



the dpsa

Department:  
Public Service and Administration  
REPUBLIC OF SOUTH AFRICA

## PUBLIC SERVICE VACANCY CIRCULAR

PUBLICATION NO 02 OF 2025

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### 1. Introduction

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

### 2. Directions to candidates

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

### 3. Directions to departments

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

### 4 SMS pre-entry certificate

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

### AMENDMENTS

: **DEPARTMENT OF PUBLIC SERVICE AND ADMINISTRATION:** Kindly note that the following internship post was advertised in Public Service Vacancy Circular 01 dated 10 January 2025: Graduate Internship Programme: Internal Audit: Ref No: DPSA 2025/04. The email address for receiving the applications was omitted when publishing and the email address is InternIA04@dpsa.gov.za. The contact person for enquiries is Mr James Agenbag Tel No: (012) 336 1420

**DEPARTMENT OF WATER AND SANITATION:** Southern Operations(Uitkeer): Kindly note that the post of Driver (Extra Heavy Motor Vehicle) with reference number 240125/13 advertised in Public Service Vacancy Circular 1 of 2025 dated 10 January 2025, applications to be submitted as follows: Southern Operations (Uitkeer) Please email your application quoting the relevant reference number on the subject line to: [SORecruit01@dws.gov.za](mailto:SORecruit01@dws.gov.za) or hand deliver or post to: 50 Heugh Road Lion Roars, Office Park, Walmer, Gqeberha(Port Elizabeth) 6065. The closing date has been extended to 31 January 2025.

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## DEPARTMENT OF FORESTRY FISHERIES AND THE ENVIRONMENT

- APPLICATIONS** : Director-General, Department of Forestry, Fisheries and the Environment: Private Bag X4390, Cape Town, 8000 or hand-deliver to 3 Martin Hammerschlag Way, Fore trust Building, Foreshore, Cape Town. or can be emailed to this email address: [Recruitmentcoastal@dffe.gov.za](mailto:Recruitmentcoastal@dffe.gov.za)
- FOR ATTENTION** : Human Resources Management
- CLOSING DATE** : 03 February 2025
- NOTE** : Application must be submitted on a New signed Z83 form obtainable from any Public Service Department accompanied by a recent detailed Curriculum Vitae only, to be considered. Shortlisted candidates will be required to submit certified copies of qualifications, Senior Certificate, identity document and driver's license on or before the day of the interview. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). The National Department of Forestry, Fisheries and the Environment is an equal opportunity, affirmative action employer. Preference may be given to appointable applicants from the underrepresented designated groups in terms of the Department's equity plan. Persons with disabilities are encouraged to apply. Correspondence will be limited to successful candidates only. Short-listed candidates will be subjected to screening and security vetting to determine their suitability for employment, including but not limited to: Criminal records; Citizenship status; Credit worthiness; Previous employment (reference checks); and Qualification verification. Short-listed candidates will be expected to avail themselves at the Department's convenience. The Department reserves the right not to make an appointment. If you have not been contacted within three 3 months after the closing date of the advertisement, please accept that your application was unsuccessful

## OTHER POST

- POST 02/01** : **SCIENTIST PRODUCTION GRADE A: CRUSTACEANS REF NO: FIM01/2025**
- SALARY** : R721 476 per annum, (OSD)
- CENTRE** : Cape Town (Foretrust Building)
- REQUIREMENTS** : Honours Degree (NQF Level 8) in Bachelor of Science in one of the following: marine science, marine biology, marine ecology fisheries biology, fisheries science, quantitative science or a closely related field with a strong quantitative focus. A minimum of 3 years of relevant post-qualification experience in marine living resources research; Compulsory registration with South African Council for Natural Scientific Professions (SACNASP) as a professional scientist. Knowledge of biology, ecology, life history strategies, population dynamics and quantitative assessment techniques of inshore living marine resources, in particular in relation to decapod crustaceans; Knowledge of crustacean fisheries; Research experience in crustacean fisheries and/or the biology, ecology, life-history, population dynamics or quantitative assessment of crustaceans; Computer skills in MS Office software (proven ability to utilize word processing and spreadsheet programmes); Proven ability to manipulate large data sets within a relational database environment (e.g. MS Access); Proven ability and experience to quantitatively analyse biological and environmental data and interpret results; Experience in conducting statistical analysis on and modelling of fisheries or fisheries related data; Formal courses in statistics, applied mathematics and/or experience in statistical methods for biological research; Ability and willingness to work at sea on small inshore research vessels as well as on commercial fishing vessels; Ability and willingness to spend extensive periods away from home while on field trips, or while attending courses and scientific symposia and meetings; Valid unendorsed South African driver's license.
- DUTIES** : The successful candidate will join the Crustacean Research Team, contributing to advancing knowledge in fisheries science with a specific focus on South Africa's crustacean fisheries. Key responsibilities include: Conducting research to support the sustainable harvesting of crustacean fisheries; Providing scientific information on the biology and dynamics of crustacean populations.; Provide scientific advice on the sustainable management and harvesting of crustacean fisheries; Participating in field trips, including working overtime as necessary; Compiling research reports, scientific publications, and data reports; Engaging with stakeholders at all levels across the crustacean fisheries sectors; Attending scientific meetings, workshops, and symposia at national, regional (Southern Africa), and international levels; and Managing performance, including supervising and mentoring technical support staff.
- ENQUIRIES** : Mr. Qayiso Mketsu at (082) 782 9674

**GOVERNMENT COMMUNICATIONS AND INFORMATION SYSTEM**

*The GCIS is an equal opportunity employer. In the filling of vacant posts, the objectives of section 195 (1) (i) of the Constitution of South Africa, 1996 (Act No: 108 of 1996), the Employment Equity imperatives as defined by the Employment Equity Act, 1998 (Act No: 55 of 1998) and relevant Human Resources policies of the Department will be taken into consideration. People with Disabilities will be accommodated within reasonable limits. Therefore, preference will be given to candidates whose appointment will assist the department in achieving its Employment Equity targets in terms of the Department's Employment Equity Plan. People with disabilities will be given preference regardless of Race or Gender.*

- APPLICATIONS** : The DG of Government Communication and Information System, Private Bag X745, Pretoria, 0001, hand deliver to Tshedimosetso House, 1035 cnr Francis Baard & Festival streets, Hatfield, Pretoria, or to the email address provided.
- FOR ATTENTION** : Ms P Kgopyane
- CLOSING DATE** : 14 February 2025
- NOTE** : Applicants with disabilities are encouraged to apply. The old prescribed application or employment form Z83 was withdrawn with effect from 31 December 2020. As per the Government Gazette No: 43872, any applicant who submits an application on or after 1 January 2021 must do so on the new prescribed Z83 form, obtainable from any Public Service Department or on the internet at [www.gov.za/documents](http://www.gov.za/documents). Failure to submit an application on the new prescribed Z83 form will lead to disqualification. Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the fully completed and signed Z83 form and a detailed curriculum vitae. Communication regarding submission of certified copies of qualifications and other relevant documents will be limited to shortlisted candidates. Therefore, only shortlisted candidates will be required to submit certified documents on or before the day of the interview, following communication from the department. Should you be in possession of a foreign qualification, it must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA). Applicants who do not comply with the above-mentioned requirements, as well as applications received late, will not be considered. Correspondence will be limited to short-listed candidates. If you have not been contacted within three (3) months after the closing date of this advertisement, please accept that your application was unsuccessful. The successful candidate must disclose to the DG particulars of all registrable financial interests, sign a performance agreement and employment contract with the DG within three months from the date of assumption of duty and obtain a top-secret security clearance. All appointments are subject to the verification of educational qualifications, previous experience, citizenship, reference checks and security vetting. The department reserves the right to fill or not to fill the vacant post. The successful candidates will enter into an employment contract with the GCIS that will be reviewed based on performance expiration. By submitting the employment application form, you agree and consent in terms of section 11 (1) of the Protection of Personal Information Act, 2013 (POPIA), for your personal information which you provide to the Government Communication and Information System ("GCIS") being processed by the GCIS and its employees, agents, cabinet committees, and sub-contractors for recruitment purposes, in accordance with the Protection of Personal Information Act.

**MANAGEMENT ECHELON**

- POST 02/02** : **CHIEF DIRECTOR: PROVINCIAL AND LOCAL LIAISON REF NO: 3/1/5/1-25/01**  
Branch: Intergovernmental Coordination and Stakeholder Management
- SALARY** : R1 436 022 per annum (Level 14), (all-inclusive salary package), of which 70% will be basic salary and 30% may be structured according to an individual's needs.
- CENTRE** : Pretoria
- REQUIREMENTS** : An appropriate Bachelor's Degree (NQF level 7 as recognised by SAQA) in Communication/ Development Communication/ Media Studies/ Public Relations or NQF Level 7 in Public Administration / Public Management/ Social/ Behavioural Sciences or related and equivalent qualification only if the candidate possesses a Diploma NQF Level 6 in Communication/ Public Relations / Journalism / Public Relations / Media Studies. Applicants must have a minimum of 5 years' experience at Senior Management Service level and experience dealing with government policy, intergovernmental relations and coordination, stakeholder and relationship management and development communication. Broad understanding of the communications and developmental issues of all nine (9) provinces and the ability to apply government's audience segmentation model in this context. Excellent writing, presentation, coordination and facilitation skills with extensive report writing experience. Strong Financial and Human Resource Management skills. In-depth knowledge of policy formulation, implementation and monitoring. Process Competencies: Knowledge Management, Service Delivery Innovation, Problem Solving and Analysis, Client Orientation and Customer Focus, Communication. Competencies: Strategic leadership and capability; Financial management; Risk management; Corporate governance; Extensive knowledge of the Government Communication Policy; the Constitution of the Republic of South Africa of 1996; the Public Service Act of 1994 and Regulations; Public Administration Management Act of 2014; the Public Finance Management Act of 1999; and other relevant

prescripts applicable in the communication sector, in the Public Service and for the entities reporting to the GCIS. Must have a valid driver's license.

**DUTIES**

: Reporting to the Deputy Director-General: Intergovernmental Coordination and Stakeholder Management, the Chief Director will be responsible to cascade the National Communication Strategic Framework (NCSF) and national content and messages to provincial and local government. Oversee the Intergovernmental Communication Forum (IGCF) including support to the effective functioning of the government communication system across all three spheres including the monitoring and functioning of the intergovernmental communication system. Oversee the implementation of development communication campaigns aligned to the National Communications Strategic Framework (NCSF) and the annual Integrated Government Communication Programme (GCP) using various platforms aligned to the Government Segmentation Model (GSM) and scale up use of community media in local campaigns. This will be done through effective leadership of the provincial and district offices of the GCIS, but also through the oversight and management of the relationships between the GCIS in provinces and their key stakeholder, the communication units in the Offices of Provincial Premiers. Oversee and manage the development of integrated provincial communication plans at both provincial and local government levels to ensure scaled up government communication by all three spheres of government. Develop plans and tactics for the distribution of government information and communication through provincial and district officials with specific attention paid to harnessing the opportunities offered by digital platforms. Oversee and coordinate the GCIS support to the government's Public Participation programme and the partnership with the Presidency and the Department of Cooperative Government and Traditional Affairs (COGTA) in providing strategic leadership to the Presidential District Development Model (DDM) Imbizo programme. Oversee a well-functioning liaison service for national government in provinces through the community and stakeholder liaison visits of the Regional Communication Coordinators (RCCs) at district level. Develop and entrench strong partnerships with key stakeholders at provincial and local level but also those operating in the intergovernmental communication space, including SALGA. Identify and review strategic risks, oversee and manage the implementation mitigation plans. Participate in the audit planning process and manage responses to audit queries. Ensure implementation of audit recommendations as outlined in the intervention/action plans.

**ENQUIRIES  
APPLICATIONS**

: Mr Michael Currin Tel No: (012) 473 0183  
: Applications may be hand delivered to Tshedimosetso House, 1035 cnr Francis Baard & Festival streets, Hatfield, Pretoria or emailed to [recruitment@gcis.gov.za](mailto:recruitment@gcis.gov.za)

**NOTE**

: It is a pre-requisite for candidates to have the Nyukela Public Service SMS Pre-Entry Programme certificate to be eligible for appointment. For further details, please click on the following link: <https://www.thensg.gov.za/training-course/sms-pre-entry-programme/>. For more information regarding the course, visit the NSG website: [www.thensg.gov.za](http://www.thensg.gov.za). The successful candidate must disclose to the Minister particulars of all registrable financial interests and sign the employment contract within one month from the date of assumption of duty as well as sign a performance agreement with the Minister within three months from the date of assumption of duty and obtain a Top-Secret security clearance. Following the interview and technical exercise, the selection panel will recommend candidates to attend generic managerial competency assessment. Please detail courses passed in the CV as per the academic transcript.

**POST 02/03**

: **CHIEF DIRECTOR: RESEARCH, ANALYSIS AND KNOWLEDGE SERVICES REF NO:  
3/1/5/1-25/02**  
Branch: Intergovernmental Coordination and Stakeholder Management

**SALARY**

: R1 436 022 per annum (Level 14), (all-inclusive salary package), of which 70% will be basic salary and 30% may be structured according to an individual's needs.

**CENTRE  
REQUIREMENTS**

: Pretoria  
: An appropriate Bachelor's Degree (NQF level 7 as recognised by SAQA) in Communication Sciences/ Journalism/ Media Studies/ Public Relations or An appropriate Bachelor's Degree (NQF level 7 as recognised by SAQA) in Communication Sciences/ Journalism/ Media Studies/ Public Relations plus a Certificate in research sciences OR An appropriate Bachelor's Degree (NQF level 8 as recognised by SAQA) in as Social Sciences/ Behavioural Sciences/ Political Sciences or related and equivalent qualification plus a Certificate in communication/ Journalism/ Public Relations/ Media Studies. Applicants must have a minimum of 5 years' experience at Senior Management Service level experience in the integrated and optimal use of research on trends in media and perceptions for Cabinet, departments and clusters. Strong Financial and Human Resource Management skills. In-depth knowledge of policy formulation, implementation and monitoring. Extensive experience in research, monitoring and evaluation in communication sector will be an added advantage. Process Competencies: Knowledge Management, Service Delivery Innovation, Problem Solving and Analysis, Client Orientation and Customer Focus, Communication. Competencies: Strategic leadership and capability; Financial management; Risk management; Corporate governance; Extensive knowledge of the Government Communication Policy; the Constitution of the Republic of South Africa of 1996; the Public Service Act of 1994 and Regulations; Public Administration Management Act of 2014; the Public Finance Management Act of 1999; and other relevant prescripts applicable in the communication sector, in the Public Service and for the entities reporting to the GCIS. Must have a valid driver's license.

- DUTIES** : Reporting to the Deputy Director-General: Content Processing and Dissemination the Chief Director will be responsible for Conducting research through independent service providers to assess how government should address the public's information needs. Provide research input to the government communication strategy. Leading the integration of research and trends in media and opinion. Promoting improvements in government communication through the effective use of research. Enhancing reports from Government Communication Monitoring and Evaluation to establish routine and achieve buy-in from GCIS and external clients. Monitoring media coverage of issues affecting government and the country. Monitor and evaluate communication in government and assesses public perceptions in relation to government performance. Manage key messages, current affairs and communication strategies. Provide an analysis on how the media interprets government policies and programmes. Restructure the Information Centre for more effective knowledge management. Guide content and approve key messages, current affairs and communication content. Edit and approve draft current affairs. Manage the change towards integration and restructuring within the Chief Directorate to produce better quality work on time and relevant to the client. Inform decision making and proactive communication through regular, integrated and optimal use of research on trends in media and perceptions for Cabinet, departments, clusters, Manco and internal clients.
- ENQUIRIES** : Mr Sandile Nene Tel No: (012) 473 0061
- APPLICATIONS** : Applications may be hand delivered to Tshedimose House, 1035 cnr Francis Baard & Festival streets, Hatfield, Pretoria or emailed to [recruitment@gcis.gov.za](mailto:recruitment@gcis.gov.za)
- NOTE** : It is a pre-requisite for candidates to have the Nyukela Public Service SMS Pre-Entry Programme certificate to be eligible for appointment. For further details, please click on the following link: <https://www.thensg.gov.za/training-course/sms-pre-entry-programme/>. For more information regarding the course, visit the NSG website: [www.thensg.gov.za](http://www.thensg.gov.za). The successful candidate must disclose to the Minister particulars of all registrable financial interests and sign the employment contract within one month from the date of assumption of duty as well as sign a performance agreement with the Minister within three months from the date of assumption of duty and obtain a Top-Secret security clearance. Following the interview and technical exercise, the selection panel will recommend candidates to attend generic managerial competency assessment. Please detail courses passed in the CV as per the academic transcript.
- POST 02/04** : **PROVINCIAL DIRECTOR: MPUMALANGA PROVINCIAL OFFICE REF NO: 3/1/5/1-25/03**  
Chief Directorate: Provincial and Local Liaison  
This is a readvertisement, applicants who previously apply need not to reapply
- SALARY** : R1 216 824 per annum (Level 13), (all-inclusive salary package) of which 30% may be structured according to the individual's needs
- CENTRE** : Nelspruit
- REQUIREMENTS** : An appropriate Bachelor's Degree (NQF level 7 as recognised by SAQA) in Communication/ Media Studies- Majoring in Communication/ Journalism Majoring in Communication/ Public Relations- Majoring in Communication/ or NQF Level 7 in Public Administration / Public Management/ Social/ Behavioural Sciences or related and equivalent qualification with a Diploma NQF Level 6 in Communication/ Public Relations- Majoring in Communication / Journalism- Majoring in Communication / Public Relations- Majoring in Communication / Media Studies- Majoring in Communication. Successful completion of the Public Service Senior Management Leadership Programme (Nyukela certificate) as endorsed by the National School of Government is a pre-requisite for appointment. Must have a valid driver's license and be computer literate. Five (5) years' experience at middle/senior management level with extensive experience in and knowledge of development communication, proven leadership capabilities, and sound interpersonal and project management skills. Extensive experience in coordinating multi-stakeholders and inter-governmental multi-media communication campaigns. Knowledge: Comprehensive knowledge of the Mpumalanga Province, including socio-economic and development dynamics as well of the communication footprint and dynamics of the province, including also at municipal level. Sound knowledge of the Public Finance Management Act. Must have a valid driver's license and be computer literate. Required Core Competencies: Strategic Capacity and Leadership, People Management and Empowerment, Financial Management, Change Management, Programme and project Management.
- DUTIES** : The successful candidate will be responsible to provide strategic leadership and management to the GCIS Provincial Directorate in the Mpumalanga Province particularly in support of the provincial communication system headed by the Office of the Premier. Deliver communication campaigns in line with the National Communication Strategic Framework and the Medium-Term Development Plan (MTDP), and the Provincial MTDP and communication programme. Advocate for the application of the Norms and Standards of Government Communications amongst the communication system in the province and lend support to the Local Government Communication System. Develop and maintain communication partnerships and networks with provincial stakeholders from Government and Civil Society. Participate actively in all communications forums in the province and provide strategic direction on government communication in such forums and also when urgent or rapid communication is concerned, to protect and enhance the reputation of government. Operate an effective, and compliant government communication organisation. Identify and review strategic risks, oversee and manage the implementation

mitigation plans. Participate in the audit planning process and manage responses to audit queries.

**ENQUIRIES  
APPLICATIONS**

: Ms Moepeng Tshwane Tel No: (012) 473 0188  
: Applications may be hand delivered to Tshedimosetso House, 1035 cnr Francis Beard & Festival streets, Hatfield, Pretoria or emailed to [recruitment@gcis.gov.za](mailto:recruitment@gcis.gov.za)

**NOTE**

: It is a pre-requisite for candidates to have the Nyukela Public Service SMS Pre-Entry Programme certificate to be eligible for appointment. For further details, please click on the following link: <https://www.thensg.gov.za/training-course/sms-pre-entry-programme/>. For more information regarding the course, visit the NSG website: [www.thensg.gov.za](http://www.thensg.gov.za). The successful candidate must disclose to the Minister particulars of all registrable financial interests and sign the employment contract within one month from the date of assumption of duty as well as sign a performance agreement with the Minister within three months from the date of assumption of duty and obtain a Top-Secret security clearance. Following the interview and technical exercise, the selection panel will recommend candidates to attend generic managerial competency assessment. Please detail courses passed in the CV as per the academic transcript.

**OTHER POST**

**POST 02/05**

: **REGIONAL COMMUNICATION COORDINATOR: KING CETSHWAYO DISTRICT MUNICIPALITY REF NO: 3/1/5/1-25/04**

Directorate: Kwa-Zulu Natal Provincial Office

**SALARY  
CENTRE  
REQUIREMENTS**

: R444 036 per annum (Level 09)  
: King Cetshwayo District  
: Applicants should be in possession Grade 12 and an appropriate three year National Diploma (NQF Level 6) or Bachelor's Degree (NQF Level 7) in Communication or equivalent related qualification as recognised by SAQA. The candidate must at least three (3) years relevant experience, of which one (1) year should be at salary level seven (7) or eight (8) in the communications environment with knowledge of communication disciplines, including media liaison, stakeholder relations, research and development communication. The candidate must have an understanding of development communication practice, and knowledge of the Kwa-Zulu Natal Province with specific insights to the King Cetshwayo District and its local municipalities. Be innovative, digital literate and abreast with digital communication methods and applications. A self-motivated and enthusiastic person able to work with limited levels of supervision. Strong verbal and effective writing and communication skills. Furthermore, applicant should be in possession of a valid Code 08 driver's licence as the work involves extensive travelling. Basic knowledge of administration and finances is required. Ability to work under pressure.

**DUTIES**

: The successful candidate will support the Deputy Director: Liaison in the implementation of a government communication programme (GCP) in King Cetshwayo District as follows: Disseminate government information and implement key communication projects in line with government priorities and in accordance with the guidelines for development communication practice and platforms as developed by GCIS. Supervise and monitor the work of district based Senior Communication Officers (if any) as well as any communication interns or learners assigned to the region, including their administrative and operational functions, and report these to the Deputy Director: Provincial Liaison. Leadership in government communication system coordination in King Cetshwayo District. Ensure the establishment and where necessary review and strengthening of communication coordination structures in the district to ensure the effective cascading of government communication content especially to leaders and structures of local government across the district. Ensure adherence to government communication system norms and standards in the district in line with the government communication policy. Support all initiatives aimed at strengthening Local Government Communication System through advocacy in strategic IGR structures at District and local level. Further, provide communication support to various integrated service delivery models of government, including the District Development Model (DDM) and the Thusong Service Centre programme. Embrace new media and utilise digital tools as part of cascading government content. Responsible for the development and maintenance of high-level stakeholder relations in the region with biasness towards civil society, community media, minority groups, local government and traditional leaders. Coordination and implementation of rapid response requirements in the district as well as writing service delivery articles on governments' delivery on its mandate. Responsible for the revision and development of a localised distribution strategy for government information products at district level. Additionally, on a regular basis, be required to develop local communication environment assessments reports on key issues emanating from the district for the use by various stakeholders and clients. Support government public participation initiatives including feedback and follow up on the required communication interventions as recommended. Please detail courses passed in the CV as per the academic transcript.

**ENQUIRIES  
APPLICATIONS**

: Ms Ndala Mngadi Tel No: (031) 301 6787  
: Applications may be hand delivered to Tshedimosetso House, 1035 cnr Francis Beard & Festival streets, Hatfield, Pretoria or emailed to [recruitment@gcis.gov.za](mailto:recruitment@gcis.gov.za)

**NOTE**

: In line with the Directive on the Professionalisation of Human Resource Management and Development in the Public Service, all shortlisted candidates will undertake a pre-entry practical

exercise as part of the assessment method to determine the candidate's suitability based on the technical and generic requirements of the post.



**GOVERNMENT INFRASTRUCTURE DEVELOPMENT**

*The Department of Infrastructure Development is an equal opportunity, affirmative action employer. It is intended to promote representivity through the filling of these posts. The candidature of persons whose appointment/transfer/promotion will promote representivity will receive preference.*

- APPLICATIONS** : To apply for the below positions, please apply online at <https://jobs.gauteng.gov.za>. Only online applications will be considered.
- CLOSING DATE** : 31 January 2025
- NOTE** : In line with the Department's employments Equity Plan, People with Disabilities are encouraged to apply. Applicants must utilise the most recent Z83 application for employment form issued by the Minister for the Public Service and Administration in line with the Regulation 10 of the Public Service Regulations, 2016, All fields in the New Z83 form, must be completed and signed. Furthermore, a comprehensive Curriculum Vitae (CV) must also be attached. Failure to attach the completed Z83 and the Curriculum Vitae (CV) will result in disqualification. (Only Z83 and CV on application all other documents are submitted by shortlisted candidates). The New Z83 form, obtainable from the GPG Professional Job Centre website, any Public Service Department or the DPSA website [www.dpsa.gov.za/documents](http://www.dpsa.gov.za/documents). Only shortlisted candidates will be requested to submit certified copies of qualifications not older than six (06) months, identity document and valid driver's license (where driving/travelling is an inherent requirement of the job). It is our intention to promote representivity (race, gender and disability) in the Public Service through the filling of this post and candidates whose transfer/promotion/appointment will promote representivity will receive preference. It is the Department's intention to promote equity through the filling of all numeric targets as contained in the Employment Equity Plan. To facilitate this process successfully, an indication of race, gender and disability status is required. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). The Department reserves the right not to appoint. If you do not receive any response from us within 3 months, please accept your application was unsuccessful.

**OTHER POSTS**

- POST 02/06** : **CHIEF QUANTITY SURVEYOR GRADE A-C REF NO: REFS/021966**  
Directorate: Infrastructure Delivery Eastern/Central Cluster
- SALARY** : R1 042 170 - R1 922 097 per annum, (all-inclusive package). The package includes a basic salary (70% of package), and a flexible portion of 30% that may be structured in terms of applicable rules. Which includes state's contribution to the Government Employees Pension Fund (13% of basic salary).
- CENTRE REQUIREMENTS** : Johannesburg (Head Office)  
A Degree in Quantity Surveying or relevant qualification. A minimum of 6 years post qualification Quantity Surveyor experience required. A Compulsory registration with SACQSP as a Professional Quantity Surveyor. A valid driver's license. Competencies: Knowledge of Public Service Act of 1994, Public Service Regulations, 2016, PFMA and Treasury Regulations. Provincial/Departmental SCM policies. Government Immovable Asset Management Act of 2007, National Building Standards Act of 1977 and Regulations. Occupational Health and Safety Act of 1993 and Regulations. Health Act, Regulations and Guidelines. Profession Act of 2000, National Building Standards Act of 1977, Regulations and Municipal Regulations. Programme and project management. Quantity surveying legal and operation compliance. Quantity Survey operational communication. Process knowledge and skills. Maintenance knowledge and skills. Mobile equipment operating skills. Research and development. Computer-aided engineering applications Skills- Problem solving and analysis, financial management, Communication, Computer skills, Negotiation skills
- DUTIES** : Perform final review and approvals or audits on quantity survey procedure. Co-ordinate quantity survey efforts and integration across disciplines to ensure seamless integration with current technology through the provision of appropriate structures, systems and resources. Set quantity survey standards, specifications and service levels according to organizational objectives to ensure optimum operational availability. Monitor quantity survey efficiencies according to organizational goals to direct or redirect quantity survey services for the attainment of organizational objectives. Ensure availability and management of funds to meet the MTEF objectives within the quantity survey environment/services. Manage the operational capital project portfolio for the operation to ensure effective resourcing according to organizational needs and objectives. Manage the commercial added value of the discipline-related programmes and projects. Facilitate the compilation of innovation proposals to ensure validity and adherence to organizational principles. Allocate, monitor, control expenditure according to budget to ensure efficient cash flow management. Allocate, monitor and control resources. Compile risk logs (database) and manage significant risk according to sound risk management practice and organizational requirements. Provide technical specialist services for the operation of quantity survey related matters to minimize possible risks Manage and implement knowledge sharing initiatives in support of individual development plans, operational requirements and return on investment. Continuously monitor the exchange and protection of information between operations

and individuals to ensure effective knowledge management according to departmental objectives. Manage the development motivation and utilization of human resources for the discipline to ensure competent knowledge base for the continued success of quantity survey services according to organizational needs and requirements. Manage subordinates' key performance areas by setting and monitoring performance standards and taking actions to correct deviations to achieve departmental objectives.

**ENQUIRIES** : Ms. Refiloe Malete at 076 521 4118

**POST 02/07** : **CHIEF QUANTITY SURVEYOR GRADE A-C REF NO: REFS/ 021986**  
Chief Directorate: Health Infrastructure, Maintenance and Technical Portfolio Services

**SALARY** : R1 042 170 - R1 922 097 per annum, (all-inclusive package). The package includes a basic salary (70% of package), and a flexible portion of 30% that may be structured in terms of applicable rules. Which includes state's contribution to the Government Employees Pension Fund (13% of basic salary).

**CENTRE REQUIREMENTS** : Johannesburg (Head Office)  
: A Degree in Quantity Surveying or relevant qualification. A minimum of 6 years post qualification Quantity Surveyor experience required. A Compulsory registration with SACQSP as a Professional Quantity Surveyor. A valid driver's license. Competencies: Knowledge of Public Service Act of 1994. Public Service Regulations, 2016. PFMA and Treasury Regulations. Provincial/Departmental SCM policies. Government Immovable Asset Management Act of 2007. National Building Standards Act of 1977 and Regulations. Occupational Health and Safety Act of 1993 and Regulations. Health Act, Regulations and Guidelines. Profession Act of 2000. National Building Standards Act of 1977, Regulations and Municipal Regulations. Programme and project management. Quantity surveying legal and operation compliance. Quantity Survey operational communication. Process knowledge and skills. Maintenance knowledge and skills. Mobile equipment operating skills. Research and development. Computer-aided engineering applications Skills- Problem solving and analysis, financial management, Communication, Computer skills, Negotiation skills.

**DUTIES** : Perform final review and approvals or audits on quantity survey procedure. Co-ordinate quantity survey efforts and integration across disciplines to ensure seamless integration with current technology through the provision of appropriate structures, systems and resources. Set quantity survey standards, specifications and service levels according to organizational objectives to ensure optimum operational availability. Monitor quantity survey efficiencies according to organizational goals to direct or redirect quantity survey services for the attainment of organizational objectives. Ensure availability and management of funds to meet the MTEF objectives within the quantity survey environment/services. Manage the operational capital project portfolio for the operation to ensure effective resourcing according to organizational needs and objectives. Manage the commercial added value of the discipline-related programmes and projects. Facilitate the compilation of innovation proposals to ensure validity and adherence to organizational principles. Allocate, monitor, control expenditure according to budget to ensure efficient cash flow management. Allocate, monitor and control resources. Compile risk logs (database) and manage significant risk according to sound risk management practice and organizational requirements. Provide technical specialist services for the operation of quantity survey related matters to minimize possible risks. Manage and implement knowledge sharing initiatives in support of individual development plans, operational requirements and return on investment. Continuously monitor the exchange and protection of information between operations and individuals to ensure effective knowledge management according to departmental objectives. Manage the development motivation and utilization of human resources for the discipline to ensure competent knowledge base for the continued success of quantity survey services according to organizational needs and requirements. Manage subordinates' key performance areas by setting and monitoring performance standards and taking actions to correct deviations to achieve departmental objectives.

**ENQUIRIES** : Mr. Realeboga Mahapa at 076 521 4118

**POST 02/08** : **CHIEF ENGINEER: ELECTRICAL/MECHANICAL REF NO: REFS/ 021970**  
Directorate: Maintenance Academic Hubs

**SALARY** : R1 200 426 - R2 264 130 per annum, (all-inclusive package). The package includes a basic salary (70% of package), and a flexible portion of 30% that may be structured in terms of applicable rules. Which includes state's contribution to the Government Employees Pension Fund (13% of basic salary).

**CENTRE REQUIREMENTS** : Thellemogoerane Facility Maintenance Hub  
: A Degree (NQF 7) in Electrical/ Mechanical Engineering (B Eng/ BSC Eng) or relevant qualification recognised by SAQA. A minimum of six years post qualification experience as a registered Professional Engineer. A valid Driver's License. Compulsory registration with ECSA as a Professional Engineer. A valid driver's licence. Competencies: Knowledge of Act of 1977 and Regulations. Knowledge of Engineering Profession Act, 2000, Construction Industry Development Board Act of 2000 and Regulations. Council for Built Environment Act of 2000. Knowledge of PFMA/DORA/Treasury Regulations. Knowledge of All different contract options for infrastructure projects. Knowledge of Provincial/Departmental Supply Chain Management

Policies. Promotion of Access to Information Act of 2000. Knowledge of Broad Based Black Empowerment Act of 2003. Knowledge of Preferential Procurement Act of 2000 and Regulations. Knowledge of Public Service Act of 1994 and Regulations of 2001. Knowledge of Government Immovable Asset Management Act of 2007. Knowledge of Occupational Health and Safety Act of 1993 and Regulations. Skills: Strategic capability and leadership. Problem solving and analysis. Decision making. Team leadership. Financial management. Customer focus and responsiveness. Communication and Computer skills. People management skills. Planning and organising. Conflict management and negotiation skills. Attributes: Programme and project management. Engineering legal and operational compliance. Engineering operational communication. Process knowledge and skills. Maintenance skills and knowledge. Engineering principles. Mobile equipment and operating skills. Technical consulting. Professional judgment. Research and Development. Creating a high performance culture.

**DUTIES**

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

**ENQUIRIES**

: Mr. Realeboga Mahapa at 076 521 4118

**POST 02/09**

: **CHIEF ENGINEER: ELECTRICAL/MECHANICAL REF NO: REFS/ 021974**  
Directorate: Maintenance Academic Hubs

**SALARY**

: R1 200 426 - R2 264 130 per annum, (all-inclusive package). The package includes a basic salary (70% of package), and a flexible portion of 30% that may be structured in terms of applicable rules. Which includes state's contribution to the Government Employees Pension Fund (13% of basic salary).

**CENTRE REQUIREMENTS**

: Chris Hani Baragwanath Facility Maintenance Hub  
: A Degree (NQF 7) in Electrical/ Mechanical Engineering (B Eng/ BSC Eng) or relevant qualification recognised by SAQA. A minimum of six years post qualification experience as a registered Professional Engineer. A valid Driver's License. Compulsory registration with ECSA as a Professional Engineer. A valid driver's licence. Competencies: Knowledge of Act of 1977 and Regulations. Knowledge of Engineering Profession Act, 2000, Construction Industry Development Board Act of 2000 and Regulations. Council for Built Environment Act of 2000. Knowledge of PFMA/DORA/Treasury Regulations. Knowledge of All different contract options for infrastructure projects. Knowledge of Provincial/Departmental Supply Chain Management Policies. Promotion of Access to Information Act of 2000. Knowledge of Broad Based Black Empowerment Act of 2003. Knowledge of Preferential Procurement Act of 2000 and Regulations. Knowledge of Public Service Act of 1994 and Regulations of 2001. Knowledge of Government Immovable Asset Management Act of 2007. Knowledge of Occupational Health and Safety Act of 1993 and Regulations. Skills: Strategic capability and leadership. Problem solving and analysis. Decision making. Team leadership. Financial management. Customer focus and responsiveness. Communication and Computer skills. People management skills. Planning and organising. Conflict management and negotiation skills. Attributes: Programme and project management. Engineering legal and operational compliance. Engineering operational communication. Process knowledge and skills. Maintenance skills and knowledge. Engineering principles. Mobile equipment and operating skills. Technical consulting. Professional judgment. Research and Development. Creating a high performance culture.

**DUTIES**

: Perform final review and approvals of audits on new engineering designs according to design principles or theory. Research the needs of the relevant health institutions. Co-ordinate design

efforts and integration across disciplines to ensure seamless integration with current technology. Monitor current deployed technology. Pioneer new engineering services. Manage the execution of maintenance strategy through the provision of appropriate structures, systems and resources. Set engineering maintenance standards, specifications and service levels according to organisational objectives to ensure optimum operational availability. Monitor maintenance efficiencies according to organisational goals to direct or redirect engineering services for the attainment of organisational objectives. Allocate, control, monitor and report on all resources. Compile risk logs and manage significant risk according to sound risk management practice and organizational requirements. Provide technical consulting services for the operation on engineering related matters to minimise possible engineering risks. Manage and implement knowledge sharing initiatives e.g. short-term assignments and secondments within and across operations, in support of individual development plans, operational requirements and return on investment. Monitor the exchange and protection of information between operations and individuals to ensure effective knowledge management according to departmental objectives. Ensure the availability and management of funds to meet the MTEF objectives within the engineering environment/services. Manage the operational capital project portfolio for the operation to ensure effective resourcing according to organisational needs and objectives. Manage the commercial value add of the discipline-related programmes and projects. Facilitate the compilation of innovation proposals to ensure validity and adherence to organisational principles. Allocate, control and monitor expenditure according to budget to ensure sufficient cash flow management. Manage the development motivation and utilization of human resources for the discipline to ensure competent knowledge base for the continued success of quantity survey services according to organizational needs and requirements. Manage subordinates' key performance areas by setting and monitoring performance standards and taking actions to correct deviations to achieve departmental objectives.

**ENQUIRIES**

: Mr. Realeboga Mahapa at 076 521 4118

**POST 02/10**

: **CHIEF ENGINEER: ELECTRICAL/MECHANICAL REF NO: REFS/ 021974**  
 Directorate: Maintenance Academic Hubs

**SALARY**

: R1 200 426 - R2 264 130 per annum, (all-inclusive package). The package includes a basic salary (70% of package), and a flexible portion of 30% that may be structured in terms of applicable rules. Which includes state's contribution to the Government Employees Pension Fund (13% of basic salary).

**CENTRE REQUIREMENTS**

: Steve Biko Facility Maintenance Hub  
 : A Degree (NQF 7) in Electrical/ Mechanical Engineering (B Eng/ BSC Eng) or relevant qualification recognised by SAQA. A minimum of six years post qualification experience as a registered Professional Engineer. A valid Driver's License. Compulsory registration with ECSA as a Professional Engineer. A valid driver's licence. Competencies: Knowledge of Act of 1977 and Regulations. Knowledge of Engineering Profession Act, 2000, Construction Industry Development Board Act of 2000 and Regulations. Council for Built Environment Act of 2000. Knowledge of PFMA/DORA/Treasury Regulations. Knowledge of All different contract options for infrastructure projects. Knowledge of Provincial/Departmental Supply Chain Management Policies. Promotion of Access to Information Act of 2000. Knowledge of Broad Based Black Empowerment Act of 2003. Knowledge of Preferential Procurement Act of 2000 and Regulations. Knowledge of Public Service Act of 1994 and Regulations of 2001. Knowledge of Government Immovable Asset Management Act of 2007. Knowledge of Occupational Health and Safety Act of 1993 and Regulations. Skills: Strategic capability and leadership. Problem solving and analysis. Decision making. Team leadership. Financial management. Customer focus and responsiveness. Communication and Computer skills. People management skills. Planning and organising. Conflict management and negotiation skills. Attributes: Programme and project management. Engineering legal and operational compliance. Engineering operational communication. Process knowledge and skills. Maintenance skills and knowledge. Engineering principles. Mobile equipment and operating skills. Technical consulting. Professional judgment. Research and Development. Creating a high performance culture.

**DUTIES**

: Perform final review and approvals of audits on new engineering designs according to design principles or theory. Research the needs of the relevant health institutions. Co-ordinate design efforts and integration across disciplines to ensure seamless integration with current technology. Monitor current deployed technology. Pioneer new engineering services. Manage the execution of maintenance strategy through the provision of appropriate structures, systems and resources. Set engineering maintenance standards, specifications and service levels according to organisational objectives to ensure optimum operational availability. Monitor maintenance efficiencies according to organisational goals to direct or redirect engineering services for the attainment of organisational objectives. Allocate, control, monitor and report on all resources. Compile risk logs and manage significant risk according to sound risk management practice and organizational requirements. Provide technical consulting services for the operation on engineering related matters to minimise possible engineering risks. Manage and implement knowledge sharing initiatives e.g. short-term assignments and secondments within and across operations, in support of individual development plans, operational requirements and return on investment. Monitor the exchange and protection of information between operations and individuals to ensure effective knowledge management according to departmental objectives.

Ensure the availability and management of funds to meet the MTEF objectives within the engineering environment/services. Manage the operational capital project portfolio for the operation to ensure effective resourcing according to organisational needs and objectives. Manage the commercial value add of the discipline-related programmes and projects. Facilitate the compilation of innovation proposals to ensure validity and adherence to organisational principles. Allocate, control and monitor expenditure according to budget to ensure sufficient cash flow management. Manage the development motivation and utilization of human resources for the discipline to ensure competent knowledge base for the continued success of quantity survey services according to organizational needs and requirements. Manage subordinates' key performance areas by setting and monitoring performance standards and taking actions to correct deviations to achieve departmental objectives.

**ENQUIRIES**

: Mr. Realeboga Mahapa at 076 521 4118

**POST 02/11**

: **CONSTRUCTION PROJECT MANAGER GRADE A-C REF NO: REFS/ 021973 (X3 POSTS)**  
Chief Directorate: Health Infrastructure, Maintenance and Technical Portfolio Services

**SALARY**

: R833 499 – R1 254 282 per annum, (all-inclusive package remuneration). The package includes a basic salary (70% of package), and a flexible portion of 30% that may be structured in terms of applicable rules. Which includes state's contribution to the Government Employees Pension Fund (13% of basic salary). The offer is based on recognition of experience after obtaining registration. (Proof of recognized experience will be requested for shortlisted applicants).

**CENTRE**

: Head Office

**REQUIREMENTS**

: National Diploma (Built Environment field) with a minimum of 4 years and six months certified experience Or BTech (Build Environment field) with a minimum of 4 years certified managerial experience Or Honours degree in any Built Environment field with a minimum of 3 years' experience. Registered as a Professional Construction Project Manager with SACPCMP. A valid driver's licence. Competencies: Knowledge- Construction Industry Development Board Act of 2000 and Regulations. SANS 10403, 10396, 2001, 1921, 1914, 294 and ISO 9000. Government Immovable Asset Management Act of 2007. Occupational Health and Safety Act of 1993 and Regulations. Legislation, Regulations and Guidelines pertaining to Infrastructure matters. Project and Construction Project Management Profession Act, 2000. Council for Built Environment Act, 2000. National Building Standards Act of 1977 and Regulations. Council for Built Environment Act of 2000. PFMA/DORA/Treasury Regulations. Best Practice Guidelines of CIDB and Information Notes. Skills- Strategic capability and leadership. Problem solving and analysis. Decision making. Team leadership. Creativity. Financial management. Programme and project management. Project management legal and operational compliance. Project management operational communication. Process knowledge and skills. Maintenance skills and knowledge. Project management principles. Attributes: People centred. Professionalism. Collective responsibility. Self-management & motivation. Reliability. Honesty and integrity. Strong ethics.

**DUTIES**

: Guide the project planning, implementation, monitoring, reporting and evaluation in line with project management methodology. Create and execute project work plans and revise as appropriate to meet changing needs and requirements. Identify resources needed and assign individual responsibilities. Manage day to day operational aspects of a project and scope. Apply methodology and enforce project standards to minimise risk on projects. Report project progress to Chief Construction Project Manager. Manage project budget and resources. Provide inputs to other professionals with tender administration. Liaise and interact with service providers, client and management. Contribute to the human resources and related activities. Maintain the record management system and the architectural library. Utilise resources allocated effectively. Keep up with new technologies and procedures. Research/literature on new developments on project management methodologies. Liaise with relevant bodies/councils on project management.

**ENQUIRIES**

: Mr. Realeboga Mahapa at 076 521 4118

**POST 02/12**

: **ENGINEER PRODUCTION: MECHANICAL GRADE A-C REF NO: REFS/022029**  
Chief Directorate: Other Provincial Departments Infrastructure, Maintenance and Technical Portfolio Services

**SALARY**

: R833 499 – R1 254 282 per annum, (all-inclusive package). The package includes a basic salary (70% of package), and a flexible portion of 30% that may be structured in terms of applicable rules. Which includes state's contribution to the Government Employees Pension Fund (13% of basic salary). The offer is based on recognition of experience after obtaining registration. (Proof of recognized experience will be requested for shortlisted applicants).

**CENTRE**

: Head Office (Johannesburg)

**REQUIREMENTS**

: An Engineering degree (B Eng / BSC (Eng) or equivalent qualification. A minimum of 3 years' post qualification experience in Engineering is required. Must be a registered as a Professional Engineer with ECSA. Must have a valid driver's license. Competencies: Public Service Act of 1994. Public Service Regulations, 2016. PFMA and Treasury Regulations. Provincial/Departmental SCM policies. Government Immovable Asset Management Act of 2007. National Building Standards Act of 1977 and Regulations. Occupational Health and Safety Act of 1993 and Regulations. Health Act, Regulations and Guidelines. National Environmental Management Act of 1998. Engineering Profession Act of 2000. Engineering design and analysis Programme and project management. Computer-aided engineering applications. Knowledge of

legal compliance. Skills- Decision making, Team leadership, Analytical, Creativity, Self-management, Financial management, Customer focus and responsiveness, Communication, Computer literacy Conflict management, Problem solving, Research, Technical report writing and Networking.

**DUTIES** : 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 works according to norms and standards and code of practice and approve engineering works according to prescribed norms and standards. 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 process and administer performance management and development. 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, control expenditure and service report on expenditure and service delivery.

**ENQUIRIES** : Mr. Tshepo Marokane at 076 521 4118

**POST 02/13** : **QUANTITY SURVEYOR PRODUCTION GRADE A- C REF NO: REFS/ 021975 (X2 POSTS)**  
Directorate: Infrastructure Delivery Southern Cluster

**SALARY** : R721 476 - R1 084 368 per annum, (all-inclusive package). The offer is based on recognition of experience after a registration. (Proof of recognized experience will be requested for shortlisted applicants).

**CENTRE REQUIREMENTS** : Head Office (Johannesburg)  
A Degree in Quantity Surveying or relevant qualification. A minimum of 3 years post qualification Quantity Surveyor experience required. A Compulsory registration with SACQSP as a Professional Quantity Surveyor. A valid driver's license. Competencies: Knowledge of Public Service Act of 1994. Knowledge Public Service Regulations, 2016.PFMA and Treasury Regulations, Provincial/Departmental SCM policies. Government Immovable Asset Management Act of 2007.National Building Standards Act of 1977 and Regulations. Occupational Health and Safety Act of 1993 and Regulations. Health Act, Regulations and Guidelines-Skills- Decision making, Team leadership, Analytical, Creativity, Self-management, financial management, Customer focus and responsiveness, Communication, Computer literacy, Conflict management, Problem solving, Research, Technical report writing, Networking.

**DUTIES** : Coordinate professional teams on all aspects regarding quantity survey. Ensure adherence to quantity determination standards. Provide quantity survey advice and technical support in the evaluation of costs. Ensure the adoption of technical and quality strategies. Develop quantity surveying related policies, methods and practices. Provide solutions on non-compliance on quantity determination. Review the cost determinations of projects and estimates accomplished by building designers and/or sub professional personnel. Mentor, train and develop candidate quantity surveying and related technical and administrative personnel to promote skill/knowledge transfer and adherence to sound principles and code of practice. Supervise quantity survey work and processes. Administer performance management and development. Prepare and consolidate inputs for the facilitation of resource utilisation. Undertake continuous professional development according to council guidelines. Conduct research/literature studies on quantity survey to improve expertise. Liaise with relevant bodies/councils on quantity surveying related matters. Ensure adherence to regulations and procedures for procurement SCM and personnel human resource administration. Monitor and control expenditure. Report on expenditure and service delivery. Undertake continuous professional development according to council guidelines. Conduct research/literature studies on quantity survey to improve expertise. Liaise with relevant bodies/councils on quantity surveying related matters.

**ENQUIRIES** : Mr. Realeboga Mahapa at 076 521 4118

**POST 02/14** : **CHIEF ARTISAN GRADE A: MECHANICAL/ELECTRICAL/BUILDING REF NO: REFS/022005**  
Chief Directorate: Maintenance

**SALARY** : R455 223 - R729 783 per annum, (plus benefits).

**CENTRE REQUIREMENTS** : Lenasia Facility Maintenance Hub  
An appropriate Trade Test Certificate. Minimum of 10 years' experience post qualification as an Artisan/Artisan Foreman (Proof of recognized experience will be requested for shortlisted applicants). Computer literacy. A valid driver's licence. Competencies: Knowledge of the National Building Regulation and Building Standards Act No 103 of 1977, Regulations and Municipal Regulations, Promotion of Access to Information Act of 2000, Promotion of Administrative Justice Act of 2000. Government Immovable Asset Management Act of 2007 and Occupational Health and Safety Act of 1993 and Regulations Skills- Planning and organizing, verbal and written communication and computer literacy skills.

**DUTIES** : Manage technical personnel. Manage Division Meetings. Manage job assessments for the Division. Manage material requirements for the Division. Manage availability of tools and materials for the Division. Manage client interaction and relations. Manage scheduling of work. Manage the overall productivity of the Division. Manage the development of maintenance

schedules Enforce compliance for the keeping of maintenance schedules and records. Undertake research and literature studies. Apply research findings in the work environment. Sign performance based on approved Job Descriptions, Strategic and Annual Performance Plans of the Department. Manage human resources and maintain discipline. Manage the provision of equipment required by personnel for achievement of outputs in their respective Job Descriptions. Manage skills transfer between personnel and outside technical assistants and/or consultants. Plan and allocate work responsibilities and processes to control work performance including quality assurance. Manage staff performance and Development.

**ENQUIRIES**

: Mr. Moses Radithalo at 076 521 4118

**POST 02/15**

: **CHIEF ARTISAN GRADE A: ELECTRICAL/MECHANICAL REF NO: REFS/022006**  
Chief Directorate: Maintenance

**SALARY**

: R455 223 - R729 783 per annum, (plus benefits)

**CENTRE**

: Leratong Facility Maintenance Hub

**REQUIREMENTS**

: An appropriate Trade Test Certificate. Minimum of 10 years' experience post qualification as an Artisan/Artisan (Proof of recognized experience will be requested for shortlisted applicants). Computer literacy. A valid driver's license. Competencies: Knowledge of the National Building Regulation and Building Standards Act No 103 of 1977, Regulations and Municipal Regulations, Promotion of Access to Information Act of 2000, Promotion of Administrative Justice Act of 2000. Government Immovable Asset Management Act of 2007 and Occupational Health and Safety Act of 1993 and Regulations Skills- Planning and organizing, verbal and written communication and computer literacy skills.

**DUTIES**

: Manage technical personnel. Manage Division Meetings. Manage job assessments for the Division. Manage material requirements for the Division. Manage availability of tools and materials for the Division. Manage client interaction and relations. Manage scheduling of work. Manage the overall productivity of the Division. Manage the development of maintenance schedules Enforce compliance for the keeping of maintenance schedules and records. Undertake research and literature studies. Apply research findings in the work environment. Sign performance based on approved Job Descriptions, Strategic and Annual Performance Plans of the Department. Manage human resources and maintain discipline. Manage the provision of equipment required by personnel for achievement of outputs in their respective Job Descriptions. Manage skills transfer between personnel and outside technical assistants and/or consultants. Plan and allocate work responsibilities and processes to control work performance including quality assurance. Manage staff performance and Development.

**ENQUIRIES**

: Mr. Albert Mthembu at 076 521 4118

**POST 02/16**

: **CHIEF ARTISAN GRADE A: ELECTRICAL/MECHANICAL REF NO: REFS/022007**  
Chief Directorate: Maintenance

**SALARY**

: R455 223 - R729 783 per annum, (plus benefits)

**CENTRE**

: Kopanong Facility Maintenance Hub

**REQUIREMENTS**

: An appropriate Trade Test Certificate. Minimum of 10 years' experience post qualification as an Artisan/Artisan Foreman (Proof of recognized experience will be requested for shortlisted applicants). Computer literacy. A valid driver's license. Competencies: Knowledge of the National Building Regulation and Building Standards Act No 103 of 1977, Regulations and Municipal Regulations, Promotion of Access to Information Act of 2000, Promotion of Administrative Justice Act of 2000. Government Immovable Asset Management Act of 2007 and Occupational Health and Safety Act of 1993 and Regulations Skills- Planning and organizing, verbal and written communication and computer literacy skills.

**DUTIES**

: Manage technical personnel. Manage Division Meetings. Manage job assessments for the Division. Manage material requirements for the Division. Manage availability of tools and materials for the Division. Manage client interaction and relations. Manage scheduling of work. Manage the overall productivity of the Division. Manage the development of maintenance schedules Enforce compliance for the keeping of maintenance schedules and records. Undertake research and literature studies. Apply research findings in the work environment. Sign performance based on approved Job Descriptions, Strategic and Annual Performance Plans of the Department. Manage human resources and maintain discipline. Manage the provision of equipment required by personnel for achievement of outputs in their respective Job Descriptions. Manage skills transfer between personnel and outside technical assistants and/or consultants. Plan and allocate work responsibilities and processes to control work performance including quality assurance. Manage staff performance and Development.

**ENQUIRIES**

: Ms. Marry Mocheni at 076 521 4118

**POST 02/17**

: **ARTISAN FOREMAN: BUILDING REF NO: REFS/ 021987**  
Directorate: Facilities Maintenance Services

**SALARY**

: R362 130 - R541 317 per annum, (plus benefits). The offer is based on recognition of experience after a Trade test certificate. (Proof of recognized experience will be requested for shortlisted applicants).

**CENTRE**

: Smangaliso Mkhathswa

<b><u>REQUIREMENTS</u></b>	:	An appropriate Trade Test Certificate. Minimum of 5 years' experience post qualification as an Artisan. A valid drivers' licence. Competencies: Knowledge of Public Service Regulations, Occupational Health and Safety Act of 1993 and other relevant Legislations. Project Management. Technical design and analysis knowledge. Research and Development. Skills- Strong leadership skills with specific reference to the ability to display thoughtful leadership in complex applications. Budget control and management. Procurement and tender administration. High level of verbal and written communication skills. Policy and Strategy formulation and review skills.
<b><u>DUTIES</u></b>	:	Supervise and produce designs according to client specification and within limits of production capability. Produce objects with material and equipment according to job specifications and recognised standards. Render quality assurance on produced objects. 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. Render quality assurance of serviced and maintained equipment and/or facilities. Update register of maintained and repaired faults. Obtain quotations and purchase (order) required equipment and materials. Compile and submit reports as required. Keep up with new technologies and procedures for continuous individual development. Research on technical/engineering technology to improve expertise. Provide inputs to the operational plan. Ensure adherence to safety standards, requirements and regulations. Supervise and mentor staff. Plan the usage of resources. Schedule works.
<b><u>ENQUERIES</u></b>	:	Mr. Zebilon Maupa at 076 521 4118
<b><u>POST 02/18</u></b>	:	<b><u>ARTISAN FOREMAN: MECHANICAL/ELECTRICAL/BUILDING REF NO: REFS/022004</u></b> Directorate: Tulisa Park District Maintenance Hub
<b><u>SALARY</u></b>	:	R362 130 - R541 317 per annum, (plus benefits). The offer is based on recognition of experience after a Trade test certificate. (Proof of recognized experience will be requested for shortlisted applicants).
<b><u>CENTRE REQUIREMENTS</u></b>	:	Hillbrow Facility Maintenance Hub
<b><u>REQUIREMENTS</u></b>	:	An appropriate Trade Test Certificate. Minimum of 5 years' experience post qualification as an Artisan. A valid drivers' licence. Competencies: Knowledge of Public Service Regulations, Occupational Health and Safety Act of 1993 and other relevant Legislations. Project Management. Technical design and analysis knowledge. Research and Development. Skills- Strong leadership skills with specific reference to the ability to display thoughtful leadership in complex applications. Budget control and management. Procurement and tender administration. High level of verbal and written communication skills. Policy and Strategy formulation and review skills.
<b><u>DUTIES</u></b>	:	Supervise and produce designs according to client specification and within limits of production capability. Produce objects with material and equipment according to job specifications and recognised standards. Render quality assurance on produced objects. 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. Render quality assurance of serviced and maintained equipment and/or facilities. Update register of maintained and repaired faults. Obtain quotations and purchase (order) required equipment and materials. Compile and submit reports as required. Keep up with new technologies and procedures for continuous individual development. Research on technical/engineering technology to improve expertise. Provide inputs to the operational plan. Ensure adherence to safety standards, requirements and regulations. Supervise and mentor staff. Plan the usage of resources. Schedule works.
<b><u>ENQUERIES</u></b>	:	Mr. Moses Radithalo at 076 521 4118
<b><u>POST 02/19</u></b>	:	<b><u>ARTISAN PRODUCTION GRADE A-C: CARPENTER REF NO: REFS/ 021988</u></b> Directorate: Facilities Maintenance Services
<b><u>SALARY</u></b>	:	R230 898 – R386 775 per annum, (plus benefits). The offer is based on recognition of experience after a Trade test certificate. (Proof of recognized experience will be requested for shortlisted applicants).
<b><u>CENTRE REQUIREMENTS</u></b>	:	Head office
<b><u>REQUIREMENTS</u></b>	:	An appropriate Trade Test Certificate. A minimum of 0-2 years of experience. A valid driver's License. Competencies: Knowledge of Public Service Legislation, Policies and Regulations. Knowledge of OHS Act. Knowledge of the Departmental policies, strategies and procedures. Computer-aided technical applications. Knowledge of legal compliance. Skills- Technical report writing. Problem solving and analysis. Decision making. Teamwork. Creativity. Analytical. Self-management. Communication and Computer skills. Planning and organising skills.
<b><u>DUTIES</u></b>	:	Produce designs according to client specifications and within limits of production capability. Produce objects with material and equipment according to job specifications and recognised standards. Render quality assurance of produced objects. 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. Render quality assurance of serviced and maintained equipment and/or facilities. Compile and submit reports. Provide inputs to the operational plan. Keep and maintain job record/register.



Supervise and mentor staff. Keep up with new technologies and procedures for continuous individual development.

**ENQUERIES** : Mr. Zebilon Maupa at 076 521 4118

**POST 02/20** : **ARTISAN PRODUCTION GRADE A-C: ELECTRICAL REF NO: REFS/021989**  
Directorate: Facilities Maintenance Services

**SALARY** : R230 898 – R386 775 per annum, (plus benefits). The offer is based on recognition of experience after a Trade test certificate. (Proof of recognized experience will be requested for shortlisted applicants).

**CENTRE REQUIREMENTS** : Head office  
An appropriate Trade Test Certificate. A minimum of 0-2 years of experience. A valid driver's License. Competencies: Knowledge of Public Service Legislation, Policies and Regulations. Knowledge of OHS Act. Knowledge of the Departmental policies, strategies and procedures. Computer-aided technical applications. Knowledge of legal compliance. Skills- Technical report writing. Problem solving and analysis. Decision making. Teamwork. Creativity. Analytical. Self-management. Communication and Computer skills. Planning and organising skills.

**DUTIES** : Produce designs according to client specifications and within limits of production capability. Produce objects with material and equipment according to job specifications and recognised standards. Render quality assurance of produced objects. 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. Render quality assurance of serviced and maintained equipment and/or facilities. Compile and submit reports. Provide inputs to the operational plan. Keep and maintain job record/register. Supervise and mentor staff. Keep up with new technologies and procedures for continuous individual development.

**ENQUERIES** : Mr. Zebilon Maupa at 076 521 4118

**POST 02/21** : **ARTISAN PRODUCTION GRADE A-C: ELECTRICAL REF NO: REFS/ 021984**  
Directorate: Tembisa Facility Maintenance Hub

**SALARY** : R230 898 – R386 775 per annum, (plus benefits). The offer is Based on recognition of experience after a Trade test certificate. (Proof of recognized experience will be requested for shortlisted applicants).

**CENTRE REQUIREMENTS** : Tembisa  
An appropriate Trade Test Certificate. A minimum of 0-2 years of experience. A valid driver's License. Competencies: Knowledge of Public Service Legislation, Policies and Regulations. Knowledge of OHS Act. Knowledge of the Departmental policies, strategies and procedures. Computer-aided technical applications. Knowledge of legal compliance. Skills- Technical report writing. Problem solving and analysis. Decision making. Teamwork. Creativity. Analytical. Self-management. Communication and Computer skills. Planning and organising skills.

**DUTIES** : Produce designs according to client specifications and within limits of production capability. Produce objects with material and equipment according to job specifications and recognised standards. Render quality assurance of produced objects. 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. Render quality assurance of serviced and maintained equipment and/or facilities. Compile and submit reports. Provide inputs to the operational plan. Keep and maintain job record/register. Supervise and mentor staff. Keep up with new technologies and procedures for continuous individual development.

**ENQUERIES** : Mr. Mantwane Chiloane at 076 521 4118

**POST 02/22** : **ARTISAN PRODUCTION GRADE A-C: MECHANICAL FITTER REF NO: REFS/ 021985**  
Directorate: Nokuthela- Ngwenya Facility Maintenance Hub

**SALARY** : R230 898 – R386 775 per annum, (plus benefits). The offer is based on recognition of experience after a Trade test certificate. (Proof of recognized experience will be requested for shortlisted applicants).

**CENTRE REQUIREMENTS** : Nokuthela- Ngwenya  
An appropriate Trade Test Certificate. A minimum of 0-2 years of experience. A valid driver's License. Competencies: Knowledge of Public Service Legislation, Policies and Regulations. Knowledge of OHS Act. Knowledge of the Departmental policies, strategies and procedures. Computer-aided technical applications. Knowledge of legal compliance. Skills- Technical report writing. Problem solving and analysis. Decision making. Teamwork. Creativity. Analytical. Self-management. Communication and Computer skills. Planning and organising skills.

**DUTIES** : Produce designs according to client specifications and within limits of production capability. Produce objects with material and equipment according to job specifications and recognised standards. Render quality assurance of produced objects. 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. Render quality assurance of serviced and maintained equipment and/or facilities. Compile and

submit reports. Provide inputs to the operational plan. Keep and maintain job record/register. Supervise and mentor staff. Keep up with new technologies and procedures for continuous individual development.

**ENQUERIES** : Mr. Mantwane Chiloane at 076 521 4118

**POST 02/23** : **ARTISAN PRODUCTION GRADE A-C: MECHANICAL FITTER REF NO: REFS/021977**  
Directorate: Springs District Maintenance Hub

**SALARY** : R230 898 – R386 775 per annum, (plus benefits). The offer is based on recognition of experience after a Trade test certificate. (Proof of recognized experience will be requested for shortlisted applicants).

**CENTRE REQUIREMENTS** : Springs District Maintenance Hub  
: An appropriate Trade Test Certificate. A minimum of 0-2 years of experience. A valid driver's License. Competencies: Knowledge of Public Service Legislation, Policies and Regulations. Knowledge of OHS Act. Knowledge of the Departmental policies, strategies and procedures. Computer-aided technical applications. Knowledge of legal compliance. Skills- Technical report writing. Problem solving and analysis. Decision making. Teamwork. Creativity. Analytical. Self-management. Communication and Computer skills. Planning and organising skills.

**DUTIES** : Produce designs according to client specifications and within limits of production capability. Produce objects with material and equipment according to job specifications and recognised standards. Render quality assurance of produced objects. 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. Render quality assurance of serviced and maintained equipment and/or facilities. Compile and submit reports. Provide inputs to the operational plan. Keep and maintain job record/register. Supervise and mentor staff. Keep up with new technologies and procedures for continuous individual development.

**ENQUERIES** : Mr. Mantwane Chiloane at 076 521 4118

**POST 02/24** : **ARTISAN PRODUCTION GRADE A-C: CARPENTER REF NO: REFS/021978**  
Directorate: Springs District Maintenance Hub

**SALARY** : R230 898 – R386 775 per annum, (plus benefits). The offer is on recognition of experience after a Trade test certificate. (Proof of recognized experience will be requested for shortlisted applicants).

**CENTRE REQUIREMENTS** : Springs District Maintenance Hub  
: An appropriate Trade Test Certificate. A minimum of 0-2 years of experience. A valid driver's License. Competencies: Knowledge of Public Service Legislation, Policies and Regulations. Knowledge of OHS Act. Knowledge of the Departmental policies, strategies and procedures. Computer-aided technical applications. Knowledge of legal compliance. Skills- Technical report writing. Problem solving and analysis. Decision making. Teamwork. Creativity. Analytical. Self-management. Communication and Computer skills. Planning and organising skills.

**DUTIES** : Produce designs according to client specifications and within limits of production capability. Produce objects with material and equipment according to job specifications and recognised standards. Render quality assurance of produced objects. 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. Render quality assurance of serviced and maintained equipment and/or facilities. Compile and submit reports. Provide inputs to the operational plan. Keep and maintain job record/register. Supervise and mentor staff. Keep up with new technologies and procedures for continuous individual development.

**ENQUERIES** : Mr. Mantwane Chiloane at 076 521 4118

**POST 02/25** : **ARTISAN PRODUCTION GRADE A-C: ELECTRICAL REF NO: REFS/ 021982**  
Chief Directorate: Maintenance

**SALARY** : R230 898 – R386 775 per annum, (plus benefits). The offer is based on recognition of experience after a Trade test certificate. (Proof of recognized experience will be requested for shortlisted applicants).

**CENTRE REQUIREMENTS** : Tshwane: Boilers  
: An appropriate Trade Test Certificate. A minimum of 0-2 years of experience. A valid driver's License. Competencies: Knowledge of Public Service Legislation, Policies and Regulations. Knowledge of OHS Act. Knowledge of the Departmental policies, strategies and procedures. Computer-aided technical applications. Knowledge of legal compliance. Skills- Technical report writing. Problem solving and analysis. Decision making. Teamwork. Creativity. Analytical. Self-management. Communication and Computer skills. Planning and organising skills.

**DUTIES** : Produce designs according to client specifications and within limits of production capability. Produce objects with material and equipment according to job specifications and recognised standards. Render quality assurance of produced objects. 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.

Render quality assurance of serviced and maintained equipment and/or facilities. Compile and submit reports. Provide inputs to the operational plan. Keep and maintain job record/register. Supervise and mentor staff. Keep up with new technologies and procedures for continuous individual development.

**ENQUERIES** : Mr. Freddie Stone at 076 521 4118

**POST 02/26** : **ARTISAN PRODUCTION GRADE A-C: MECHANICAL FITTER REF NO: REFS/ 021983**  
Chief Directorate: Maintenance

**SALARY** : R230 898 – R386 775 per annum, (plus benefits). The offer is based on recognition of experience after a Trade test certificate. (Proof of recognized experience will be requested for shortlisted applicants).

**CENTRE REQUIREMENTS** : Tshwane: Boilers  
: An appropriate Trade Test Certificate. A minimum of 0-2 years of experience. A valid driver's License. Competencies: Knowledge of Public Service Legislation, Policies and Regulations. Knowledge of OHS Act. Knowledge of the Departmental policies, strategies and procedures. Computer-aided technical applications. Knowledge of legal compliance. Skills: Technical report writing. Problem solving and analysis. Decision making. Teamwork. Creativity. Analytical. Self-management. Communication and Computer skills. Planning and organising skills.

**DUTIES** : Produce designs according to client specifications and within limits of production capability. Produce objects with material and equipment according to job specifications and recognised standards. Render quality assurance of produced objects. 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. Render quality assurance of serviced and maintained equipment and/or facilities. Compile and submit reports. Provide inputs to the operational plan. Keep and maintain job record/register. Supervise and mentor staff. Keep up with new technologies and procedures for continuous individual development.

**ENQUERIES** : Mr. Freddie Stone at 076 521 4118

## DEPARTMENT OF HUMAN SETTLEMENT

*The Department of Human Settlements is contributing towards skills development by providing opportunities to unemployed graduates to gain work experience in various skills areas. The Department is therefore inviting applications for the internship programme that runs for a period of twenty-four (24) months. People with Disability are encouraged to apply*

- APPLICATIONS** : Applications must be forwarded electronically to the following email address: [DoHS@tanatanatosolutions.co.za](mailto:DoHS@tanatanatosolutions.co.za)
- CLOSING DATE** : 14 February 2025
- NOTE** : Requirements: Applicants must be South African citizens, unemployed graduates and have not been exposed to an internship programme before. Note: It will be expected from the selected candidates to be available for interviews on a date and place as determined by the National Department of Human Settlements. Applicants must note that further checks will be conducted once they are shortlisted and that their appointment is subject to positive outcomes on these checks, which include security clearance, qualification verification and criminal record. If you apply for more than one position in the Department, please submit separate applications for each position. Applications must be submitted on a Z83 Form (new Z83 Form which is effective as from 01 January 2021) obtainable from the Department of Public Service and Administration website: [www.dpsa.gov.za](http://www.dpsa.gov.za) or may be collected from the National Department of Human Settlements, Govan Mbeki House, 260 Justice Mohammed Street or any Government Department. Please ensure that the correct reference number appear on the Z83 form. All applications must be accompanied by a CV only. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). Failure to submit the required documents will result in your application not being considered. Correspondence will be limited to shortlisted candidates only. If you have not been contacted within four months after the closing date of this advertisement, please accept that your application was unsuccessful. The National Department of Human Settlements reserves the right to cancel the filling/not to fill a vacancy that was advertised during any stage of the recruitment process.

**INTERNSHIP PROGRAMME  
TWENTY-FOUR (24) MONTHS**

**OTHER POSTS**

- POST 02/27** : **OFFICE OF THE DIRECTOR-GENERAL INTERNSHIP PROGRAMME REF NO: DOHS01/2025 (X1 POST)**  
Directorate: Strategic Planning, Monitoring & Reporting
- STIPEND** : R7 450.75 per month  
**CENTRE** : Pretoria  
**REQUIREMENTS** : Public Administration, Business Administration or Social Sciences  
**ENQUIRIES** : Ms Fikiswa Jama Tel No: (012) 444 9075 or Mr Pumlan Peter Tel No: (012) 444 9072, Tebogo Racheke Tel No: (012) 444 9135
- POST 02/28** : **INTERNAL AUDIT REF NO: DOHS/02/2025 (X1 POST)**  
Branch: Office of the Director-General  
Directorate: Internal Audit
- STIPEND** : R7 450.75 per month  
**CENTRE** : Pretoria  
**REQUIREMENTS** : Internal Audit  
**ENQUIRIES** : Ms Fikiswa Jama Tel No: (012) 444 9075 or Mr Pumlan Peter Tel No: (012) 444 9072, Tebogo Racheke Tel No: (012) 444 9135
- POST 02/29** : **HUMAN RESOURCE MANAGEMENT INTERNSHIP PROGRAMME REF NO: DOHS/03/2025 (X1 POST)**  
Branch: Corporate Services  
Chief Directorate: Human Resource Management
- STIPEND** : R7 450.75 per month  
**CENTRE** : Pretoria  
**REQUIREMENTS** : Human Resource Management/Human Resource Development/Public Management  
**ENQUIRIES** : Ms Fikiswa Jama Tel No: (012) 444 9075 or Mr Pumlan Peter Tel No: (012) 444 9072, Tebogo Racheke Tel No: (012) 444 9135

<b><u>POST 02/30</u></b>	:	<b><u>ICT &amp; RECORDS MANAGEMENT INTERNSHIP PROGRAMME REF NO: DOHS/04/2025 (X1 POST)</u></b> Branch: Corporate Services Chief Directorate: ICT & Records Management
<b><u>STIPEND</u></b>	:	R7 450.75 per month
<b><u>CENTRE</u></b>	:	Pretoria
<b><u>REQUIREMENTS</u></b>	:	Diploma Information Communication Technology/Certificate such as CompTIA/bachelor's degree in IT or computer Science.
<b><u>ENQUIRIES</u></b>	:	Ms Fikiswa Jama Tel No: (012) 444 9075 or Mr Pumlan Peter Tel No: (012) 444 9072, Tebogo Racheke Tel No: (012) 444 9135
<b><u>POST 02/31</u></b>	:	<b><u>COMMUNICATIONS INTERNSHIP PROGRAMME REF NO: DOHS/05/2025 (X1 POST)</u></b> Branch: Corporate Services Chief Directorate: Communications
<b><u>STIPEND</u></b>	:	R7 450.75 per month
<b><u>CENTRE</u></b>	:	Pretoria
<b><u>REQUIREMENTS</u></b>	:	Social Media/Content Management/Community Management/Graphic Design/Multimedia Specialists/Audio Visual Experience
<b><u>ENQUIRIES</u></b>	:	Ms Fikiswa Jama Tel No: (012) 444 9075 or Mr Pumlan Peter Tel No: (012) 444 9072, Tebogo Racheke Tel No: (012) 444 9135
<b><u>POST 02/32</u></b>	:	<b><u>LEGAL SERVICES INTERNSHIP PROGRAMME REF NO: DOHS/06/2025 (X1 POST)</u></b> Branch: Corporate Services Chief Directorate: Legal Services
<b><u>STIPEND</u></b>	:	R7 450.75 per month
<b><u>CENTRE</u></b>	:	Pretoria
<b><u>REQUIREMENTS</u></b>	:	Degree LLB
<b><u>ENQUIRIES</u></b>	:	Ms Fikiswa Jama Tel No: (012) 444 9075 or Mr Pumlan Peter Tel No: (012) 444 9072, Tebogo Racheke Tel No: (012) 444 9135
<b><u>POST 02/33</u></b>	:	<b><u>FINANCIAL MANAGEMENT SERVICES INTERNSHIP PROGRAMME REF NO: DOHS/07/2025 (X1 POST)</u></b> Branch: Chief Financial Services Chief Directorate: Financial Management Services
<b><u>STIPEND</u></b>	:	R7 450.75 per month
<b><u>CENTRE</u></b>	:	Pretoria
<b><u>REQUIREMENTS</u></b>	:	Diploma/B-Tech/B degree in Financial Accounting/Auditing.
<b><u>ENQUIRIES</u></b>	:	Ms Fikiswa Jama Tel No: (012) 444 9075 or Mr Pumlan Peter Tel No: (012) 444 9072, Tebogo Racheke Tel No: (012) 444 9135
<b><u>POST 02/34</u></b>	:	<b><u>GRANTS MANAGEMENT SERVICES INTERNSHIP PROGRAMME REF NO: DOHS/08/2025 (X1 POST)</u></b> Branch: Chief Financial Officer Chief Directorate: Grants Management Services
<b><u>STIPEND</u></b>	:	R7 450.75 per month
<b><u>CENTRE</u></b>	:	Pretoria
<b><u>REQUIREMENTS</u></b>	:	Cost Management Accounting/Financial Management/Financial Accounting/Business Management.
<b><u>ENQUIRIES</u></b>	:	Ms Fikiswa Jama Tel No: (012) 444 9075 or Mr Pumlan Peter Tel No: (012) 444 9072, Tebogo Racheke Tel No: (012) 444 9135
<b><u>POST 02/35</u></b>	:	<b><u>SUPPLY CHAIN MANAGEMENT INTERNSHIP PROGRAMME REF NO: DOHS/09/2025 (X1 POST)</u></b> Branch: Chief Financial Officer Directorate: Supply Chain Management
<b><u>STIPEND</u></b>	:	R7 450.75 per month
<b><u>CENTRE</u></b>	:	Pretoria
<b><u>REQUIREMENTS</u></b>	:	Diploma/B-Tech/B degree in Logistics/Purchasing Management/Supply Chain Management or equivalent
<b><u>ENQUIRIES</u></b>	:	Ms Fikiswa Jama Tel No: (012) 444 9075 or Mr Pumlan Peter Tel No: (012) 444 9072, Tebogo Racheke Tel No: (012) 444 9135

**POST 02/36** : **COMPLIANCE AND ENTITIES OVERSIGHT INTERNSHIP PROGRAMME REF NO: DOHS/10/2025 (X2 POSTS)**  
Branch: Entities Oversight, IGR Monitoring & Evaluation  
Chief Directorate: Compliance and Entities Oversight

**STIPEND** : R7 450.75 per month  
**CENTRE** : Pretoria  
**REQUIREMENTS** : LLB/BCom Law/Performance Planning & Monitoring/Financial Management/Public & Business Management/Compliance & RM and IA  
**ENQUIRIES** : Ms Fikiswa Jama Tel No: (012) 444 9075 or Mr Pumlan Peter Tel No: (012) 444 9072, Tebogo Racheke Tel No: (012) 444 9135

**POST 02/37** : **SECTOR INFORMATION MANAGEMENT SYSTEM (IMS) AND PERFORMANCE MONITORING AND EVALUATION INTERNSHIP PROGRAMME REF NO: DOHS/11/2025 (X2 POSTS)**  
Branch: Entities Oversight, IGR Monitoring & Evaluation  
Chief Directorate: Sector Information Management System (IMS) and Performance Monitoring and Evaluation

**STIPEND** : R7 450.75 per month  
**CENTRE** : Pretoria  
**REQUIREMENTS** : Built Environment/Town and Regional Planning/ Project Management and Information Technology/Public Management.  
**ENQUIRIES** : Ms Fikiswa Jama Tel No: (012) 444 9075 or Mr Pumlan Peter Tel No: (012) 444 9072, Tebogo Racheke Tel No: (012) 444 9135

**POST 02/38** : **INTERNATIONAL RELATIONS INTERNSHIP PROGRAMME REF NO: DOHS/12/2025 (X1 POST)**  
Branch: Entities Oversight, IGR Monitoring & Evaluation  
Directorate: International Relations

**STIPEND** : R7 450.75 per month  
**CENTRE** : Pretoria  
**REQUIREMENTS** : Degree/Diploma in International Relations  
**ENQUIRIES** : Ms Fikiswa Jama Tel No: (012) 444 9075 or Mr Pumlan Peter Tel No: (012) 444 9072, Tebogo Racheke Tel No: (012) 444 9135

**POST 02/39** : **IGR & CAPACITY ASSEMBLY INTERNSHIP PROGRAMME REF NO: DOHS/13/2025 (X1 POST)**  
Branch: Entities Oversight, IGR Monitoring & Evaluation  
Chief Directorate: IGR & Capacity Assembly

**STIPEND** : R7 450.75 per month  
**CENTRE** : Pretoria  
**REQUIREMENTS** : Diploma/Degree in Public Administration  
**ENQUIRIES** : Ms Fikiswa Jama Tel No: (012) 444 9075 or Mr Pumlan Peter Tel No: (012) 444 9072, Tebogo Racheke Tel No: (012) 444 9135

**POST 02/40** : **EMERGENCY HOUSING INTERNSHIP PROGRAMME REF NO: DOHS/14/2025 (X3 POSTS)**  
Branch: Informal Settlements Upgrading and Emergency Housing  
Chief Directorate: Informal Settlements Upgrading and Emergency Housing

**STIPEND** : R7 450.75 per month  
**CENTRE** : Pretoria  
**REQUIREMENTS** : Project Management and Civil/Structural Engineering  
**ENQUIRIES** : Ms Fikiswa Jama Tel No: (012) 444 9075 or Mr Pumlan Peter Tel No: (012) 444 9072, Tebogo Racheke Tel No: (012) 444 9135

**POST 02/41** : **INFORMAL SETTLEMENTS UPGRADING INTERNSHIP PROGRAMME REF NO: DOHS/15/2025 (X3 POSTS)**  
Branch: Informal Settlements Upgrading  
Chief Directorate: Informal Settlements Upgrading

**STIPEND** : R7 450.75 per month  
**CENTRE** : Pretoria  
**REQUIREMENTS** : Built Environment (Quantity Survey) Construction Management and Town Planning  
**ENQUIRIES** : Ms Fikiswa Jama Tel No: (012) 444 9075 or Mr Pumlan Peter Tel No: (012) 444 9072, Tebogo Racheke Tel No: (012) 444 9135

**POST 02/42** : **HUMAN SETTLEMENTS PLANNING SUPPORT INTERNSHIP PROGRAMME REF NO: DOHS/16/2025 (X3 POSTS)**  
Branch: Research, Policy Strategy & Planning  
Chief Directorate: Human Settlements Planning Support

**STIPEND** : R7 450.75 per month  
**CENTRE** : Pretoria  
**REQUIREMENTS** : Town and Regional Planning, Human Settlements Policy, Project Management and Financial Analysis.

**ENQUIRIES** : Ms Fikiswa Jama Tel No: (012) 444 9075 or Mr Pumlan Peter Tel No: (012) 444 9072, Tebogo Racheke Tel No: (012) 444 9135

**POST 02/43** : **HUMAN SETTLEMENTS POLICY DEVELOPMENT INTERNSHIP PROGRAMME REF NO: DOHS/17/2025 (X1 POST)**  
Branch: Research, Policy Strategy & Planning  
Chief Directorate: Human Settlements Policy Development

**STIPEND** : R7 450.75 per month  
**CENTRE** : Pretoria  
**REQUIREMENTS** : Public/Social/Development Studies/Social Sciences/Public Management/Administration/Human Settlements.

**ENQUIRIES** : Ms Fikiswa Jama Tel No: (012) 444 9075 or Mr Pumlan Peter Tel No: (012) 444 9072, Tebogo Racheke Tel No: (012) 444 9135

**POST 02/44** : **HUMAN SETTLEMENTS SECTOR RESEARCH INTERNSHIP PROGRAMME REF NO: DOHS/18/2025 (X2 POSTS)**  
Branch: Research, Policy Strategy & Planning  
Directorate: Human Settlements Sector Research

**STIPEND** : R7 450.75 per month  
**CENTRE** : Pretoria  
**REQUIREMENTS** : Economics/Statistics/Financial Modelling/Human Settlements  
**ENQUIRIES** : Ms Fikiswa Jama Tel No: (012) 444 9075 or Mr Pumlan Peter Tel No: (012) 444 9072, Tebogo Racheke Tel No: (012) 444 9135

**POST 02/45** : **TRANSVERSAL PROGRAMMES AND PROJECTS INTERNSHIP PROGRAMME REF NO: DOHS/19/2025 (X2 POSTS)**  
Branch: Affordable, Rental and Social Housing  
Chief Directorate: Transversal Programmes and Projects

**STIPEND** : R7 450.75 per month  
**CENTRE** : Pretoria  
**REQUIREMENTS** : Project Management/Public Administration/Development  
**ENQUIRIES** : Ms Fikiswa Jama Tel No: (012) 444 9075 or Mr Pumlan Peter Tel No: (012) 444 9072, Tebogo Racheke Tel No: (012) 444 9135

**POST 02/46** : **RENTAL AND SOCIAL HOUSING INTERNSHIP PROGRAMME REF NO: DOHS/20/2025 (X1 POST)**  
Branch: Affordable, Rental and Social Housing  
Chief Directorate: Rental and Social Housing

**STIPEND** : R7 450.75 per month  
**CENTRE** : Pretoria  
**REQUIREMENTS** : Degree in Housing/Human Settlements/Project Management  
**ENQUIRIES** : Ms Fikiswa Jama Tel No: (012) 444 9075 or Mr Pumlan Peter Tel No: (012) 444 9072, Tebogo Racheke Tel No: (012) 444 9135

**POST 02/47** : **AFFORDABLE HOUSING INTERNSHIP PROGRAMME REF NO: DOHS/21/2025 (X2 POSTS)**  
Branch: Affordable, Rental and Social Housing  
Chief Directorate: Affordable Housing

**STIPEND** : R7 450.75 per month  
**CENTRE** : Pretoria  
**REQUIREMENTS** : Degree in Housing/Human Settlements/Project Management  
**ENQUIRIES** : Ms Fikiswa Jama Tel No: (012) 444 9075 or Mr Pumlan Peter Tel No: (012) 444 9072, Tebogo Racheke Tel No: (012) 444 9135

## DEPARTMENT OF JUSTICE AND CONSTITUTIONAL DEVELOPMENT

- APPLICATIONS** : Interested applicants must submit their applications for employment to <https://forms.office.com/r/X2XaVPasWu> or alternatively the address specified in each post.
- CLOSING DATE** : 03 February 2025
- NOTE** : The application must include only completed and signed new Form Z83, obtainable from any Public Service Department or on the internet at [www.gov.za](http://www.gov.za), and a detailed Curriculum Vitae. Certified copies of Identity Document, Senior Certificate and the highest required qualification as well as a driver's license where necessary, will only be submitted by shortlisted candidates to HR on or before the day of the interview date. Application that do not comply with the above specifications will not be considered and will be disqualified. It remains the responsibility of an applicant to ensure that application reaches the department noting different options provided for submission. A SAQA evaluation report must accompany foreign qualifications. All shortlisted candidates for SMS posts will be subjected to a technical and competency assessment. A pre-entry certificate obtained from National School of Government (NSG) is required before appointment for all SMS positions. Candidate will complete a financial disclosure form and also be required to undergo a security clearance. Foreigners or dual citizenship holder must provide the Police Clearance certificate from country of origin only when shortlisted. The DOJ&CD is an equal opportunity employer. In the filling of vacant posts the objectives of section 195 (1) (i) of the Constitution of South Africa, 1996 (Act No: 108 of 1996), the Employment Equity imperatives as defined by the Employment Equity Act, 1998 (Act No: 55 of 1998) and relevant Human Resources policies of the Department will be taken into consideration. Reasonable accommodation shall be applied for People with Disabilities including where driver's license is a requirement. Correspondence will be limited to short-listed candidates only. If you do not hear from us within 3 months of this advertisement, please accept that your application has been unsuccessful. The department reserves the right not to fill these positions. Women and people with disabilities are encouraged to apply and preference will be given to the EE Target.

## MANAGEMENT ECHELON

- POST 02/48** : **DIRECTOR: FINANCE REF NO: 24/VA08/NW**  
This is a re-advertisement, applicants who previously applied need not to re-apply.
- SALARY** : R1 216 824 – R1 433 355 per annum, (all-inclusive remuneration package). The successful candidate will be required to sign a performance agreement.
- CENTRE** : Provincial Office – North West
- REQUIREMENTS** : An undergraduate qualification (NQF 7) in Financial Management/ Financial Accounting/ BCom in Public Finance or Auditing as recognised by SAQA; Nyukela Certificate (Certificate of entry into Senior Management Service from the National School of Government); 5 years' experience at middle/senior managerial level; Knowledge of Financial Management and Accounting at managerial level; Knowledge and understanding of Public Finance Management Act and budget management; Public Service Regulations, Public Service Act, Treasury Regulations and Public Audit Act; A valid driver's license. Skills and Competencies: Strategic capability and leadership, Programme and project management, Financial management; Change management, Knowledge management; Service delivery Innovation (SDI), Problem solving and analysis, People management and empowerment, Client orientation and customer focus, Communication, Honesty and integrity, Personnel attributes.
- DUTIES** : Key Performance Areas: Monitor and co-ordinate report on financial administration and compliance matters which is aligned to the Medium – Term Strategic Plan and Medium Term Expenditure Framework (MTEF) of the Department; Provide efficient and effective financial administrative support with respect to financial accounting and management accounting; Advise and assist in the Provincial Head and Senior Management in the exercise of powers; functions assigned and delegations in terms of PFMA and other relevant legislation; Ensure compliance with the accounting best practices; norms and standard; Establish and maintain effective, efficient and transparent systems of financial management and internal control; Provide effective people management.
- ENQUIRIES** : Mr. TN Chabeli Tel No: (018) 397 7031
- APPLICATIONS** : Quoting the relevant reference number, direct your application to: The Provincial Head, Private Bag X2033, Mmabatho, 2735, hand deliver it at 22 Molopo Road, Ayob Gardens, Mafikeng, 2745.
- POST 02/49** : **DIRECTOR: INTEGRATED CRIMINAL JUSTICE SYSTEM REF NO: 24/77/CA**  
(3 Years Contract Appointment)  
This is a re-advertisement, applicants who previously applied need not to re-apply.
- SALARY** : R1 216 824 – R1 433 355 per annum, (all-inclusive remuneration package). The successful candidate will be required to sign a performance agreement.
- CENTRE** : National Office, Pretoria
- REQUIREMENTS** : LLB Qualification (NQF level 7) as recognized by SAQA; 5 years' experience at middle/senior managerial level in criminal justice system environment; Nyukela certificate (Certificate for entry



into the Senior Management Services from the School of Government); Knowledge of Criminal, Civil and Family Law and other relevant legislations; Knowledge of Constitutional law and relevant cases law and Interpretation of statutes; Knowledge and understanding of the legislative framework governing Public Service: Financial Management and regulatory framework/guidelines, prescripts, Public Services Act; Public Service Regulations, Treasury Regulations, Departmental Financial Instructions and Public Finance Management Act. Skills and Competencies: Strategic capability and leadership; Project management; Financial management; Change management; Knowledge management; Service Delivery Innovation (SDI); Problem solving and analysis; People management and empowerment; Client orientation and customer focus; Communication; Honesty and integrity.

**DUTIES** : Key Performance Areas: Manage the facilitation of the Integrated Criminal Justice strategy; Manage and facilitate the Legislative reform on the Integrated Criminal Justice System (ICJS); Coordinate and monitor the modernization programmes of the ICJS; Manage and coordinate programmes on Integrated Criminal Justice including the 7 point plan; Manage stakeholder relations and public awareness for the ICJS; Manage and coordinate a victim centric Justice System in support of ICJS initiatives; Manage the activities relating to Integrated Criminal Justice System; Manage human, financial and other resources.

**ENQUIRIES** : Mr S Kgafela Tel No: (012) 315 1042  
**APPLICATIONS** : Quoting the relevant reference number, direct your application to: Postal address: The Human Resource: Department of Justice and Constitutional Development; Private Bag X81, Pretoria, 0001 or Physical Address: Application Box, First Floor, Reception, East Tower, Momentum Building, 329 Pretorius Building, Pretoria, 0001.

**POST 02/50** : **DIRECTOR: FAMILY ADVOCATE REF NO: 24/80/MAS**  
This is a re-advertisement, applicants who previously applied need not to re-apply.

**SALARY** : R1 216 824 – R1 433 355 per annum, (all-inclusive remuneration package). The successful candidate will be required to sign a performance agreement.

**CENTRE** : National Office: Pretoria  
**REQUIREMENTS** : An undergraduate qualification (NQF level 7) LLB or equivalent 4 year legal qualification as recognized by SAQA; 5 years' of experience at middle/senior managerial level; Admittance as an Advocate/Attorney with right of appearance at High Court; Nyukela Certificate (Certificate for entry into the Service Management Service from the National School of Government); Knowledge of Foundations of South African Law, Private Law, Constitutional Law, Criminal Law, Law of evidence and African Customary Law, Muslim Personal Law, Private International Law; Knowledge of Children's Act, The Hague Convention on the Civil Aspects of International Child Abduction, Maintenance Act, Mediation in Certain Divorce Matters Act, Domestic Violence Act; Extensive knowledge of all local and international Legislation that regulates protection of children; Knowledge of the South African legal system, legal practices and related spheres with specific reference to civil litigation and Family Law; Knowledge of the Constitution, the Public Finance Management Act, knowledge and experience in office administration. Skills and Competencies: Strategic capabilities and leadership; Project and programme management; Financial management; Change management; Knowledge management; Services Delivery Innovation (SDI); Problem solving and analysis; Diversity management; Client orientation and customer focus; Communication skills; Honesty and integrity.

**DUTIES** : Key Performance Areas: Manage the administration and reporting on the implementation of Hague Convention on Civil aspects of International Child Abduction; Manage and support the provisioning of Family Advocate services; Manage the implementation of policies, legislative frameworks and prescripts; Support the provision of Forensic Social Work services; Manage and provide administration support services; Manage human, financial and other resources.

**ENQUIRIES** : Mr J Maluleke Tel No: (012) 315 1090  
**APPLICATIONS** : Quoting the relevant reference number, direct your application to: Postal address: The Human Resources: Department of Justice and Constitutional Development, Private Bag X81, Pretoria, 0001 or Physical address: Application Box, First Floor Reception, East Tower, Momentum Building, 329 Pretorius Street, Pretoria.

**POST 02/51** : **DIRECTOR: ICT SECURITY OPERATION: REF NO: 24/78/ICT**  
This is a re-advertisement, applicants who previously applied need not to re-apply.

**SALARY** : R1 216 824 – R1 433 355 per annum, (all-inclusive remuneration package). The successful candidate will be required to sign a performance agreement.

**CENTRE** : National Office: Pretoria  
**REQUIREMENTS** : An undergraduate qualification (NQF level 7) in Information Communication Technology or equivalent as recognized by SAQA; 5 years of experience at middle/senior managerial level; Nyukela certificate (Certificate for entry into the Senior Management Services from the National School of Government); Knowledge and understanding of ISO 27001 IT Security and Cybersecurity standards, NIST Cybersecurity framework understanding; Knowledge of Enterprise Architecture including Government Wide EA, Architecture Frameworks, ICT Policy Development, ICT Planning and Monitoring Framework; Knowledge and understanding of Public Service Regulations, Public Finance Management Act, Treasury Regulations and Government Financial processes and systems. Skills and Competencies: Strategic capability and leadership;

Programme and project management; Financial management; Change management; Knowledge management; Service Delivery Innovation (SDI); Problem solving and analysis; People management and empowerment; Client orientation and customer focus; Communication; Honesty and integrity.

**DUTIES** : Key Performance Areas: Manage ICT security infrastructure operations; Manage the development of ICT security policies, norms; standards, procedures, frameworks and compliance; Manage human, financial and other resources.

**ENQUIRIES APPLICATIONS** : Ms M Kganyago Tel No: (012) 315 1844  
: Quoting the relevant reference number, direct your application to: Postal address: The Human Resource: Department of Justice and Constitutional Development; Private Bag X81, Pretoria, 0001 or Physical Address: Application Box, First Floor, Reception, East Tower, Momentum Building, 329 Pretorius Building, Pretoria, 0001.

**POST 02/52** : **DIRECTOR: INFRASTRUCTURE DELIVERY SERVICES REF NO: 24/41/HR**  
This is a re-advertisement, applicants who previously applied need not to re-apply.

**SALARY** : R1 216 824 – R1 433 355 per annum, (all-inclusive remuneration package). The successful candidate will be required to sign a performance agreement.

**CENTRE REQUIREMENTS** : National Office, Pretoria  
: An appropriate undergraduate (NQF level 7) as recognized by SAQA in Built environment; 5 years' experience at a middle/senior managerial level in infrastructure planning/ delivery environment; Nyukela Certificate (Certificate for entry into the senior management service from the National School of Government); Knowledge and understanding of Infrastructure Delivery Management System; Government Immovable Asset Management Act, Occupational Health and Safety Act, Construction Industry Development Board Act and Regulations, Council of Built Environment Act; Knowledge and understanding of the legislative framework governing the Public Service: Financial Management and regulatory framework/guidelines, Public Service Act, Public Service Regulations, Treasury Regulations, Departmental Financial Instructions, Public Finance Management Act and Supply Chain Management framework. Skills and Competencies: Strategic capability and leadership; Programme and project management; Financial management; Change management; Knowledge management; Service Delivery Innovation (SDI); Problem solving and analysis; People management and empowerment; Client orientation and customer focus; Communication; Honesty and integrity.

**DUTIES** : Key Performance Areas: Manage the development and implementation of the construction procurement strategy; Manage the implementation of infrastructure plans and programmes; Monitor the implementation of construction management services; Manage the implementing agencies and service level delivery agreements; Manage human, finance, and other resources.

**ENQUIRIES APPLICATIONS** : Mr. J Maluleke Tel No: (012) 315 1090  
: Quoting the relevant reference number, direct your application to: Postal address: The Human Resource: Department of Justice and Constitutional Development; Private Bag X81, Pretoria, 0001 or Physical Address: Application Box, First Floor, Reception, East Tower, Momentum Building, 329 Pretorius Building, Pretoria, 0001.

**POST 02/53** : **DIRECTOR: INFRASTRUCTURE PLANNING REF NO: 24/40/HR**  
This is a re-advertisement, applicants who previously applied need not to re-apply.

**SALARY** : R1 216 824 – R1 433 355 per annum, (all-inclusive remuneration package). The successful candidate will be required to sign a performance agreement.

**CENTRE REQUIREMENTS** : National Office, Pretoria  
: An appropriate undergraduate (NQF level 7) as recognized by SAQA in Built Environment or equivalent; 5 years' experience at a middle/senior managerial level in infrastructure planning; Registration as a professional with any relevant Built Environment council will be an added advantage; Knowledge and understanding of Government Immovable Asset Management Act, Occupational Health and Safety Act, Construction Industry Development Board Act and Regulations; Knowledge of Financial Management and regulatory framework/guidelines, Public Service Act, Public Service Regulations, Treasury Regulations, Departmental Financial Instructions and Public Finance Management Act. Skills and Competencies: Strategic capability and leadership; Programme and project management; Financial management; Change management; Knowledge management; Service Delivery Innovation (SDI); Problem solving and analysis; People management and empowerment; Client orientation and customer focus; Communication; Honesty and integrity.

**DUTIES** : Key Performance Areas: Manage the user demand in terms of User Asset Management Plan; Manage infrastructure and property planning projects; Manage built environment professional services in all projects; Manage human, finance and other resources.

**ENQUIRIES APPLICATIONS** : Mr J Maluleke Tel No: (012) 315 1090  
: Quoting the relevant reference number, direct your application to: Postal address: The Human Resource: Department of Justice and Constitutional Development; Private Bag X81, Pretoria, 0001 or Physical Address: Application Box, First Floor, Reception, East Tower, Momentum Building, 329 Pretorius Building, Pretoria, 0001.

- POST 02/54** : **DIRECTOR: ICT TESTING AND QUALITY ASSURANCE REF NO: 24/50/ICT**  
This is a re-advertisement, applicants who previously applied need not to re-apply.
- SALARY** : R1 216 824 – R1 433 355 per annum, (all-inclusive remuneration package). The successful candidate will be required to sign a performance agreement.
- CENTRE** : National Office, Pretoria
- REQUIREMENTS** : An undergraduate qualification (NQF level 7) in Information Communication Technology or equivalent as recognized by SAQA; 5 years' experience at middle/senior managerial level of which 3 years must be in Testing/Quality Assurance; Nyukela certificate (Certificate for entry into the Senior Management Services from the National School of Government); Knowledge of ICT Audit Management; ICT Governance Framework, ICT Strategy and Planning; ICT Planning and Monitoring Framework; ICT Policy Development, ICT Project Management Methodologies (e.g PMBOK, PRINCE 2), Waterfall SDLC methodologies, ICT Risk Management; Modernization and innovations; Knowledge of Public Service Regulations, Public Finance Management Act (PFMA) and Treasury Regulations. Skills and Competencies: Strategic capability and leadership; Programme and project management; Financial management; Change management; Knowledge management; Service Delivery Innovation (SDI); Problem solving and analysis; People management and empowerment; Client orientation and customer focus; Communication; Honesty and integrity.
- DUTIES** : Key Performance Areas: Manage the development of the Test Strategies and Test plans; Manage and facilitate the Analysis, Design, Execution and Quality Assurance process; Manage and maintain the Quality Assurance environments and Testing Tools/Software; Manage Service Level Agreement/Service provider; Provide effective people management.
- ENQUIRIES** : Ms M Kganyago Tel No: (012) 315 1844
- APPLICATIONS** : Quoting the relevant reference number, direct your application to: Postal address: The Human Resource: Justice and Constitutional Development, Private Bag X81, Pretoria, 0001 or Physical address: Application Box, First Floor Reception, East Tower, Momentum Building, 329 Pretorius Street, Pretoria.
- POST 02/55** : **DIRECTOR: ICT SYSTEM MANAGEMENT AND BUSINESS INTELLIGENCE REF NO: 24/51/ICT**  
This is a re-advertisement, applicants who previously applied need not to re-apply.
- SALARY** : R1 216 824 – R1 433 355 per annum, (all-inclusive remuneration package). The successful candidate will be required to sign a performance agreement.
- CENTRE** : National Office, Pretoria
- REQUIREMENTS** : An undergraduate qualification (NQF level 7) in Information Communication Technology as recognized by SAQA; 5 years of experience at middle/senior managerial level; Nyukela certificate (Certificate for entry into the Senior Management Services from the National School of Government); Knowledge of Enterprise Architecture including Government Wide EA, Architecture Frameworks, ICT Policy Development, ICT Planning and Monitoring Framework; Knowledge of Public Service Regulations, Public Finance Management Act, Treasury Regulations and Government financial processes and systems. Skills and Competencies: Strategic capability and leadership; Programme and project management; Financial management; Change management; Knowledge management; Service delivery innovation (SDI); Problem solving and analysis; People management and empowerment; Client orientation and customer focus; Communication skills; Honesty and integrity.
- DUTIES** : Key Performance Areas: Manage the development of Business Applications; Manage the maintenance of Business Applications; Manage functional support and enhancements to Business Application; Manage the provision of business intelligence services; Provide effective people management.
- ENQUIRIES** : Ms M Kganyago Tel No: (012) 315 1844
- APPLICATIONS** : Quoting the relevant reference number, direct your application to: Postal address: The Human Resource: Justice and Constitutional Development, Private Bag X81, Pretoria, 0001 or Physical address: Application Box, First Floor Reception, East Tower, Momentum Building, 329 Pretorius Street, Pretoria.
- POST 02/56** : **DIRECTOR: ICT ENTERPRISE ARCHITECTURE REF NO: 24/44/ICT**  
This is a re-advertisement, applicants who previously applied need not to re-apply.
- SALARY** : R1 216 824 – R1 433 355 per annum, (all-inclusive remuneration package). The successful candidate will be required to sign a performance agreement.
- CENTRE** : National Office, Pretoria
- REQUIREMENTS** : An undergraduate qualification (NQF level 7) in Information Communication Technology or equivalent as recognized by SAQA; 5 years' experience at middle/ senior management level in ICT management of which 3 years must be in ICT Enterprise Architecture; Knowledge of Enterprise Architecture including Government Wide EA, Architecture Frameworks, ICT Strategic & Operational Planning, Corporate Governance of ICT, ICT policy development, ICT risks, ICT audits and ICT related compliance, ICT Audit Management, ICT Planning and Monitoring Framework, modernization and innovations; Knowledge of Public Service Regulations, Public Finance Management Act (PFMA), Treasury Regulations, Government financial processes and

systems. Skills and Competencies: Strategic capability and leadership; Programme and project management; Financial management; Change management; Knowledge management; Service Delivery Innovation (SDI); Problem solving and analysis; People management and empowerment; Client orientation and customer focus; Communication skills; Honesty and integrity.

**DUTIES** : Key Performance Areas: Manage the design, development and maintenance of the ICT Enterprise Architecture; Manage the design, development and maintenance of ICT Business and Data Architectures; Manage the implementation of ICT Technology and Application Architectures; Provide effective people management.

**ENQUIRIES** : Ms M Kganyago Tel No: (012) 315 1844  
**APPLICATIONS** : Quoting the relevant reference number, direct your application to: Postal address: The Human Resource: Justice and Constitutional Development, Private Bag X81, Pretoria, 0001 or Physical address: Application Box, First Floor Reception, East Tower, Momentum Building, 329 Pretorius Street, Pretoria

**POST 02/57** : **DIRECTOR: LEGAL ADMINISTRATION AND ADVOCACY REF NO: 24/48/NC**  
This is a re-advertisement, applicants who previously applied need not to re-apply.

**SALARY** : R1 216 824 – R1 433 355 per annum, (all-inclusive remuneration package). The successful candidate will be required to sign a performance agreement.

**CENTRE** : Provincial Office: Northern Cape  
**REQUIREMENTS** : An LLB or appropriate legal or law degree (NQF level 7) as recognized by SAQA; A post graduate qualification in Law or legal will be an added advantage; 6 years' experience in the field of Law, court administration/ management environment of which 5 years should be at middle/ senior managerial level; Nyukela Certificate (Certificate for Entry into the Senior Management Service from the National School of Government); Knowledge and understanding of Public Finance Management Act, Public Service Regulations, Treasury Regulations, etc.; Knowledge of the law, International law and relations; Knowledge and understanding of the Constitution, Constitutional law cases, criminal, civil and family cases. Skills and Competencies: Strategic capability and leadership; Programme and project management; Financial management; Change management; Knowledge management; Service delivery innovation (SDI); Problem solving and analysis; People management and empowerment; Client orientation and customer focus; Communication skills; Honesty and integrity.

**DUTIES** : Key Performance Areas: Manage the provision of legal administration and statutory appointment; Manage family law services (Maintenance, Child Justice and Intermediary); Manage language and interpreting services in the province; Facilitate the promotion and awareness of justice related services; Manage customer/client relations and service delivery; Provide effective people management.

**ENQUIRIES** : Northern Cape: Mr J Tope Tel No: (053) 802 1300  
Free State: Ms. N. Dywili at (073) 775 0709

**APPLICATIONS** : Northern Cape: Quoting the relevant reference number, direct your application to: Postal address: The Provincial Head: Justice and Constitutional Development, Private Bag X6106, Kimberley, 8300 or Hand delivers at the New Public Buildings, (Magistrates Court) of Knight and Stead Streets, 7th floor, Kimberley, 8301.

**POST 02/58** : **DIRECTOR: POLICY AND STRATEGY REF NO: 24/90/MAS**  
This is a re-advertisement, applicants who previously applied need not to re-apply.

**SALARY** : R1 216 824 – R1 433 355 per annum, (all-inclusive remuneration package). The successful candidate will be required to sign a performance agreement.

**CENTRE** : Master of The High Court: Pretoria  
**REQUIREMENTS** : An undergraduate qualification (NQF level 7) as recognized by SAQA in Bachelor of Science (BSc), BCom, LLB and Strategic Planning; 5 years' experience at middle/ senior management level; Nyukela Certificate (Certificate for entry into the Service Management Service from the National School of Government); Knowledge of process, system and policy improvement techniques, project management, law and strategic management; Knowledge of procurement directives, procedures, legislative framework governing the Public Service, Financial Management and regulatory framework/ guidelines, prescripts, the Public Service Act, the Public Service Regulations, Treasury Regulations, Departmental Financial Instructions, the Public Finance Management Act and Constitution; Knowledge and experience in office administration. Skills and Competencies: Strategic capability and leadership; Programme and project management; Financial management; Change management; Knowledge management; Service delivery innovation (SDI); Problem solving and analysis; People management and empowerment; Client orientation and customer focus; Communication skills; Honesty and integrity.

**DUTIES** : Key Performance Areas: Manage the development and implementation of the Master's modernization and digitization strategy; Manage the preparation and coordination of technical procedures and standards for Master's offices; Manage the development and implementation of policies; Manage Master's offices research and development programmes; Manage the development and implementation of Master's strategies; Manage human, finance and other resources.

**ENQUIRIES** : Mr. J. Maluleke Tel No: (012) 315 1090

- APPLICATIONS** : Quoting the relevant reference number, direct your application to: Postal address: The Human Resource: Department of Justice and Constitutional Development; Private Bag X81, Pretoria, 0001 or Physical Address: Application Box, First Floor, Reception, East Tower, Momentum Building, 329 Pretorius Building, Pretoria, 0001.
- POST 02/59** : **DIRECTOR: MUTUAL LEGAL ASSISTANCE AND EXTRADITION REF NO: 24/37/CD**  
This is a re-advertisement, applicants who previously applied need not to re-apply.
- SALARY** : R1 216 824 – R1 433 355 per annum, (all-inclusive remuneration package). The successful candidate will be required to sign a performance agreement.
- CENTRE** : National Office, Pretoria
- REQUIREMENTS** : An undergraduate qualification (NQF level 7) LLB; 5 years' of experience at a middle/senior managerial level in a legal environment; A postgraduate qualification in International Law or International Relations as recognized by SAQA will serve as an added advantage. Nyukela Certificate (certificate for entry into the senior management service from the National School of Government); Knowledge of South African foreign policies and national interest, international law and relations; Knowledge of criminal, civil law, international law, constitutional law cases and relations; Knowledge and understanding of the Constitution of South Africa; Knowledge of government prescripts, Public Finance Management Act (PFMA), Treasury Regulations and Interpretation of statutes. Skills and Competencies: Strategic capability and leadership; Programme and project management; Financial management; Change management; Knowledge management; Service Delivery Innovation (SDI); Problem solving and analysis; People management and empowerment; Client orientation and customer focus; Communication skills; Honesty and integrity.
- DUTIES** : Key Performance Areas: Manage the processing and coordination of requests for mutual legal assistance and extradition, enforcement of foreign orders on behalf of the Department; Initiate, facilitate, coordinate negotiations on mutual legal assistance in criminal matters and extradition agreements with foreign countries and relevant entities; Manage the process of reciprocal enforcement of foreign maintenance orders; Represent the department in bi-national and multilateral engagements; Provide effective people management.
- ENQUIRIES** : Ms. MD Modibane Tel No: (012) 315 1668
- APPLICATIONS** : Quoting the relevant reference number, direct your application to: Postal address: The Human Resource: Department of Justice and Constitutional Development; Private Bag X81, Pretoria, 0001 or Physical Address: Application Box, First Floor, Reception, East Tower, Momentum Building, 329 Pretorius Building, Pretoria, 0001.
- POST 02/60** : **DIRECTOR: CONSTITUTIONAL RESEARCH AND REVIEW REF NO: 24/38/CD**  
This is a re-advertisement - applicants who previously applied need not to re-apply.
- SALARY** : R1 216 824 – R1 433 355 per annum, (all-inclusive remuneration package). The successful candidate will be required to sign a performance agreement.
- CENTRE** : National Office, Pretoria
- REQUIREMENTS** : An undergraduate qualification (NQF Level 7) LLB as recognized by SAQA; 5 years' experience at a middle/ senior managerial level. Nyukela Certificate (certificate for entry into the senior management service from the National School of Government); Knowledge of Public Finance Management Act, Prescripts, Act and regulations within the Justice and Constitutional Development area, Human Rights laws; Knowledge and understanding of Human Rights developments, Constitution of South Africa and relevant governance prescripts. Skills and Competencies: Strategic capability and leadership; Programme and project management; Financial management; Change management; Knowledge management; Service Delivery Innovation (SDI); Problem solving and analysis; People management and empowerment; Client orientation and customer focus; Communication skills; Honesty and integrity.
- DUTIES** : Key Performance Areas: Manage and conduct research on legislation impacting on constitutional democracy, fundamental human rights and constitutional values; Manage and conduct constitutional research and review; Manage and facilitate an enabling environment for research and review in government; Monitor implementation of the constitutional instruments and tools by the three spheres of government; Provide effective people management.
- ENQUIRIES** : Ms MD Modibane Tel No: (012) 315 1668
- APPLICATIONS** : Quoting the relevant reference number, direct your application to: Postal address: The Human Resource: Department of Justice and Constitutional Development; Private Bag X81, Pretoria, 0001 or Physical Address: Application Box, First Floor, Reception, East Tower, Momentum Building, 329 Pretorius Building, Pretoria, 0001.

**NATIONAL PROSECUTING AUTHORITY**

*The NPA is an equal opportunity employer. People with disabilities will be given preference and are encouraged to apply. In the filling of vacancies, the objectives of Section 195(1)(i) of the Constitution of the Republic of South Africa, 1996, and in particular the Employment Equity Act, 1998 (Act 55 of 1998) and the NPA Employment Equity Strategy 2022-2026, will take highest preference in selection of suitable candidates.*

**APPLICATIONS** : All applications must be submitted to the relevant Recruitment Response E mails stated below.  
**CLOSING DATE** : 03 February 2025  
**NOTE** : Applicants must apply by submitting applications on the most recent Z83 form obtainable from any Public Service Department or on the DPSA web site link: <https://www.dpsa.gov.za/newsroom/psvc/> and a comprehensive CV only (with detailed experience information). Failure to do so will result in your application being disqualified. Only shortlisted candidates will be required to submit certified copies of qualifications and other relevant documents on or before the day of the interview following communication from Human Resources. Foreign qualifications must be accompanied by an evaluation report issued by SAQA (only when shortlisted). It is the applicant's responsibility to have all foreign qualifications evaluated by SAQA and to provide proof of such evaluation (only when shortlisted). Handwritten Z83 must be completed in Block Letters. If the Z83 is not completed as prescribed your application will not be accepted. All applications must reach the NPA on/or before the closing date. No late applications will be accepted/processed. Documents should not be password protected and ZIP files will be blocked. The NPA cannot be held responsible for server delays. All applications must reach the NPA on/or before the closing date. No late applications will be accepted/processed. The applicant's attention is drawn to the fact that the NPA uses an Electronic Response Handling System in terms of e-mailed applications. Please do not contact the NPA directly after you have e-mailed your applications to enquire if your application(s) have been received. If you have not received an acknowledgement of receipt within one week after the closing date, then you can contact the NPA. The NPA reserves the right not to fill any particular position. If you do not hear from us within (6) six months from the closing date of the advert, please accept that your application was unsuccessful. Successful candidates will be subjected to a security clearance of at least confidential. Appointment to this position will be provisional, pending the issue of security clearance. Fingerprints will be taken on the day of the interview. The social media accounts of shortlisted applicants may be accessed as part of the verification process. A valid driver's license will be a requirement where applicable. All shortlisted candidates, including SMS, shall undertake two pre-entry assessments which are, a practical exercise and an integrity (ethical conduct) assessment. SMS posts will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the NPA. Following the interview and technical exercise, the selection panel will recommend candidates to attend a generic managerial competency-based assessment (in compliance with the DPSA Directive on the implementation of competency-based assessments). The competency assessment will test generic managerial competencies using the mandated DPSA SMS competency assessment tools. A Pre-entry certificate obtained from the National School of Government (NSG) is required for all SMS applicants for Public Service Act positions in the NPA (SMS pre-entry certificate to be submitted prior to appointment). NPA Act appointments are exempted from the pre-entry certificate requirement. This is a Public Service specific training programme. The name of the course is Certificate for entry into the SMS. The full details can be sourced from the link <https://www.thensg.gov.za/training-course/sms-pre-entry-programme/>. Applicants are advised that from 1 January 2021 a new application form for employment (Z83) is in use. The new application for employment form can be downloaded at [www.dpsa.gov.za-vacancies](http://www.dpsa.gov.za-vacancies). From 1 January 2021 should an application be received using the incorrect (old) application for employment (Z83), it will not be considered. NB! Applicants who are successful must please note that the NPA is not in a position to pay resettlement costs. NB! All employees considered for appointment to the Investigating Directorate Against Corruption will be subject to a lifestyle audit and integrity vetting.

**OTHER POSTS**

**POST 02/61** : **DEPUTY DIRECTOR OF PUBLIC PROSECUTIONS REF NO: RECRUIT 2025/01**  
National Prosecutions Services

**SALARY** : R1 501 617 per annum (Level 14), (Total cost package)  
**CENTRE** : DPP: Limpopo (Polokwane) (OCC)  
**REQUIREMENTS** : An LLB. For serving prosecutors seeking promotion any appropriate legal qualification. At least ten years' post qualification experience in civil and/or criminal litigation. Admission as an Attorney/Advocate will be an added advantage. Good advocacy and legal drafting skills. Knowledge of civil and/or criminal procedure. Right of appearance as contemplated in section 25(2) of the NPA Act, 32 of 1998. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Experience or knowledge in POCA legislation will be an added advantage. Good interpersonal, analytical, presentation and communication skills. General management and project management skills. Computer skills.

**DUTIES** : Manage the portfolio assigned by the Director. Manage, train and guide Advocates, Prosecutors and stakeholders in respect of all matters, including complex / high profile matters, in the high court, the highest court of appeal and the constitutional court. Investigate and prosecute cases. Provide legal oversight and guidance in 8 investigation projects and legal casework. Study case dockets and other documents relating to corruption matters, criminal matters, make and review decisions with regard to the institution of criminal proceedings. Prepare cases for court including the acquisition of additional evidence and drafting charge sheets, indictments and other court documents. Present the state's case in court, including examination and cross-examination of witnesses and addressing the court on conviction and sentence. Study appeals and reviews, prepare opinions and heads of argument and argue cases in the appropriate court. Appear in motion applications pertaining to criminal matters. Map out strategic planning for the division and lead staff members towards achieving the strategic objectives. Oversee resources and align them to strategic objectives. Development, performance management and assessment of staff members. Deal with representations and complaints. Ensure that a high standard of professional work is being carried out. Promote partner integration, community involvement and customer satisfaction in conjunction with partners in the criminal justice system.

**ENQUIRIES** : Thuba Thubakgale Tel No: (015) 045 0285  
**APPLICATIONS** : e mail [Recruit202501@npa.gov.za](mailto:Recruit202501@npa.gov.za)

**POST 02/62** : **CHIEF PROSECUTOR REF NO: RECRUIT 2025/02**  
National Prosecutions Service

**SALARY** : R1 501 617 per annum (Level 14), (Total cost package)  
**CENTRE** : CPP: Thohoyandou  
**REQUIREMENTS** : An LLB. For serving prosecutors seeking promotion any appropriate legal qualification. At least ten years post qualification legal experience. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Organisational and leadership skills. Ability to think strategically and innovatively. Ability to manage the performance of the Cluster. Strong interpersonal and communication skills. General computer literacy and knowledge of programs in Microsoft Office. Decision making ability. A valid driver's license is a requirement.

**DUTIES** : Manage the performance of the NPA personnel in the lower courts, aligning such performance to the strategic plans of the NPA. Manage and oversee resources of the cluster and align them to the objectives of the NPA. Manage, train and guide Prosecutors and stakeholders in respect of all litigations in the cluster. Study, decide and recommend on budget and expenditure in line with the decision of NPA Administration and NPS. Manage the institution of/and conduct criminal proceedings on behalf of the State, in any court, including drawing up charge sheets and indictments, interviewing prospective witnesses and examining and cross examining witnesses as well as presenting arguments in court. Promote partner integration, community involvement and customer satisfaction in conjunction with partners in the criminal justice system. Compile reports and enter into correspondence on matters and activities pertaining to the cluster. Map out and implement strategic interventions for the cluster to guide prosecutors towards achieving strategic objectives. Check and ensure that a high standard of professional work is being carried out.

**ENQUIRIES** : Prince Matidza Tel No: (015) 045 0181  
**APPLICATIONS** : e mail: [Recruit202502@npa.gov.za](mailto:Recruit202502@npa.gov.za)

**POST 02/63** : **SENIOR STATE ADVOCATE REF NO: RECRUIT 2025/03 (X5 POSTS)**  
Investigating Directorate Against Corruption

**SALARY** : R1 132 806 – R1 762 857 per annum (LP-9), (Total cost package)  
**CENTRE** : Pretoria: Head office  
**REQUIREMENTS** : An LLB or any appropriate legal qualification for serving prosecutors seeking promotion. At least eight (8) years post qualification legal experience in civil and/or criminal litigation. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Right of appearance as contemplated in section 25(2) of the NPA Act, 32 of 1998. Five (5) years' experience in legal practice will be an added advantage. Ability to act independently without supervision. Excellent administration skills. Financial or accounting background an advantage. Experience in litigating offences in terms of POCA, Companies Act, PRECCA, PFMA and FICA necessary. Good knowledge of the Zondo Commission's recommendations. Knowledge of the FATF recommendations for South Africa. Capable of prosecuting and guiding investigations in voluminous and complex matters. Excellent drafting skills and the ability to draft complex charge sheets, indictments, notice of motions, applications for leave to appeal, heads of arguments, legal opinions and memorandum. Litigation experience shall include litigation in the Superior Courts including the handling of motions in the High Court and as well as appeals and state appeals in High Court/Supreme Court/Constitutional Court Experience or knowledge in POCA legislation. Extensive prosecutorial or litigation experience with regard to common law offences such as fraud, theft, forgery and uttering, commercial crimes and related matters. Proficiency in prosecuting, guiding investigations in complex or more difficult matters, including commercial matters, drafting charge sheets, including indictments and court documents, dealing with representations. Financial or accounting background and knowledge of Company law be will required. General computer literacy and knowledge of programs in MS Word; Excel, Outlook and

**DUTIES** : PowerPoint. Ability to act independently without supervision and manage court and case flow management independently. Excellent administrative skills. Personal and Professional Integrity. Stakeholder engagement and decision making. Prosecutor led investigations (PLI). Prosecution preparations. Court work. Operations management.

**ENQUIRIES APPLICATIONS** : Maureen Dibetle Tel No: (012) 845 7727  
e mail [Recruit202503@npa.gov.za](mailto:Recruit202503@npa.gov.za)

**POST 02/64** : **SENIOR STATE ADVOCATE (STU) REF NO: RECRUIT 2025/04**  
National Prosecutions Services

**SALARY CENTRE REQUIREMENTS** : R1 132 806 – R1 762 857 per annum (LP-9), (Total cost package)  
DPP: Johannesburg  
An LLB. For serving prosecutors seeking promotion any appropriate legal qualification. At least eight (8) years post qualification legal experience. Five (5) years' experience in legal practice will be an added advantage. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Right of appearance as contemplated in section 25(2) of the NPA Act, 32 of 1998. Well-developed skills in legal research. Good interpersonal, analytical, organisational and communication skills. General computer literacy required. Excellent administrative skills. Assist with the Performance management and assessments of staff. Extensive prosecutorial or litigation experience regarding commercial crimes, Fraud, Theft and other common law/statutory offences relating to tax evasion is essential. Knowledge of legislation relating to Income Tax, VAT, PAYE as well as the Tax Administration Act and the Customs and Excise Act required. Knowledge and understanding of SARS functions and financial or accounting background. Extensive prosecutorial or litigation experience regarding common law offences relating to Tax evasion/avoidance, commercial crimes, fraud and related matters. Ability to act independently without supervision and manage court and case flow management independently.

**DUTIES:** : Study case dockets. Decide on the institution of and conduct criminal proceedings. Draft charge sheets, indictments and other court documents. Represent the State in all courts. Prepare cases for court, including the acquisition of additional evidence and draft charge sheets, indictments and court documents. Present the State's case in court, lead and cross examine witnesses, address the court on, inter alia, conviction and sentence. Study and deal with Appeals and reviews. Attend to representations, prepare opinions and head of arguments and argue cases in appropriate court. Appear in court in motion application pertaining to criminal matters and in general conduct prosecution on behalf of the state. Assist SARS in keeping proper records of all criminal proceedings. Mentor and guide investigating officers, prosecutors and stakeholders. Assist in high profile matters or matters where an increased risk element is present. Perform all duties related thereto in accordance with the code of conduct policy and directives of the NPA. Mentor and coach junior staff and quality check their work. Participate in the performance assessment of staff being mentored.

**ENQUIRIES APPLICATIONS** : Khensane Manganye Tel No: (011) 220 4124  
e mail [Recruit202504@npa.gov.za](mailto:Recruit202504@npa.gov.za)

**POST 02/65** : **SENIOR DATA ANALYST REF NO: RECRUIT 2025/05**  
Investigating Directorate Against Corruption

**SALARY CENTRE REQUIREMENTS** : R1 003 890 per annum (MMS Level 12), (Total cost package)  
Pretoria: Head Office  
An appropriate B -degree (NQF level 7) or Advanced Diploma or B-Tech in policing, law, forensics, computer science, data and or physical science, engineering or equivalent qualification. At least 5 years' experience as a Data Analyst in criminal and/or forensic investigations. Knowledge of legislation and regulations pertaining to data analysis for criminal investigations. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Vocational training in criminal investigations other specialised courses. Experience in testifying on criminal matters in at least the High Court. (Persons that have been found as an unreliable witness in any court would not be considered); and Experience in managing and directing Forensic Service providers in criminal and forensic matters. General management and project management Skills. Communication Skills. Planning and Prioritising. Research Skills. Administration Skills. Valid driver's license.

**DUTIES** : Provide strategic planning and implementation for expert services about data analysis and research. Contribute to the development of tools and methods for analysing data. Develop processes and standard operating procedures for data analysis in criminal investigations. Contribute to the development of the focus area's strategic planning to support the criminal investigations, taking into consideration the findings and evidence led before the relevant commissions of enquiry and progress made within investigations. Ensure the conducting of quality analysis of data to support the criminal investigations within the allocated responsibilities of the investigation team. Continuously review the analysis of the data and utilisation data sources to support the investigative objectives and focus. Provide operational guidance in data analysis. Coordinate and manage stakeholder relations concerning criminal investigations. Contribute to the development and management of MOUs with relevant stakeholders for investigations; and Perform data analysis, generate reports and present expert evidence in courts and or hearings.



- ENQUIRIES APPLICATIONS** : Maureen Dibetle Tel No: (012) 845 7727  
: e mail [Recruit202505@npa.gov.za](mailto:Recruit202505@npa.gov.za)
- POST 02/66** : **STATE ADVOCATE REF NO: RECRUIT 2025/06 (X4 POSTS)**  
Investigating Directorate Against Corruption
- SALARY CENTRE REQUIREMENTS** : R884 268 - R1 459 071 per annum (Level LP- 7 to LP-8), (Total cost package)  
: Pretoria: Head office  
: An LLB. For serving prosecutors seeking promotion any appropriate legal qualification. Right of appearance as contemplated in section 25(2) of the NPA Act, 32 of 1998. At least five (5) years' post qualification legal experience. At least five (5) years relevant criminal court work experience in advocacy and drafting. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Extensive prosecutorial or litigation experience with regard to common law offences such as fraud, theft, forgery and uttering, commercial crimes and related matters. Proficiency in prosecuting, guiding investigations in complex or more difficult matters, including commercial matters. Drafting charge sheets, indictments and court documents, dealing with representations. Valid driver's licence.
- DUTIES** : Study case dockets, make assessments thereof and decide on the institution of prosecution. Deal with any representations. Guide investigations in complex or more difficult tax matters, including commercial matters. Prepare cases for court, including the acquisition of additional evidence and draft charge sheets, indictments and court documents. Present the State's case in court, lead and cross examine witnesses, address the court on inter alia, conviction and sentence. Manage court and case flow management of cases independently. Study and deal with appeals and reviews. Prepare opinions and heads of argument for complex matters and argue cases in the appropriate court. Appear in court in motion application pertaining to criminal matters and general conduct prosecutions on behalf of the state. Mentor and guide investigating officers, prosecutors and stakeholders. Assist in high profile matters or matters where an increased risk element is present. Promote partner integration, community involvement and customer satisfaction in conjunction with partners in criminal justice system independently without supervision and manage court and case flow management independently.
- ENQUIRIES APPLICATIONS** : Maureen Dibetle Tel No: (012) 845 7727  
: e mail [Recruit202506@npa.gov.za](mailto:Recruit202506@npa.gov.za)
- POST 02/67** : **SENIOR INVESTIGATOR REF NO: RECRUIT 2025/07 (X4 POSTS)**  
Investigating Directorate Against Corruption
- SALARY CENTRE REQUIREMENTS** : R849 702 per annum (MMS Level 11), (Total cost package)  
: Pretoria: Head Office  
: An appropriate B -degree (NQF level 7) or Three (3) year Diploma (NQF level 6) in policing and/or criminal investigation related. At least ten (10) years criminal investigation experience with five (5) years' operational management experience. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Vocational training in advanced investigative techniques, intelligence analysis, money laundering, advanced corruption and financial crimes investigation. Certified Fraud Examiner or ICFP SA accreditation and/or experience in managing and directing forensic service providers in criminal and forensic matters are advantages. Experience in testifying in regional and superior courts (persons found to be unreliable witness in any court are disqualified from application). Knowledge of the common law, legislation, and regulations, specifically: Zondo Commission Report. Financial Action Task Force (FATF) Recommendations for South Africa. National Anti-Corruption Strategy. Job knowledge, quality of work, communication, planning and execution. Management of human and financial resources. A valid driver's licence.
- DUTIES** : Provide strategic planning and implementation of criminal investigations. Coordinate and manage stakeholder relations in relation to criminal investigations. Ensure the conducting of criminal investigations within the allocated responsibilities of the investigations group. Manage national criminal investigative projects and administrative functions.
- ENQUIRIES APPLICATIONS** : Maureen Dibetle Tel No: (012) 845 7727  
: e mail [Recruit202507@npa.gov.za](mailto:Recruit202507@npa.gov.za)
- POST 02/68** : **REGIONAL COURT PROSECUTOR REF NO: RECRUIT 2025/08 (X2 POSTS)**  
National Prosecutions Service  
Re-advert
- SALARY CENTRE REQUIREMENTS** : R597 753 - R1 374 714 per annum (Level LP-5 to LP-6), (excluding benefits), (Total cost package)  
: CPP: Mmabatho (Taung)  
: An LLB. For serving prosecutors seeking promotion any appropriate legal qualification. At least four (4) years post qualification legal experience. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. The incumbent must have the ability to act independently or with minimum supervision. Proficiency in prosecuting. Experience in guiding investigations and giving instructions in law and statutory offences in regional court.

Good interpersonal skills. Good analytical skills. Good presentation skills. Good project management skills. Valid driver's licence.

**DUTIES** : Study case dockets. Decide on the institution of and conduct criminal proceedings. Draft charge sheets and other documents and represent the State in all courts. Lead witnesses, cross-examine and address the court on inter alia, conviction and sentence and in general to conduct prosecutions on behalf of the state. Perform general administrative duties of the office. Promote partner integration, community involvement and customer satisfaction in conjunction with partners in the criminal justice system. Perform all duties related thereto in accordance with the Code of Conduct, Policy, and Directives of the National Prosecuting Authority.

**ENQUIRIES** : Flora Kalagosi Tel No: (018) 381 9041  
**APPLICATIONS** : e mail [Recruit202508@npa.gov.za](mailto:Recruit202508@npa.gov.za)

**POST 02/69** : **DATA ANALYST REF NO: RECRUIT 2025/09 (X2 POSTS)**  
Investigating Directorate Against Corruption

**SALARY** : R552 081 per annum (Level 10), (excluding benefits)  
**CENTRE** : Pretoria: Head Office  
**REQUIREMENTS** : An appropriate B -degree (NQF level 7) or Advanced Diploma (NQF level 7) / B-Tech in Policing, Law, Forensics, Data and/or Physical Science, Engineering or equivalent. Three (3) years' experience in criminal and/or Forensic Investigations. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Knowledge of legislation and regulations pertaining to data analysis for criminal investigations. Experience in testifying on criminal matters in at least Regional Court. Experience in managing and directing Forensic Service providers in criminal and forensic matters. General Management skills. Strategic capability and leadership. People management and empowerment. Planning and prioritizing. Valid driver's license.

**DUTIES** : Provide strategic planning and implementation for expert services about data analysis and research. Coordinate and manage stakeholder relations concerning criminal investigations. Ensure the conducting of quality analysis of data to support the criminal investigations within the allocated responsibilities of the investigation team. Perform data analysis, generate reports and present expert evidence in courts and/or hearings.

**ENQUIRIES** : Maureen Dibetle Tel No: (012) 845 7727  
**APPLICATIONS** : e mail [Recruit202509@npa.gov.za](mailto:Recruit202509@npa.gov.za)

**POST 02/70** : **INVESTIGATOR REF NO: RECRUIT 2025/10 (X5 POSTS)**  
Investigating Directorate Against Corruption

**SALARY** : R444 036 per annum (Level 09), (excluding benefits)  
**CENTRE** : Pretoria: Head Office  
**REQUIREMENTS** : An appropriate B -degree (NQF level 7) or Three (3) year Diploma (NQF level 6) in policing and/or criminal investigation related. At least five (5) years' criminal investigation experience with three (3) years operational experience. Vocational training in advanced investigative techniques, intelligence analysis, money laundering, advanced corruption and financial crimes investigation/ public sector procurement and contract management. Experience in testifying in regional and superior courts (Persons that have been found to be unreliable witness in any court are disqualified from application). Personal and professional integrity. Crime scene management. Cyber and digital forensics. Investigative research and analysis. Undercover operations. Report writing. Job knowledge, quality of work, teamwork, communication. People management and empowerment. Planning and prioritizing. Valid driver's license.

**DUTIES** : Provide strategic planning and implementation of criminal investigations. Coordinate and manage stakeholder relations in relation to criminal investigations. Ensure the conducting of criminal investigations within the allocated responsibilities of the investigations group. Manage national criminal investigative projects and administrative functions.

**ENQUIRIES** : Maureen Dibetle Tel No: (012) 845 7727  
**APPLICATIONS** : e mail [Recruit202510@npa.gov.za](mailto:Recruit202510@npa.gov.za)

## OFFICE OF THE CHIEF JUSTICE

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

**APPLICATIONS**

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

**Supreme Court of Appeal: Bloemfontein:** Quoting the relevant reference number, direct your application to: The Provincial Head, Office of the Chief Justice, Private Bag X20612, Bloemfontein, 9300 or hand deliver applications to the Free State High Court, Corner President Brand and Fontein Street, Bloemfontein, 9301.

**North West:** Quoting the relevant reference number, direct your application to: The OCJ Provincial Head, Office of the Chief Justice, Private Bag X2033, Mmabatho, 2735. Applications can also be hand delivered to 22 Molopo Road, Ayob Gardens, Mafikeng.

**Gauteng Division of the High Court:** Pretoria and Labour and Labour Appeals Court: Quoting the relevant reference number, direct your application to: The Provincial Head, Office of the Chief Justice, Private Bag X7, Johannesburg, 2000. Applications can also be hand delivered to the 12th floor, Cnr Pritchard and Kruis Street, Johannesburg.

**Eastern Cape Division of the High:** Mthatha/ Gqeberha: Quoting the relevant reference number, direct your application to: The Provincial Head, Office of the Chief Justice, Postal Address: Private Bag x 13012, Cambridge 5206, East London. Applications can also be hand delivered to 59 Western Avenue, Sanlam Park Building, 2nd Floor, Vincent 5242, East London 31 January 2025

**CLOSING DATE****NOTE**

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

**OTHER POSTS****POST 02/71**

: **STATE ACCOUNTANT REF NO: 2025/02/OCJ**

**SALARY**

: R308 154 - R362 994 per annum (Level 07) The successful candidate will be required to sign a performance agreement

<b><u>CENTRE REQUIREMENTS</u></b>	: National Office: Midrand : Matric certificate and a three-year National Diploma in Financial Management, Public Finance, Public Accounting, Cost and Management Accounting or equivalent relevant qualification at NQF level 6 with 360 credits as recognized by SAQA. A minimum of one (1) year relevant experience. A valid driver's license. Skills and Competencies: Public Service Act. Treasury Regulation. PFMA. BAS. Government Accounting Standards (GRAP); Economic Reporting Framework including Standard Charts of Accounts. Communication (written and verbal). Computer Literacy (MS Word, Excel, etc.). Analytical and Mathematics skills. Conflict resolution. Ability to work under pressure. Self-motivated. Reliable. Integrity and honesty. Ability to analyze, conceptualize, and implement policy. Leadership qualities. All shortlisted candidates shall undertake two pre-entry assessments. One must be a practical exercise, and the other must be an integrity (Ethical Conduct) assessment.
<b><u>DUTIES</u></b>	: Capturing invoices on BAS to ensure all service providers are paid within prescribed times. Authentication and ensure accuracy of SCOA allocations to the GL are correct. Process journals to reallocate cost when allocations to the GL are incorrect. Review the accuracy and validity of all supporting documentation. Reconciliation of accounts. Responds to queries related to financial transactions. Extract reports from accounting system as required. Report on discrepancies between documents to be filed and transactions processed on the accounting system. Maintain and update the invoice tracking register. Responds to queries related to financial transactions. Entity Registration (BAS & SAFETNET), File, store, retrieve, and safeguard source and face value documents.
<b><u>ENQUIRIES</u></b>	: Technical related enquiries: Mr H Lekwane Tel No: (010) 493 2590 : HR Related enquiries: Mr K Mphela Tel No: (010) 493 2527
<b><u>APPLICATIONS NOTE</u></b>	: Applications can be submitted via email at <a href="mailto:2025/02/OCJ@judiciary.org.za">2025/02/OCJ@judiciary.org.za</a> : The Organisation will give preference to candidates in line with the Employment Equity goals.
<b><u>POST 02/72</u></b>	: <b><u>SENIOR COURT INTERPRETER REF NO: 2025/03/OCJ</u></b> : Re-advertisement, candidates who previously applied are encouraged to apply.
<b><u>SALARY</u></b>	: R308 154 – R362 994 per annum (Level 07) The successful candidate will be required to sign a performance agreement.
<b><u>CENTRE REQUIREMENTS</u></b>	: Eastern Cape Division of the High Court: Gqeberha : Grade twelve (12) plus a three-year National Diploma in Legal Interpreting or equivalent qualification on NQF Level 6 (360 Credits) and a minimum of three (3) years practical, experience in Court Interpreting or Grade twelve (12) and ten (10) years in Court interpreting, practical experience in Court Interpreting. Proficiency in English and two indigenous languages mainly in IsiXhosa and Afrikaans. Candidates will be required to undergo oral and written language proficiency testing. Other indigenous languages will be an added advantage. A valid driver's licence will be an added advantage. Excellent communication skills (written and verbal), Computer literacy (MS Office), Good interpersonal skills, Ability to work under pressure and solve problems, Accuracy and attention to detail, Customer service. All shortlisted candidates shall undertake a pre-entry practical exercise as part of the assessment method to determine the candidate's suitability based on the post's technical and generic requirements.
<b><u>DUTIES</u></b>	: Render interpreting services in criminal court, civil court, labour and quasi-judicial proceedings. Rendering interpreting services during consultations. Translate legal documents and exhibits. Assist with reconstruction of court records. Develop terminology, coin words. Perform specific line and administrative support functions to the Judiciary, Court Manager and Supervisor as and when it is required.
<b><u>ENQUIRIES</u></b>	: Technical Related Enquiries: Ms P Nyhiba Tel No: (041) 502 6626 : HR Related Enquiries: Mr S Mponzo Tel No: (043) 726 5217
<b><u>APPLICATIONS NOTE</u></b>	: Applications can be submitted via email at <a href="mailto:2025/03/OCJ@judiciary.org.za">2025/03/OCJ@judiciary.org.za</a> : The Organisation will give preference to candidates in line with the Employment Equity goals.
<b><u>POST 02/73</u></b>	: <b><u>SENIOR COURT INTERPRETER REF NO: 2025/04/OCJ</u></b>
<b><u>SALARY</u></b>	: R308 154 – R362 994 per annum (Level 07). The successful candidate will be required to sign a performance agreement.
<b><u>CENTRE REQUIREMENTS</u></b>	: Eastern Cape Division of the High Court: Mthatha : Grade 12 with National Diploma: Legal Interpreting or any other equivalent qualification in the field of languages recognised by SAQA, a minimum of three (3) years' practical experience in court interpreting or Grade 12 with ten (10) years practical experience as court Interpreter. Language requirements: Proficiency in English and two indigenous languages mainly in IsiXhosa and isiZulu or Sesotho. A valid driving license. Skills and competencies: Communications skills (written and verbal); Listening skills; Interpersonal relations; Computer literacy (MS Office), Analytical thinking; Accuracy and attention to detail; Planning and organizing; Ability to work under pressure; Customer Service Oriented; Confidentiality. All shortlisted candidates shall undertake two pre-entry assessments. One must be a practical exercise, and the other must be an integrity (Ethical Conduct) assessment.
<b><u>DUTIES</u></b>	: Render Interpreting services in criminal court, civil court, quasi-judiciary proceedings and disciplinary hearings. Translate legal documents and exhibits. develop terminology and coin words. Assist with the reconstruction of court records. Render interpreting service during

consultations. Perform specific line and administrative support function to the Judiciary, Court Manager and Supervisor.

**ENQUIRIES** : Technical Related Enquiries: Mr M Mhlontlo Tel No: (047) 504 5500 HR Related Enquiries: Mr S Mponzo Tel No: (043) 726 5217

**APPLICATIONS NOTE** : Applications can be submitted via email at [2025/04/OCJ@judiciary.org.za](mailto:2025/04/OCJ@judiciary.org.za)  
The Organisation will give preference to candidates in line with the Employment Equity goals.

**POST 02/74** : **PERSONAL ASSISTANT: ICT REF NO: 2025/05/OCJ**

**SALARY** : R308 154 - R362 994 per annum (Level 07). The successful candidate will be required to sign a performance agreement.

**CENTRE** : National Office: Midrand

**REQUIREMENTS** : Matric certificate and a three (3) year National Diploma in Secretariat / Office Management / Administration / Public Management / Administration or equivalent qualification at (NQF level 6) with 360 credits as recognized by SAQA. A minimum of one (1) year experience in Secretariat. A valid driver's license. Skills and Competencies: Ability to act with tact and discretion. Ability to do research and analyze documents and situations. Good grooming and presentation. Self-Management and motivation. Willingness to work outside normal working hours. Financial, Provisioning and Human Resource administration procedures and processes. Document tracking, storage and retrieval. Good telephone and office etiquette. Relevant Public Service and Departmental legislation / prescripts / policies and procedures. Procedure and processes applied in Office Management. Meeting procedures. Operating office equipment (e.g. Computer, photocopy, scanner, projector). Basic knowledge on financial administration. Batho Pele principles. Organizing and Communication skills. Report writing skill. Computer literacy (MS Word, EXCEL, PowerPoint, Outlook and Internet, etc.). Problem solving skills. Good interpersonal relations. Planning and organizing. Language skills. Numeracy and Literacy skills. All shortlisted candidates shall undertake two pre-entry assessments. One must be a practical exercise, and the other must be an integrity (Ethical Conduct) assessment.

**DUTIES** : Manage the office of the Chief Director including diary coordination. Secretarial support and document management. Provide technical support to the Chief Director in his/her capacity and budget, and programme manager in the ICT unit. Provide secretarial support to the management structures. Supervise and coordinate shared secretariat support services provided to the senior managers within the unit. Coordinate the incoming and outgoing submissions within the ICT unit. Coordinate corporate support services activities within the unit, Coordinate the submission of weekly, monthly, and quarterly plans and reports for the ICT unit. Coordinate the PMDS, leave, and all compliance submissions within the ICT unit.

**ENQUIRIES** : Technical-related enquiries: Ms N Nengovhela Tel No: (010) 493 2500  
HR Related enquiries: Mr K Mphela Tel No: (010) 493 2527

**APPLICATIONS NOTE** : Applications can be submitted via email at [2025/05/OCJ@judiciary.org.za](mailto:2025/05/OCJ@judiciary.org.za)  
The Organisation will give preference to candidates in line with the Employment Equity goals.

**POST 02/75** : **SENIOR HUMAN RESOURCE OFFICER REF NO: 2025/06/OCJ**

**SALARY** : R308 154 - R362 994 per annum (Level 07). The successful candidate will be required to sign a performance agreement.

**CENTRE** : North West Provincial Service Centre

**REQUIREMENTS** : Matric Certificate and a three (3) year National Diploma in Human Resource Management / Business Administration or equivalent qualification at (NQF level 6) as recognized by SAQA. A minimum of one (1) year experience in the relevant field. At least three (3) years generalist functional experience in Human Resource Management within Public Service will be an added advantage. A valid driver's license. Skills and Competencies: Computer literacy. Knowledge of relevant Human Resource Management Legislations / Directives. Knowledge and understanding of Public Service Act and Public Service Regulations. Knowledge of HR related standards, practices, processes and procedure. Extensive knowledge of PERSAL System. Good communication skills (Written and Verbal). Computer literacy. Good interpersonal and public relation skills. Good administration and organizational skills. Customer service skills. Time management and confidentiality. Supervisory and leadership skills. Ability to work under pressure. All shortlisted candidates shall undertake two pre-entry assessments. One must be a practical exercise, and the other must be an integrity (Ethical Conduct) assessment.

**DUTIES** : Supervise, plan and co-ordinate the activities of the HR Officers to contribute to the rendering of a professional human resource management services e.g. Personal development, performance management and discipline, and ensure quality of work. Supervise the implementation and maintenance of human resource administration practices concerning service benefits (Leave, Housing, Medical, Injury on duty, Terminations, Long Service recognition, Overtime, Relocation, Pensions, Allowances etc.), and HR Provisioning (Recruitment & Selection, Transfer, Verification of qualifications, secretariat functions at interviews, absorptions, probationary reports etc.). Address human resource administration enquiries to ensure the correct implementation of human resource management practices. Inform, guide and advice the Department/ personnel on HR administration matters to enhance the correct implementation of HR Management practices. Approve transactions on PERSAL according to delegations. Prepare reports on Human Resource Administration issues and statistics.

<b><u>ENQUIRIES</u></b>	:	Technical and HR related enquiries: Mr O Sebatso Tel No: (018) 397 7065 / 7000
<b><u>APPLICATIONS</u></b>	:	Applications can be submitted via email at <a href="mailto:2025/06/OCJ@judiciary.org.za">2025/06/OCJ@judiciary.org.za</a>
<b><u>NOTE</u></b>	:	The Organisation will give preference to candidates in line with the Employment Equity goals.
<b><u>POST 02/76</u></b>	:	<b><u>INTERNAL AUDITOR REF NO: 2025/07/OCJ</u></b>
<b><u>SALARY</u></b>	:	R308 154 - R362 994 per annum (Level 07). The successful candidate will be required to sign a performance agreement
<b><u>CENTRE</u></b>	:	National Office: Midrand
<b><u>REQUIREMENTS</u></b>	:	Matric Certificate and a three (3) year National Diploma in Internal Audit or equivalent qualification at (NQF level 6). A minimum of two (2) years' experience in the Internal Audit environment. Knowledge of Information Technology (IT) audits will be an added advantage. A driver's license. Skills and Competencies: Knowledge of the International Standards for the Professional Practice of Internal Auditing (ISPPIA). Public Finance Management Act (PFMA). Treasury Regulations. Public Service Regulations. Public Service Act. International Financial Reporting Standards. Recognized Accounting Standards. Auditor General Processes and Procedures. Knowledge of DPSA ICT and Governance Framework. Computer literate. Good communication skills. Numerical skills. Ability to work under pressure. Flexible and Self-confidence. All shortlisted candidates shall undertake two pre-entry assessments. One must be a practical exercise, and the other must be an integrity (Ethical Conduct) assessment.
<b><u>DUTIES</u></b>	:	Participate in the development of strategic internal audit plan and annual internal audit plans. Assist with audit planning, perform execution of audit projects, prepare findings for audit fieldwork and perform follow up audits. Provide support to the organization in maintaining efficient and effective control by evaluating the department's controls / objectives. Keep abreast with new developments in the internal audit environment. Provide support with audit assignments to ensure an effective internal audit service. Render administrative tasks in support of the audits.
<b><u>ENQUIRIES</u></b>	:	Technical related enquiries: Mr T Mokgope Tel No: (010) 493 2507 HR Related enquiries: Mr K Mphela Tel No: (010) 493 2527
<b><u>APPLICATIONS</u></b>	:	Applications can be submitted via email at <a href="mailto:2025/07/OCJ@judiciary.org.za">2025/07/OCJ@judiciary.org.za</a>
<b><u>NOTE</u></b>	:	The Organisation will give preference to candidates in line with the Employment Equity goals.
<b><u>POST 02/77</u></b>	:	<b><u>CHIEF SECURITY OFFICER REF NO: 2025/08/OCJ</u></b>
<b><u>SALARY</u></b>	:	R308 154 - R362 994 per annum (Level 07). The successful candidate will be required to sign a performance agreement.
<b><u>CENTRE</u></b>	:	Gauteng Division, The High Court: Pretoria
<b><u>REQUIREMENTS</u></b>	:	Matric Certificate and a three (3) year National Diploma in Security Management or equivalent qualification at NQF level 6 with 360 credits as recognized by SAQA. A minimum of one (1) year experience in relevant field. Grade A certificate with PSIRA registration. A minimum of three (3) years' experience in security environment will be an added advantage. National Key Point certificate and SAPS firearm competency certificate will be an added advantage. A driver's license. Skills and Competencies: Knowledge of Access to Public Premises and Vehicle Act and other security related legislations. Knowledge of the access control procedures. Knowledge of measure for the control and movement of equipment and stores. Knowledge of prescribed security procedures (e.g. MIS, NISA, Protection of Information Act etc.) and the authority of security officers under these documents. Knowledge on the relevant emergency procedures. Computer literate. Good communication skills. Numerical skills. Organizing and supervisory skills. Time management. Problem solving and analysis skills. Planning skills. Listening skills. All shortlisted candidates shall undertake two pre-entry assessments. One must be a practical exercise, and the other must be an integrity (Ethical Conduct) assessment.
<b><u>DUTIES</u></b>	:	Monitor access control with designated buildings and implement physical security plan. Align and implement security policies and regulations. Ensure firearm regulation is implemented accordingly. Ensure no property of the court leaves the building without authorization. Report all incidents of thefts, damages and losses. Control the number of visitors entering the court premises in groups. Ensure that all bags of staff members leaving the building are scanned regularly. Request sweeping of the building by the bomb squad prior to VIPs entering the premises and before the court terms start January and July. Check all fire extinguishers monthly. Plan evacuation drill with team leaders quarterly. (Bi-annually) All mandatory appointments: OHS committee appointed committee quarterly meetings. Inspection register updated. Prevent risks in the court building by. Ensure a fully equipped First aid room is provided and all basic emergency medical assistance is available. Ensure that Security staff is trained on First Aid. Ensure that an emergency and evacuation plan is in place (Disaster) and all emergency team leaders are abreast and informed of the evacuation plan. Meet with Outsourced Security Officials every month to evaluate Security performance at the Court on daily basis as per the service level agreement. Ensure that the internal and Outsourced Security officers render an efficient and effective service to the court daily, Check monitors for functionality and quality picture. Complete occurrence book of private security when required. Report inconsistencies. Compile report to security and facility coordinator and safeguard video clips. Check monitors not later than 8:00 in the morning. Report irregularities immediately. Report on monthly irregularities. Ensure that the Outsourced Security officers provide efficient and effective service to the court daily. Meet with Outsourced Security Officials every month to evaluate Security performance at the Court daily. Ensure the functionality

of the Surveillance cameras, metal detectors, two-way radios, batons, handcuffs, torches. Report all incidents around the court premises to the relevant authorities immediately. Treating all clients, court users and colleagues equally and professionally, no valid complaints received. Co-ordinate the searching of the public and public servants entering and leaving the premises. Check monitors for functionality and quality picture. Complete occurrence book of private security when required. Report inconsistencies. Develop and implement the contingency and disaster recovery plan in terms of relevant legislation. Conduct security awareness. Ensure the safeguard custody and protection of officials. Departmental assets and information through the implementation and adherence to the MISS/MPSA. Liaise with National Intelligent Agency (NIA), South African Police Services (SAPS) and other security agencies. Manage private security service provider's contracts. Provide operational and administrative assistance regarding security activities, forums, training, vetting and risk. Supervise security staff. Report irregularities immediately. Report on monthly irregularities.

- ENQUIRIES** : Technical related enquiries: Ms PN Shandu Tel No: (012) 315 7602  
HR related enquiries: Ms T Mbalekwa Tel No: (010) 494 8515
- APPLICATIONS NOTE** : Applications can be submitted via email at [2025/08/OCJ@judiciary.org.za](mailto:2025/08/OCJ@judiciary.org.za)  
: The Organisation will give preference to candidates in line with the Employment Equity goals.
- POST 02/78** : **REGISTRY CLERK REF NO: 2025/09/OCJ**
- SALARY** : R216 417 – R254 928 per annum (Level 05). The successful candidate will be required to sign a performance agreement.
- CENTRE REQUIREMENTS** : National Office: Midrand  
: Matric certificate or equivalent qualification. A minimum of one (1) year of experience in the registry/records environment will be an added advantage. Skills and Competencies: Computer skills. Planning and organization. Good verbal and written communication skills. Operating office equipment. Courtesy. Ability to work independently and in team work. Interpersonal relations. Honesty and integrity. Flexibility. Team work. All shortlisted candidates shall undertake two pre-entry assessments. One must be a practical exercise, and the other must be an integrity (Ethical Conduct) assessment.
- DUTIES** : Provide registry counter services. Attend to client. Handle telephonic and other enquiries received. Receive and register hand delivered mails/files. Handle incoming and outgoing correspondence. Receive all mail and couriers. Sort, register and dispatch mail. Distribute notices on registry issues. Render an effective filing and record management service. Open and close files according to record classification system. Filing/storage, tracing (electronically/manually) and retrieval of documents and files. Proper disposal of records. Efficient administration and management of resources. Open and maintain franking machine register. Frank post, record money and update register on a daily basis. Undertake spot check on post to ensure no private post is included. Lock post in postbag for messenger to deliver to post office. Keep daily record of amount of letters franked. Direct incorrect post back to the Post office.
- ENQUIRIES** : Technical related enquiries: Ms M Molemong Tel No: (010) 493 2545  
HR Related enquiries: Mr K Mphela Tel No: (010) 493 2527
- APPLICATIONS NOTE** : Applications can be submitted via email at [2025/09/OCJ@judiciary.org.za](mailto:2025/09/OCJ@judiciary.org.za)  
: The Organisation will give preference to candidates in line with the Employment Equity goals
- POST 02/79** : **ASSISTANT LIBRARIAN REF NO: 2025/10/OCJ**
- SALARY** : R183 279 – R215 892 per annum (Level 04) The successful candidate will be required to sign a performance agreement.
- CENTRE REQUIREMENTS** : Supreme Court of Appeal, Bloemfontein  
: Matric Certificate or equivalent qualification. Relevant experience will be an added advantage. Knowledge of library and information science matters, prescripts, legislation, procedures and processes and library services. Experience in a legal / law library will serve as an added advantage. A three (3) year National Diploma/Degree in Library Science, Information Science or equivalent qualification will serve as an added advantage. Skills and Competencies: Computer literacy (MS Office). Good communication skills (verbal and written). Customer service oriented. Administrative and organizational skills. Accuracy and attention to detail. Problem solving skills and ability to work under pressure. Flexible and reliable. All shortlisted candidates shall undertake two pre-entry assessments. One must be a practical exercise, and the other must be an integrity (Ethical Conduct) assessment.
- DUTIES** : Assist the Librarian to perform all aspects relating to the library's operations. Assist with classifying and cataloguing. Assist with tracking of library collections. Assist with annotations and updating of legislation. Circulation of legislation (Journals and Government Gazettes). Verify orders and file the library materials accordingly. Continuously review library collections for duplicate, obsolete or suspended materials. Keep and maintain library registers. Conduct annual stock taking. Perform any other library administrative duties.
- ENQUIRIES** : Technical related enquiries: Ms Z. Gxabuza Tel No: (051) 492 4588  
HR Related enquiries: Ms D.S.J Peters Tel No: (051) 492 4573
- APPLICATIONS NOTE** : Applications can be submitted via email at [2025/10/OCJ@judiciary.org.za](mailto:2025/10/OCJ@judiciary.org.za)  
: The Organisation will give preference to candidates in line with the Employment Equity.

<b><u>POST 02/80</u></b>	:	<b><u>USHER MESSENGER REF NO: 2025/11/OCJ</u></b>
<b><u>SALARY</u></b>	:	R155 148 - R182 757 per annum (Level 03) The successful candidate will be required to sign a performance agreement.
<b><u>CENTRE REQUIREMENTS</u></b>	:	Labour And Labour Appeals Court: Johannesburg Abet (NQF level 2). Valid driver's license. A minimum of one (1) year relevant court exposure will be an added advantage. All shortlisted candidates shall undertake two pre-entry assessments. One must be a practical exercise, and the other must be an integrity (Ethical Conduct) assessment.
<b><u>DUTIES</u></b>	:	Rendering efficient and effective support to the court. Prepare court timeously and assuring that the court run smoothly. To assist in handling of documents and collection with GG Transport. Safe keeping of documents. Attending to enquiries related to Judges Transport. Assisting Judges by collecting and delivering of files and documents. Collection and delivery of post and documents as required. Distribution of post and documents accordingly.
<b><u>ENQUIRIES</u></b>	:	Technical related enquiries: Ms T Nzimande Tel No: (010) 494 9238 HR related enquiries: Ms T Mbalekwa Tel No: (010) 494 8515
<b><u>APPLICATIONS</u></b>	:	Applications can be submitted via email at <a href="mailto:2025/11/OCJ@judiciary.org.za">2025/11/OCJ@judiciary.org.za</a>
<b><u>NOTE</u></b>	:	The Organisation will give preference to candidates in line with the Employment Equity



## DEPARTMENT OF SMALL BUSINESS DEVELOPMENT

*The Department of Small Business Development is an equal opportunity & affirmative action employer. It is the DSBD's intention to promote representativity (race, gender, youth & disability). The candidature of persons whose transfer/promotion/appointment will promote representativity will receive preference.*

**CLOSING DATE** : 31 January 2025 at 16h00. Applications received after the closing date will not be considered.

**NOTE** : The Department of Small Business Development is committed to the pursuit of diversity and redress. Candidates whose appointment will promote representivity in terms of African males, Coloured males or females, Indian females and White males will receive preference (as per the DSBD EE Plan). Applications can be submitted by email to the relevant email and by quoting the relevant reference number provided on the subject line. Acceptable formats for submission of documents are limited to MS Word, PDF. Applications must quote the relevant reference number and consist of: A fully completed and signed Z83 form and a recent comprehensive CV and a full academic record. Submission of copies of qualifications, Identity document, and any other relevant documents will be limited to shortlisted candidates only. Applications must be submitted on the recent Z83 application form, which came into effect from 01 January 2021 as issued by the Minister of Public Services and Administration in line with regulation 10 of the Public Service Regulation, 2016 as amended, which is obtained online at <http://www.dpsa.gov.za/dpsa2g/vacancies.asp>. All sections of Z83 must be completed (in full, accurately, legible, honestly, signed, and dated). Correspondence will be limited to successful candidates only. If you have not been contacted within 3 months of the closing date of this advertisement, you should consider your application unsuccessful. Candidates will be subjected to security clearance, and personnel suitability checks (criminal record check, citizenship verification and qualification or study verification). It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). Applicants could be required to provide consent for access to their social media accounts.

## OTHER POSTS

**POST 02/81** : **DEPUTY DIRECTOR: INTERNAL AUDIT "REF NO: DD IA"**

**SALARY** : R849 702 per annum

**CENTRE** : Pretoria

**REQUIREMENTS** : Undergraduate qualification (NQF 7) in Auditing/ Accounting or equivalent / related as recognised by SAQA. Registration as a Certified Internal Auditor. Minimum of 3 years' supervisory/managerial (ASD) experience in internal audit environment and have a valid drivers licence. Knowledge of Government procedures, practices, Risk management principles and practices. Postgraduate degree in auditing, accounting, IT Auditing and experience in auditing financial statements or IT Auditing will be an added advantage. Computer Literacy (MS Package on an intermediate level), Certified Information System Auditor (CISA), Certified Government Auditing Professional (CGAP), IT Auditing and the review of Financial Statements. Have Competencies: Communication (verbal and written) skills, Problem identification and solution skills, Accounting frameworks, tools and techniques, Organisational skills, Conflict resolution/negotiation skills, and Change management skills.

**DUTIES** : Manage the internal audit sub-directorate by ensuring the maintenance of efficient and effective controls by evaluating the department's controls/objectives, to determine their effectiveness and efficiency through internal audits. Communicate the results of internal audit engagements, Review, collect information and compile internal audit reports to the accounting officer and audit committee, compile progress reports against audit plan, Quarterly reports and annual reports, Monitor the policy and legislative framework to ensure that cognizance is taken of new developments, Develop and maintain internal audit methodologies policies and procedures, Provide advice and guidance to role players on the requirements and implementation of internal audit methodologies policies and procedures, Implement, monitor and report on the Quality Assurance Improvement Program, Develop strategic internal audit plans and annual audit plan, Participate in the coordination with other internal and external service providers of assurance, Keep up to date with new developments in the internal audit environment. Maintain discipline, Manage performance and development, Undertake Human Resource and other related administrative functions, Establish implement and maintain efficient and effective communication arrangements, Develop and manage the operational plan of the sub-directorate and report on progress as required, Develop implement and maintain processes to ensure proper control of work, Compile and submit all required administrative reports, Serve on transverse task teams as required, Procurement and asset management, Plan and allocate work, Quality control of work delivered by employees, Functional technical advice and guidance, Provide administrative support to the Audit Committee.

**ENQUIRIES** : Enquiries for all advertised posts should be directed to the recruitment office Tel No: (012) 394 5286/1440

**APPLICATIONS** : The Department of Small Business Development is committed to the pursuit of diversity and redress. Candidates must submit applications to [Recruitment8@dsbd.gov.za](mailto:Recruitment8@dsbd.gov.za) and quote the

reference number for the abovementioned position on the subject line (email) when applying i.e., "REF NO: DD IA".

- POST 02/82** : **OFFICER: DIGITAL BUSINESS SUPPORT "REF NO: O DBS"**
- SALARY** : R376 413 per annum  
**CENTRE** : Pretoria  
**REQUIREMENTS** : Undergraduate qualification (NQF 7) in Digital Business Development / Computer Science / Information System / Information Technology / Business Analysis or equivalent / related as recognised by SAQA. Postgraduate in Digital Business Development / Computer Science / Information System / Information Technology or Business Process Analytics and a Valid driver's licence will be an added advantage. 1 year technical experience in digital solutions / Digital Business / ICT Business Development / Business Analysis environment. Knowledge of Project Management Methodologies, ICT standards, policies and procedures, Digital Systems, ICT Systems Development processes, business process modelling and re-engineering, business systems analysis, enterprise systems development and use of design process tools (e.g. Visio, Firstmap). Training in MS Office Packages and Project Management. Have proven skills and competencies: Communication (Verbal and Written), Planning and organising, Customer focus, Project and Change management, Research, Problem solving and analysis, Service Delivery Innovation and SQL coding.
- DUTIES** : Conduct desktop research on software systems to validate new architectures and solutions in collaboration with support officers and facilitate similar concept sharing and collaboration amongst Small Businesses supported within the portfolio and partners databases. Contribute to providing innovative solutions for SMMEs in collaboration and support of services offered at incubation centers and digital hubs inclusive of but not limited to: Systems architecture, Data collection and interpretation of digital trends etc. Identify gaps and risks on business processes to improve business efficiencies, customer /employee experience and advice on removal of inefficient processes to meet new requirements in collaboration with support personnel at centers and hubs. Gather monthly data on Incubation and digital hubs support activities, challenges identified, and or researched solutions and interventions and package reports to raise awareness internally. Communicate with stakeholders, clients, management & colleagues: Written, Verbal and formal presentations / workshops / information sessions.
- ENQUIRIES** : Enquiries for all advertised posts should be directed to the recruitment office on Tel No: (012) 394-5286/43097
- APPLICATIONS** : The Department of Small Business Development is committed to the pursuit of diversity and redress. Candidates must submit applications to [Recruitment4@dsbd.gov.za](mailto:Recruitment4@dsbd.gov.za) and quote the reference number for the abovementioned position on the subject line (email) when applying i.e., "REF NO: O DBS"
- POST 02/83** : **OFFICER: REGIONAL & LOCAL ECONOMIC DEVELOPMENT COORDINATION REF NO: O R&LEDC (X2 POSTS)**
- SALARY** : R376 413 per annum  
**CENTRE** : Pretoria  
**REQUIREMENTS** : National Diploma (NQF 6) in Business Commerce and Management Studies / Physics, Mathematics and Computer Sciences / Human and Social Studies / Communication Studies / Manufacturing and Engineering Technology / Law / Agriculture or equivalent / related as recognised by SAQA. 1 year administrative experience in Economic, Regional & Local Government environment / small business development environment. Training in MS Office Packages. Valid driver's licence. Have proven skills and competencies: Communication (Verbal and Written), Data analysis and collection, Attention to detail and Problem Solving, Project Management (Basic), Stakeholder Engagement and Service delivery and innovation.
- DUTIES** : Conduct research on competitive advancement of small businesses and cooperatives inclusive of but not limited to: Desktop research and primary research (research design, survey design, data collection and analysis), gather any information related to regional and local economic development that will support the development and growth of SMMEs and Cooperatives etc. Contribute to the development of policies and strategies that will develop, enhance, and implement development programmes towards improved Regional and Local Economic Development inclusive of but not limited to: Developing SOPs, Templates and Database maintenance repository of knowledge and information on local government and matters relating to the area of specialisation). Assist in the provision of access to business support (fin and non-financial) for SMMEs and Cooperatives across Government. Conduct/ Assist with monitoring and draft progress reports on implementation across assigned areas. Provide general administrative and logistical support to the business unit in respect of minute taking during stakeholder meetings, logistical support during events / workshops / meetings and procurement of goods and services (catering, venues, etc). Communicate with stakeholders, clients, management & colleagues: Written, Verbal and formal presentations / workshops / information sessions.
- ENQUIRIES** : Enquiries for all advertised posts should be directed to the recruitment office on Tel No: (012) 394-5286/43097
- APPLICATIONS** : The Department of Small Business Development is committed to the pursuit of diversity and redress. Candidates must submit applications to [Recruitment5@dsbd.gov.za](mailto:Recruitment5@dsbd.gov.za) and quote the

reference number for the abovementioned position on the subject line (email) when applying i.e., "REF NO: O R&LEDC"

- POST 02/84** : **TRAVEL COORDINATOR REF NO: TC**
- SALARY** : R308 154 per annum  
**CENTRE** : Pretoria  
**REQUIREMENTS** : National Diploma (NQF6) in Travel and Tourism/ Hospitality Management/ Supply Chain Management / Procurement / Logistics / Purchasing Management or equivalent/related as recognised by SAQA. Bachelor's Degree /Advanced Diploma Travel and Tourism /Hospitality Management / Supply Chain Management / Procurement /Logistics / Purchasing Management and valid driver's licence would be an added advantage. A minimum of 1 year of relevant clerical/ administrative experience in travel and Tourism/Hospitality Management/ Supply Chain Management / Procurement/Logistics and Purchasing Management Environment. Computer literacy with knowledge and experience of Microsoft Office packages. Competencies: Communication (verbal & Non-Verbal), Analytical and Problem-solving, Planning, Organising, Customer service orientated, Reporting and Bookings.
- DUTIES** : Coordinate all travel services inclusive of but not limited to: Confirm availability of budget from unit's requesting bookings. Reconcile traveling bookings and track and follow-up on payments. Prepare monthly reports on travel. Maintain proper filing database. Communicate with stakeholders, clients, management, and colleagues: travel documents to DSBD employees, interviewees and stakeholders (e.g. Flight ticket, transport voucher/ Accommodation voucher etc). Give advice on procedural and technical related matters in respect of travel policies and procedures to ensure compliance. Prepare information circulars to raise awareness on travel policy and procedures.
- ENQUIRIES** : Enquiries for all advertised posts should be directed to the recruitment office on 012 394 5286/1440
- APPLICATIONS** : The Department of Small Business Development is committed to the pursuit of diversity and redress. Candidates must submit applications to [Recruitment7@dsbd.gov.za](mailto:Recruitment7@dsbd.gov.za) and quote the reference number for the abovementioned position on the subject line (email) when applying i.e., "REF NO: TC".

#### **2024 TO 2026 GRADUATE INTERNSHIP PROGRAMME**

The DSBD invites South African unemployed graduates who are between the ages of 18-35 and have never participated in an Internship Programme before, to apply for the following 24-month Internship Programmes.

#### **OTHER POSTS**

- POST 02/85** : **GRADUATE INTERN: ORGANISATIONAL DEVELOPMENT & HUMAN RESOURCES MANAGEMENT (OD&HRM) REF NO: OD&HRM/HRA**
- STIPEND** : R127 725 per annum, (all-inclusive)  
**CENTRE** : Pretoria Head Office  
**REQUIREMENTS** : National Diploma (NQF 6) or Undergraduate degree (NQF 7) in Human Resource Management / Development / Public Administration / Public Management or equivalent / related qualification as recognised by SAQA.
- ENQUIRIES** : Enquiries for all advertised posts should be directed to the HRD office to Mr. E Mabunda at 063 645 6496, Ms C Mpotulo at 082 080 6598, Mr. M Qhum at 066 477 9606, Mr L Nkalweni at 082 080 6521 (only on weekdays between 08H00 –16H30).
- APPLICATIONS** : Please forward your application, quoting the correct Reference number to [HRD1@dsbd.gov.za](mailto:HRD1@dsbd.gov.za)  
**NOTE** : The successful candidate may be rotated to other units (e.g.: PM & HRD) within OD&HRM.
- POST 02/86** : **GRADUATE INTERN: SECURITY MANAGEMENT (PWD) REF NO: CMS / SECMGT**
- STIPEND** : R127 725 per annum, (all-inclusive)  
**CENTRE** : Pretoria Head Office  
**REQUIREMENTS** : Diploma or Degree (NQF 6/7) in Security Management / Criminology or equivalent / related as recognised by SAQA.
- ENQUIRIES** : Enquiries for all advertised posts should be directed to the HRD office to Mr. E Mabunda at 063 645 6496, Ms C Mpotulo at 082 080 6598, Mr. M Qhum at 066 477 9606, Mr L Nkalweni at 082 080 6521 (only on weekdays between 08H00 –16H30).
- APPLICATIONS** : Please forward your application, quoting the correct Reference number to [HRD1@dsbd.gov.za](mailto:HRD1@dsbd.gov.za)  
**NOTE** : This post is targeted for persons with disabilities. The Department of Small Business Development is committed to the pursuit of diversity and redress. Candidates whose appointment will promote representativity in terms of persons with a disability will receive preference (as per the DSBD EE Plan).
- POST 02/87** : **GRADUATE INTERN: SUPPLY CHAIN MANAGEMENT (PWD) REF NO: FINMGT/SCM**  
(Re-Advertisement)
- STIPEND** : R127 725 per annum, (all-inclusive)

- CENTRE REQUIREMENTS** : Pretoria Head Office  
: National Diploma (NQF 6) or Bachelor's Degree (NQF 7) in Supply Chain Management / Procurement/ Logistics / Purchasing Management / Public Management / Public Administration / Tourism Management or equivalent / related as recognised by SAQA.
- ENQUIRIES** : Enquiries for all advertised posts should be directed to the HRD office to Mr. E Mabunda at 063 645 6496, Ms C Mpotulo at 082 080 6598, Mr. M Qhum at 066 477 9606, Mr L Nkalweni at 082 080 6521 (only on weekdays between 08H00 –16H30).
- APPLICATIONS NOTE** : Please forward your application, quoting the correct Reference number to [HRD1@dsbd.gov.za](mailto:HRD1@dsbd.gov.za)  
: This post is targeted for persons with disabilities. The Department of Small Business Development is committed to the pursuit of diversity and redress. Candidates whose appointment will promote representativity in terms of persons with a disability will receive preference (as per the DSBD EE Plan).
- POST 02/88** : **GRADUATE INTERN: FINANCIAL ADMINISTRATION REF NO: FINADMIN**
- STIPEND CENTRE REQUIREMENTS** : R127 725 per annum, (all-inclusive)  
: Pretoria Head Office  
: National Diploma (NQF 6) or Bachelor's Degree (NQF 7) in Finance / Accounting or equivalent / related as recognised by SAQA.
- ENQUIRIES** : Enquiries for all advertised posts should be directed to the HRD office to Mr. E Mabunda at 063 645 6496, Ms C Mpotulo at 082 080 6598, Mr. M Qhum at 066 477 9606, Mr L Nkalweni at 082 080 6521 (only on weekdays between 08H00 –16H30).
- APPLICATIONS** : Please forward your application, quoting the correct Reference number to [HRD2@dsbd.gov.za](mailto:HRD2@dsbd.gov.za)
- POST 02/89** : **GRADUATE INTERN: MANAGEMENT ACCOUNTING REF NO: MGTACC**
- STIPEND CENTRE REQUIREMENTS** : R127 725 per annum, (all-inclusive)  
: Pretoria Head Office  
: National Diploma (NQF 6) or Undergraduate degree (NQF 7) in Management Accounting / Cost Accounting / Accounting or equivalent / related qualification as recognised by SAQA.
- ENQUIRIES** : Enquiries for all advertised posts should be directed to the HRD office to Mr. E Mabunda at 063 645 6496, Ms C Mpotulo at 082 080 6598, Mr. M Qhum at 066 477 9606, Mr L Nkalweni at 082 080 6521 (only on weekdays between 08H00 –16H30).
- APPLICATIONS** : Please forward your application, quoting the correct Reference number to [HRD2@dsbd.gov.za](mailto:HRD2@dsbd.gov.za)
- POST 02/90** : **GRADUATE INTERN: MINISTRY: OFFICE OF THE CHIEF OF STAFF REF NO: MIN/2 (X2 POSTS)**
- STIPEND CENTRE REQUIREMENTS** : R127 725 per annum, (all-inclusive)  
: Pretoria Head Office  
: Diploma (NQF 6) or Bachelor's Degree (NQF 7) in Public Administration / Political Science / Business Administration, or equivalent / related qualification as recognised by SAQA.
- ENQUIRIES** : Enquiries for all advertised posts should be directed to the HRD office to Mr. E Mabunda at 063 645 6496, Ms C Mpotulo at 082 080 6598, Mr. M Qhum at 066 477 9606, Mr L Nkalweni at 082 080 6521 (only on weekdays between 08H00 –16H30).
- APPLICATIONS** : Please forward your application, quoting the correct Reference number to [HRD2@dsbd.gov.za](mailto:HRD2@dsbd.gov.za)
- POST 02/91** : **GRADUATE INTERN: RESEARCHER: OFFICE OF DIRECTOR GENERAL REF NO: RES/ODG**
- STIPEND CENTRE REQUIREMENTS** : R127 725 per annum, (all-inclusive)  
: Pretoria Head Office  
: Diploma (NQF6) or Bachelor's degree (NQF7) in Research / Social Sciences / Data Science or equivalent / related as recognised by SAQA.
- ENQUIRIES** : Enquiries for all advertised posts should be directed to the HRD office to Mr. E Mabunda at 063 645 6496, Ms C Mpotulo at 082 080 6598, Mr. M Qhum at 066 477 9606, Mr L Nkalweni at 082 080 6521 (only on weekdays between 08H00 –16H30).
- APPLICATIONS** : Please forward your application, quoting the correct Reference number to [HRD3@dsbd.gov.za](mailto:HRD3@dsbd.gov.za)
- POST 02/92** : **GRADUATE INTERN: ADMINISTRATOR: OFFICE OF DIRECTOR GENERAL REF NO: ADMIN/ODG**
- STIPEND CENTRE REQUIREMENTS** : R127 725 per annum, (all-inclusive)  
: Pretoria Head Office  
: Diploma (NQF 6) or Bachelor's degree (NQF 7) in Business Administration / Office Management or equivalent / related as recognised by SAQA.
- ENQUIRIES** : Enquiries for all advertised posts should be directed to the HRD office to Mr. E Mabunda at 063 645 6496, Ms C Mpotulo at 082 080 6598, Mr. M Qhum at 066 477 9606, Mr L Nkalweni at 082 080 6521 (only on weekdays between 08H00 –16H30).
- APPLICATIONS** : Please forward your application, quoting the correct Reference number to [HRD3@dsbd.gov.za](mailto:HRD3@dsbd.gov.za)

- POST 02/93** : **GRADUATE INTERN: REGIONAL LOCAL ECONOMIC DEVELOPMENT (PWD) REF NO: RLED**
- STIPEND** : R127 725 per annum, (all-inclusive)  
**CENTRE** : Pretoria Head Office  
**REQUIREMENTS** : Bachelor's degree (NQF 7) in Economics / Public Administration / Development Studies / Business Management / Entrepreneurship, or equivalent / related qualification as recognised by SAQA.
- ENQUIRIES** : Enquiries for all advertised posts should be directed to the HRD office to Mr. E Mabunda at 063 645 6496, Ms C Mpotulo at 082 080 6598, Mr. M Qhum at 066 477 9606, Mr L Nkalweni at 082 080 6521 (only on weekdays between 08H00 –16H30).
- APPLICATIONS NOTE** : Please forward your application, quoting the correct Reference number to [HRD3@dsbd.gov.za](mailto:HRD3@dsbd.gov.za)  
This post is targeted for persons with disabilities. The Department of Small Business Development is committed to the pursuit of diversity and redress. Candidates whose appointment will promote representativity in terms of persons with a disability will receive preference (as per the DSBD EE Plan).
- POST 02/94** : **GRADUATE INTERN: SMME POLICY & OVERSIGHT REF NO: SMME/P&O**
- STIPEND** : R127 725 per annum, (all-inclusive)  
**CENTRE** : Pretoria Head Office  
**REQUIREMENTS** : Bachelor's degree (NQF 7) in Public Administration / Business Management / Development Studies / Economics or equivalent / related qualification as recognised by SAQA.
- ENQUIRIES** : Enquiries for all advertised posts should be directed to the HRD office to Mr. E Mabunda at 063 645 6496, Ms C Mpotulo at 082 080 6598, Mr. M Qhum at 066 477 9606, Mr L Nkalweni at 082 080 6521 (only on weekdays between 08H00 –16H30).
- APPLICATIONS** : Please forward your application, quoting the correct Reference number to [HRD3@dsbd.gov.za](mailto:HRD3@dsbd.gov.za)
- POST 02/95** : **GRADUATE INTERN: SECONDARY SECTOR REF NO: SCND/SEC**
- STIPEND** : R127 725 per annum, (all-inclusive)  
**CENTRE** : Pretoria Head Office  
**REQUIREMENTS** : National Diploma (NQF 6) or Bachelor's Degree (NQF 7) in Public Administration / Business Management / Development Studies / Economics or equivalent/related as recognised by SAQA.
- ENQUIRIES** : Enquiries for all advertised posts should be directed to the HRD office to Mr. E Mabunda at 063 645 6496, Ms C Mpotulo at 082 080 6598, Mr. M Qhum at 066 477 9606, Mr L Nkalweni at 082 080 6521 (only on weekdays between 08H00 –16H30).
- APPLICATIONS** : Please forward your application, quoting the correct Reference number to [HRD4@dsbd.gov.za](mailto:HRD4@dsbd.gov.za)
- POST 02/96** : **GRADUATE INTERN: OFFICE OF THE DEPUTY DIRECTOR-GENERAL: SECTOR POLICY AND RESEARCH REF NO: ODDG/SECTP&RES**
- STIPEND** : R127 725 per annum, (all-inclusive)  
**CENTRE** : Pretoria Head Office  
**REQUIREMENTS** : Diploma or Bachelor's degree (NQF 6/7) in Public Policy / Economics / Business Administration / Development Studies, or equivalent / related qualification as recognised by SAQA.
- ENQUIRIES** : Enquiries for all advertised posts should be directed to the HRD office to Mr. E Mabunda at 063 645 6496, Ms C Mpotulo at 082 080 6598, Mr. M Qhum at 066 477 9606, Mr L Nkalweni at 082 080 6521 (only on weekdays between 08H00 –16H30).
- APPLICATIONS** : Please forward your application, quoting the correct Reference number to [HRD4@dsbd.gov.za](mailto:HRD4@dsbd.gov.za)
- POST 02/97** : **GRADUATE INTERN: INTERNATIONAL RELATIONS 1 PWD: REF NO: INT-RLNTS (X2 POSTS)**
- STIPEND** : R127 725 per annum, (all-inclusive)  
**CENTRE** : Pretoria Head Office  
**REQUIREMENTS** : National Diploma (NQF 6) or Undergraduate degree (NQF 7) in Public Administration / Political Science / Business Administration, or equivalent / related qualification as recognised by SAQA.
- ENQUIRIES** : Enquiries for all advertised posts should be directed to the HRD office on Tel No: Mr. E Mabunda at 063 645 6496, Ms C Mpotulo at 082 080 6598, Mr. M Qhum at 066 477 9606, Mr L Nkalweni at 082 080 6521 (only on weekdays between 08H00 –16H30).
- APPLICATIONS NOTE** : Please forward your application, quoting the correct Reference number to [HRD4@dsbd.gov.za](mailto:HRD4@dsbd.gov.za)  
This post is targeted for persons with disabilities. The Department of Small Business Development is committed to the pursuit of diversity and redress. Candidates whose appointment will promote representativity in terms of persons with a disability will receive preference (as per the DSBD EE Plan).

## DEPARTMENT OF SOCIAL DEVELOPMENT

*It is our intention to promote representivity (race, gender and disability) in the Public Service through the filling of this post and candidates whose transfer/promotion/appointment will promote representivity will receive preference.*

- APPLICATIONS** : Please forward your application, quoting the relevant reference number, to the Director-General, Department of Social Development, Private Bag X901, Pretoria, 0001. Physical Address: HSRC Building, 134 Pretorius Street. In the event of hand delivery of applications, applicants must sign an application register book as proof of submission.  
E-mail applications must be send to the following email addresses: For **Deputy** Director: Programme Implementation, Monitoring and Evaluation position – [Erecruit.DD@dsd.gov.za](mailto:Erecruit.DD@dsd.gov.za)  
Project Administration position [Erecruit.PA@dsd.gov.za](mailto:Erecruit.PA@dsd.gov.za)  
Senior Personnel Practitioner: HR Practices and Administration position - [Erecruit.SPP@dsd.gov.za](mailto:Erecruit.SPP@dsd.gov.za)  
Administrative Assistant position - [Erecruit.AA@dsd.gov.za](mailto:Erecruit.AA@dsd.gov.za)  
Human Resource Officer position - [Erecruit.HRO@dsd.gov.za](mailto:Erecruit.HRO@dsd.gov.za)  
Data Capturer positions (Western Cape Province) - [Erecruit.WC@dsd.gov.za](mailto:Erecruit.WC@dsd.gov.za)  
(North-West Province) - [Erecruit.NW@dsd.gov.za](mailto:Erecruit.NW@dsd.gov.za)  
(Gauteng Province) - [Erecruit.GP@dsd.gov.za](mailto:Erecruit.GP@dsd.gov.za)  
(Kwa-Zulu Natal) [Erecruit.KZN@dsd.gov.za](mailto:Erecruit.KZN@dsd.gov.za)  
(Eastern Cape Province) - [Erecruit.EC@dsd.gov.za](mailto:Erecruit.EC@dsd.gov.za)  
(Limpopo) - [Erecruit.LP@dsd.gov.za](mailto:Erecruit.LP@dsd.gov.za)
- FOR ATTENTION** : Mr S Boshielo  
**CLOSING DATE** : 31 January 2025  
**NOTE** : Curriculum vitae with a detailed description of duties and the names of two referees must accompany your signed application for employment (Z83). Short listed candidates for a post will be required to submit certified documents on the date of the interview. Applicants are advised that from 1 January 2021, a new application for employment (Z83) form is effective and must be completed in full, failure to use the new Z83 will result in disqualification. The new form can be downloaded online at [www.dpsa.gov.za-vacancies](http://www.dpsa.gov.za-vacancies). Applicants applying for SMS posts are required to successfully complete the Certificate for entry into the SMS and full details can be sourced by following the link: <https://www.thensg.gov.za/training-course/sms-pre-entry-programme/>. SMS pre-entry certificate is submitted prior to appointment. Applicants are expected to pay for the course and may enroll for it at a cost of R400.00. The duration of the course is 120 hours. All shortlisted candidates for SMS posts will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the Department. Following the interview and technical exercise, the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSA Directive on the implementation of competency-based assessments). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools. The successful candidate will sign an annual performance agreement, complete a financial discloser form and will also be required to undergo a security clearance. Candidates nominated for posts on salary levels 2 - 12 may be subjected to a competency assessment during the selection process. If the candidate is applying for an OSD post, certificates of service must be submitted on the date of the interview. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). Failure to submit the requested documents will result in your application not being considered. Personnel suitability checks will be conducted on short listed candidates and the appointment is subject to positive outcomes of the checks. Correspondence will be limited to shortlisted candidates only. Applications received after the closing date will not be taken into consideration. If you have not been contacted within three months after the closing date of this advertisement, please accept that your application was unsuccessful. Candidates requiring additional information regarding the advertised post may direct their enquiries to the person as indicated above. Internal applicants must submit and register their employment applications at the DSD reception area and sign in the register book for the attention of Mr S Boshielo. DSD reserves the right to cancel the filling/ not to fill a vacancy that was advertised during any stage of the recruitment process.

## OTHER POSTS

- POST 02/98** : **DEPUTY DIRECTOR: PROGRAMME IMPLEMENTATION, MONITORING AND EVALUATION**  
**REF NO: C1/A/2025**  
Chief Directorate: HIV/Aids  
(G2G contract until 31 October 2026)
- SALARY** : R1 003 890 per annum. This inclusive remuneration package consists of a basic salary, the states' contribution to the Government Employees Pension Fund and a flexible portion that may be structured i.t.o. the applicable rules. The successful candidate will be required to enter into a performance agreement and to sign an employment contract.
- CENTRE** : HSRC Building, Pretoria

<b><u>REQUIREMENTS</u></b>	:	An appropriate Bachelor's Degree in Social Science or equivalent qualification plus 3 years' junior management experience in programme development, monitoring and implementation. Knowledge of the Public Service Regulations. Knowledge on monitoring and evaluation systems. Knowledge and understanding of HIV/AIDS field. Knowledge and understanding of legislations, policies and strategies pertaining to HIV/AIDS. Knowledge on National Monitoring Plans and systems in the social sector. Competencies needed: Policy analysis and development skills. Computer literacy. Planning and organising skills. Communication (written and verbal) skills. Problem-solving skills. Reporting writing skills. Project coordination skills. Monitoring and evaluation skills. Resources mobilization and management skills. Coordination skills. Interpersonal skills. Research skills. Financial management skills. Facilitation and presentation skills. Stakeholder and client liaison skills. Data analysis and presentation skills. Attributes: Accurate. Confidence. Patience. Assertiveness. Compliance. Integrity. Creative and innovative. Professionalism. Logical thinker. Adaptable. Ability to work under pressure. Ability to work in a team and independently. Friendly and trustworthy. Diplomacy. Innovative and creativity.
<b><u>DUTIES</u></b>	:	Coordinate monitoring and evaluation for HIV/AIDS activities. Develop guidelines and provide training on how provinces and funded DSD organizations should report their performance on HIV/AIDS matters. Develop and facilitate implementation of HIV/AIDS M&E guidelines and system. Strengthen data management in provinces through the implementation of community-based intervention monitoring system. Manage the CBIMS management process and produce data reports.
<b><u>ENQUIRIES</u></b>	:	Ms M Pule Tel No: (012) 312-7465 / 083 396 3964
<b><u>POST 02/99</u></b>	:	<b><u>PROJECT ADMINISTRATOR REF NO: C1/B/2025</u></b> Chief Directorate: HIV/Aids (G2G contract until 31 October 2026)
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R552 081 per annum, plus 37% of salary in lieu of benefits. HSRC Building, Pretoria
<b><u>REQUIREMENTS</u></b>	:	An appropriate Bachelor's Degree/Diploma in Project Management/Office Administration (or equivalent qualification) plus 3 years' experience in project management/ administration and working in an NGO environment or PEPFAR funded programme. Knowledge of the social development sector. Knowledge of project administration. Knowledge of document management system, tracking and retrieving information. Knowledge of PFMA. Knowledge of Public Service Acts and Regulations. Knowledge of financial, provisioning and procurement prescripts and procedures. Competencies needed: Project administration skills. Performance data analysis skills. Quality assurance skills. Facilitation skills. Planning and organizing skills. Interpersonal skills. Computer literacy. Communication (written, verbal and liaison) skills. Financial management skills. Analytical skills. Administrative management skills. Attributes: Ability to work under pressure and as part of a team. Ability to prioritise and manage multiple tasks. Innovative and creative. Good interpersonal relations. Accurate. Assertiveness. Confidentiality. Integrity. Ability to process information from a wide variety of issues and for a variety of audience. Independent worker who is highly organized, results oriented and deadline driven. Fluent in English and able to communicate effectively in at least one local language.
<b><u>DUTIES</u></b>	:	Provide project secretariat services (Managing monthly team meeting and consultation schedules. Provide support in meeting preparation and logistical arrangements. Facilitate logistical arrangements for travelling, meetings and workshops. Manage preparation and ensuring distribution of meeting and workshop documents. Coordinate correspondence and other communication amongst staff and stakeholders). Review all program reports, capturing achievements into the program tracker, locating and saving evidence in support of achievements. Collect, capture data and dissemination of relevant project. Manage document flow within the G2G unit and between other departments in all three districts. Provide record management services.
<b><u>ENQUIRIES</u></b>	:	Ms M Pule Tel No: (012) 312-7465 / 083 396 3964
<b><u>POST 02/100</u></b>	:	<b><u>SENIOR PERSONNEL PRACTITIONER: HR PRACTICES AND ADMINISTRATION REF NO: C1/D1/2025</u></b> Directorate: Human Resource Management
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R376 413 per annum, plus 37% of salary in lieu of benefits. HSRC Building, Pretoria
<b><u>REQUIREMENTS</u></b>	:	A Degree/National Diploma in Human Resource Management (or equivalent qualification) plus three years' experience in the human resource environment. Knowledge of Public Service Act, Public Service Regulations, Basic Conditions of Employment Act, Government Employees Pension Law, Collective Agreements, PERSAL, SMS Handbook, Relevant Departmental HR Policies, Financial Manual, OSD for Social Services Professions and related occupations and OSD for legally qualified personnel and applicable directives. Competencies needed: Planning and organizing skills. Computer literacy. Communication (written and verbal) skills. Problem solving skills. Client orientation and customer focus skills. Ability to apply knowledge and skills to immediate work situation. Ability to accept responsibility for own area of work. Ability to work independently and as part of a team. Policy development skills. Supervisory skills. Attributes:

Friendly. Positive. Participative. Accurate. Compliant. Self-starter. Drive. Initiative. Disciplined. Ability to work under pressure.

**DUTIES** : Administer effective recruitment, selection and appointment of employees (capturing applications for advertised posts, perform secretariat function during shortlisting and interviews, conducting of personnel suitability checks, processing of appointments, transfers, staff movements and probationary appointments). Administration of service benefits (leave, PILIR, Housing, Injury on duty, Overtime, Long service recognition, Recognition of improved qualifications, relocation, allowances and performance incentives). Administration of staff exits. Approve transactions on PERSAL. Quality assures and drafting submissions and reports to various delegated authorities. Render an effective advisory and support service to DSD employees on HR practices and policy matters. Supervise human resources/staff (allocate and ensure quality of work, personnel development, assess staff performance and apply discipline.

**ENQUIRIES** : Mr S Boshielo Tel No: (012) 312-7789

**POST 02/101** : **ADMINISTRATIVE ASSISTANT REF NO: C1/C/2025**  
Chief Directorate: HIV/Aids  
(G2G contract until 31 October 2026)

**SALARY** : R255 450 per annum, plus 37% of salary in lieu of benefits.  
**CENTRE** : HSRC Building, Pretoria  
**REQUIREMENTS** : An appropriate Bachelor's Degree/Diploma (or equivalent qualification) plus minimum of one (1) year administrative experience. Knowledge of relevant Public Service Legislation. Knowledge of financial, procurement prescripts and procedures. Knowledge of document management, tracking and retrieving of information. Competencies needed: Communication (verbal and written) skills. Computer literacy. Problem-solving skills. Planning and organising skills. Customer care skills. Office administration skills. Attributes: Friendly and trustworthy. Good interpersonal relations. Accurate. Independent. Assertiveness. Ability to work independently and as part of a team. Ability to work under pressure. Adaptive. Confidentiality. Integrity. Discipline.

**DUTIES** : Render a secretariat support function to the Director/Chief Director/Deputy Director-General. Render an administrative support function to the Director/Chief Director/Deputy Director-General. Render supply chain managements support function to the Director/Chief Director/Deputy Director-General. Administer all logistical arrangement for Director/Chief Director/Deputy Director-General. Provide records management services, type documents and track responses. Participate in core functions of the unit (25%) as part of personal development.

**ENQUIRIES** : Ms M Pule Tel No: (012) 312-7465 / 083 396 3964

**POST 02/102** : **HUMAN RESOURCE OFFICER REF NO: C1/D2/2025 (X2 POSTS)**  
Chief Directorate: Human Resource Management  
(G2G contract until 31 October 2026)

**SALARY** : R255 450 per annum, plus 37% of salary in lieu of benefits.  
**CENTRE** : HSRC Building, Pretoria  
**REQUIREMENTS** : A Degree/National Diploma in Human Resource Management (or equivalent qualification) plus two years' experience in the human resource environment. Knowledge of Public Service Act, Public Service Regulations, Basic Conditions of Employment Act, Government Employees Pension Law, Collective Agreements, SMS Handbook, Relevant Departmental HR Policies, Financial Manual, OSD for Social Services Professions and related occupations and OSD for legally qualified personnel and applicable directives. Competencies needed: Planning and organizing skills. Computer literacy. Communication (written and verbal) skills. Problem solving skills. Client orientation and customer focus skills. Ability to apply knowledge and skills to immediate work situation. Ability to accept responsibility for own area of work. Ability to work independently and as part of a team. Attributes: Friendly. Positive. Participative. Accurate. Compliant. Self-starter. Drive. Initiative. Disciplined.

**DUTIES** : key responsibilities: Administer effective recruitment, selection and appointment of employees (capturing applications for advertised posts, arranging logistics of personnel suitability checks, processing of appointments, transfers, staff movements and probationary appointments). Administration of service benefits (leave, PILIR, Housing, Injury on duty, overtime, long service recognition, recognition of improved qualifications, relocation, allowances and performance incentives). Administration of staff exits. Drafting submissions and reports to various delegated authorities. Address human resource administration enquiries.

**ENQUIRIES** : Mr S Boshielo Tel No: (012) 312-7789

**POST 02/103** : **SUPPLY CHAIN CLERK REF NO: C1/E/2025**  
Directorate: Supply Chain Management  
(G2G contract until 31 October 2026)

**SALARY** : R216 417 per annum, plus 37% of salary in lieu of benefits.  
**CENTRE** : HSRC Building, Pretoria  
**REQUIREMENTS** : A grade 12 certificate or equivalent. No experience required. Basic knowledge of supply chain duties, practices as well as the ability to capture data, operate computer and collecting statistics. Basic knowledge and understanding of the legislative framework governing the Public Service.



Basic knowledge of work procedures in terms of the working environment. Competencies needed: Planning and organizing skills. Communication (write, verbal and liaison) skills. Customer care skills. Problem solving skills. Interpersonal skills. Business ethics skills. Analytical skills. Computer literacy. Attributes: Accurate. Ability to work under pressure. Ability to work in a team and independently. Friendly and trustworthy. Confidentiality. Self-starter. Customer focused. Adaptive.

**DUTIES** : Render asset management clerical support. Compile and maintain records (e.g. asset records/databases). Check and issue furniture, equipment and accessories to components and individuals. Identify redundant, non-serviceable and obsolete equipment for disposal. Verify asset register. Render demand and acquisition clerical support. Update and maintain a supplier (including contractors) database. Register suppliers on LOGIS or similar system. Request and receive quotations. Capture specification on the electronic purchasing system. Place orders. Issue and receive bid documents. Provide secretariat or logistical support during the bid consideration and contracts conclusion process. Compile draft document as required. Render logistical support services. Place orders for goods. Receive and verify goods from suppliers. Capture goods in registers database. Receive request for goods from end users. Issue goods to end users. Maintain goods register. Update and maintain register of suppliers.

**ENQUIRIES** : Ms J Baloyi Tel No: (012) 312-7356

**POST 02/104** : **DATA CAPTURER**  
Chief Directorate: HIV/Aids  
(X13 contract positions until 31 October 2026)

**SALARY CENTRE** : R183 279 per annum plus 37% of salary in lieu of benefits.  
: Western Cape Province Ref No: C1/F1/2025 (X1 Post)  
North-West Province Ref No: C1/F2/2025 (X3 Posts)  
Gauteng Ekurhuleni Ref No: C1/F3/2025 (X2 Posts)  
Kwa-Zulu Natal Province Ref No: C1/F4/2025 (X4 Posts)  
Eastern Cape Province Ref No: C1/F5/2025 (X2 Posts)  
Limpopo Province Ref No: C1/F6/2025 (X1 Post)

**REQUIREMENTS** : Grade 12 Certificate plus sufficient relevant working experience in data capturing. Knowledge of administrative field. Knowledge of financial, provisioning and procurement prescript and procedures. Knowledge of document management, tracking and retrieving of information. Competencies needed: Typing Skills. Computer Literacy. Communication (written and verbal) skills. Problem Solving Skills. Planning and organising skills. Customer care and client orientation skills. Telephone etiquette. Attributes: Good interpersonal relations. Diplomacy. Ability to work under pressure. Discipline. Friendly and trustworthy. Drive and energy. Ability to work in a team and independently.

**DUTIES** : Capture data for new applications or cases. Keep filing and maintaining manual and digital filing systems. Compile and record weekly and monthly statistics. Render administrative services to the unit. Communicate with clients for verification of data. Capture and issue communication letters.

**ENQUIRIES** : Ms M Pule Tel No: (012) 312-7465 / 083 396 3964

## DEPARTMENT OF TOURISM

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

**APPLICATIONS** : Applications, quoting the relevant reference number must be forwarded to the attention of Chief Director: HR Management and Development at Department of Tourism, Private Bag X424, Pretoria, 0001 or hand deliver at Tourism House, 17 Trevenna Road, Sunnyside, Pretoria or by email to: [recruitment@tourism.gov.za](mailto:recruitment@tourism.gov.za)

**CLOSING DATE** : 31 January 2025 (Late applications will not be considered)

**NOTE** : Applications must be submitted on a duly completed New Z83 form obtainable from any Public Service Department or on the internet at [www.dpsa.gov.za/documents](http://www.dpsa.gov.za/documents). Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit a fully completed signed Z83 form and a detailed Curriculum Vitae. Shortlisted candidates will be required to submit certified copies of qualifications and other relevant documents to HR on or before the day of the interview. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). All instructions on the application form and this advert must be adhered to. Failure to comply with these requirements will result in the applicants being disqualified. Correspondence will be limited to short-listed candidates only. The Department reserves the right not to make an appointment. Short-listed candidates will be subjected to pre-employment screening and security vetting to determine the suitability of a person for employment. By applying for this post, you are consenting to the Department of Tourism processing your personal information subject to POPIA.

## OTHER POST

**POST 02/105** : **ASSISTANT DIRECTOR: TRANSPORT SERVICES REF NO: DT 01/2025**  
Please note that this is a re-Advertisement, Candidates who previously applied must re-apply.

**SALARY CENTRE** : R444 036 per annum (Level 09), excluding service benefits  
: Pretoria

**REQUIREMENTS** : An appropriate recognized B Degree/ National Diploma (NQF6) in Transport Management or an equivalent qualification. Three to five years' working experience at supervisory level in transport management in the Public Sector Knowledge of Treasury Regulations. Knowledge of National Road and Traffic Management prescripts. Knowledge of financial and transport management prescripts and circulars. Good knowledge of government processes and relevant legislation. Good interpersonal and presentation skills. Good communication skills. Good computer literacy and use of standard packages. A valid driver's license.

**DUTIES** : The successful candidate will be responsible for conducting weekly inspections on all vehicles; receiving all transport requests and allocating the requests to Transport Officers; receiving shuttle/delivery requests and allocating these to the drivers; developing driver trip schedules weekly; compiling fleet analysis reports' compiling transport related reports; monitoring the fleet management system and compiling exception reports; making follow-ups for after hour authorisations; ensuring maintenance and repairing of vehicles; receiving transport related invoices from service providers; verifying transport fuel and oil invoices; compiling BAS payment advices and submit to manager for verification; reporting all non-compliance to management; attending to all queries related to invoices; ensuring that all payments are paid within 30 days; ensuring that fleet management system payments are processed on time; receiving and scrutinising requests for subsidised vehicles; receiving and verifying claims; compiling usage reports; drafting reports for 70/30 split to management; preparing letters for 70/30 split usage to line managers; ensuring that all service contracts and agreements are adhered to; liaising with service providers with regard to service levels; supervising human resources in the unit.

**ENQUIRIES** : Ms O Sekgweleo Tel No: (012) 444 6773

**NOTE** : EE Requirements: Coloured males, White males, Indian males, People with Disabilities and youth are encouraged to apply.

## DEPARTMENT OF WOMEN, YOUTH AND PERSONS WITH DISABILITIES

*The mandate of the Department is to lead on socio-economic transformation and implementation of the empowerment and participation of women, youth and persons with disabilities through mainstreaming, advocacy, monitoring and evaluation.*

- APPLICATIONS** : Applicants are urged to choose/ utilise one of the methods provided above. You may forward your application, quoting reference, addressed to: The Director-General, Department of Women, Youth and Persons with Disabilities, Private Bag X931, Pretoria, 0001. Alternatively, application may also be hand delivered to 268 Lilian Ngoyi Street, Fedsure Forum Building, 1st floor, Pretoria CBD. Another option is to submit application through email as a SINGLE scanned document/ One PDF attachment to the email addresses specified for each position. (Kindly note that the emailed applications and attachments should not exceed 15MB).
- FOR ATTENTION** : Mr Zuko Bebula at 060 969 4039
- CLOSING DATE** : 07 February 2025 at 16:00
- NOTE** : Applications must be submitted on new Z83 form, which can be downloaded from: <http://www.gov.za/dpsa2g/vacancies.asp>. Applications submitted on the old application for employment (Z83) will not be considered. All fields in the Z83 application form must be completed in full, in a manner that allows a selection committee to assess the quality of a candidate based on the information provided in the form. It is therefore prudent that fields be completed by applicants and signed, noting the importance of the declaration. South African applicants need not to provide passport numbers. Candidate must respond "Yes" or "No" to the question whether you are conducting business with the state. If "Yes", details thereof must be attached to the application. It is acceptable for applicant to indicate "not applicable" or leave a blank to the question "In the event that you are employed in the Public Service, will you immediately relinquish such business interest?" Applicants are not required to submit copies of qualifications and other relevant documents but must submit the completed and signed Z83 and detailed Curricula Vitae. The communication from HR of the Department regarding the requirement for certified document will be limited to shortlisted candidates. Therefore, only shortlisted candidate for a post will be required to submit certified documents on or before the day of the interview following communication from HR. Non-RSA citizens/permanent resident permit holders must submit a copy only when shortlisted. Should you be in possession of a foreign qualification, it must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA). Should you not hear from the Department within three (3) months of the closing date of the advertisement, please consider your application to be unsuccessful. The Department reserves the right not to fill and/or make an appointment to any of the advertised posts. Short-listed candidates may be subjected to a technical exercise that intends to test relevant technical elements of the job as part of the selection process, the logistics of which will be communicated by the Department. Following the interview and technical exercise for a SMS post, the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSA Directive on the implementation of competency-based assessments). The competency assessment will test generic managerial competencies using the mandated DPSA SMS competency assessment tools. A pre-entry certificate obtained from National School of Government (NSG) is required prior to appointment of successful candidates to all SMS posts; full details can be sourced from: <https://www.thensg.gov.za/training-course/sms-pre-entry-programme/>. Successful candidates shall be required to enter into performance agreement within three (3) months of assuming their duties in the Department, and within one (1) month of the date of their appointment conclude the prescribed contract of employment. Designated employees shall be required to disclose their financial interest within 30 days after assumption of duty. Appointments will only be made on the first notch of the advertised salary level. All shortlisted candidates will be subjected to personal security vetting. Note that in terms of the Protection of Personal Information Act, 2021, the Department will ensure the protection of applicants' personal information and only collect, use and retain applicants' personal information for the purposes of recruitment and selection processes. The Department shall safeguard such personal information against access by unauthorised persons, unlawful disclosure, or breaches. The Department is an equal opportunity employer. In the filling of these posts, the objectives of section 195 of the Constitution of the Republic of South Africa and the Employment Equity Act, 1998 (Act 55 of 1998) will be taken into consideration and preference will be given to Women, Youth and Persons with Disabilities.

## MANAGEMENT ECHELON

- POST 02/106** : **DIRECTOR: STRATEGIC PLANNING AND REPORTING REF NO: DWYPD/001/2025**
- SALARY** : R1 216 824 per annum (Level 13), full inclusive remuneration package
- CENTRE** : Pretoria
- REQUIREMENTS** : Applicant must be in possession of a Grade 12 certificate plus a relevant undergraduate NQF level 7 qualification in Management Sciences, Strategic Management or Social Sciences. A post-graduate qualification (NQF level 8) will be an advantage. 8 years' practical experience related to respective field of which 5 years are at a middle/senior managerial level. Proven experience in

strategic planning and reporting, development of organisational goals and targets; managing organisational performance and programme management. Detailed knowledge of departmental governance framework and mandate, departmental policies and applicable protocols, strategic development and performance monitoring, risk management, SA legislative framework as it relates to the departmental mandate and functioning, departmental business processes, Department's strategic objectives and interpretation thereof.

**DUTIES**

: Provide support to the development and coordination of departmental Strategic and Annual Performance Plans and Reports: develop policy and standard operating procedures aligned to strategic planning and reporting frameworks in the public service; provide guidance to management on the implementation of the policy and standard operating procedures on strategic planning and reporting, co-ordinate the development of Strategic Plans, Annual Performance Plans and Operational Plans, provide support to the development of the SMART principles for performance indicators, prepare presentations on performance against Strategic Plans and Annual Performance Plans; ensure alignment with government planning prescripts and compliance requirements, attend to NT, DPME and AG-SA comments on Strategic Plans and Annual Performance Plans, consolidate inputs and facilitate approval of Strategic Plans and Annual Performance Plans. Manage the development and implementation of data collection and reporting tools for the monitoring and evaluation of performance information: develop and manage monitoring and evaluation templates, coordinate the management of performance information collection and reporting systems, report on and integrate the outputs of components, monitor the implementation of corrective measures. Gather, verify, consolidate and analyse information on the departmental strategy and generate reports on performance; management of quarterly and annual reports, ensure quality and accuracy of performance reports, draft performance analysis reports and non-compliance reports, manage timeous reporting and submission of performance reports, and analyse performance evidence files.

**ENQUIRIES**

: Ms Val Mathobela at 072 756 2709

**APPLICATIONS**

: [Recruitment03@dwypd.gov.za](mailto:Recruitment03@dwypd.gov.za)

**NOTE**

: Preference will be given to Women and Persons with Disabilities.

**POST 02/107**

**DIRECTOR: MONITORING REF NO: DWYPD/002/2025**

**SALARY**

: R1 216 824 per annum (Level 13), fully inclusive remuneration package

**CENTRE**

: Pretoria

**REQUIREMENTS**

: Applicant must be in possession of a Grade 12 certificate plus a relevant undergraduate NQF level 7 qualification in Social Science/ Development Studies / Management or related to the mandate of the Department. A post-graduate in monitoring and evaluation qualification (NQF level 8) will be an advantage. 8 years' practical experience related to respective field of which 5 years are at a middle/senior managerial level. Proven experience in gender, youth and/or disability fields; legislative and governance policies and frameworks related to women, youth and persons with disabilities; impact and outcome monitoring and evaluation (M&E) methodologies and frameworks, Monitoring Evaluation, Accountability and Learning (MEAL) methodologies; Monitoring, Evaluation and Learning Methodologies (MEL); mainstreaming of gender, youth and disability, experience of developing monitoring, evaluation and learning systems and tools for projects and programmes.

**DUTIES**

: Establish framework, systems and processes to monitor the performance of sector departments on the socio-economic empowerment of women, youth and persons with disabilities towards equality; develop the Monitoring Evaluation and Learning system and processes for socio-economic participation and transformation of Women, Youth and Persons with Disabilities; manage monitoring and learning inputs into other work of the Department/Units for new programmes/reviewed programme activities ensuring monitoring and learning is an integral component of the Department; ensure provision of technical support to the design of methodologies and tools that will ensure the availability of clear and accurate data and information government-wide; consult and capacitate sector departments and relevant stakeholders on the monitoring system for the socio-economic transformation and empowerment of women, youth and persons with disabilities; track progress towards the achievement of established annual goals and objectives and ensure accurate and timely reporting on the socio-economic transformation and empowerment of women, youth and persons with disabilities; coordinate all other monitoring reports including narrative information as well as tracking of required objectives and indicators; establish and maintain effective communication systems for reporting, including a clear matrix of all reports with timelines, assigned staff, and intended recipients. Conduct monitoring interventions on the social transformation and economic empowerment of women, youth and persons with disabilities; develop and monitor the integrated monitoring framework and plan for socio-economic transformation and empowerment of women, youth and persons with disabilities; conduct various types of monitoring interventions including on site monitoring intervention on the socio-economic transformation and empowerment of women, youth and persons with disabilities; analyse sector department's Annual Performance Plans (APP's) and Annual Reports for planning, implementation and reporting on the indicators and target for the socio-economic transformation and empowerment of women, youth and persons with disabilities; verify and validate achievements against the plans implementation and reports; develop reports on the impact of the implementation of planned projects and programmes on socio-economic empowerment and promotion of equality for women, youth and persons with disabilities;

consolidate and compile assessment reports on sector departments performance; develop and maintain data storage and analysis systems including managing contracts and relationship with service providers if required. Coordinate the implementation of the Gender Responsive Planning, Budgeting, Monitoring, Evaluation and Auditing Framework (GRPBMEAF); develop and review relevant tools and systems to guide and support the coordination and reporting of the GRPBMEAF government wide; develop organisational reporting processes to ensure internal and external learning strengthen accountability on the implementation of the GRPBMEAF; develop and maintain data storage and analysis systems including managing contacts and relationships with service providers if required, Coordinate and consult with stakeholders on all the work relating to the successful implementation of the GRPBMEAF government wide; verify and validate reported GRPBMEAF information/data; prepare reviews and reports on the findings, proposed actions and interventions to improve institutionalisation of GRPBMEAF.

**ENQUIRIES**  
**APPLICATIONS**  
**NOTE**

- : Ms Dineo Mmako at 072 525 0441
- : [Recruitment04@dwypd.gov.za](mailto:Recruitment04@dwypd.gov.za)
- : Preference will be given to Women and Persons with Disabilities.

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

- APPLICATIONS** : Applications must be submitted only via the e-Recruitment System, available at: <https://erecruitment.ecotp.gov.za/> and/or at: [www.ecprov.gov.za](http://www.ecprov.gov.za) (under Careers). The Provincial e-Recruitment System is available 24/7 and Closes at 23: 59 on the Closing Date. To report technical glitches, or for assistance regarding any system related issues, send an email with your ID Number, your profile email address, and the details of your issue to [HODrecruitment@otp.ecprov.gov.za](mailto:HODrecruitment@otp.ecprov.gov.za) (NB: NOT CVs). Technical support is limited to working hours: (08:00-16:30 Mon-Thursday and 08:00-16:00 on Fridays). Should you submit your applications/CVs to [HODrecruitment@otp.ecprov.gov.za](mailto:HODrecruitment@otp.ecprov.gov.za) and not as specified, your application will be regarded as lost and will not be considered.
- FOR ATTENTION** : Ms N. Ntantiso
- CLOSING DATE** : 31 January 2025. No Late/ No Faxed/ No e-Mailed / No Posted/ No Hand-delivered applications will be accepted.
- NOTE** : Applications must be submitted on a duly complete New Z83 form (effective from 01 Jan 2021) obtainable from any Public Service Department or on the internet at [www.dpsa.gov.za/documents](http://www.dpsa.gov.za/documents), e-Recruitment System automatically generates Z83 immediately you apply. For SMS (Senior Management Service) Posts: In terms of DPSA Directive on compulsory capacity development, mandatory training, and minimum entry requirements for members of the Senior Management Level for SMS appointments, it is a requirement for applicants to have obtained pre-entry Certificate (Nyukela) as offered by the National School of Government (NSG) for entry into the SMS posts and the full details can be sourced by following the link: <https://www.thensg.gov.za/training-course/sms-pre-entry-programme> (the SMS pre-entry certificate is not a requirement for shortlisting; is submitted prior to appointment). Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit a fully completed signed Z83 form and detailed Curriculum Vitae. NB: Z83 in the e-recruitment system is currently not signable; so, applicants who submitted applications via the e-recruitment system will not be disqualified for an unsigned Z83 instead will be requested to sign on interview day. Under My Job Applications, the system Z83 does not reflect work experience, and qualifications, however, every detail of your information does reflect to the Recruitment team. Shortlisted candidates will be required to submit certified copies of qualifications, and other relevant documents to HR on or before the interview date. Applicants with foreign qualifications would be required to submit an evaluation certificate from the South African Qualification Authority (SAQA) on or before the day of the interview. Failure to submit all the requested documents will disqualify the application. Correspondence will be limited to short-listed candidates only. If you have not been contacted within six (6) months after the closing date of this advertisement, please accept that your application was unsuccessful. Selected candidates will be subjected to a personnel suitability check (criminal record check, citizenship verification, financial/asset record check, qualification/study verification and previous employment verification). Successful candidates will also be subjected to security clearance processes. Where applicable, candidates will be subjected to a skills/knowledge test. The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools. Successful candidates will be appointed on a probation period of twelve 12/24 months. Misrepresentation in the application documents will result in automatic disqualification and disciplinary action in the event the candidate has already been appointed. It is the department's objective to address the Employment Equity Affirmative Action Measures in line with the Employment Equity Plan and to achieve equitable representation across race and gender. In filling of these posts gender equity and people living with disability will be highly considered to adhere to the EE targets of the department. The Department reserves the right to amend/ review/ withdraw advertised posts if by so doing, the best interest of the department will be well served. (Females and People with disabilities are also requested to apply and indicate such in their applications).

**MANAGEMENT ECHELON**

- POST 02/108** : **HEAD OF DEPARTMENT: COOPERATIVE GOVERNANCE & TRADITIONAL AFFAIRS REF NO: (OTP-COGTA 01/01/2025)**  
(5-Year Performance Based Contract)
- SALARY** : R2 259 984 per annum (Level 16), (an all-inclusive remuneration), package of which may be structured in terms of applicable rules and guidelines, plus a non-pensionable HoD allowance equal to 10% of the package
- CENTRE** : Bhisho
- REQUIREMENTS** : A qualification at NQF Level 8 as recognised by SAQA, preferable in Public Sector or Local Government or other relevant qualification as recognised by SAQA. Must have 10 years' experience at senior managerial level. The suitable candidate will also be visionary, stable, innovative, excellence - oriented and a developmental administrator whose predisposition is to serve the poorest of the poor with distinction and empathy. Competencies: Strategic Capability

and Leadership; Programme and Project Management; Financial management; Change Management; People Management and Empowerment; Service Delivery Innovation; Knowledge Management; Problem Solving and Analysis; Client Orientation and Customer Focus; Communication. Knowledge of Public Service legislation and prescripts. Advanced knowledge of the prescripts such as the Public Finance Management Act (PFMA), Treasury Regulations, SCM Policy Framework, Public Service Act and Regulations.

**DUTIES**

: The successful candidate as the Head of Department and Accounting Officer of Corporate Governance and Traditional Affairs will be responsible for providing strategic leadership and planning. Managing departmental operations. Aligning the departmental planning to the Provincial Growth and Development Strategy. Ensuring the implementation of national and provincial policies and legislation including the Municipals Structures Act, the Systems Act, the Public Finance Management Act, the Public Service Act and all other public service and local government and traditional institutions related legislation and prescripts. Ensuring the implementation of provincial and national local government related priorities. Facilitating and monitoring the development and implementation of IDPs. Developing departmental capacity for effective and efficient strategic and scenario planning, administration, management, monitoring and evaluation. Ensuring proper management of the promotion of developmental Local Government, consolidation and stabilization of municipalities through effective community participation, Co-ordinated planning and capacity building. Ensuring proper management and fostering of sound relations between Government and traditional institutions through enhancement of the institutional capacity of Traditional and Regional Authorities in the Province. Ensure management and monitoring of the implementation of a five-year local government strategic agenda and other special projects related to municipalities and traditional leadership institutions. Promoting integrated planning, land and infrastructure development and integrated sustainable local economic development. Implement good governance systems and compliance monitoring framework including sound financial management, risk assurance management services, customer and stakeholder participation in planning, service delivery and decision making, and implementing sound environmental practices. Ensure cooperation and collaboration with relevant institutions like parliamentary committees, provincial and national inter and intra-governmental structures, SALGA and external stakeholders. Efficiently managing corporate services in the department. Ensure effective implementation of Disaster Risk Management and Fire Brigade Services Policy and legislation in the province. Facilitate prevention and mitigation of Disaster and Fire out-breaks by National, Provincial and Municipal organs of state, statutory functionaries, other role players and communities

**ENQUIRIES**

: Can be directed to Ms N. Ntantiso at 072 346 8577  
e-Recruitment Enquiries: [HODrecruitment@ecprov.gov.za](mailto:HODrecruitment@ecprov.gov.za)

**POST 02/109**

: **HEAD OF DEPARTMENT: SPORTS, RECREATION, ARTS AND CULTURE REF NO: (OTP-DSRAC 02/01/2025)**  
(5-Year Performance Based Contract)

**SALARY**

: R1 741 770 per annum (Level 15), All Inclusive remuneration package structured in terms of applicable rules and guidelines, plus a non-pensionable HoD equal to 10% of the package.

**CENTRE**

: Bhisho

**REQUIREMENTS**

: A qualification at NQF Level 8 as recognised by SAQA, preferably in management sciences or in a field related to sports, recreation, arts and culture. Must have 10 years' experience at senior managerial level preferably within the sports, recreation, arts and culture environment. The suitable candidate will be visionary, stable, innovative, and excellence-oriented and a developmental administrator whose predisposition is to serve the poorest of the poor with distinction and empathy and to lead the department on a path of sustained continuous improvement. Competencies: Strategic Capability and Leadership; Programme and Project Management; Financial management; Change Management; People Management and Empowerment; Service Delivery Innovation; Knowledge Management; Problem Solving and Analysis; Client Orientation and Customer Focus; Communication. Knowledge of Public Service legislation and prescripts.

**DUTIES**

: The successful candidate shall be the Head of Department and Accounting Officer of the Department of Sport, Recreation, Arts and Culture and be responsible for managing and giving strategic direction in the following matters: Strategic leadership, planning and management of departmental operations. Ensure overall provision and management of cultural affairs through the coordination and promotion of arts and culture services; the promotion and preservation of heritage through museum services and institutions; promote the development of language and literature in the province; ensure the rendering of library support services and the provision of effective archive services and record management. Ensure overall provision and management of sport and recreation services through the enhancing of special projects and sports development in the province, provision of sustainable recreation and mass participation programmes in schools and in communities. Oversee the provision of district operations and infrastructure services through ensuring coordination of district support services and the promotion of infrastructure and community development services.

**ENQUIRIES**

: Can be directed to Ms N. Ntantiso at 072 346 8577 / Mrs Z Mapipa at 060 872 9662.  
e-Recruitment Enquiries: [HODrecruitment@ecprov.gov.za](mailto:HODrecruitment@ecprov.gov.za)

**PROVINCIAL ADMINISTRATION: KWAZULU-NATAL  
DEPARTMENT OF COMMUNITY SAFETY AND LIAISON**

- APPLICATIONS** : With the implementation of the online recruitment system, applicants for any vacant post within the Province of KwaZulu-Natal may apply for a post in the following ways: -a) via the S'thesha Waya Waya - KZN Online recruitment portal at (<https://www.eservices.gov.za>), b) by submitting by post their Z83 and CV directly to the department to The Head: Community Safety and Liaison, Human Resource Management, Private Bag X9143, Pietermaritzburg, 3200, or hand delivered to 179 Jabu Ndlovu Street, Pietermaritzburg.
- FOR ATTENTION** : Ms. S.S Ngcobo
- CLOSING DATE** : 07 February 2025
- NOTE** : Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the Z83 and a detailed curriculum vitae (Only shortlisted candidates will be required to submit certified qualifications, all non-SA citizens must submit a copy of proof of permanent residence in South Africa on or before the day of the interviews). Foreign qualifications must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA). All shortlisted candidates will be subjected to (1) a technical exercise; (2) integrity assessment and (3) personnel suitability checks on criminal records, citizen verification, financial records, qualification verification and applicants could be required to provide consent for access to their social media accounts For SMS posts following the interview and technical exercise, the selection committee will recommend candidates to attend generic managerial competencies using the mandated Department of Public Service and Administration (DPSA) SMS competency assessment tools prior to submitting a recommendation for appointment to the Executive Authority. Prior to appointment, a candidate will be required to complete the Nyukela Programme: Pre-entry Certificate to Senior Management Services which is an online course offered by the National School of Government (NSG). The course is under the name Certificate for entry into the SMS and the full details can be sourced from the following link: <https://www.thensg.gov.za/training-course/sms-pre-entry-programme>. The successful candidate will be required to complete such prior to appointment. All personal data on applications will be dealt with in terms of the provisions of the Protection of Personal Information Act, 2013. Persons with disabilities are also encouraged to apply.

**MANAGEMENT ECHELON**

- POST 02/110** : **DIRECTOR: SAFETY RESEARCH AND INFORMATION MANAGEMENT REF NO: CSL01/2025**
- SALARY** : R1 216 824 per annum is payable to the successful, (an all-inclusive remuneration package) candidate. The package includes a basic salary (70 % of package) and a flexible portion (30% of package) that may be structured in terms of the applicable rules. The successful candidate will be subject to security clearance and the signing of a performance agreement within three months of appointment.
- CENTRE** : Pietermaritzburg
- REQUIREMENTS** : The ideal candidate must be in possession of 3-year degree (NQF level 7) or higher in Human Sciences / Police Science or relevant equivalent qualification, together with a minimum of 5 years appropriate experience at a middle/senior managerial level in Safety Research and Information Management environment. A valid driver's license. Applicants must be prepared to work extended hours. The successful candidate must have knowledge of the Constitution of RSA, 1996, Knowledge of public service Act and regulations, PFMA, South African Police Act, 1995, National Crime Prevention Strategy, 1996, KZN Commissions Act, 1999, Domestic Violence Act, 1998, Criminal Procedure Act, 1977, Employment Equity Act, 1998, Skills Development Act, 1998, Promotion of Administrative Justice Act, 2000, Promotions of Access to Information Act, 2000, Civilian Secretariat for Police Service Act, 2011, Communication skills, Project management skills in crime prevention, Report writing skills, Financial Management skills, Research skills, Analytical skills, Statistical analysis skills.
- DUTIES** : The successful candidate will be required to manage the provision of research, information analysis and conceptualization services to the Provincial Secretariat. Manage the review of police practices, methodologies, performance and make recommendations in respect thereof. Direct research into the policing needs of the province and make recommendations. Manage the conceptualization and analysis of information. Develop, evaluate and review community safety models, initiatives and monitoring tools. Ensure efficient and effective management of resources for the Directorate.
- ENQUIRIES** : Ms. G.P Xaba Makhetha Tel No: (033) 341 9300

**OTHER POSTS**

- POST 02/111** : **ASSISTANT DIRECTOR: CRIME PREVENTION AND PARTNERSHIPS REF NO: CSL02/2025**
- SALARY** : R552 081 per annum (Level 10)



<b><u>CENTRE</u></b>	:	King Cetshwayo
<b><u>REQUIREMENTS</u></b>	:	The ideal candidate must be in possession of 3-year National Diploma (NQF level 6) or higher in Social / Police Science or relevant equivalent qualification, together with a minimum of 3 years appropriate experience in crime prevention and a valid driver's license. Applicants must be prepared to work extended hours. The successful candidate must have knowledge of the Constitution, Public Service Act and Regulations, PFMA, Civilian Oversight Act, SAPS Act, Knowledge of Domestic Violence Act, Project Management, Crime Prevention Policies, Communication skills, Project management skills, Report writing skills, Computer skills, Financial Management skills, Conflict Resolution skills.
<b><u>DUTIES</u></b>	:	The successful candidate will be required to promote community police relations and community safety structures and implement safety models and initiatives for the district. Develop and maintain community policing forums, community safety forums and community crime prevention partnerships and associations. Implement community safety models and initiatives in the district. Strengthen partnership with the Civil Society Organisations in the prevention and management of crime prevention in the district. Coordinate inter-departmental partnerships to implement interventions in policing priorities.
<b><u>ENQUIRIES</u></b>	:	King Cetshwayo district - Mr. N.M Nyawo Tel No: (035) 580 1119
<b><u>POST 02/112</u></b>	:	<b><u>ASSISTANT DIRECTOR: POLICE PERFORMANCE, MONITORING AND EVALUATION REF NO: CSL03/2025</u></b>
<b><u>SALARY</u></b>	:	R552 081 per annum (Level 10)
<b><u>CENTRE</u></b>	:	uMzinyathi
<b><u>REQUIREMENTS</u></b>	:	A 3-year National Diploma (NQF level 6) or higher in Social Sciences / Police science or equivalent qualification recognized by SAQA, together with a minimum of 3 years relevant experience in the crime prevention environment. A valid driver's license. Applicants must be prepared to work extended hours. Knowledge of the Constitution, Knowledge of public service Act and regulations, PFMA, Civilian Oversight Act, SAPS Act, Knowledge of Domestic Violence Act, Knowledge of Project Management, Knowledge of Crime Prevention Policies, Communication skills, Project management skills, Report writing skills, Computer skills, Financial Management skills, Conflict Resolution skills.
<b><u>DUTIES</u></b>	:	To monitor and evaluate police stations and address complaints against police stations for the districts. Monitor and evaluate the implementation of policing policies and directives by police stations in the district. Monitor and evaluate the compliance with legislation the service delivery of police stations in the district. Address complaints against police stations in the district. Develop and review district police oversight arrangements and community relations to properly respond to the needs of the community. Develop and review district police oversight arrangements and community relations to properly respond to the needs of the community.
<b><u>ENQUIRIES</u></b>	:	uGu district – Ms. P.S Nkonyeni Tel No: (039) 688 1460 uMzinyathi district – Ms. D.J.L Mkhize Tel No: (034) 299 7100
<b><u>POST 02/113</u></b>	:	<b><u>SKILLS DEVELOPMENT FACILITATOR REF NO: CSL04/2025</u></b>
<b><u>SALARY</u></b>	:	R444 036 per annum (Level 09)
<b><u>CENTRE</u></b>	:	Pietermaritzburg
<b><u>REQUIREMENTS</u></b>	:	A Degree or National Diploma (NQF level 6) or Human Resource Management or Human Resource Development or relevant equivalent qualification with a minimum of 3 years supervisory experience in. A valid driver's license. Applicants must be prepared to work extended hours. The successful candidate must have knowledge of: - The Public Service Act and Regulations, HRD Strategy, Skills Development Act and other training related legislations, Provincial Growth and Development Strategy, PFMA, HR Systems including "Persal", Project Management, Communication skills, Report writing skills, Presentation skills, Facilitation skills.
<b><u>DUTIES</u></b>	:	The successful candidate will be required to coordinate the implementation of HRD Strategy and Policies develop. Develop and monitor the implementation of Workplace Skills Plan Implement training and development policies and programmes for the Department. Coordinate the implementation of EPMDs. Facilitate and conduct in-house seminars. Maintain the Human Resource Development database.
<b><u>ENQUIRIES</u></b>	:	Ms. F.N Mtetwa Tel No: (033) 341 9341
<b><u>POST 02/114</u></b>	:	<b><u>WORK STUDY ANALYST: ORGANISATIONAL DEVELOPMENT AND JOB EVALUATION REF NO: CSL05/2025</u></b>
<b><u>SALARY</u></b>	:	R376 413 per annum (Level 08)
<b><u>CENTRE</u></b>	:	Pietermaritzburg
<b><u>REQUIREMENTS</u></b>	:	A 3-year National Diploma (NQF level 6) or higher in Production Management or Operations Management or Public Administration together with a minimum of one-year appropriate experience. A valid driver's license. Knowledge of Job evaluation processes, Evaluate system, Compilation of job descriptions, Knowledge of the department, Knowledge of relevant legislation, policies and procedures, General office administration/ practices, Norms and standards, Cost benefit analysis, HR Practices, Relevant legislations and policies, General office administration practices, Work study principles and techniques, Business process re-engineering, Performance

management, Organisational design principles. Analytical skills, organising skills, Computer literacy skills, Presentation skills, Communication skills, interviewing skills, Report writing skills, planning skills, Problem solving skills, Project management skills, and change management skills.

**DUTIES** : To render organisational development and job evaluation services. Develop and maintain the department organogram. Implement operations management in the department. Provide advice on organisational design and job evaluation. Evaluate jobs in the Department /Province. Develop and provide advice on job descriptions.

**ENQUIRIES** : Ms. S.M Singh Tel No: (033) 341 9336

**POST 02/115** : **ADMINISTRATION OFFICER: ACQUISITION AND DEMAND MANAGEMENT REF NO: CSL06/2025**

**SALARY** : R308 154 per annum (Level 07)

**CENTRE** : Pietermaritzburg

**REQUIREMENTS** : A 3-year National Diploma (NQF level 6) or higher in Finance or Supply Chain Management together with a minimum of three-year experience in Supply Chain Management or Finance. A valid driver's licence. Knowledge of Asset Management Framework, Treasury Regulations, Provincial SCM Practice Notes, Supply Chain Management System, Public Finance Management Act, Hardcat. Skills in planning, team development, decision making, Problem solving, Report writing & general writing skills, Intermediate Financial management, Management skills, Written Communication: Prepare reports required in terms of Public Service statutory framework by collecting, formatting & explaining information. Quick thinking – Provide financial information for planning and decision making and recommending courses of action where tight deadlines apply.

**DUTIES** : To provide asset and logistics services. Administer the procurement of goods and services. Ensure compliance with SCM and PFMA. Administer all bids/ tender processes and contract management. Ensure the effective and efficient utilization of resources.

**ENQUIRIES** : Mr. A David Tel No: (033) 341 9325

## DEPARTMENT OF HEALTH

### OTHER POSTS

**POST 02/116** : **MEDICAL SPECIALIST- (OPHTHALMOLOGY) (GRADE 1,2, 3) REF NO: GS 1/25**  
Component: Ophthalmology

**SALARY** : Grade 1: R1 271 901 per annum

Grade 2: R1 451 214 per annum

Grade 3: R1 680 780 per annum

All-inclusive package consists of 70% basic salary and 30% flexible portion that may be structured in terms of the applicable rules, Plus Commuted Overtime which is subject to the needs of the department. Incumbents will have to sign the commuted overtime contract form annually.

**CENTRE** : Greys Hospital, Pietermaritzburg Metropolitan Hospitals Complex

**REQUIREMENTS** : **Grade 1:** Not applicable; Registration with the HPCSA as a Medical Specialist **Grade 2:** 5 Years appropriate experience as a Medical Specialist after registration with the HPCSA as a Medical Specialist in the relevant discipline. **Grade 3:** 10 Years appropriate experience as a Medical Specialist after registration with the HPCSA as a Medical Specialist in the relevant discipline Senior Certificate MBChB or equivalent qualification in the Health Science Appropriate qualifications that allows registration with the Health Professions Council of South Africa (HPCSA) as a Medical Specialist in Ophthalmology, which must include FC Ophth (SA) and MMED completion and adequate time in an Ophthalmology registrar program. Applicants awaiting registration with the HPCSA as a specialist Ophthalmologist can apply and will require registration as a specialist before commencing employment in the post Current registration (2024-2025) with HPCSA for Independent Practice Certificate of registration as a Specialist Ophthalmologist and for Independent Practice on commencing employment in the post Only shortlisted candidates will be required to submit proof of all documents, certificate of service endorsed by HR Department. Knowledge, Skills, Attributes and Abilities: Knowledge of appropriate specialist level procedures and protocols within the field of Ophthalmology Sound knowledge of Human Resource management. Financial Management – monitoring of expenditure, Essential Drug List, Management functions – policy analysis and implementation, strategic management, project management, information management, total quality management and improvement, legal aspects, patient care and service delivery, applicable mandatory requirements and Acts, Regulations, Protocols and Guidelines used in Health Services.

**DUTIES** : Participate in the delivery of in-patient and out-patient Ophthalmology service within the Pietermaritzburg Metropolitan Hospitals Complex based at Grey's hospital Management of patients requiring Ophthalmology Inter-disciplinary coordination of the management of Ophthalmology patients Supervision of the surgical trainees and interns rotating through the unit Ensuring the highest standards of clinical, professional, and ethical behaviour Undertake teaching of interns, undergraduate medical students, postgraduate Ophthalmology trainees, and allied health care personnel Conduct, assist, and stimulate research within the ethical guidelines of the Health Care Act Promote education in cancer prevention. Develop management protocols for the

Ophthalmology service in accordance with the Hospital and Department policies; Provide appropriate surgical care to Ophthalmology patients; Maintain the effective and efficient utilisation of human resources in respect of: overseeing and supervising Ophthalmology staff in the execution of their duties; training staff and promoting ongoing staff development in accordance with their individual and departmental development needs; recruiting and selecting staff in accordance with government prescripts; assessing performance of Ophthalmology staff; allocating Ophthalmology personnel to respective wards and call roster Provide measures and guidance on quality assurance to comply with set quality standards; Incumbent to provide Ophthalmology outreach services in the Pietermaritzburg Metropolitan Hospitals Complex and Area 2 Foster collaboration with other hospitals within and outside the district; Exercise cost control over the activities of the department in line with the allocated budget; Participate in all academic and clinical meetings of the Ophthalmology Department; Participate in departmental research activities Accept responsibility for continuous professional development to keep up to date with new developments in the field of expertise and related fields. Any other duties as assigned by the Head of Unit or surgery HCD.

- ENQUIRIES** : Dr R Sathiram Tel No: (033) 897 3379
- APPLICATIONS** : Applications to be forwarded to: The Human Resources Management Office, Greys Hospital Private Bag X9001, Pietermaritzburg, 3200 or email to [Malinee.chandul@kznhealth.gov.za](mailto:Malinee.chandul@kznhealth.gov.za)/[Khazimula.goba@kznhealth.gov.za](mailto:Khazimula.goba@kznhealth.gov.za)
- FOR ATTENTION** : Mrs M Chandulal
- NOTE** : Directions to Candidates: Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the new Z83 form and a detailed curriculum vitae only. The Employment Equity Target for this post is: African Male and African Female.
- CLOSING DATE** : 31 January 2025
- POST 02/117** : **MEDICAL SPECIALIST- (PLASTIC SURGERY) (GRADE 1,2, 3) REF NO: GS 2/25**  
Component: Plastic Surgery  
Re-advertisement
- SALARY** : Grade 1: R1 271 901 per annum  
Grade 2: R1 451 214 per annum  
Grade 3: R1 680 780 per annum  
All-inclusive package consists of 70% basic salary and 30% flexible portion that may be structured in terms of the applicable rules, Plus Commuted Overtime which is subject to the needs of the department. Incumbents will have to sign the commuted overtime contract form annually.
- CENTRE** : Greys Hospital, Pietermaritzburg Metropolitan Hospitals Complex
- REQUIREMENTS** : **Grade 1:** Not applicable; **Registration with the HPCSA as a Medical Specialist** **Grade 2:** 5 Years appropriate experience as a Medical Specialist after registration with the HPCSA as a Medical Specialist in the relevant discipline. **Grade 3:** 10 Years appropriate experience as a Medical Specialist after registration with the HPCSA as a Medical Specialist in the relevant discipline. Senior Certificate MBChB or equivalent qualification in the Health Science Appropriate qualifications that allows registration with the Health Professions Council of South Africa (HPCSA) as a Medical Specialist in Plastic Surgery, which must include an FC Plast Surg (SA) and MMED completion and adequate time in a plastic surgery registrar program. Applicants awaiting registration with the HPCSA as a specialist plastic surgeon can apply and will require registration as a specialist before commencing employment in the post Current registration (2024-2025) with HPCSA for Independent Practice Certificate of registration as a Specialist Plastic Surgeon and for Independent Practice on commencing employment in the post Only shortlisted candidates will be required to submit proof of all documents, certificate of service endorsed by HR Department. Knowledge, Skills, Attributes and Abilities: Knowledge of appropriate specialist level procedures and protocols within the field of general surgery Sound knowledge of Human Resource management. Financial Management – monitoring of expenditure, Essential Drug List, Management functions – policy analysis and implementation, strategic management, project management, information management, total quality management and improvement, legal aspects, patient care and service delivery, applicable mandatory requirements and Acts, Regulations, Protocols and Guidelines used in Health Services.
- DUTIES** : Participate in the delivery of in-patient and out-patient plastic surgery service within the Pietermaritzburg Metropolitan Hospitals Complex based at Grey's hospital Management of patients requiring plastic surgery Inter-disciplinary coordination of the management of plastic surgery patients Supervision of the surgical trainees and interns rotating through the unit Ensuring the highest standards of clinical, professional, and ethical behaviour Undertake teaching of interns, undergraduate medical students, postgraduate plastic surgery trainees, and allied health care personnel Conduct, assist, and stimulate research within the ethical guidelines of the Health Care Act Promote education in cancer prevention. Develop management protocols for the plastic surgery service in accordance with the Hospital and Department policies; Provide appropriate surgical care to plastic surgery patients; Maintain the effective and efficient utilisation of human resources in respect of overseeing and supervising plastic surgery staff in the execution of their duties; training staff and promoting ongoing staff development in accordance with their individual and departmental development needs; recruiting and selecting staff in accordance with government prescripts; assessing performance of plastic surgery staff; allocating plastic surgery personnel to respective wards and call roster Provide measures and guidance on quality

assurance to comply with set quality standards; Incumbent to provide plastic surgery outreach services in the Pietermaritzburg Metropolitan Hospitals Complex and Area 2 Foster collaboration with other hospitals within and outside the district; Exercise cost control over the activities of the department in line with the allocated budget; Participate in all academic and clinical meetings of the plastic surgery Department; Participate in departmental research activities Accept responsibility for continuous professional development to keep up to date with new developments in the field of expertise and related fields. Any other duties as assigned by the Head of Unit.

**ENQUIRIES** : Dr M Makakole Tel No: (033) 897 3379  
**APPLICATIONS** : Applications to be forwarded to: The Human Resources Management Office, Greys Hospital Private Bag X9001, Pietermaritzburg, 3200 or email to [Malinee.chandul@kznhealth.gov.za](mailto:Malinee.chandul@kznhealth.gov.za)/  
[Khazimula.goba@kznhealth.gov.za](mailto:Khazimula.goba@kznhealth.gov.za).  
**FOR ATTENTION** : Mrs M Chandulal  
**NOTE** : Directions to Candidates: Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the new Z83 form and a detailed curriculum vitae only. The Employment Equity Target for this post is: African Male and African Female.  
**CLOSING DATE** : 31 January 2025  
**POST 02/118** : **ASSISTANT MANAGER NURSING (SPECIALTY) (NIGHT DUTY) REF NO. UMG 07/2024**  
Re-advert

**SALARY** R715 977 per annum. Other Benefits: (medical aid optional), housing Allowance (applicant must meet prescribed requirements)

**CENTRE** Umgeni Specialized Psychiatric Hospital: Howick  
**REQUIREMENTS** : senior certificate/Grade 12 or equivalent. Basic R425 qualification i.e. diploma/degree in nursing or equivalent qualification that allows registration with the South African Nursing Council as Professional Nurse. A post basic qualification in advanced psychiatry nursing. A minimum of nine years appropriate/recognizable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. At least 7 years of the period referred to above must be appropriate/recognizable experience after obtaining one year post basic qualification in advanced Psychiatry nursing. Current SANC receipt. Only shortlisted candidates/applicants will submit proof of previous and current experience endorsed and stamped by employer must be attached Recommendations Degree/diploma in Nursing Management will be an advantage. Computer certificate. Knowledge and Skills: Knowledge of Nursing prescripts, policies, procedures and protocols. Knowledge and experience of the Public Service policies, Mental Health Acts and regulations. Sound management, negotiation, interpersonal relations, disciplinary procedures and basic financial management skills. Good verbal and written communication, problem solving and project management skills. Ability to function well within the team. Sound knowledge of psychiatric patient treatment. Appropriate understanding of nursing scope of practice and nursing standards. Good supervisory skills.

**DUTIES** : Provide guidance and leadership towards the realization of the institutional strategic and operational goals. Delegate, supervise and coordinate the provision of effective and efficient patient care through adequate nursing care within legal framework. Coordinate and facilitate the development of quality for all nursing categories within area of supervision. Ensure the implementation of National, Provincial and District Quality Improvement initiatives at hospital level. Participate in formulation of policies, procedures and implementation thereof. Assist in achievement of Ideal hospital and six priority areas within the hospital. Control provision of nursing care in the area of supervision through allocation and supervision of human and financial resources. Monitor and ensure that all nurses are licensed to practice. Ensure implementation of procedures that maintain effective infection control and occupational health and safety measures in accordance with Occupational Health and safety legislation. Carry out regular review and explore opportunities for professional development and ensure training and development of the nursing staff within the zone/area. Deal with grievance and labour relation issues in terms of laid down policies, procedures i.e. manage work place discipline. Monitor the implementation of the employee's performance and development system and deal with identified developmental needs. Ensure security and safety of Mental Health Care users.

**ENQUIRIES** : Mrs ST Chule Tel No: (033) 330 6146, ext. 113  
**APPLICATIONS** : Applications can be emailed to [Siphesihle.moshoeshoe@kznhealth.gov.za](mailto:Siphesihle.moshoeshoe@kznhealth.gov.za) Applications quoting the relevant reference UMG 02/2024 Should be forwarded as follows: The Acting Chief Executive Officer, Department of Health, Umgeni Hospital, Private Bag X23, Howick, 3290.

**FOR ATTENTION** : Mrs ST Chule  
**NOTE** : Applications must be submitted on the prescribed amended Application for Employment form (Z83) which must be originally signed and dated. The application form (Z83) must be accompanied by a detailed Curriculum Vitae. The Reference Number must be indicated in the column (Part A) provided thereof on the Z83 form. Persons with disabilities should feel free to apply for the post. The appointment is subject to positive outcome obtained from the NIA to the following checks (security clearance, credit records, qualification, citizenship and previous experience employment verifications). Applicants are respectfully informed that, if no notification of appointment is received within 2 months after the closing date, they must accept that their applications were unsuccessful. Applicants are not required to submit copies of qualifications and other relevant documents on the application. Such documents will be requested from shortlisted candidates only. No faxed applications will be considered. All employees in the Public Service

that are presently on the same salary level but on a notch/package above that of the advertised post are free to apply. Due to financial constraints in the Department no S & T will be paid to candidates invited for interviews.

- CLOSING DATE** : 31 January 2025
- POST 02/119** : **OPERATIONAL MANAGER (SPECIALTY) REF NO: UMG 06/2024**  
Re-advert
- SALARY** : R656 964 - R748 683 per annum. Other Benefits: (medical aid optional), housing Allowance (applicant must meet prescribed requirements)
- CENTRE** : Umgeni Specialized Psychiatric Hospital: Howick
- REQUIREMENTS** : Senior certificate/Grade 12 or equivalent. Basic R425 qualification i.e. diploma/degree in nursing or equivalent qualification that allows registration with the South African Nursing Council as Professional Nurse. A post basic qualification in advanced psychiatry nursing. A minimum of nine (9) years appropriate/recognizable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. At least seven years of the period referred to the above must be appropriate/recognizable experience after obtaining one (1) year post basic qualification in advanced Psychiatric Nursing. Current SANC receipt. Only shortlisted candidates/applicants will submit proof of previous and current experience endorsed and stamped by employer. Recommendations: Computer certificate Knowledge and Skills: Good communication, leadership, interpersonal skills. Conflict management and knowledge of labour relations and disciplinary process/procedures. Human Resources and financial management skills. Knowledge of nursing care processes and procedures. Knowledge of Occupational Health and Safety, Infection Control, risk assessment and Mental Health Care Act, team building and supervisory skills. Appropriate understanding of nursing scope of practice and South African Nursing Council nursing standards.
- DUTIES** : Manage and lead the unit in rendering efficient and professional nursing care as laid down by the Nursing Act. Engages in clinical assessment of Mental Health Care Users in a specialized psychiatric setting. Work effectively, co-operatively, amicably at supervisory level with person of diverse intellectual cultural racial or differences. Ensures provision of optimal, holistic, specialized care in accordance with laws and regulations relevant to nursing and health care in the unit. Participates in training and research with a view to increase body of knowledge in a specialized psychiatric setting. Implement standards, practices, criteria and indicators for quality nursing practices. Maintain constructive working relationships with nursing and other stakeholders. Exercise control and account for expenditure by managing and monitor utilization of human, financial and material resources. Manage the disciplinary and grievance matters including monitoring and managing for absenteeism in terms of laid down policies and procedures. Maintain professional growth/ethical standards and development of self and personnel by analyzing their needs, formulating and implementing the training and development strategies and monitoring its effectiveness. Participate in performance reviews i.e. EPMDS. Participate in health promotion and illness prevention initiatives within the institution.
- ENQUIRIES** : Mrs. ST Chule Tel No: (033) 330 6146, ext. 113
- APPLICATIONS** : Applications can be emailed to [Siphesihle.moshoeshoe@kznhealth.gov.za](mailto:Siphesihle.moshoeshoe@kznhealth.gov.za) Applications quoting the relevant reference UMG 06/2024 Should be forwarded as follows: The Acting Chief Executive Officer, Department of Health, Umgeni Hospital, Private Bag X23, Howick, 3290.
- FOR ATTENTION** : Mrs ST Chule
- NOTE** : Applications must be submitted on the prescribed amended Application for Employment form (Z83) which must be originally signed and dated. The application form (Z83) must be accompanied by a detailed Curriculum Vitae. The Reference Number must be indicated in the column (Part A) provided thereof on the Z83 form. Persons with disabilities should feel free to apply for the post. The appointment is subject to positive outcome obtained from the NIA to the following checks (security clearance, credit records, qualification, citizenship and previous experience employment verifications). Applicants are respectfully informed that, if no notification of appointment is received within 2 months after the closing date, they must accept that their applications were unsuccessful. Applicants are not required to submit copies of qualifications and other relevant documents on the application. Such documents will be requested from shortlisted candidates only. No faxed applications will be considered. All employees in the Public Service that are presently on the same salary level but on a notch/package above that of the advertised post are free to apply. Due to financial constraints in the Department no S & T will be paid to candidates invited for interviews.
- CLOSING DATE** : 31 January 2025
- POST 02/120** : **PROFESSIONAL NURSE SPECIALTY (THEATRE): GRADE 1/2 REF NO: HRM 01/2025(X2 POSTS)**
- SALARY** : Grade 1: R451 533 – R530 376 per annum  
Grade 2: R553 545 – R686 211 per annum
- CENTRE** : Victoria Mxenge Hospital
- REQUIREMENTS** : Matric/Senior Certificate or equivalent qualification, Degree / Diploma in General Nursing, Registration with S.A.N.C. as a General Nurse and Specialty Nurse, One year Post registration Degree/Diploma in relevant specialty plus 4 years appropriate / recognizable, registration

experience as a General Nurse, Current registration with SANC. Recommendation: Computer Literacy Knowledge, Skills, Training and Competencies Required: Knowledge of nursing care processes and procedures, nursing statutes, and other relevant legal framework, Good communication skills-verbal and written, Co-ordination and liaison skills, Problem solving skills.

**DUTIES**

: Assist in planning/organizing and monitoring of objectives of the specialized unit, Provide a therapeutic environment for staff, patients and public, Provide comprehensive, quality nursing care, Provide direct and indirect supervision of all Nursing Staff/Housekeeping and support staff and to give them guidance and ensure continuity of patient care on all level, Demonstrate effective communication patient and families with the multi-disciplinary team, other department within the hospital, Assist with allocation/change list, day and night duty rosters and inputs for leave, Assist in record keeping and provide statistical information on training and staffing, To assist in EPMDS evaluation of staff and implement EAP, assist in orientation, induction and monitoring of all nursing staff, To complete patient related data and partake in research, Promote quality specialized nursing care as directed by scope of practice and standards determined by the relevant specialty, To assist with relief duties of the supervisor and act as junior shift-leader on both day and night shift, To partake in overall specialized unit functions, i.e. team building, Effective and efficient management of all resources.

**ENQUIRIES**

: Mrs. N. Ngcobo Tel No: (031) 360 3031

**APPLICATIONS**

: Hand Delivered applications should be posted into The Red Box, next to the ATM in the Admin. Building. Please forward emailed applications to and [kingedwardhospital.HRJobapplication@kznhealth.gov.za](mailto:kingedwardhospital.HRJobapplication@kznhealth.gov.za)

**FOR ATTENTION**

: Mrs. N.J Garib (HR Department)

**NOTE**

: This Hospital is an equal opportunity, affirmative action employer whose aim is to promote representatively in all levels of all occupational categories in the Hospital. Persons with disabilities and African males are encouraged to apply. Please note that other race groups are also not restricted from applying An Application for Employment Form (Z83) must be completed and forwarded. This is obtainable from any Public Service Department or from the website [www.kznhealth.gov.za](http://www.kznhealth.gov.za). Applicants for employment must be full completed Z83 form and updated CV only Copies of certified qualifications and other relevant documents will be requested from shortlisted candidates. The reference number must be indicated in the column provided on the form Z83, e.g. ref APRO/1/2006. Please note that failure to comply with the above instructions will disqualify applicants. Please note that the selected candidate will be subjected to a pre-employment screening and verification process including a CIPC (Companies Intellectual Property Commission) screening. Due to the large number of applications we receive, receipt of applications will not be acknowledged. Should you not be advised within 90 days of the closing date, kindly consider your application as unsuccessful. Please note that due to financial constraints, there will be no Payment of S&T claims.

**CLOSING DATE**

: 31 January 2025

**POST 02/121**

: **PROFESSIONAL NURSE GRADE 1/ 2 (SPECIALTY STREAM) REF NO: PMMH 01/2025 (X1 POST)**

Component: Theatre  
Re-advertisement

**SALARY**

: Grade 1: R451 533 – R530 376 per annum  
Grade 2: R553 545 – R686 211 per annum  
Other Benefits: Home Owner Allowance (conditions apply), 13th Cheque (conditions apply), Medical Aid (Optional) In- hospital Area Allowance (8% of basic salary)

**CENTRE**

: Prince Mshiyeni Memorial Hospital

**REQUIREMENTS**

: Basic R425 qualification (i.e. Degree/Diploma) in nursing or equivalent qualification that allows registration with the South African Nursing Council(SANC) as a "Professional Nurse" with Midwifery A post basic qualification in 'Operating Theatre Nursing Science', with duration of at least 1 year, accredited with the SANC Certificates of Registration with the SANC (General Nursing and Midwifery) Current registration with the SANC (2025) 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. Experience **Grade 2:** a minimum of 14 years appropriate/ recognizable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. At least 10 years of the period referred to above must be appropriate/ recognizable experience in the specific specialty (i.e. Operating Theatre Nursing Science) after obtaining the 1- year post-basic Qualification in the relevant specialty. Knowledge, Skills Training and Competencies Required: Demonstrate an in depth understanding of nursing legislation and related legal and ethical nursing practices. Possess communication skills for dealing with patients, supervisors and other members of the multidisciplinary team including the writing of reports when required. Good human relations displaying a concern for patients, promoting and Advocating proper treatment and care including a willingness and awareness to respond to patient's needs, requirements and expectations (Batho Pele) Demonstrate a basic understanding of HR and Financial policies and practices. Demonstrate basic computer literacy as a support tool to enhance service delivery. Ability to plan and organise own work, time and that of support personnel to Ensure proper nursing care in the unit.

**DUTIES**

: Provision of optimal, holistic specialized nursing care with set standards and within a professional/legal framework. Effective utilization of resources. Participation in training and

research. Provision of support to nursing services. Maintain professional growth/ethical standards and self-development. Display a concern for patients, promoting and advocating proper treatment and care including awareness and willingness to respond to patient needs, requirements and Work as part of a multi-disciplinary team to ensure good nursing care that is cost Effective, equitable and efficient. NB: Must be prepared to work shift as per allocation; includes night shift, weekends and Public Holidays.

**ENQUIRIES**  
**APPLICATIONS**

: Mrs R.M Abboo Tel No: (031) 907 8518  
: Applications to be forwarded to: The Human Resource Manager or Hand deliver to A-Block 1st Floor white applications box. Prince Mshiyeni Memorial Hospital Private Bag X07, Mobeni, 4060 Applications may also be emailed to: [Mxolisi.Mlambo@kznhealth.gov.za](mailto:Mxolisi.Mlambo@kznhealth.gov.za) quoting reference number only in the subject line. Emailed applications should please be sent as one attachment.

**FOR ATTENTION**  
**NOTE**

: Mr. M.F Mlambo  
: Directions To Candidates: The applicant must submit a fully completed Z83 form and a detailed Curriculum Vitae (CV) ONLY. Only shortlisted candidates will be required to submit proof of all documents and Certificate of Service endorsed by Human Resources The official Z83 form 'Application for employment' (the new amended version of the Z83 form effectively from 01/01/2021 must be used only; the old Z83 form will be rejected, if used). The amended Z83 application for employment form is obtainable at any Government Department OR downloaded from the website – [www.kznhealth.gov.za](http://www.kznhealth.gov.za) or [www.dpsa.gov.za-vacancies](http://www.dpsa.gov.za-vacancies). The 'Reference Number' and 'Position' for which are applying (as stated in the advert) must be clearly indicated in the columns provided on the form Z 83 e.g. Reference number PMMH 24/2024. For those with internet access, the online e-Recruitment system is accessible through a computer or mobile device i.e., Phone or Tablet. The system has the following functionality: All adverts are available for viewing by the public through the address [www.kznonline.gov.za/kznjobs](http://www.kznonline.gov.za/kznjobs) Applicants will be required to register on the system by providing a username and password. Applicants require a mobile phone number and a valid email address to register and will be guided through the registration process by the system. Applicants must update their profile on the system, which is in line with the approved Z83 application form. Applicants will be able to upload a copy of their Curriculum Vitae (CV), and the system makes provision for the uploading of other documents such as Identity Documents, Driver's Licence, Qualifications, etc. The appointment is subject to positive outcome obtained from the NIA to the following checks (security clearance, credit records, qualification, citizenship and previous experience verifications). The successful candidate would be required to sign a performance agreement within three months of appointment. Please note that due to the high number of applications anticipated, applications will not be acknowledged. Correspondence will be limited to short listed candidates only. If you have not been contacted within two months after the closing date of the advertisement, consider your application as unsuccessful, please. Persons with disabilities from all designated race groups are encouraged to apply for the post. Please note that no S&T payments will be considered for payment to candidates who are invited for interviews. It is the shortlisted candidate's responsibility to have a foreign qualification, which is a requirement of the post, evaluated by the South Africans Qualifications authority (SAQA). Failure to comply will result in the application not being considered The Department reserves the right not to fill the post/s. Failure to comply with the above instructions will disqualify applicants. (This Department is an equal opportunity, affirmative action employer, whose aim is to promote representivity in all levels of all occupational categories in the Department.)

**CLOSING DATE**

: 31 January 2024

**POST 02/122**

: **CLINICAL NURSE PRACTITIONER GRADE 1-2 REF NO: NSEL 01/2025 (X2 POSTS)**

**SALARY**

: Grade 1: R451 533 per annum  
Grade 2: R553 545 per annum  
Other Benefits: 8% of basic salary inhospitable area allowance, 13th cheque, Medical Aid (Optional), Housing Allowance (Employee must meet prescribed requirements)

**CENTRE**  
**REQUIREMENTS**

: Nseleni Community Health Centre (Nhlabane Clinic and Ocilwane Clinic)  
: Grade 12/ Senior Certificate, Basic R425 qualification (i.e. Diploma /Degree in Nursing and midwifery) or Equivalent qualification that allows registration with the SANC as Professional Nurse. One (1) year Post basic qualification in Primary Health Care. Certificate of registration with SANC as a General Nurse, Midwifery and Primary Health Care. Current SANC receipt. **Grade 1:** A minimum of 4 years appropriate/ recognizable nursing experience after registration with SANC as a General Nurse. **Grade 2:** A minimum of 14 years appropriate/recognisable nursing experience after registration with SANC as a General Nurse, at least 10 years of the period mentioned above should be appropriate/recognisable experience after obtaining the 1 year Post basic qualification in Primary Health Care. NB: All shortlisted candidates will be required to submit proof of work experience signed and stamped by their employers prior to or on the date of interviews, those currently not in-service will be required to submit a certificate of service from their previous employer/s endorsed by HR. Knowledge of nursing care processes and procedures, nursing statutes and other relevant legal framework such as Nursing Act, Mental Health Act, OH&S Act, Batho Pele principles and Patient's Rights Charter, Labour Relations Act, Grievance procedures etc. Leadership, organizational, communication, interpersonal relations, co-ordination, planning, report writing, decision making and problem solving skills, conflicts handling and counselling skills. Good insight of procedures and policies pertaining to nursing

care. Sound understanding of legislations and related ethical nursing practices within a primary health care environment. Supervisory, organising, decision making, problem solving skills. Knowledge of TB control, Maternal, IMCI and HIV/AIDS and ARV management, Computer skills in basic programmes like SYNCH, Tier.Net etc.

**DUTIES**

: Supervise the unit and ensure implementation of services. Provide quality comprehensive Community Health Care through promoting preventative, curative and rehabilitative services for clients and community. Management of good quality and accurate data for evaluation and future planning. Motivate staff regarding development in order to increase level of expertise and assist patients and families to develop sense of self care. Always promoting scientific quality nursing care by functioning as a therapeutic team co-ordinating between CHC and community and preventing medico-legal hazards. Ensure proper utilisation and safekeeping of basic medical equipment. Administrative services such as providing accurate statistics for evaluation and future planning, identifying needs for financial planning and indirect control of expenditure as an integral part of planning and organisation. Implement the Ideal Clinic Realisation and Management and Norms and Standards implementation. Implement key programmes like Women and Reproductive health, Non-Communicable diseases, trauma and emergency.

**ENQUIRIES**

: Mr JM Sikhakhane Tel No: (035) 795 1027/ 035 795 1468

**APPLICATIONS**

: All applications should be forwarded to: The Assistant Director: HRM Nseleni Community Health Centre, Private Bag X1031, Richards Bay, 3900 or Hand delivered to: 645 Ubhejane Road, Nseleni Township between (07H30-16H00) "Applicants are encouraged to apply for posts through the online e-Recruitment system at [www.kznonline.gov.za/kznjobs](http://www.kznonline.gov.za/kznjobs). Applicants can submit their Z83 and CV directly to the following email address [NseleniCHC.HRJobApplication@kznhealth.gov.za](mailto:NseleniCHC.HRJobApplication@kznhealth.gov.za), due to challenges facing our Post Office prospective applicants are also highly advised to hand deliver or courier their applications instead of sending them via Post Office. Applicants may also visit any of our Designated Online Application Centres (DOACS) where our friendly staff will assist you with applying online or receiving your hardcopy application. You can find the list of Designated Online Application Centres (DOACS) at [www.kznonline.gov.za/kznjobs](http://www.kznonline.gov.za/kznjobs)."

**FOR ATTENTION**

**NOTE**

: The Assistant Director: HRM

: Directions to candidates: The following documents must be submitted: Applications for employment form (the new amended Z.83 form must be used) which is obtainable from any government Department or from website –[www.kznhealth.gov.za](http://www.kznhealth.gov.za) Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the most recent fully completed Z83 and a detailed Curriculum Vitae (CV) only, stating applicants training, qualifications, competencies, knowledge and experience. Documents as per minimum requirements of the post will be requested from shortlisted candidates on/before the date of interviews. The Reference Number must be indicated in column (Part A) provided thereof on the Z83 form. NB: Failure to comply with the above instructions will disqualify applicants. Persons with disabilities should feel free to apply for the post. The appointment is subject to positive outcome obtained from the State Security Agency (SSA) to the following checks (security clearance vetting) criminal clearance, credit records, citizenship) verification of Educational Qualifications by SAQA, verification of previous experience from Employers and verification from the company Intellectual Property Commission (CIPC). Applicants are respectfully informed that, if no notification of appointment is received within 3 months after the closing date, they must accept that their applications were unsuccessful. Applicants in possession of foreign qualifications will be requested when shortlisted to submit a verification certificate from the South African Qualifications Authority (SAQA). Non-RSA Citizens/Permanent residents/ work permit holders must have documentary proof and submit it when shortlisted. Due to large number of applications anticipated receipt of applications will not be acknowledged, However correspondence will be limited to shortlisted candidates. Please note that due to financial constraints no S&T claims will be considered for payment to candidates that are invited for interviews. NB: People with disabilities are encouraged to apply

**CLOSING DATE**

: 31 January 2025

**POST 02/123**

: **CLINICAL NURSE PRACTITIONER REF NO: UMKH 01/2025 (X1 POST)**

Component: HIV AIDS – High Transmission Area  
Re-advertisement

**SALARY**

: R451 533 per annum. Plus other benefits: 13th Cheque, Medical Aid (Optional) Housing Allowance (Employee Must Meet Prescribed Requirements) Rural Allowance (On Claim Basis)

**CENTRE**

: Umkhanyakude Health District Office

**REQUIREMENTS**

: **Grade 1:** Degree/ Diploma in Nursing or equivalent qualification that allows registration with the SANC as a Professional Nurse. Post basic qualification with duration of at least 1 year in Primary Health Care accredited with the SANC. Registration with the SANC as a Professional Nurse and current SANC receipt. A minimum of four (04) years appropriate / recognizable nursing experience after registration as Professional Nurse with the SANC in General Nursing. **Grade 2:** Degree/ Diploma in Nursing or equivalent qualification that allows registration with the SANC as a Professional Nurse. Post basic qualification with duration of at least 1 year in Primary Health Care accredited with the SANC. Registration with the SANC as a Professional Nurse and current SANC receipt. A minimum of fourteen (14) years appropriate / recognizable nursing experience after registration as Professional Nurse with the SANC in General Nursing. At least ten (10) years



of the period referred to above must be appropriate / recognizable after obtaining the one (01) year post basic qualification in Primary Health Care. Knowledge, Skills, Training and Competences Required: Knowledge of Nursing care processes and procedures, other relevant legal frameworks such as Nursing Act, Mental Health Act, OH&S Act, Batho Pele and Patient's Rights Charter. Interpersonal skills including public relations, conflict handling and counseling Good insight of procedures and policies pertaining to nursing care. Personal attributes: responsiveness, professionalism, supportive and assertive. Good communication, report writing, decision making and problem solving skills.

**DUTIES**

: Provide quality comprehensive community health care by promoting preventive, curative and rehabilitative services for the clients and the community. Administrative services such as providing accurate statistics for evaluation and future planning Distribute male and female condoms. Provide HIV counseling and testing. Management of Sexual and Transmitted Infection and screening for Tuberculosis services. Provide Nursing care that leads to improved health service delivery by upholding principles of Batho Pele. Implement standards, practices, criteria and the indicators for quality nursing. Practice nursing and health care in accordance with laws and regulations relevant to nursing and health care. Ensure provision of basic needs of patients and a safe and therapeutic environment. Maintain constructive working relationship with Nursing and other stakeholders. Keep good valid record on all client intervention. Ensuring proper utilization of all resources efficiently and effectively.

**ENQUIRIES**

: Ms. TM Dlamini Tel No: (035) 572 1327

**APPLICATIONS**

: [Umkhanyakudedistricthealth.jobapp@kznhealth.gov.za](mailto:Umkhanyakudedistricthealth.jobapp@kznhealth.gov.za) NB: Due to budgetary constraints, shortlisted candidates will not be entitled to S&T payment for attending interviews Applications to be forwarded to: The Manager District Health Office, Umkhanyakude Health District Office, P/ Bag X026, Jozini, 3969 or hand deliver at: uMkhanyakude Health District Office behind KFC

**FOR ATTENTION**

: Mr. B.K Mpupa: Assistant Director: HRM

**NOTE**

: The following documents must be submitted: The application must include only completed and signed new Form Z83, obtainable from any Public Service Department or on the internet at [www.gov.za](http://www.gov.za), and a detailed Curriculum Vitae. Certified copies of Identity Document, Senior Certificate and the highest required qualification as well as a driver's license where necessary, will only be submitted by shortlisted candidates to HR on or before the day of the interview date. No copies/qualifications/proof/letter, only Z83 and CV submitted on application The reference number must be indicated in the column provided on the form Z.83 e.g. reference number EMSUMKH 01/2024. NB: Failure to comply with above instructions will disqualify applicants. The appointment is subject to positive outcome obtained from the NIA to the following checks: (security checks, credit records, qualification, citizenship and previous experience verifications) Please note that due to the large number of applications anticipated, applicants will not be acknowledged, however, they will be advised of the outcome of their applications, in due course. If notification of an interview is not received within three (3) months after the closing date, candidates may regard their application as unsuccessful. The Department will not be liable where applicants use incorrect/no reference number(s) on their applications. (This Department is an equal opportunity, affirmative action employer, whose aim is to promote representatively in all levels of all occupational categories in the Department). NB: Due to budgetary constraints, shortlisted candidates will not be entitled to S&T payment for attending interviews.

**CLOSING DATE**

: 31 January 2025

**POST 02/124**

: **CLINICAL NURSE PRACTITIONER**

**SALARY**

: Grade 1: R451 533 - R530 376 per annum, Plus 8%rural allowance  
Grade 2: R533 545 - R686 211 per annum, Plus 8%rural allowance  
Benefits: Plus 13th cheque, Housing Allowance and Medical aid optional Employee must meet prescribed requirements

**CENTRE**

: Nkandla Hospital: (Ndabaningi Clinic Ref No: Nkah 15/2024)  
Nkandla Hospital: (Chwezi Clinic Ref No: Nkah 16/2024)  
Nkandla Hospital: (Mpandleni Clinic Ref No: Nkah 17/2024)

**REQUIREMENTS**

: Senior certificate (Grade 12), Degree / National Diploma in nursing that allow registration with South African Nursing Council (SANC) as a Professional Nurse and Midwifery, A post-basic nurse qualification, with a duration of at least one (1) year accredited with SANC in Clinical Nursing Science, assessment, Diagnosis, Treatment and Care, Current SANC receipt (2022), **Grade 1:** A minimum of four (04) years appropriate / recognizable experience in nursing after registration as Professional Nurse with SANC in General Nursing. **Grade 2:** A minimum of fourteen (14) years appropriate / recognizable experience in nursing after registration as Professional Nurse with SANC in General Nursing. At least ten (10) year of the period referred to above must be appropriate/ recognizable after obtaining one (01) year post basic qualification in Clinical Nursing Science, Health Assessment, Treatment and Care, Excellent communication skills, human relations and ability to teach and train staff within a team, Ability to work and maintain meaningful relationship within a diverse community, Knowledge of health and public service legislation, regulations and policies, Appropriate understanding of nursing scope of practice and nursing standards as determined by primary Health Care, Basic computer literacy to enhance service delivery, Effective communication with patients, supervisors and other health professionals, Ability to work as part of multi-disciplinary team at all levels and work effectively to maintain high levels of service delivery, Knowledge of labour relations and disciplinary procedures, Basic

understanding of HR and financial policies and practices, Planning, organizing, leading, controlling, delegation, supervisory, communication, motivation, decision-making, problem-solving disciplinary and co-ordination skills.

**DUTIES** : Provide Comprehensive Primary Health Care services to all learners in their catchment population, attend to assessment and immunization campaign required by the Department of Health, Treat, and screen, educate and refer the learners accordingly, Attend to programmes and monthly statistics, Responsible for smooth running of the programmes in the schools

**ENQUIRIES** : Mrs. BW Motloug Tel No: (035) 833 5000, Ext. 5080

**APPLICATIONS** : All applications should be forwarded to: Email: [Sibongiseni.dlamini@kznhealth.gov.za](mailto:Sibongiseni.dlamini@kznhealth.gov.za) OR Hand delivered to: The Chief Executive Officer: Nkandla District Hospital Private Bag X102, Nkandla, 3855

**FOR ATTENTION** : Human Resource Manager

**NOTE** : The applicants must include only completed and signed new Z83, obtained from any Public Service Department or on the internet at [www.gov.za](http://www.gov.za) and a detailed Curriculum Vitae when they apply. Certified copies of Identity Document, Senior Certificate, and the highest required qualification as well as a driver's licence where necessary, will only be submitted by shortlisted candidates to HR on or before the day of the interview.

**CLOSING DATE** : 31 January 2025

**POST 02/125** : **PROFESSIONAL NURSE (GENERAL STREAM) WITH MIDWIFERY REF NO: RVHSI 29/2025 (X1 POST)**

**SALARY** : Grade 1: R307 473 – R362 187 per annum  
Grade 2: R375 480 – R442 296 per annum  
Grade 3: R451 533 – R578 826 per annum  
Other Benefits: 13th cheque, 12% rural allowance, Home owners allowance (employee must meet prescribed requirements), Medical Aid (Optional)

**CENTRE** : Rietvlei Hospital (Sihleza Clinic)  
**REQUIREMENTS** : Senior Certificate. Degree / Diploma in General Nursing or equivalent qualification that allows registration with SANC as a General Nurse, Midwifery, registration with the SANC as Professional Nurse with midwifery, Current SANC receipt 1: Experience: **Grade 1:** No experience, **Grade 2:** A minimum of 10 years appropriate/ recognizable experience in nursing after registration as Professional nurse with SANC in general nursing. **Grade 3:** Experience: A minimum of 20 years appropriate / recognizable experience in nursing after registration as a Professional Nurse with SANC in general nursing. NB: Certificates of service from current and previous employers and signed by Human resource department will be required when shortlisted on or before the interview. Skills: Good work ethics, Tenacity, integrity, Problem solving and decision making, Health promotion and team building, Reporting writing skills, Good communication skills: Public speaking, listening and Summarizing, Good interpersonal skills.

**DUTIES** : Provide comprehensive quality nursing care in a cost effective and efficient manner within the professional legal framework and standards, Conduct pre-natal screening and safer conception to all woman of child bearing age, Provide counselling services, HTS,ART and prep initiation to all eligible clients, Promote and perform cervical cancer screening NICD, STI and manage as per guidelines and protocols, Identify risks to the life of a pregnancy women, manage and refer accordingly, Display concern of patients and advocate timeously including willingness to report to patient's rights and their expectations {Batho Pele},Provide family planning safe, Ensure proper utilization and safe keeping of basic equipment, Provide long acting reversible contraceptives and the management complications thereof, Refer clients to multidisciplinary team e.g Social Worker professional counsellor and medical officer and next level of care, To participate in quality improvement programs and hospital audits, Provide a safe ,therapeutic environment as laid down by the Nursing Act, Provide a safe ,therapeutic environment as laid down by the Nursing Act, Implementation and management of infection control and prevention protocols, Ensure the implementation of saving mothers, saving babies recommendation, Ensure that a Health and Safety environment is maintained, Monitor and Control the quality of patient care, Perform quality improvement audits and survey monthly and report to senior management.

**ENQUIRIES** : Ms N Ntuzela at 064 754 9310

**APPLICATIONS** : Should be forwarded: To Assistant Director: HRM, Rietvlei Regional Hospital, Private Bag X501, Staffords Post, 4686 or Email to: [lubanziberry23@gmail.com](mailto:lubanziberry23@gmail.com) Or Hand Delivery: Hand Delivery: R56 Road, Rietvlei Location, 4686.

**FOR ATTENTION** : Assistant Director: HRM

**NOTE** : Applications must be submitted on the prescribed Application for Employment form (Z83) which must be originally signed and dated. The application form (Z83) must be accompanied by a detailed Curriculum Vitae, (certified documents will be limited to shortlisted candidates). The Reference Number must be indicated in the column (Part A) provided thereof on the Z83 form. NB: Failure to comply with the above instructions will disqualify applicants. Persons with disabilities should feel free to apply for the post. The appointments are subject to positive outcomes obtained from the State Security Agency (SSA) to the following checks (security clearance (vetting), criminal clearance, credit records, citizenship), verification of Educational Qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC). Applicants are respectfully informed that,

if no notification of appointment is received within 3 months after the closing date, they must accept that their applications were unsuccessful. All employees in the Public Service that are presently on the same salary level but on a notch/package above of the advertised post are free to apply. NB: Due to financial constraints, No S&T will be paid to candidates when attending the interviews.

- CLOSING DATE** : 31 January 2025
- POST 02/126** : **PROFESSIONAL NURSE GRADE 1-3 (GENERAL STREAM) REF NO: PMMH 02/2025 (X7 POSTS)**  
Component: Admission, Antenatal & Labour Ward
- SALARY** : Grade 1: R307 473 – R362 187 per annum  
Grade 2: R375 480 – R442 296 per annum  
Grade 3: R451 533 – R578 826 per annum  
Other Benefits: Home Owner Allowance (conditions apply), 13th Cheque (conditions apply), Medical Aid (Optional) In- hospital Area Allowance (8% of basic salary)
- CENTRE REQUIREMENTS** : Prince Mshiyeni Memorial Hospital  
: Basic R425 qualification (i.e. Diploma/ Degree in General Nursing and Midwifery) that allows registration with the 'South African Nursing Council' (SANC) as a Professional Nurse. Current registration with the SANC (2025). Experience **Grade 1**: None. Experience **Grade 2**: a minimum of 10 years appropriate/ recognizable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. Experience **Grade 3**: a minimum of 20 years appropriate/ recognizable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing Knowledge, Skills Training And Competencies Required: Knowledge of nursing care processes and procedures, nursing statutes, and other relevant legal frameworks. Nursing Act, Health Act, Occupational Health & Safety Act. Patient Rights Charter, Batho-Pele principles, Public Service Regulations, Labour Act, Disciplinary Code and Procedure, Grievance Procedure, etc. Good communication skills; Report writing skills Knowledge Management; Planning & Organizing; Computer Literacy.
- DUITES** : Provide directions and supervision for the implementation of the nursing plan (clinical practice/quality patient care. Implement standards, practices, criteria and indicators for quality nursing (quality of practice). Practice nursing and health care in accordance with the laws and regulations relevant to nursing and health care. Maintain a constructive working relationship with nursing and other stakeholders. Utilise human, material and physical resources efficiently and effectively. Assist with relief duties of the supervisor and act as a shift leader on both day and night when necessary. Display a concern for patients, promoting and advocating proper treatment and care including awareness and willingness to respond to patient needs, requirements and Work as part of a multi-disciplinary team to ensure good nursing care that is cost Effective, equitable and efficient. NB: Must be prepared to work shift as per allocation; includes night shift, weekends and Public Holidays.
- ENQUIRIES APPLICATIONS** : Mrs R.M Abboo Tel No: (031) 907 8518  
: To be forwarded to: The Human Resource Manager OR Hand deliver to A-Block 1st Floor white applications box. Prince Mshiyeni Memorial Hospital Applications may also be emailed to: **Mxolisi.Mlambo@kznhealth.gov.za** quoting reference number only in the subject line. Emailed applications should please be sent as one attachment. Private Bag X07, Mobeni, 4060.
- FOR ATTENTION NOTE** : Mr. M.F Mlambo  
: Directions To Candidates: The applicant must submit a fully completed Z83 form and a detailed Curriculum Vitae (CV) ONLY. Only shortlisted candidates will be required to submit proof of all documents and Certificate of Service endorsed by Human Resources The official Z83 form 'Application for employment' (the new amended version of the Z83 form effectively from 01/01/2021 must be used only; the old Z83 form will be rejected, if used). The amended Z83 application for employment form is obtainable at any Government Department OR downloaded from the website – [www.kznhealth.gov.za](http://www.kznhealth.gov.za) or [www.dpsa.gov.za/vacancies](http://www.dpsa.gov.za/vacancies). The 'Reference Number' and 'Position' for which are applying (as stated in the advert) must be clearly indicated in the columns provided on the form Z 83 e.g. Reference number PMMH 24/2024. For those with internet access, the online e-Recruitment system is accessible through a computer or mobile device i.e., Phone or Tablet. The system has the following functionality: All adverts are available for viewing by the public through the address [www.kznonline.gov.za/kznjobs](http://www.kznonline.gov.za/kznjobs) Applicants will be required to register on the system by providing a username and password. Applicants require a mobile phone number and a valid email address to register and will be guided through the registration process by the system. Applicants must update their profile on the system, which is in line with the approved Z83 application form. Applicants will be able to upload a copy of their Curriculum Vitae (CV), and the system makes provision for the uploading of other documents such as Identity Documents, Driver's Licence, Qualifications, etc. The appointment is subject to positive outcome obtained from the NIA to the following checks (security clearance, credit records, qualification, citizenship and previous experience verifications). The successful candidate would be required to sign a performance agreement within three months of appointment. Please note that due to the high number of applications anticipated, applications will not be acknowledged. Correspondence will be limited to short listed candidates only. If you have not been contacted within two months after the closing date of the advertisement, consider your application as unsuccessful, please. Persons with disabilities from all designated race

groups are encouraged to apply for the post. Please note that no S&T payments will be considered for payment to candidates who are invited for interviews. It is the shortlisted candidate's responsibility to have a foreign qualification, which is a requirement of the post, evaluated by the South Africans Qualifications authority (SAQA). Failure to comply will result in the application not being considered. The Department reserves the right not to fill the post/s. Failure to comply with the above instructions will disqualify applicants. (This Department is an equal opportunity, affirmative action employer, whose aim is to promote representivity in all levels of all occupational categories in the Department.)

**CLOSING DATE** : 31 January 2025

**POST 02/127** : **LAUNDRY MANAGER REF NO: NDH 02/2025 (X1 POST)**

**SALARY** : R255 450 – R300 912 per annum. Other Benefits: 13th Cheque, Housing Allowance (Employees must meet the prescribed requirements), (Medical Aid Optional).

**CENTRE** : Northdale Hospital

**REQUIREMENTS** : Matric/Senior Certificate or equivalent qualification. A minimum of 1 to 2 years clerical/Administration experience. Recommendations: a valid driver's license code 8/10. NB: Only shortlisted candidates will be required to submit certified document on or before the day of the interview following communication from HR. Knowledge, Skills and Experience: Knowledge of the functions and regulations applicable to the laundry/linen management, applicable public service policies, legislations and procedures. Knowledge of office procedures, laundry practices, report writing and staff supervision. Have good telephone etiquette and people skills. Have sound organizational skills and ability to act with tact and discretion. Have a high level of reliability and ability to priorities issues and other work related matters. Be able to work independently and adhere to time frames. Be computer literate with proficiency in MS word, Excel/outlook and PowerPoint applications. Be willing to work extra hours.

**DUTIES** : Control the activities within each specific functional areas of the laundry department in order to ensure that services are done effectively and efficiently. Manage laundry and linen operational processes. Manage and operate machine machinery and equipment, supervise personnel, HR and general administration. Manage maintenance of equipment, monitor quality control, dispatch, health and safety, work in soiled and clean areas of laundry department. Compile policies and procedures for linen room/laundry management in a health facility. Apply correct procedures of handling, sorting, washing, sluicing, ironing, pressing, dispatching, counting and storage of linen and maintain hygiene. Perform management duties for manual labour for long hours including weekends, public holidays and perform relief duties within the laundry/linen management. Maintain adequate, appropriately trained staff with regards to laundry procedures, equipment operation procedures, repair or marking of linen and clothing, cleanliness and infection control and safe use of equipment.

**ENQUIRES APPLICATIONS** : Mr W.L Malevu Tel No: (033) 387 9000

: Applications to be posted to: The Human Resource Department, Northdale Hospital Private Bag X9006, Pietermaritzburg, 3201. Applications may also be hand delivered to 1389 Chota Motala Road, Pietermaritzburg, 3201, Northdale Hospital, Human Resource Practices. Applicants may also apply online via the S'thesha Waya Waya – KZN Online recruitment portal at (<https://www.eservices.gov.za>).

**FOR ATTENTION CLOSING DATE** : Mrs NR Madlala

: 31 January 2025

#### **DEPARTMENT OF PUBLIC WORKS**

**APPLICATIONS** : Direct your application quoting the reference number of the post you are applying for and the name of the publication in which you saw the advertisement to The Director: Human Resource Management Department of Public Works, Private Bag X9142, Pietermaritzburg, 3200. Alternatively, applications can be delivered to 191 Prince Alfred Street, Pietermaritzburg or online via [kznpw.jobs.headoffice@kznworks.gov.za](mailto:kznpw.jobs.headoffice@kznworks.gov.za)

**FOR ATTENTION CLOSING DATE NOTE** : Mrs ZJ Hlongwane

: 07 February 2025

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

with applying online or receiving your hardcopy application. You can find the list of Designated Online Application Centers (DOACS) at [www.kznonline.gov.za/kznjobs](http://www.kznonline.gov.za/kznjobs)." 1.4 Candidates are also advised not to send their applications through registered mail, as the Department will not take responsibility for non-collection thereof. It is the applicants' responsibility to have foreign qualifications assessment for equivalent by the South African Qualifications Authority (SAQA). Applications that do not comply with the above-mentioned instructions will be disqualified. Please note that the Department reserves the right not to fill the post. Recommended candidate's personal information will be subject to vetting prior to an offer of appointment being made. Candidates are expected to be available on the date set for the interviews or they may be disqualified. Should you not have been contacted by this office within 3 months of the closing date of the advertisement, kindly consider your application being unsuccessful. Please note that further communication shall be restricted to those candidates who will have been shortlisted. The appointed candidate shall be required to sign a performance agreement. Please note that reference checks and/or confirmation of employment will be done with the current employer and candidates are advised to include references from the current employment to facilitate this. The filling of this post will be guided by the Department's Employment Equity targets. Please note that requests for higher salaries will not be entertained for the advertised posts, however it may only be considered for posts falling within the Occupational Specific Dispensation (OSD) subject to the existing provisions. Candidates applying for advertised posts in the Department, will be deemed to have granted consent to their personal information being used to determine suitability in terms of the POPIA Act, 4 of 2013.

#### **MANAGEMENT ECHELON**

- POST 02/128** : **REGIONAL DIRECTOR: NORTH COAST REGION REF NO: RD/NCR/012025**
- SALARY** : R1 216 824 per annum (Level 13), (all-inclusive package to be structured in accordance with the rules for SMS)
- CENTRE REQUIREMENTS** : North Coast Region - Ulundi  
Grade 12 plus a Bachelor's Degree or Advanced Diploma equivalent to NQF Level 7 in Developmental Studies / Public Management/Administration /Community Development/Built Environment plus a minimum of five (5) years relevant middle/ senior managerial experience. Computer literacy in the office software packages. A valid driver's licence. The recommended candidate will also be required to produce a SMS Pre-entry (Nyukela) certificate prior to appointment.
- DUTIES** : Manage and facilitate the implementation of infrastructure programmes, expanded public works programme, construction safety and immovable asset management services. Manage district services. Manage construction project management services. Manage the provision of professional services. Ensure the development and implementation of policies. Manage the resources of the Region. Skills, Knowledge& Competencies: Knowledge of relevant prescripts Strategic capacity and leadership. Programme and Project Management. People management, client orientation and customer focus.
- ENQUIRES NOTE** : Dr V Govender – Acting Head: Public Works Tel No: (033) 355 5533  
NB: Recommended candidates will be subjected to a security clearance competency assessment and will also be required to disclose their financial interests and will also be subjected to a technical assessment during the selection process.
- POST 02/129** : **REGIONAL DIRECTOR: SOUTHERN REGION REF NO: RD/SR/02/01/2025**
- SALARY** : R1 216 824 per annum (Level 13), (all-inclusive package to be structured in accordance with the rules for SMS)
- CENTRE REQUIREMENTS** : Southern Region - Pietermaritzburg  
Grade 12 plus a Bachelor's Degree or Advanced Diploma equivalent to NQF Level 7 in Developmental Studies / Public Management/Administration /Community Development/Built Environment plus a minimum of five (5) years relevant middle/ senior managerial experience. Computer literacy in the office software packages. A valid driver's licence. The recommended candidate will also be required to produce a SMS Pre-entry (Nyukela) certificate prior to appointment.
- DUTIES** : Manage and facilitate the implementation of infrastructure programmes, expanded public works programme, construction safety and immovable asset management services. Manage district services. Manage construction project management services. Manage the provision of professional services. Ensure the development and implementation of policies. Manage the resources of the Region. Skills, Knowledge& Competencies: Knowledge of relevant prescripts Strategic capacity and leadership. Programme and Project Management. People management, client orientation and customer focus.
- ENQUIRES NOTE** : Dr V Govender – Acting Head: Public Works Tel No: (033) 355 5533  
NB: Recommended candidates will be subjected to a security clearance, competency assessment and will also be required to disclose their financial interests and will also be subjected to a technical assessment during the selection process.

## DEPARTMENT OF TRANSPORT

- APPLICATIONS** : Applicants are encouraged to apply for posts through the KZN online e-Recruitment system at [www.kznonline.gov.za/kznjobs](http://www.kznonline.gov.za/kznjobs). Applicants may also visit any one of our Designated Online Application Centres (DOACs) where our friendly staff will assist you with applying for jobs on the KZN online e-Recruitment system or receiving your hardcopy application. You can find the list of Designated Online Application Centres (DOACS) at [www.kznonline.gov.za/kznjobs](http://www.kznonline.gov.za/kznjobs). Please note that applicants should only use one of the following methods when applying for a post: either through the online e-Recruitment system or submit a hardcopy application as directed. Forward your application, quoting the relevant reference number to: Recruitment & Selection Section, Human Resource Administration Directorate, Private Bag X9043, Pietermaritzburg, 3200. Applications may alternatively be hand-delivered to the Office of the Department of Transport, Inkosi Mhlabunzima Maphumulo House, 172 Burger Street, Pietermaritzburg.
- CLOSING DATE** : 31 January 2025 (at 16h00). Applications received after the closing date and time will not be considered.
- NOTE** : Applications must be submitted on the NEW Application for Employment Form, Z83 (obtainable on the internet at [www.dpsa.gov.za/vacancies](http://www.dpsa.gov.za/vacancies)). In terms of DPSA circular 19 of 2022, applicants are advised that part A, B C & D of the new Z83 form must be completed in full. Part E, F & G: noting that there is limited space provided applicants often indicate "refer to Curriculum Vitae (CV) or see attached", this is acceptable as long as the CV has been attached and provides the required information. If the information is not provided in the CV, the applicant may be disqualified. The questions related to conditions that prevent re-appointment under Part F must be answered, and the application should be initialled, dated and signed. Should an application be received using the incorrect application for employment (Z83) or the application is not completed in accordance with DPSA circular 19 of 2022, such application will not be considered. The completed and signed Z83 must be accompanied by a detailed CV. Dates of starting and leaving employment must be given as DD/MM/YYYY. Kindly take note that only shortlisted candidates will be required to provide certified copies of required documents on or before the date of the interviews following communication from Human Resources. Failure to comply with these instructions will lead to applications being disqualified. Should an applicant wish to apply for more than one post, separate applications must be submitted for each post applied for. Non-RSA Citizens/Permanent Resident Permit holders must provide a copy of their Permanent Residence Permits if shortlisted for an interview. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA) and to provide proof of such if shortlisted for an interview. Under no circumstances will faxed or emailed applications be accepted. Receipt of applications will not be acknowledged due to the volume of applications, and should you not receive an invitation to attend an interview within three (3) months of the closing date applicants should assume that their application was unsuccessful. Please note that where experience is a requirement for the post, the successful candidate will be required to submit documentary proof of such work experience prior to assuming duty. A personnel suitability check (criminal record, citizenship, credit record checks, qualification verification and employment verification) will be conducted prior to employment. Prior to appointment being made to an SMS post, the appointee must have completed the pre-entry certificate and must be in possession of such prior to taking up the post. The Senior Management Pre-Entry Programme, which is a public service specific training programme applicable to all applicants who aspire to join the SMS, is to ensure that potential SMS members have a background on processes and procedures linked to the SMS. The duration of the online Pre-Entry Programme is 120 notional hours. Full details may be sourced by the following link: <https://www.thensg.gov.za/training-course/sms-pre-entryprogramme/>. All shortlisted candidates for SMS posts will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the department. Following the interview and technical exercise, the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSA Directive on the implementation of competency-based assessments). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools. It will be expected of candidates to be available for selection interviews on a date, time and place as determined by the Department. The Department of Transport reserves the right not to fill the advertised post(s) at any stage of the recruitment process.

## OTHER POSTS

- POST 02/130** : **DEPUTY DIRECTOR: VETTING REF NO: DOT 01/2025 (X1 POST)**  
Kindly note that this is a re-advertisement. Applicants who applied previously and who still wish to be considered are at liberty to re-apply.
- SALARY** : R1 003 890 per annum (Level 12), (all-inclusive remuneration package)
- CENTRE** : Inkosi Mhlabunzima Maphumulo House, Pietermaritzburg
- REQUIREMENTS** : A Senior Certificate / National Certificate (Vocational) NQF Level 4; plus a three (3) year National Diploma (at NQF 6 with 360 credits as recognised by SAQA) or B. Degree in Social Sciences, Security Risk Management, BA (psychology, criminology, sociology, Political Science, Social Work, Criminology & Forensic Studies, Politics and Economy) (at NQF Level 6 or higher); plus

Certificates in Security Vetting/ Vetting Investigation (SSA/SAPS/SANDF) Security Management/ Advisor Course (SSA/SAPS/SANDF) and Policy Development, will be an added advantage; plus A minimum of Three (3) years experience as Senior Vetting Officer at ASD level or equivalent; plus A minimum of Five (5) years working experience in security and or vetting investigation environment; plus Qualifying candidates will be required to undergo a Top-Secret Clearance; plus A valid driver's licence (minimum code B). Knowledge, Skills and Competencies Required: Knowledge of Minimum Information Security Standards (MISS), and National Vetting Strategy. Knowledge of relevant legislation: Constitution of the Republic of South Africa, National Strategic Intelligence Act, Promotion of the Administration of Justice Act, Protection of State Information Act, Protection of Personal Information Act, Cybercrimes Act, Protection of Critical Infrastructure Act and DPSA ICT Security Directives. Knowledge of policy development and implementation, including risk mitigation plans. Knowledge of security screening procedure and administration thereof. Knowledge of contract management. Strong qualitative and quantitative research and analytical skills. Report writing and presentation skills. Computer literacy. Planning, organising and execution skills; communication and presentation skills; decision-making skills. Problem solving and ability to manage conflict skills. Creativity, Self-management, Programme and Project management skills. Team leadership, Delegation and development of others' skills. Financial management skills. Customer focus and responsiveness skills. Insight, listening and language proficiency skills. The ideal candidate should be ethical, professional, diplomatic, approachable, an innovative thinker, receptive to suggestions and ideas and must display an understanding of ICT Security and national security matters.

**DUTIES**

: Manage the execution of fieldwork vetting investigations: Conduct vetting fieldwork. Establish and develop systems and processes in line with the relevant prescripts of personnel security; provide and manage security vetting capacity in line with the National Vetting Strategy, manage and coordinate the execution of security vetting practices in consultation with the SSA and manage supportive administrative systems, channels and infrastructure to comply with vetting requirements. Develop, manage and implement policies, guidelines, norms and standards in vetting investigations and administration: Develop departmental vetting policies and guidelines as set by the SSA and the department in line with the legislative requirements. Ensure implementation, review and maintenance of policies and procedures. Identify risks and implement the risk mitigation plans. Co-ordinate and prioritize files for vetting and monitor the existing vetting files within the department. Establish and manage the security screening process of personnel and service providers as part of departmental procurement processes. Submit reports to management and SSA on all vetting files and reports completed on a regular basis. Advise management during the process of determining personnel suitability for appointment or continued employment in line with the Personnel Suitability Checks (PSC) guidelines. Identify and manage the screening of personnel of high-risk personnel. Manage resources, projects and files within the Vetting Fieldwork Unit (VFU): Participate in project and task team dealing with a variety of subject areas. Conduct vetting and security related research and development. Implement and manage the vetting fieldwork process within the department, including the management of files and reports by ensuring quality control, effective workflow and supervision of Vetting Officers and Vetting Administrators. Report to management and stakeholders on the Vetting Fieldwork Unit's performance and operations. Develop the vetting awareness programme and conduct vetting awareness training. Identify skills development needs and provide training and development opportunities for Vetting Officers and Vetting Administrators. Provide advise and guidance on the interpretation and application of legislation, policies and procedures. Monitor the proper utilisation of equipment, stores and expenditure. Administer the departmental employee performance management and development system within the sub-directorate.

**ENQUIRIES APPLICATIONS**

: Ms N Dladla Tel No: (033) 355 8972  
 : Please note applications can be hand delivered to the Office of the Department of Transport, Inkosi Mhlabunzima Maphumulo House, 172 Burger Street, Pietermaritzburg, or couriered via postal services to Recruitment & Selection Section, Human Resource Administration Directorate, Private Bag X9043, Pietermaritzburg, 3200. Applicants are encouraged to apply for posts through the KZN online e-Recruitment system at [www.kznonline.gov.za/kznjobs](http://www.kznonline.gov.za/kznjobs)

**FOR ATTENTION NOTE**

: Mr C McDougall  
 : It is the intention of this Department to consider equity targets when filling these positions. A NQF 6 occupational certificate: Road Traffic Safety Officer would be an added advantage.

**POST 02/131**

: **DEPUTY DIRECTOR: ACQUISITION REF NO: DOT 02/2025 (X1 POST)**

**SALARY CENTRE REQUIREMENTS**

: R849 702 per annum (Level 11), (all-inclusive remuneration package)  
 : Inkosi Mhlabunzima Maphumulo House, Pietermaritzburg  
 : A Senior Certificate / National Certificate (Vocational) NQF Level 4; plus An undergraduate qualification in Financial Management/ Accounting (NQF Level 7 or higher); plus A minimum of 3 years' junior management experience in a Finance/ SCM/ Asset Management environment; plus A valid driver's license (code B or higher). Knowledge, Skills and Competencies Required: Knowledge of Provincial and National Treasury Notes and Regulations. Knowledge of SCM Practice Notes. Basic knowledge of Accounting System. Knowledge of Expenditure Control and Financial Mentoring. Knowledge of Public Finance Management Act. Knowledge of Public Service Regulations. Knowledge of Project Management Principles. Knowledge of National and Provincial Practice Notes. Knowledge of Labour Relations Act. Knowledge of Performance and

Management System. Knowledge of Basic Conditions of Employment Act. Knowledge of Occupational Health and Safety Act. Knowledge of Legislative Mandates. Knowledge of Management of Information Systems. Knowledge of National Development Plan. Knowledge of Skills Development Act. Knowledge of Provincial Growth and Development Plan. Financial Management Skills. Project Management skills. Project and Strategic Planning skills. Report Writing skills. Organisational skills. Facilitation skills. Decision making and Analytical skills. Problem solving and Time Management skills. Leadership skills. Communication skills. Driving skills. Ability to work in a team. Ability to work under pressure. The ideal candidate should be proactive, innovative, reliable, honest, committed, Professional and Punctual, and also be able to manage time and should have integrity.

**DUTIES** : Manage the functional operation of acquisition/ procurement management. Manage the sourcing of bids. Manage the compilation of the list of prospective providers. Develop policies and strategies aimed at improving service delivery. Manage resources of sub-directorate.

**ENQUIRIES** : Ms PN Mshengu Tel No: (033) 355 8730  
**APPLICATIONS** : Please note applications can be hand delivered to the Office of the Department of Transport, Inkosi Mhlabunzima Maphumulo House, 172 Burger Street, Pietermaritzburg, or couriered via postal services to Recruitment & Selection Section, Human Resource Administration Directorate, Private Bag X9043, Pietermaritzburg, 3200. Applicants are encouraged to apply for posts through the KZN online e-Recruitment system at [www.kznonline.gov.za/kznjobs](http://www.kznonline.gov.za/kznjobs)

**FOR ATTENTION** : Mr C McDougall  
**NOTE** : It is the intention of this Department to consider equity targets when filling these positions. A NQF 6 occupational certificate: Road Traffic Safety Officer would be an added advantage.

**POST 02/132** : **DEPUTY DIRECTOR: REGIONAL ROAD SAFETY (X2 POSTS)**

**SALARY** : R849 702 per annum (Level 11), (all-inclusive remuneration package)  
**CENTRE** : Durban Region: Regional Office, Durban Ref No: DOT 03/2025 (X1 Post)  
 Ladysmith Region: Regional Office, Ladysmith Ref No: DOT 04/2025 (X1 Post)

**REQUIREMENTS** : A Senior Certificate / National Certificate (Vocational) NQF Level 4; plus An undergraduate qualification in a Social Sciences, Communication or Education field (NQF Level 6 or higher), plus 3-5 years' junior/middle management experience in a road safety programme implementation environment; plus A valid driver's licence (minimum Code B); plus Proficiency in IsiZulu and English). Knowledge, Skills and Competencies Required: Job Knowledge. Knowledge of Traffic Safety Management and Project Management. Knowledge of Road Safety Strategies and Best Practices in the field of Road Safety. Knowledge of the National Road Traffic Act and Regulations. Knowledge of Road Safety Key Priorities. Knowledge of Road Safety Programs and Projects. Knowledge of Data Analysis. Knowledge of Program Development. Knowledge of Public Finance Management Act. Knowledge of Community Development. Facilitation knowledge. Knowledge of Public Service Regulations. Knowledge of Capacity Development and Empowerment. Knowledge of Road Safety Standards. Analytical and innovative thinking skills. Report writing and formulation skills. Ability to work independently. Excellent communication skills, both verbal and written. Presentation skills. Computer skills. Community support and development skills. Organizing skills for arranging workshops and meetings. Policy and strategy development skills. Skills in the management of financial resources. The ideal candidate should be conscientious, committed to community development and innovative. He/she should also have the ability to communicate with people at all levels, be receptive to new ideas and have good people management skills.

**DUTIES** : Manage provision of road safety education. Plan and co-ordinate road safety projects. Develop policies and strategies aimed at improving service delivery. Manage resources of the Road Safety component.

**ENQUIRIES** : Ms SA Afrika (Durban) Tel No: (031) 700 2222  
 Ms TP Nkosi (Ladysmith) Tel No: (036) 638 4400

**APPLICATIONS** : Please note applications can be hand delivered to the Office of the Department of Transport, Inkosi Mhlabunzima Maphumulo House, 172 Burger Street, Pietermaritzburg, or couriered via postal services to Recruitment & Selection Section, Human Resource Administration Directorate, Private Bag X9043, Pietermaritzburg, 3200. Applicants are encouraged to apply for posts through the KZN online e-Recruitment system at [www.kznonline.gov.za/kznjobs](http://www.kznonline.gov.za/kznjobs).

**FOR ATTENTION** : Mr C McDougall  
**NOTE** : It is the intention of this Department to consider equity targets when filling these positions. A NQF 6 occupational certificate: Road Traffic Safety Officer would be an added advantage.

**POST 02/133** : **CHIEF PROVINCIAL INSPECTOR (X2 POSTS)**

Kindly note that the post for Traffic Training College is a re-advertisement. Applicants who applied previously and who still wish to be considered are at liberty to re-apply.

**SALARY** : R552 081 per annum (Level 10)  
**CENTRE** : Road Traffic Inspectorate, Umdloti Ref No: DOT 05/2025 (X1 Post)  
 Traffic Training College, Pietermaritzburg Ref No: DOT 06/2025 (X1 Post)

**REQUIREMENTS** : A Senior Certificate / National Certificate (Vocational) NQF Level 4; plus A relevant tertiary qualification (3 year Diploma/Degree in a Traffic / Management / Law field – NQF 6); plus a Basic Traffic Officer's Diploma; plus Registered as a Traffic Officer; plus 3-5 years' supervisory



experience in a Traffic Law Enforcement field; plus 7-10 years' working experience in Traffic Law Enforcement field; plus All valid relevant driving licences (A and EC); plus No criminal record. Knowledge, Skills and Competencies Required: Extensive knowledge of Traffic Management policies and regulations. Knowledge of relevant legislations and traffic management regulations. Knowledge of vehicle inspections / impoundment. Knowledge of driving skills. Records and resource management skills. Customer relationship management skills. Planning, organizing, leadership, controlling and monitoring skills. People Management skills. Service delivery, communication and decision-making skills. Results and quality management skills. Problem solving skills. Innovation/continuous improvement skills. Analytical skills. Computer literacy. Negotiation and initiative skills. Project management, mentoring and coaching skills.

**DUTIES**

: Manage the implementation of operational law enforcement plan: Complete and update environmental analysis to ensure that it is used as a base line for planning. Develop operational plan for station / centre based on provincial annual performance plan and ensure successful implementation. Plan and monitor the execution of projects relating to the implementation of the strategy/plan. Monthly monitoring of the annual performance plan targets. Communicate regularly with station / centre management and facilitate the development of and participation in a centre strategic / operational plan. Participate in integrated partnerships with local authorities. Ensure effective and efficient leadership: Co-ordinate stakeholder relations with other state departments and Law Enforcement Agencies (LEAs). Management of service delivery improvement: Manage administration systems. Implement administrative processes to ensure registers are inspected weekly. Ensure that statistics kept are correct, current and forwarded by due dates and monitored and made available at centres. Manage and ensure effective external community communication and liaise with local Community Police Forums. Ensure that Testing Centre Stations (TCS) are operating optimally. Ensure that prescribed Acts, Policies and Procedures of the Department are implemented and adhered to. Ensure that all the relevant records and registers thereof are filed properly and kept up to date at all times. Management of Human Resources: Manage grievances according to prescribed procedures. Facilitate at least one team building activity per quarter for the centre. Ensure that leave is utilized and managed according to the relevant policies and instructions. Develop and implement in-service training program and monitor formal training needs of the unit. Manage performance of staff. Financial Management: Monitor monthly expenditure and inspection reports from the province and implement corrective action in problem areas. Regular budget control and management discussions as part of management meetings. Document overtime planning based on priorities. Participate in budget planning as required by the province. Respond to requests from head office regarding outstanding financial queries within provided time limit. Ensure effective and efficient Asset Management: Monitor vehicle costs for station / centre vehicles (as per worksheet) and identify and monitor members involved in accidents and ensure that motor vehicle fleet is managed properly and that vehicles are in good running order. Ensure effective loss control measures are in place to address loss of firearms and other related equipment i.e. the relevant equipment that gets lost and put measures in place to deal with it. Manage assets as per inventories of station / centre.

**ENQUIRIES APPLICATIONS**

: Mr VK Chetty Tel No: (033) 355 8880  
 : Please note applications can be hand delivered to the Office of the Department of Transport, Inkosi Mhlabunzima Maphumulo House, 172 Burger Street, Pietermaritzburg, or couriered via postal services to Recruitment & Selection Section, Human Resource Administration Directorate, Private Bag X9043, Pietermaritzburg, 3200. Applicants are encouraged to apply for posts through the KZN online e-Recruitment system at [www.kznonline.gov.za/kznjobs](http://www.kznonline.gov.za/kznjobs).

**FOR ATTENTION NOTE**

: Mr B Hornsby  
 : It is the intention of this Department to consider equity targets when filling this position.

**POST 02/134**

: **ASSISTANT DIRECTOR: EMPLOYEE HEALTH & WELLNESS PROGRAMME REF NO: DOT 07/2025 (X1 POST)**

**SALARY CENTRE REQUIREMENTS**

: R444 036 per annum (Level 09)  
 : Inkosi Mhlabunzima Maphumulo House, Pietermaritzburg  
 : A Senior Certificate / National Certificate (Vocational) NQF Level 4; plus An undergraduate qualification in a Human Resource Management environment or Industrial and Organisational Psychology (NQF level 6 or higher); plus A minimum of 3 years' supervisory experience in a Human Resource environment; plus A valid driver's licence (minimum Code B). Knowledge, Skills and Competencies Required: Knowledge of Employee Health and Wellness Strategic Framework for the Public Service. Knowledge on how to provide an EHW and HIV/AIDS and TB consultation service. Knowledge on how to provide guidance regarding the execution of the EHW services. Knowledge on how to co-ordinate EHW and HIV/AIDS training workshops, presentations, etc. Knowledge on how to establish the departmental EHW committee. Knowledge on how to maintain statistics. Knowledge on how to prepare necessary reports. Knowledge on how to empower staff within the component. Excellent interpersonal and communication skills. Counselling skills. Analytical and listening skills. Teamwork and motivational skills. Problem solving, decision making and conflict management skills. Ability to self-manage and work independently. High level of confidentiality and professionalism. Leadership and planning skills. Ability to research, interpret and apply policies and procedures. The ideal candidate should be non-judgemental, have empathy, assertiveness and confidence. He/she should also be self-driven and reliable, an independent thinker, objective and have the ability to work as part of a team.

- DUTIES** : Provide professional counselling, assessment and referral services of employees within the Department, and to external service providers. Market and provide training to all employees with regards to how the programme works and its services. Assisting with the development and implementation of employee wellbeing policies and procedures and ensuring compliance with all relevant legal requirements. Monitor and evaluate the effectiveness of the programme and its services within the Department. Forge partnerships within the Department and with important stakeholders outside by maintaining good relationships with other departments, organizations and other offices who may provide assistance in respect of Health and Wellness, HIV/AIDS and TB programmes. Ensure efficient management of human and non-human resources within the component.
- ENQUIRIES** : Mr N Zondi Tel No: (033) 355 8653
- APPLICATIONS** : Please note applications can be hand delivered to the Office of the Department of Transport, Inkosi Mhlabunzima Maphumulo House, 172 Burger Street, Pietermaritzburg, or couriered via postal services to Recruitment & Selection Section, Human Resource Administration Directorate, Private Bag X9043, Pietermaritzburg, 3200. Applicants are encouraged to apply for posts through the KZN online e-Recruitment system at [www.kznonline.gov.za/kznjobs](http://www.kznonline.gov.za/kznjobs).
- FOR ATTENTION** : Mr B Hornsby
- NOTE** : It is the intention of this Department to consider equity targets when filling this position.
- POST 02/135** : **ASSISTANT DIRECTOR: MATERIAL TESTING AND CONTROL REF NO: DOT 08/2025 (X1 POST)**
- SALARY** : R444 036 per annum (Level 09)
- CENTRE** : Regional Office, Durban
- REQUIREMENTS** : A Senior Certificate / National Certificate (Vocational) NQF Level 4; plus A National Diploma in Engineering (Civil); plus 6 (six) years post qualification experience in a material testing environment; plus Compulsory Registration with the Engineering Council of South Africa (ECSA) as a Professional Engineering Technician; plus A valid driver's licence (minimum Code B). Knowledge, Skills and Competencies Required: Knowledge of Project Management. Knowledge technical design and analysis. Knowledge of research and development. Knowledge of computer-aided engineering applications. Knowledge of legal compliance. Knowledge of technical report writing. Knowledge of technical consulting. Problem solving and analysis skills. Decision making skills. Teamwork and creativity skills. Customer focus and responsiveness skills. Change management skills. The ideal candidate should be honest, decisive, analytical and must be reliable.
- DUTIES** : Manage Technical Services. Manage Administrative and Related Functions. Research and Development. Manage the promotion of safety in line with statutory and regulatory requirements.
- ENQUIRIES** : Mr G Perumal Tel No: (031) 700 2222
- APPLICATIONS** : Please note applications can be hand delivered to the Office of the Department of Transport, Inkosi Mhlabunzima Maphumulo House, 172 Burger Street, Pietermaritzburg, or couriered via postal services to Recruitment & Selection Section, Human Resource Administration Directorate, Private Bag X9043, Pietermaritzburg, 3200. Applicants are encouraged to apply for posts through the KZN online e-Recruitment system at [www.kznonline.gov.za/kznjobs](http://www.kznonline.gov.za/kznjobs).
- FOR ATTENTION** : Mr B Hornsby
- NOTE** : It is the intention of this Department to consider equity targets when filling this position.
- POST 02/136** : **ROAD WORK SUPERINTENDENT (X2 POSTS)**
- SALARY** : R376 413 per annum (Level 08)
- CENTRE** : Inkosi Mhlabunzima Maphumulo House, Pietermaritzburg: Technology Transfer Centre Ref No: DOT 09/2025 (X1 Post)  
Ladysmith Region: KZ232/233 Project Implementation (In-House) (Estcourt) Ref No: DOT 10/2025 (X1 Post)
- REQUIREMENTS** : A Senior Certificate / National Certificate (Vocational) NQF Level 4; plus An undergraduate qualification (NQF Level 6 or higher) in Civil Engineering or Construction Management; plus A minimum of six (6) years' experience in a road maintenance / construction environment; plus A valid driver's licence (minimum code B). Knowledge, Skills and Competencies Required: Job Knowledge. Communication skills. Interpersonal relation skills. Flexibility skills. Team-work skills. Accuracy. Aptitude of figures. Computer Literacy. Planning and organisation skills. Good verbal and written communication skills.
- DUTIES** : Monitor the maintenance and repair of road surfaces on all surfaced roads such as resurfacing interval, culvert/bridge replacement, line painting, replacement of sign, grade and resurfaced gravel on loose top roads. Develop maintenance schedules for assets (roads, plant, equipment, etc). Plan and prepare a weekly/monthly site programme. Manage contracted services, project management and final inspection for capital projects. Provide technical advice on claims against the Department. Monitor and check the quality of work done by contractors/maintenance teams. Manage staff.
- ENQUIRIES** : Ms S Mngomezulu (Pietermaritzburg) Tel No: (033) 355 8609  
Ms TP Nkosi (Ladysmith) Tel No: (036) 638 4400
- APPLICATIONS** : Please note applications can be hand delivered to the Office of the Department of Transport, Inkosi Mhlabunzima Maphumulo House, 172 Burger Street, Pietermaritzburg, or couriered via

postal services to Recruitment & Selection Section, Human Resource Administration Directorate, Private Bag X9043, Pietermaritzburg, 3200. Applicants are encouraged to apply for posts through the KZN online e-Recruitment system at [www.kznonline.gov.za/kznjobs](http://www.kznonline.gov.za/kznjobs).

**FOR ATTENTION NOTE**

: Mr B Hornsby  
: It is the intention of this Department to consider equity targets when filling these positions.

**POST 02/137**

**COMPLIANCE OFFICER REF NO: DOT 11/2025 (X1 POST)**

**SALARY**

: R376 413 per annum (Level 08)

**CENTRE**

: Motor Transport Services, Pietermaritzburg

**REQUIREMENTS**

: A Senior Certificate / National Certificate (Vocational) NQF Level 4; plus A Bachelors' Degree/National Diploma in Internal Auditing (NQF level 6 or higher); plus A minimum of 3 years Administrative/appropriate experience; plus A valid driver's licence (minimum code B). Knowledge, Skills and Competencies Required: Extensive knowledge of the National Road Traffic Act and its relevant regulations and all amended regulations. Extensive knowledge of the Public Finance Management Act / Treasury Instructions. Working knowledge of the General Delegations of Authority. Knowledge and the ability to apply the Public Service Act and Regulations. General knowledge of the Labour Relations Act. Extensive knowledge of the eNaTIS and its application in terms of the Road Traffic Act. General knowledge of the Criminal Procedures Act. Knowledge of Public Service reporting procedures. Knowledge of White Paper on Batho Pele. Knowledge of the Promotion of Access to Information Act (PAIA) and Promotion of Administrative Justice Act (PAJA). Ability to interpret and apply policy. Problem solving / decision making skills. Report writing and formulation skills. Ability to think analytically. Good interpersonal relations skills. Ability to work under pressure. Computer literacy. Ability to work independently. Ability to stimulate verbal/written communication. Negotiation skills. Ability to deal with conflict situations. Organizational skills. The ideal candidate should be willing to work overtime, be able to maintain confidentiality, able to adapt to changed circumstances, be dedicated, professional and polite, be calm and collected, have integrity and honesty. He/she must be accountable/reliable, be diplomatic, determined and Ethical.

**DUTIES**

: Conduct financial audit inspections and internal/external investigations, to ensure Legislative, Financial, Procedural, System and Office Administration (Road Traffic & Public Financial Act's), as well as eNaTIS Compliance at the Motor Transport Service's Registering Authorities, Vehicle Test Stations, the Provincial Help Desk, Number Plate Manufacturers, including the Manufacturer of Personalised Licence Plates. Prepare detailed reports and peruse responses in respect thereof to ensure recommendations are compiled with and provide comments, if necessary, for further follow up. Prepare documentary evidence of findings for presentation to Management, Customers, SAPS, Disciplinary Hearings, State Attorneys etc. Perform Special Investigations/Projects to investigate alleged Misconduct, in terms of the Road Traffic Legislation and System applications, in conjunction with other Law Enforcement Agencies/Bodies. Compile evidence and present/represent the Department at Disciplinary Hearings, Arbitration Hearings and the CCMA, present evidence as expert witness at Court Cases and Hearings. Facilitate in the development and implementation of the Departments' eNaTIS/Financial Fraud prevention plan.

**ENQUIRIES**

: Ms S Mtshane Tel No: (033) 395 1828

**APPLICATIONS**

: Please note applications can be hand delivered to the Office of the Department of Transport, Inkosi Mhlabunzima Maphumulo House, 172 Burger Street, Pietermaritzburg, or couriered via postal services to Recruitment & Selection Section, Human Resource Administration Directorate, Private Bag X9043, Pietermaritzburg, 3200. Applicants are encouraged to apply for posts through the KZN online e-Recruitment system at [www.kznonline.gov.za/kznjobs](http://www.kznonline.gov.za/kznjobs).

**FOR ATTENTION NOTE**

: Mr B Hornsby  
: It is the intention of this Department to consider equity targets when filling this position. The incumbent of this position will be required to travel and sleep out on a regular basis.

**POST 02/138**

**ARTISAN FOREMAN GRADE A (MECHANICAL) (X2 POSTS)**

**SALARY**

: R362 130 per annum, (OSD)

**CENTRE**

: Pietermaritzburg Region:

Mechanical, Umzimkhulu Ref No: DOT 12/2025 (X1 Post)

Mechanical, Underberg Ref No: DOT 13/2025 (X1 Post)

**REQUIREMENTS**

: An appropriate Trade Test Certificate in Earth Moving Equipment Mechanic / Construction Plant Mechanic / Diesel Mechanic / Tractor Mechanic; plus Five (5) years post qualification experience as an Artisan; plus A valid driver's licence (minimum Code C1). Knowledge, Skills and Competencies Required: Technical analysis knowledge. Technical Report writing knowledge. Knowledge of Computer Aided technical applications. Knowledge of legal compliance. Knowledge of production process and skills. Knowledge of technical consulting. Problem solving and analysis skills Decision making skills. Teamwork skills. Creativity skills. Self-management skills. Customer focus and responsiveness skills. Communication skills. Computer skills. Planning and organizing skills. The ideal candidate must be analytical, reliable, accurate, open, transparent, innovative and have integrity.

**DUTIES**

: Design: Supervise and produce designs according to client specification and within limits of production capability. Production: Produce objects with material and equipment according to job

specification and recognized 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 assure serviced and maintained equipment and / or facilities. Perform administrative and related functions: Update register of maintained and repaired faults. Obtain quotations and purchase (order) required equipment and materials. Compile and submit reports as required. Provide inputs to the operational plan. Ensure adherence to safety standards, requirements and regulations. Human and Capital Resource Management: Supervise and mentor staff. Planning of resources. Scheduling of works. Maintain and advance expertise: Continuous individual development to keep up with new technologies and procedures. Research / literature studies on technical / engineering technology to improve expertise.

**ENQUIRIES  
APPLICATIONS**

: Mr L Songca Tel No: (033) 392 6600  
 : Please note applications can be hand delivered to the Office of the Department of Transport, Inkosi Mhlabunzima Maphumulo House, 172 Burger Street, Pietermaritzburg, or couriered via postal services to Recruitment & Selection Section, Human Resource Administration Directorate, Private Bag X9043, Pietermaritzburg, 3200. Applicants are encouraged to apply for posts through the KZN online e-Recruitment system at [www.kznonline.gov.za/kznjobs](http://www.kznonline.gov.za/kznjobs).

**FOR ATTENTION  
NOTE**

: Mr B Hornsby  
 : It is the intention of this Department to consider equity targets when filling this position.

**POST 02/139**

: **ARTISAN PRODUCTION GRADE A-C (MECHANICAL) (X16 POSTS)**

**SALARY**

: Grade A: R230 898 per annum, (dependent on experience), (OSD)  
 Grade B: R270 915 per annum, (dependent on experience), (OSD)  
 Grade C: R314 751 per annum, (dependent on experience), (OSD)  
 (Salary will be determined according to post registration experience as per OSD prescripts)

**CENTRE**

: **Pietermaritzburg Region (X4 Posts):**  
 Mechanical, Ixopo Ref No: DOT 14/2025 (X1 Post)  
 Mechanical, Kokstad Ref No: DOT 15/2025 (X2 Posts)  
 Mechanical, Merrivale Ref No: DOT 16/2025 (X1 Post)  
**Durban Region (X13 Posts):**  
**Cost Centre, Port Shepstone:**  
 Signs Team (Port Shepstone South) Ref No: DOT 17/2025 (X1 Post)  
 Mechanical, Port Shepstone Ref No: DOT 18/2025 (X3 Posts)  
 Depot Team (Port Shepstone South) Ref No: DOT 19/2025 (X1 Post)  
 Concrete Team (Port Shepstone South) Ref No: DOT 20/2025 (X1 Post)  
**Cost Centre, Metro:**  
 Mechanical Workshop, Metro Ref No: DOT 21/2025 (X1 Post)  
 Auxiliary Workshop, Metro Ref No: DOT 22/2025 (X2 Posts)  
**Cost Centre, Stanger:**  
 Signs Team (Maphumulo) Ref No: DOT 23/2025 (X1 Post)  
**Regional Office, Durban:**  
 Mechanical, Durban Ref No: DOT 24/2025 (X1 Post)

**REQUIREMENTS**

: **Grade A:** No experience required. **Grade B:** At least 18 years' experience. **Grade C:** At least 34 years' experience). An appropriate Trade Test Certificate in Earth moving equipment mechanic/Construction plant mechanic/ Tractor Mechanic/Diesel mechanic; plus A valid driver's licence (minimum code C1). Knowledge, Skills and Competencies Required: Technical analysis knowledge. Technical Report writing knowledge. Knowledge of Computer Aided technical applications. Knowledge of legal compliance. Knowledge of production process and skills. Knowledge of technical consulting. Problem solving and analysis skills. Decision making skills. Teamwork skills. Creativity skills. Self – management skills. Customer focus and responsiveness skills. Communication skills. Computer skills. Planning and organizing skills. The ideal candidate must be analytical, reliable, accurate, open, transparent, innovative and have integrity.

**DUTIES**

: Design: Produce designs according to client specifications and within limits of production capability. Production: Produce objects with material and equipment according to job specification and recognized standards. Quality assurance of produced objects. Maintenance: Inspect equipment and plant for technical faults. Repair equipment and facilities according to standards. Test repaired equipment and plant against specifications. Service equipment and plant according to schedule. Quality assure serviced and maintained equipment and/or facilities. Perform administrative and related functions: Compile and submit reports. Provide inputs to the operational plan. Keep and maintain job record/register; and Supervise and mentor staff. Maintain and advance expertise: Continuous individual development to keep up with new technologies and procedures. Research/literature studies on technical /engineering technology to improve expertise.

**ENQUIRIES**

: Ms S Afrika (Durban Region) Tel No: (031) 700-2222

**APPLICATIONS**

: Mr L Songca (Pietermaritzburg Region) Tel No: (033) 392 6600  
 : Please note applications can be hand delivered to the Office of the Department of Transport, Inkosi Mhlabunzima Maphumulo House, 172 Burger Street, Pietermaritzburg, or couriered via postal services to Recruitment & Selection Section, Human Resource Administration Directorate,

Private Bag X9043, Pietermaritzburg, 3200. Applicants are encouraged to apply for posts through the KZN online e-Recruitment system at [www.kznonline.gov.za/kznjobs](http://www.kznonline.gov.za/kznjobs)

**FOR ATTENTION NOTE**

: Mr B Hornsby  
: It is the intention of this Department to consider equity targets when filling this position.

**POST 02/140**

: **ADMINISTRATIVE OFFICER: INVENTORY MANAGEMENT (STORES) REF NO: DOT 25/2025 (X1 POST)**

**SALARY CENTRE REQUIREMENTS**

: R308 154 per annum (Level 07)  
: Inkosi Mhlabunzima Maphumulo House, Pietermaritzburg  
: A Senior Certificate/ National Certificate (Vocational) NQF Level 4; plus A minimum 3 years administrative experience in inventory/ stores/ asset management environment; plus A valid driver's licence (minimum code B). Knowledge, Skills and Competencies Required: Knowledge of Public Finance Management Act, Treasury Regulations, Inventory Management, Policy and Inventory Management Framework. Knowledge of Modified Cash Standards and Accounting Manual for the Department. Knowledge of SCOA, loss control and relevant practices. Knowledge of BAS, basic accounting principles and procedures. Communication skills. Computerized financial systems skills. Strong analytical skills. Word processors and spreadsheets skills. Problem solving skills. Numeric skills. Supervisory skills. Organizing skills. Report writing skills. Presentation skills. The ideal candidate should be innovative, reliable, dependable, decisive, punctual, have initiative and be committed. He/ she must be honest and have integrity.

**DUTIES**

: Co-ordinate the Departmental Inventory Management system and processes. Provide reconciliation of BAS and Inventory Register. Co-ordinate Departmental inventory count processes. Dispose obsolete and redundant inventory items in terms of the legislative Framework. Supervise Human Resources/ Staff.

**ENQUIRIES APPLICATIONS**

: Mr N Mkhize Tel No: (033) 355 8643  
: Please note applications can be hand delivered to the Office of the Department of Transport, Inkosi Mhlabunzima Maphumulo House, 172 Burger Street, Pietermaritzburg, or couriered via postal services to Recruitment & Selection Section, Human Resource Administration Directorate, Private Bag X9043, Pietermaritzburg, 3200. Applicants are encouraged to apply for posts through the KZN online e-Recruitment system at [www.kznonline.gov.za/kznjobs](http://www.kznonline.gov.za/kznjobs)

**FOR ATTENTION NOTE**

: Mr B Hornsby  
: It is the intention of this Department to consider equity targets when filling this position.

**POST 02/141**

: **ADMINISTRATIVE OFFICER: AGENCY PROCUREMENT SUPPORT REF NO: DOT 26/2025 (X1 POST)**

**SALARY CENTRE REQUIREMENTS**

: R308 154 per annum (Level 07)  
: Motor Transport Services, Pietermaritzburg  
: A Senior Certificate / National Certificate (Vocational) NQF Level 4; plus A minimum of 3 years' experience in procurement and administration; plus A valid driver's licence (minimum code B). Knowledge, Skills and Competencies Required: Extensive knowledge of the Public Finance Management Act and its applicable policies, prescripts and practices. Extensive knowledge of Procurement Policies/Procedures, BBBEE Act and the Supply Chain Management Framework. Extensive knowledge of Treasury Regulations and relevant Provincial Practice Notes. Knowledge of Fleet Management policies. Knowledge of BAS. Extensive knowledge of relevant procurement legislation. Knowledge of inventory and supplier management. Ability to interpret and apply policy. Problem solving skills. Computer literacy (MS Word; MS Excel; MS PowerPoint; MS Outlook). Good communication skills (both Verbal and written). Supervisory skills. The ideal candidate should be to work independently, have the ability to solve problems and be able to work under pressure. He/she should also be trustworthy, friendly, accurate, be able to encourage innovation and be team orientated.

**DUTIES**

: Monitor and control the Procurement and Provisioning of goods and services for the Motor Transport Services Directorate and all Registering Authorities in KwaZulu – Natal in terms of the Supply Chain Management Framework and other relevant Procurement legislation. Monitor and control services rendered in terms of Security, Cleaning and other administrative contracts for the Motor Transport Services Directorate. Monitor the maintenance and control of Motor Transport Services pool vehicles, accident damage reports and speeding fines for official pool vehicles, as well as perform other relevant duties of Local Transport Officer for the Directorate. Process submissions for authority to purchase goods and services, as well as make recommendations for preferred Suppliers in terms of the preferential point system and in general in terms of the Supply Chain Management Framework. Manage and control the programming of incoming work as well as supervise and develop staff in terms of all applicable legislation, policies and procedures.

**ENQUIRIES APPLICATIONS**

: Mr B Ngubane Tel No: (033) 395 1898  
: Please note applications can be hand delivered to the Office of the Department of Transport, Inkosi Mhlabunzima Maphumulo House, 172 Burger Street, Pietermaritzburg, or couriered via postal services to Recruitment & Selection Section, Human Resource Administration Directorate, Private Bag X9043, Pietermaritzburg, 3200. Applicants are encouraged to apply for posts through the KZN online e-Recruitment system at [www.kznonline.gov.za/kznjobs](http://www.kznonline.gov.za/kznjobs).

**FOR ATTENTION NOTE**

: Mr B Hornsby  
: It is the intention of this Department to consider equity targets when filling this position.

**POST 02/142** : **ADMINISTRATIVE CLERK (SUPERVISOR): BUDGETARY & EXPENDITURE CONTROL REF NO: DOT 27/2025 (X2 POSTS)**

**SALARY CENTRE REQUIREMENTS** : R308 154 per annum (Level 07)  
: Motor Transport Services, Pietermaritzburg

: A Senior Certificate / National Certificate (Vocational) NQF Level 4; plus A minimum of 3 years' financial experience. Knowledge, Skills and Competencies Required: Knowledge of the Public Finance Management Act and its applicable policies, prescripts and practices. Knowledge of BAS. Working knowledge of Treasury Regulations and relevant Practice Notes. Knowledge of PERSAL. Good writing and communication skills. Ability to interpret and apply policy. Problem solving skills. Computer literacy (MS Excel and MS Word). Report writing skills. Supervisory skills.

**DUTIES:** : Formulate and maintain compliance to Financial Management Procedures and Policies as well as expenditure/Budgetary policies and procedures for MTS. Analysis and preparation of monthly and annual cash flow reports in terms of the PFMA. Co-ordinate monthly income and revenue statistics for the directorate as well as compile and co-ordinate inputs to the directorates business plan and annual reports. Analysis and cleaning of the Directorates suspense accounts on a monthly basis in terms of the PFMA. Ensure the correct application of BAS as well as NaTIS policies and procedures relating to sundry/creditor payments in the budgetary section.

**ENQUIRIES APPLICATIONS** : Ms QY Dlamini Tel No: (033) 395 1872  
: Please note applications can be hand delivered to the Office of the Department of Transport, Inkosi Mhlabunzima Maphumulo House, 172 Burger Street, Pietermaritzburg, or couriered via postal services to Recruitment & Selection Section, Human Resource Administration Directorate, Private Bag X9043, Pietermaritzburg, 3200. Applicants are encouraged to apply for posts through the KZN online e-Recruitment system at [www.kznonline.gov.za/kznjobs](http://www.kznonline.gov.za/kznjobs).

**FOR ATTENTION NOTE** : Mr B Hornsby  
: It is the intention of this Department to consider equity targets when filling this position.

**POST 02/143** : **ADMINISTRATIVE OFFICER: EPWP TECHNICAL SUPPORT SERVICES REF NO: DOT 28/2025 (X1 POST)**

**SALARY CENTRE REQUIREMENTS** : R308 154 per annum (Level 07)  
: Inkosi Mhlabunzima Maphumulo House, Pietermaritzburg (01 Post)

: A Senior Certificate / National Certificate (Vocational) NQF Level 4; plus A minimum of 3 years working experience on EPWP and Reporting System programs. Knowledge, Skills and Competencies Required: Team work skills. Data Analytical skills. Customer focus and responsiveness skills. Computer skills and a knowledge of MS Excel. Good understanding of data information. Basic literacy and numeracy skills. Organisational abilities. Administrative skills. Good communication Skills, both written and verbal. Skills in Public Service reporting procedures. Knowledge of National, Provincial and departmental policies, prescripts and practices regarding EPWP. Understanding of National Youth Services, (NYS). Understanding of Expanded Public Works Programme and Reporting System, (EPWP RS). Record keeping skills. Good customer service skills.

**DUTIES** : Co-ordinate and oversee stakeholder liaison in respect of EPWP. Communicate with relevant project supervisors of the EPWP projects/programmes. Administer the EPWP Technical support trainings and workshops and provide Secretarial services to meetings. Ensure that all LIC elements and job creation through Integrated Grant funded projects is reported on ERS.

**ENQUIRIES APPLICATIONS** : Ms N Mbanjwa Tel No: (033) 355 0597  
: Please note applications can be hand delivered to the Office of the Department of Transport, Inkosi Mhlabunzima Maphumulo House, 172 Burger Street, Pietermaritzburg, or couriered via postal services to Recruitment & Selection Section, Human Resource Administration Directorate, Private Bag X9043, Pietermaritzburg, 3200. Applicants are encouraged to apply for posts through the KZN online e-Recruitment system at [www.kznonline.gov.za/kznjobs](http://www.kznonline.gov.za/kznjobs).

**FOR ATTENTION NOTE** : Mr B Hornsby  
: It is the intention of this Department to consider equity targets when filling this position.

**POST 02/144** : **ADMINISTRATIVE CLERK (SUPERVISOR): RESEARCH AND LIAISON REF NO: DOT 29/2025 (X1 POST)**

**SALARY CENTRE REQUIREMENTS** : R308 154 per annum (level 07)  
: Inkosi Mhlabunzima Maphumulo House, Pietermaritzburg

: A Senior Certificate/National Certificate (Vocational) NQF Level 4, plus A minimum of 3 years of experience in research and data collection environment. Knowledge, Skills and Competencies Required: Knowledge of Clerical duties, practices as well as the ability to collecting capturing data. Knowledge on how to operate a computer and collect statistics. Understanding of the legislative framework governing the public Service. Knowledge of working procedure in terms of the working environment. Computer literacy. Sound organizational skills. Good people skills. Good telephone etiquette skills. Written communication skills. Self-management and motivational skills. The ideal candidate should be loyal, trustworthy, show commitment, be enthusiastic, have integrity, be professional, have self confidence and should be responsible and persuasive.

- DUTIES** : Supervise the research and liaison administration personnel within the component. Render general clerical support services. Coordination of support service for the component. Support the component with the administration of budget.
- ENQUIRIES APPLICATIONS** : Ms SN Mngomezulu Tel No: (033) 355 8609  
Please note applications can be hand delivered to the Office of the Department of Transport, Inkosi Mhlabunzima Maphumulo House, 172 Burger Street, Pietermaritzburg, or couriered via postal services to Recruitment & Selection Section, Human Resource Administration Directorate, Private Bag X9043, Pietermaritzburg, 3200. Applicants are encouraged to apply for posts through the KZN online e-Recruitment system at [www.kznonline.gov.za/kznjobs](http://www.kznonline.gov.za/kznjobs).
- FOR ATTENTION NOTE** : Mr B Hornsby  
It is the intention of this Department to consider equity targets when filling this position.
- POST 02/145** : **ADMINISTRATIVE CLERK (SUPERVISOR): HUMAN RESOURCE MANAGEMENT REF NO: DOT 30/2025 (X1 POST)**
- SALARY CENTRE REQUIREMENTS** : R308 154 per annum (Level 07)  
Cost Centre, Kwadukuza  
A Senior Certificate / National Certificate (Vocational) NQF Level 4; plus A minimum of 3 years' appropriate experience in Human Resource Management; plus A valid driver's licence (minimum code B). Knowledge, Skills and Competencies Required: Extensive knowledge and understanding of policies, practices of Public Service Regulations, PFMA, Financial Regulations and relevant Practice Notes. Knowledge of Public Service reporting procedures and structures. Knowledge of Labour Relations. Computer Literacy. Knowledge of personnel and financial delegations of authority. Knowledge of Human Resource policies and legislation. Knowledge of Personnel System. Ability to interpret and apply policies. Analytical and innovative thinking skills. Supervisory skills. Training and co-ordination skills. Innovation and creativity skills. Problem solving skills. Negotiation skills. Organizing and planning skills. Numeracy and literacy skills. Interpersonal skills. Decision making skills. Verbal and written communication skills. Creativity and customer focus skills. The ideal candidate should be committed to organizational goals have good interpersonal relations be honest and have integrity, teamwork orientated, receptive to suggestions and ideas and have leadership ability. He/she should also be able to work under pressure, be responsible, punctual, have perseverance be reliable, open and transparent, loyal and comply with code of conduct.
- DUTIES** : Supervise and undertake the more complex implementation and maintenance of Human Resource Administration practices. Supervise all Human Resource Administration enquiries from internal and external stakeholders. Supervise the process of salary administration support services. Supervise all Human Resources related to Zibambele contractors. Supervise Human Resource staff.
- ENQUIRIES APPLICATIONS** : Ms TC Khumalo Tel No: (032) 437 3800  
Please note applications can be hand delivered to the Office of the Department of Transport, Inkosi Mhlabunzima Maphumulo House, 172 Burger Street, Pietermaritzburg, or couriered via postal services to Recruitment & Selection Section, Human Resource Administration Directorate, Private Bag X9043, Pietermaritzburg, 3200. Applicants are encouraged to apply for posts through the KZN online e-Recruitment system at [www.kznonline.gov.za/kznjobs](http://www.kznonline.gov.za/kznjobs)
- FOR ATTENTION NOTE** : Mr B Hornsby  
It is the intention of this Department to consider equity targets when filling this position.
- POST 02/146** : **ADMINISTRATIVE CLERK (SUPERVISOR): COMMUNICATION AND INFORMATION REF NO: DOT 31/2025 (X1 POST)**
- SALARY CENTRE REQUIREMENTS** : R308 154 per annum (Level 07)  
Regional Office, Durban  
A Senior Certificate / National Certificate (Vocational) NQF Level 4; plus A minimum of 3 years' experience in a communication and information environment. Knowledge, Skills and Competencies Required: Knowledge of clerical duties, practices as well as the ability to capture data, operate a computer and collecting statistics. knowledge and understanding of the legislative framework governing the Public Service. Knowledge of working procedure in terms of the working environment. Job knowledge. Flexibility skills. Computer literacy. Good communication skills (both verbal and written). Interpersonal relations skills. Planning and organizing skills. Language skills. Ability to work in a team.
- DUTIES** : Supervise and render general clerical support services. Supervise and provide supply chain clerical support services within the component. Supervise and provide personnel administration clerical support services within the component. Supervise and provide financial administration support services in the component. Supervise human resources/staff.
- ENQUIRIES APPLICATIONS** : Ms SA Afrika Tel No: (031) 700 2222  
Please note applications can be hand delivered to the Office of the Department of Transport, Inkosi Mhlabunzima Maphumulo House, 172 Burger Street, Pietermaritzburg, or couriered via postal services to Recruitment & Selection Section, Human Resource Administration Directorate, Private Bag X9043, Pietermaritzburg, 3200. Applicants are encouraged to apply for posts through the KZN online e-Recruitment system at [www.kznonline.gov.za/kznjobs](http://www.kznonline.gov.za/kznjobs)
- FOR ATTENTION** : Mr B Hornsby

- NOTE** : It is the intention of this Department to consider equity targets when filling this position.
- POST 02/147** : **ADMINISTRATIVE CLERK (PRODUCTION): POLICY AND LEGISLATION: VEHICLE REGISTRATION AND LICENSING REF NO: DOT 32/2025 (X1 POST)**
- SALARY CENTRE REQUIREMENTS** : R216 417 per annum (Level 05)  
: Motor Transport Services, Pietermaritzburg  
: A Senior Certificate / National Certificate (Vocational) NQF Level 4). Knowledge, Skills and Competencies Required: Knowledge of administration procedures. Knowledge of Training and Development. Knowledge of Road Traffic Legislation. Knowledge of National Traffic Information System (NaTIS). Knowledge of Delegation of Authority pertaining to the KZN Department of Transport. Analytical skills. Ability to interpret and apply policy. Analytical thinking and spontaneity skills. Report writing and formulation skills. Ability to deal with a variety of functions without losing composure at any time. Computer Literacy. Good written and verbal communication skills. Organization/managing tasks skills. The ideal candidate should be reliable & responsible, loyal & friendly, diplomatic, have integrity and honesty, have leadership skills, team/people oriented, courteous, open minded & independent, responsible & accountable and able to work with quality and accuracy.
- DUTIES** : Co-ordinate/analyse draft, type, compile & dispatch correspondence, in respect of the application, interpretation and implementation of policy and procedures relating to the registration and licensing of motor vehicle, the registration of Manufactures, Importers and Builders and Number plate manufactures, in terms of Road Traffic Legislation and co-ordinate/prepare presentation in respect of Strategic Planning and high level forum. Provide an advisory service to all internal customers in the interpretation, application and implementation of Legislation, Policy and Procedures in relation to Road Traffic Matters and provide administration support to the Law admin and Systems Sub-Directorate Management. Draft, type and compile replies to draft, parliamentary queries, Departmental annual report and monthly MANCO and statistical report. Prepare Annual License Fee increases in comparison to other Provinces, including the preparation and checking of the complex, tables, preparation of Ministerial and Treasury approvals. Drafting, typing, liaison with language practitioners, and the submission and monitoring of the implementation of all Government Gazette Notices pertaining to the amendment and implementation of Road Traffic Legislation. Liaise with Customer, NDOT, SAPS and SABS to process and register all MIB and NMP applications and maintain an accurate register thereof.
- ENQUIRIES APPLICATIONS** : Mrs S Van Wyk Tel No: (033) 395 1808  
: Please note applications can be hand delivered to the Office of the Department of Transport, Inkosi Mhlabunzima Maphumulo House, 172 Burger Street, Pietermaritzburg, or couriered via postal services to Recruitment & Selection Section, Human Resource Administration Directorate, Private Bag X9043, Pietermaritzburg, 3200. Applicants are encouraged to apply for posts through the KZN online e-Recruitment system at [www.kznonline.gov.za/kznjobs](http://www.kznonline.gov.za/kznjobs)
- FOR ATTENTION NOTE** : Mr B Hornsby  
: It is the intention of this Department to consider equity targets when filling this position.
- POST 02/148** : **ADMINISTRATIVE CLERK (PRODUCTION): REVENUE CONTROL REF NO: DOT 33/2025 (X1 POST)**
- SALARY CENTRE REQUIREMENTS** : R216 417 per annum (Level 05)  
: Motor Transport Services, Pietermaritzburg  
: A Senior Certificate / National Certificate (Vocational) NQF Level 4). Knowledge, Skills and Competencies Required: Knowledge of applicable legislation, policy prescripts and practices such as the Public Finance. Management Act (Act 1 of 1999), the Road Traffic Management Corporation Act (Act 20 of 1999), the National Road Traffic Act (Act 93 of 1996) and relevant Treasury Regulations. Knowledge of eNaTIS relating to appropriate revenue/audit functions. Ability to interpret and apply policy. Problem solving skills. Good written and verbal communication skills. Computer literacy. The ideal candidate should be able to work independently and under pressure, be honest and reliable and willing to work as part of a team. He/ she should also have diligence and organisation skills and dedication.
- DUTIES** : Reconciliation of Provincial revenue on a daily and monthly basis. Reconciliation of RTMC levies on a daily and monthly basis for the province, for the purpose of monthly pay-over to the Road Traffic Management Corporation. Verify and update deposit slips from all Registering Authorities in the KZN Province, in respect of revenue banked on daily basis. Verify and update EFT payments received from the SA Post Office in respect of revenue banked on a daily basis. Correspond verbally and in writing with all Registering Authorities in the KZN Province in respect of revenue collection discrepancies and outstanding documents.
- ENQUIRIES APPLICATIONS** : Ms QY Dlamini Tel No: (033) 395 1872  
: Please note applications can be hand delivered to the Office of the Department of Transport, Inkosi Mhlabunzima Maphumulo House, 172 Burger Street, Pietermaritzburg, or couriered via postal services to Recruitment & Selection Section, Human Resource Administration Directorate, Private Bag X9043, Pietermaritzburg, 3200. Applicants are encouraged to apply for posts through the KZN online e-Recruitment system at [www.kznonline.gov.za/kznjobs](http://www.kznonline.gov.za/kznjobs)
- FOR ATTENTION NOTE** : Mr B Hornsby  
: It is the intention of this Department to consider equity targets when filling this position.



**POST 02/149** : **ADMINISTRATIVE CLERK (PRODUCTION): PROVINCIAL NATIS HELP DESK REF NO: DOT 34/2025 (X1 POST)**

**SALARY CENTRE REQUIREMENTS** : R216 417 per annum (Level 05)  
: Motor Transport Services, Pietermaritzburg  
: A Senior Certificate / National Certificate (Vocational) NQF Level 4). Knowledge, Skills and Competencies Required: Knowledge of National Traffic Information System (NaTIS). Knowledge of TMS. Knowledge of National Road Traffic Act (Act 93 of 1996). Knowledge of Helpdesk policies and procedures. Good written and verbal communication skills. Computer literacy. Good interpersonal skills. Good human relations skills. Ability to work systematically. The ideal candidate should be team orientated, responsible, courteous & friendly, patient, honest and reliable.

**DUTIES:** : Respond to all call centre enquiries for internal and external clients. Undertake the batching/collating process of all applications received through TMS. Undertake the verification of transactions requested on TMS and NaTIS system. Undertake the approval of transaction and capture on TMS and NaTIS system. Audit and file transaction requests on TMS and prