety priorities, goals, and objectives and the subsequent strategies and methods and monitors interventions appropriately; Develops new or proposed plans, policies, procedures, and guidelines and makes recommendations on the need for new or modified policies regarding fire prevention, protection, and life safety; Provides information about fire service prevention, protection and life safety interventions and capabilities and performs Category of Authorized Persons investigations; Maintain specialized workgroups and assist with maintenance of fire protection associations to enhance fire prevention, protection and life safety initiatives; Co-ordinate training programmes and information sessions to

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|                            |   | enhance fire prevention, protection, and life safety interventions; Evaluates the effectiveness of public fire prevention, protection and life safety programmes by collecting and analysing relevant data and statistics; Co-ordinate and network as appropriate with counterparts in adjoining jurisdictions and with officials at the regional, provincial and national levels; Coordinates and prepares a variety of plans, project plans, budgets, reports, presentations, and records; Participates in continuing education programmes, conferences, seminars to strengthen then individual knowledge and skills; It will be advantageous to have exposure in a fire disaster environment.                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| <b><u>ENQUIRIES</u></b>    | : | Mr E Du Toit Tel No: (021) 937 6357 / 073 995 1609.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| <b><u>POST 41/246</u></b>  | : | <b><u>ASSISTANT DIRECTOR: ASSURANCE SERVICES REF NO: LG 37/2025</u></b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| <b><u>SALARY</u></b>       | : | R468 459 - R561 894 per annum (Level 09)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| <b><u>CENTRE</u></b>       | : | Department of Local Government, Western Cape Government                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| <b><u>REQUIREMENTS</u></b> | : | An appropriate 3-year B-Degree (equivalent or higher qualification); A minimum of 3 years' relevant experience in an internal control, governance or audit environment. Competencies: Knowledge of the following: Policy Development; Budgeting processes; Financial norms and standards; Public Service Anti-Corruption Strategy and Fraud Prevention Measures; Principles and Practices of Financial Accounting; Internal Control tools and techniques; Government Accounting Standards (GRAP); Economic Reporting Framework including Standards Charts of Accounts; Risk Management Framework; Government financial systems; Human Resource Management. Skills in the following: Analytical thinking; Strategic thinking; Budgeting skills; Communication (written and verbal); Computer Literacy; Ability to analyse, conceptualise and implement policy; Conflict resolution; Monitoring, evaluation and reporting; Presentation; Problem Solving. 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. |
| <b><u>DUTIES</u></b>       | : | Manage and supervise staff rendering assurance services; Perform managerial and supervisory tasks; Evaluate the effectiveness of financial prescripts (inspections); Ensure implementation of corrective measures and preventative controls with regard to CGRO, GAP and FMCMM; Manage and co-ordinate financial/non-financial responses for the department in respect of Internal Audit, external audit and FIU/SIU/ERM; Facilitate and co-ordinate responses for SCOPA, Enterprise Risk Management Committee, Internal Control Forum and Public Service Commission; Maintain financial information and knowledge management.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| <b><u>ENQUIRIES</u></b>    | : | Mr P Solomons Tel No: (021) 483 4566                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| <b><u>POST 41/247</u></b>  | : | <b><u>COMMUNITY DEVELOPMENT WORKER: REGION B WEST COAST (VREDENDAL NORTH) REF NO: LG 36/2025</u></b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| <b><u>SALARY</u></b>       | : | R269 499 - R317 463 per annum (Level 06)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| <b><u>CENTRE</u></b>       | : | Department of Local Government, Western Cape Government                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| <b><u>REQUIREMENTS</u></b> | : | Senior Certificate (Grade 12 or equivalent qualification); Proof of voluntary work. Competencies: Knowledge of the following: Applicable policies, legislation, guidelines, standards, procedures and best practices in the public services; Composition of communities in the Western Cape and their functioning; Facilitating skills to public participation in policy making and service delivery; The following skills: Project organisation, interpersonal, report writing and reporting; Proven computer literacy (MS Office); Self-management and adherence to timelines; Written and verbal communication 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.                                                                                                                                                                                                                                                                                                                               |
| <b><u>DUTIES</u></b>       | : | Inform and assist communities in Western Cape with access to services provided by government structures; Determine the needs of communities and communicate it to the relevant structures; Promote networks and enhance the activities of existing local community workers aimed at improved service delivery; Compile reports and documents on progress, issues attended to, actions taken and outcomes as required; Keep up to date with regard to all services rendered by government and the processes and mechanisms to access the services; The following will be advantageous: Community Development Learnership Certificate.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| <b><u>ENQUIRIES</u></b>    | : | Mr M Bell Tel No: (021) 483 3039                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |

**POST 41/248** : **COMMUNITY DEVELOPMENT WORKER: METRO 2 (DU NOON) REF NO: LG 38/2025**

**SALARY** : R269 499 - R317 463 per annum (Level 06)  
**CENTRE** : Department of Local Government, Western Cape Government  
**REQUIREMENTS** : Senior Certificate (Grade 12 or equivalent qualification); Proof of voluntary work. Competencies: Knowledge of the following: Applicable policies, legislation, guidelines, standards, procedures and best practices in the public services; Composition of communities in the Western Cape and their functioning; Facilitating skills to public participation in policy making and service delivery; The following skills: Project organisation, interpersonal, report writing and reporting; Proven computer literacy (MS Office); Self-management and adherence to timelines; Written and verbal communication 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** : Inform and assist communities in Western Cape with access to services provided by government structures; Determine the needs of communities and communicate it to the relevant structures; Promote networks and enhance the activities of existing local community workers aimed at improved service delivery; Compile reports and documents on progress, issues attended to, actions taken and outcomes as required; Keep up to date with regard to all services rendered by government and the processes and mechanisms to access the services; The following will be advantageous: Community Development Learnership Certificate.

**ENQUIRIES** : Mr M Bell Tel No: (021) 483 3039

**POST 41/249** : **SUPPLY CHAIN MANAGEMENT CLERK REF NO: LG 33/2025**

**SALARY** : R228 321 – R268 950 per annum (Level 05)  
**CENTRE** : Department of Local Government, Western Cape Government  
**REQUIREMENTS** : Grade 12 (Senior Certificate or equivalent qualification). Competencies: A good understanding of the following: Supply chain management duties, practices as well as the ability to capture data, operate computer and collect statistics; Legislative framework governing the Public Service; Work procedures in terms of the working environment; Public Service financial legislations, processes and procedures, National Treasury Regulations, Provincial Treasury Instructions; Basic operating systems such as LOGIS, EPS or similar systems. Skills in the following: Computer literacy in MS Office Package (Word, Excel, PowerPoint); Communication skills (written and verbal); Interpersonal relations; Flexibility; Accuracy; Planning and organising; Numeracy skills; Problem Solving; Ability to work independently and as part of a team.

**DUTIES** : Provide an efficient and effective Bid administration support; Provide efficient and effective Electronic Procurement Solution (EPS) support; Render contract management support; Render logistical support.

**ENQUIRIES** : Ms S Cornelius Tel No: (021) 483 0659

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

## OTHER POST

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| <b><u>POST 41/250</u></b>  | : | <b><u>ADMINISTRATIVE OFFICER: NATIS TRAINING REF NO: WCMD 26/2024 R2</u></b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| <b><u>SALARY</u></b>       | : | R397 116 - R467 790 per annum (Level 08)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| <b><u>CENTRE</u></b>       | : | Western Cape Mobility Department, Western Cape Government                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| <b><u>REQUIREMENTS</u></b> | : | An appropriate 3-year National Diploma/B-Degree (equivalent or higher qualification); A minimum of 3 years relevant administrative and training/teaching or relevant experience; A valid code B or higher driving license, 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 NaTIS Security Policy; National Traffic Information System (NaTIS). Skills in the following: Numeracy; Computer Literacy; Language skills; Project Management; Accounting, Finance and Audit; Economic, Financial and Statistical Analysis; Presentation; Legal Administration; Proven Facilitation skills; People Management. |
| <b><u>DUTIES</u></b>       | : | Supervise and coordinate the activities relating to NaTIS training; Facilitate training for NaTIS users in the Western Cape; Supervise all the activities relating to the auditing of NaTIS transactions and other key tasks performed by internal NaTIS users; Supervisory functions; It will be advantageous to have a Certificate in Occupationally Directed Education Training and Development Practices (ODETD) or Education and Training.                                                                                                                                                                                                                                                                                                                                              |
| <b><u>ENQUIRIES</u></b>    | : | Mr BD Ellie Tel No: (021) 483 2828                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |

## DEPARTMENT OF THE PREMIER

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| <b><u>APPLICATIONS</u></b> | : | Only applications submitted online will be accepted. To apply submit your application online only: via <a href="http://www.westerncape.gov.za/jobs">http://www.westerncape.gov.za/jobs</a> or <a href="https://westerncapegov.erecruit.co">https://westerncapegov.erecruit.co</a>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| <b><u>CLOSING DATE</u></b> | : | 01 December 2025                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| <b><u>NOTE</u></b>         | : | Shortlisted candidates will be required to submit copies of their documentation for verification purposes. These candidates will be required to attend interviews on a date and time as determined by the department. The selection process will be guided by the EE targets of the employing department. Should you experience difficulties with your online application, kindly note that technical support (challenges with online application) is only available from Monday to Friday from 08:00 to 16.00. you may contact the helpline at 0861 370 214. Otherwise, all other queries relating to the position, kindly contact the enquiries person as indicated in the advert. Please ensure that you submit your application before the closing date as no late applications will be considered. |

## OTHER POSTS

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| <b><u>POST 41/251</u></b>  | : | <b><u>POLICY AND STRATEGY ANALYST REF NO: DOTP 81/2025 (X2 POSTS)</u></b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| <b><u>SALARY</u></b>       | : | R1 059 105 per annum (Level 12), all-inclusive salary package                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| <b><u>CENTRE</u></b>       | : | Department of the Premier, Western Cape Government                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| <b><u>REQUIREMENTS</u></b> | : | An appropriate post graduate qualification in Economics, Social Sciences, Public Policy, Law, Planning, Built environment or related field; A minimum of 6 years' experience within a research environment and/or a policy development environment. Competencies: Knowledge of the following: Latest advances in public management theory and practice; Public policy analysis and public policy development processes; Strategy development, strategy management and strategy monitoring and review processes; Latest trends in public sector innovation and innovative methodologies; Modern systems of governance and administration; Global, regional and local political, economic and social affairs impacting on the provincial government of the Western Cape; Constitutional, legal and institutional arrangements governing the South Africa public sector; Inter-governmental and international relations; National, provincial and strategies – NDP, MTDP, PSP, IDPs. Skills needed: Computer literacy in MS Office Package (Word, Excel, PowerPoint); Ability to work independently and as part of a team; Communication skills (written and verbal); Strong conceptual and formulation; Strong leadership skills with specific reference to ability to display leadership in complex applications; Strong written and verbal communication; Team building and strong inter-personal; Outstanding |

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|                            |   | planning, organising and people management; Excellent presentation, public speaking and facilitation skills at senior management level; Strong project management skills and must be detail orientated; The ability to lead and direct teams of professionals and service providers.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| <b><u>DUTIES</u></b>       | : | Research and analyse the provincial policy environment; Identify critical areas for provincial government intervention; Develop multi-functional policy and strategic responses; Initiate the development of appropriate, integrated, and multi-disciplinary government programmes (cluster-based and transversal to clusters); Support strategic provincial structures with appropriate policy formulation and decision-making methodology and support systems; Provide strategic support to the policy agenda of key strategic public and private partners; Supervision of operational planning and work organisation of the unit; Manage staff of the unit; Financial management of the unit; 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.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| <b><u>ENQUIRIES</u></b>    | : | Mr T Görgens Tel No: (021) 483 3082                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| <b><u>POST 41/252</u></b>  | : | <b><u>ICT TEAM LEADER (IT GOVERNANCE): IT PLANNING AND DEVELOPMENT REF NO: DOTP 39/2025 R2</u></b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| <b><u>SALARY</u></b>       | : | R896 436 per annum (Level 11), all-inclusive salary package                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| <b><u>CENTRE</u></b>       | : | Department of the Premier, Western Cape Government                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| <b><u>REQUIREMENTS</u></b> | : | An appropriate 3-year National Diploma/B-Degree (equivalent or higher qualification) in Information Technology or Information Systems; A minimum of 3 years middle management experience within IT Governance, ICT environment or similar environment. Competencies: Knowledge of the following: Department of the Public Service and Administration ICT policies, viz. Corporate Governance of ICT Directive and Policy, Cloud Directive and Information Security Directive; IT Governance and Architecture frameworks and standards; Supply Chain Management; Budgeting and Cash Flow; Human Resource Management practices; Applicable legislation such as the PFMA, Public Service Act and Regulations, SITA Act and Regulations, Access to Information Act, Telecommunications Act, POPI Act, Electronic Communications and Transactions Act. Skills Needed: Computer literacy; Communication (written and verbal); Research and technical writing; Innovative problem solving; Analytical capability; Strategic thinking and planning; Project management; Presentation; Conflict resolution; Negotiation; Interpersonal; Budgeting; Training.                                                                                                                                                                                                                                                                                                                                                          |
| <b><u>DUTIES</u></b>       | : | IT Governance: Develop and maintain an IT Governance system or policy and provide IT Governance consultation services to improve the overall IT Governance Maturity; Governance Frameworks: Lead the development and implementation of IT governance frameworks that align with our business goals, ensuring robust and scalable IT architecture; Ensure the monitoring and evaluation of ICT governance performance and report to various governance structures; IT Audit and Compliance: Co-ordinate IT audits and ensure compliance with national, provincial IT directives, norms and standards; Risk Management: Manage or contribute to ICT-related risks, ensuring that they are communicated to relevant governance structures and that appropriate risk mitigation strategies are in place; Change Management and Collaboration: Work closely with various departments and cross cutting IT teams, including senior leadership to influence and drive key decisions that shape our IT landscape; It will be advantageous to have experience in the following: Medium to enterprise organisation; Supervisory role in an ICT environment or digital transformation in the public or private sector; Architecture Assurance: Oversees and guide the enterprise architecture practices in alignment to architecture frameworks. A valid driving license (Code B or higher). NB: People with disabilities that restrict driving abilities, but who have reasonable access to transport, may also apply. |
| <b><u>ENQUIRIES</u></b>    | : | Mr G Mohamed Tel No: (021) 483 4828                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| <b><u>POST 41/253</u></b>  | : | <b><u>ASSISTANT DIRECTOR: ADMINISTRATIVE SUPPORT (CE-I) REF NO: DOTP 88/2025</u></b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| <b><u>SALARY</u></b>       | : | R468 459 - R561 894 per annum (Level 09)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| <b><u>CENTRE</u></b>       | : | Department of the Premier, Western Cape Government                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |



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| <b><u>REQUIREMENTS</u></b> | : | An appropriate 3-year National Diploma/B-Degree (equivalent or higher qualification); A minimum of 5 years' experience in procurement, financial management or people management. Competencies: Knowledge of the following: Policy development; Procurement legislation and practices; Budget process and finance practises; National and Provincial legislation and instruments pertaining to financial management and procurement; Human resource management policies and procedures. Skills needed: Analytical thinking, project management, audit, risk management, monitoring and evaluation; Procurement and supply chain processes skills; Budgeting, reporting, stakeholder engagement skills; Conflict resolution, facilitation and problem-solving.                                                                                           |
| <b><u>DUTIES</u></b>       | : | Manage and supervise staff regarding the following functions and perform tasks in relation to: Track the programmes budget management and procurement; Render financial, budget and contract management support services; Render and perform office administration support services; Render logistical support to management and forums; Participate in recruitment and selection; Motivate, train and guide staff; Determine workflow requirements, allocate duties and monitor outcomes and manage staff performance.                                                                                                                                                                                                                                                                                                                                 |
| <b><u>ENQUIRIES</u></b>    | : | Ms M Robertson Tel No: (021) 483 2933                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| <b><u>POST 41/254</u></b>  | : | <b><u>ASSISTANT DIRECTOR: ASSET MANAGEMENT REF NO: DOTP 91/2025</u></b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| <b><u>SALARY</u></b>       | : | R468 459 - R561 894 per annum (Level 09)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| <b><u>CENTRE</u></b>       | : | Department of the Premier, Western Cape Government                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| <b><u>REQUIREMENTS</u></b> | : | An appropriate 3-year B-Degree (equivalent or higher qualification) in Public Finance, B.Com or Internal Auditing; A minimum of 3 years supervisory experience in the asset management environment, warehouse management, inventory management or financial management; A valid (Code B or higher) driving licence. Competencies: Knowledge of the following: Public Finance Management Act (PFMA); Supply Chain Management Prescripts; Financial Accounting; Asset Management framework. Skills needed: Computer literacy in MS Office Package (Word, Excel, PowerPoint, outlook etc.); Ability to work independently and as part of a team; Communication (written and verbal); Client and goal oriented; Numeracy; Project planning and Problem solving; LOGIS system (Asset Management sections) or any Other Asset or Inventory Management system. |
| <b><u>DUTIES</u></b>       | : | Oversee the daily operations of the unit; Analyse data and perform reconciliations; Provide input to the Interim and Annual Financial Statements; Oversee asset related projects (e.g Stocktake, Disposals etc.); Draft circulars, Standard Operating Procedures and Policies; Perform asset management presentations and attend to internal and external queries; Fulfil supervisory duties.                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| <b><u>ENQUIRIES</u></b>    | : | Mr M Nell Tel No: (021) 483 0174                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |

#### **DEPARTMENT OF PROVINCIAL TREASURY**

|                            |   |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
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| <b><u>APPLICATIONS</u></b> | : | Only applications submitted online will be accepted. To apply submit your application online only: via <a href="http://www.westerncape.gov.za/jobs">http://www.westerncape.gov.za/jobs</a> or <a href="https://westerncapegov.erecruit.co">https://westerncapegov.erecruit.co</a>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| <b><u>CLOSING DATE</u></b> | : | 01 December 2025                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| <b><u>NOTE</u></b>         | : | Shortlisted candidates will be required to submit copies of their documentation for verification purposes. These candidates will be required to attend interviews on a date and time as determined by the department. The selection process will be guided by the EE targets of the employing department. Should you experience difficulties with your online application, kindly note that technical support (challenges with online application) is only available from Monday to Friday from 08:00 to 16.00. you may contact the helpline at 0861 370 214. Otherwise, all other queries relating to the position, kindly contact the enquiries person as indicated in the advert. Please ensure that you submit your application before the closing date as no late applications will be considered. |

#### **OTHER POST**

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| <b><u>POST 41/255</u></b> | : | <b><u>ECONOMIST: LOCAL GOVERNMENT BUDGET OFFICE REF NO: PT 36/2025 (X2 POSTS)</u></b> |
| <b><u>SALARY</u></b>      | : | R896 436 per annum (Level 11), (all-inclusive salary package)                         |

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| <b><u>CENTRE REQUIREMENTS</u></b> | : | Provincial Treasury, Western Cape Government                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
|                                   | : | Honours Degree (or equivalent qualification) in Economics, Finance, Business or Public Administration or Public Policy; A minimum of 6 years' experience in research in the relevant fields; A valid driving license (Code B or higher). Note: People with disabilities that restrict driving abilities but have reasonable access to transport may also apply. Competencies: Knowledge in the following: Micro/macro-economic theory and interpretation and economic analysis of key data sets; Municipal Finance Management Act, other relevant legislation and policies applicable to local government; Ability to understand and communicate findings from rigorous quantitative research; Written and verbal communication skills; Research, analytics, writing, monitoring, evaluation and reporting skills.                                                                                                             |
| <b><u>DUTIES</u></b>              | : | Coordinate and manage the Local Government Budget Assessment processes with other key stakeholder department to improve the conformance, responsiveness, credibility and sustainability of municipal budgets; Assess, advise and monitor municipal Service Delivery Budget Implementation Plans (SDBIP's) in line with national guidelines, municipal quarterly, mid-year and annual non-financial information/ performance reports and provide feedback to municipalities; Conduct and publish economic and socio-economic analysis through the Municipal Economic Review and Outlook (MERO) publication and Socio-economic Profiles for Local Government (SEP-LG) to inform municipal budget policies and the budget allocation process; Collaborate with other Provincial Departments; Plan and manage the work of and account for the overall performance of the Sub directorate; Financial Management; People Management. |
| <b><u>ENQUIRIES</u></b>           | : | Mr A Rasool Tel No: (021) 483 8992                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |

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

|                            |   |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
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| <b><u>APPLICATIONS</u></b> | : | Only applications submitted online will be accepted. To apply submit your application online only: via <a href="http://www.westerncape.gov.za/jobs">http://www.westerncape.gov.za/jobs</a> or <a href="https://westerncapegov.erecruit.co">https://westerncapegov.erecruit.co</a>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| <b><u>CLOSING DATE</u></b> | : | 01 December 2025                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| <b><u>NOTE</u></b>         | : | Shortlisted candidates will be required to submit copies of their documentation for verification purposes. These candidates will be required to attend interviews on a date and time as determined by the department. The selection process will be guided by the EE targets of the employing department. Should you experience difficulties with your online application, kindly note that technical support (challenges with online application) is only available from Monday to Friday from 08:00 to 16.00. you may contact the helpline at 0861 370 214. Otherwise, all other queries relating to the position, kindly contact the enquiries person as indicated in the advert. Please ensure that you submit your application before the closing date as no late applications will be considered. |

#### **OTHER POSTS**

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| <b><u>POST 41/256</u></b>         | : | <b><u>PROFESSIONAL NURSE: PROFESSIONAL SERVICES REF NO: DSD 90/2025 (X2 POSTS AVAILABLE IN VARIOUS FACILITIES)</u></b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| <b><u>SALARY</u></b>              | : | Grade 1: R476 367 - R559 548 per annum, (OSD as prescribed)<br>Grade 2: R583 989 – R723 954 per annum, (OSD as prescribed)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| <b><u>CENTRE REQUIREMENTS</u></b> | : | Department of Social Development, Western Cape Government                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
|                                   | : | <b>Grade 1:</b> Basic R425 qualification (Diploma/ Degree in Nursing) or equivalent qualification that allows registration with the SANC as a Professional Nurse; Compulsory registration with the SANC as a Professional Nurse; No experience required. <b>Grade 2:</b> Basic R425 qualification (Diploma/ Degree in Nursing) or equivalent qualification that allows registration with the SANC as a Professional Nurse; Compulsory registration with the SANC as a Professional Nurse; A minimum of 10 years appropriate/ recognisable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. Competencies: Knowledge of the following: Nursing care processes and procedures; Nursing statutes and any other relevant legal frameworks such as: Nursing Act, Health Act, Occupational Health and Safety Act, Patient Rights Charter, Batho Pele Principles, Public Service Regulations, Labour Relations Act. Skills needed: Written and verbal communication; Proven computer literacy; Report writing; Facilitation; Co-ordination-, liaison- and networking; Problem solving; Information- and knowledge management; Planning and organising. |

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| <b><u>DUTIES</u></b>       | : | Provide direction and supervision for the implementation of the nursing plan (clinical practice/quality care to residents); Implement standards, practices, criteria and indicators for quality nursing (quality of practice); Practice nursing and health care in accordance with the prescripts and regulations relevant to nursing and health care; Maintain a constructive working relationship with nursing MDT members and other stakeholders; Utilise human, material and physical resources efficiently and effectively; It will be advantageous to have a mental health qualification(advanced psychiatry).                                                                                                                                                                                                                                                                                                                                                                                                              |
| <b><u>ENQUIRIES</u></b>    | : | Ms C Benting Tel No: (021) 986 9100                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| <b><u>POST 41/257</u></b>  | : | <b><u>SOCIAL AUXILIARY WORKER: SOCIAL WORK SERVICES (CEDERBERG)</u></b><br><b><u>REF NO: DSD 33/2024 R2</u></b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| <b><u>SALARY</u></b>       | : | Grade 1: R192 972 - Grade 3: R339 438 per annum, (as prescribed by OSD).                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| <b><u>CENTRE</u></b>       | : | Department of Social Development, Western Cape Government                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| <b><u>REQUIREMENTS</u></b> | : | 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. |
| <b><u>DUTIES</u></b>       | : | 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.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| <b><u>ENQUIRIES</u></b>    | : | Dr J du Toit Tel No: (022) 713 2272                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| <b><u>POST 41/258</u></b>  | : | <b><u>SOCIAL AUXILIARY WORKER: SOCIAL WORK SERVICES REF NO: DSD 91/2024 R1 (VARIOUS POSTS AVAILABLE IN CAPE WINELANDS)</u></b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| <b><u>SALARY</u></b>       | : | Grade 1: R192 972 – R218 409 per annum, (as prescribed by OSD)<br>Grade 2: R227 292 – R259 368 per annum, (as prescribed by OSD)<br>Grade 3: R270 009 - R339 438 per annum, (as prescribed by OSD)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| <b><u>CENTRE</u></b>       | : | Department of Social Development, Western Cape Government                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| <b><u>REQUIREMENTS</u></b> | : | 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. Skills needed: Good communication (written and verbal); Proven computer literacy; Information and Knowledge Management (Keep precise records and compile accurate reports); Organising and planning; Presentation and facilitation; Report writing; Problem solving and analytical; Client orientation and customer focus.                     |
| <b><u>DUTIES</u></b>       | : | 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.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| <b><u>ENQUIRIES</u></b>    | : | Ms S Mtlaka Tel No: (021) 872 7818                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |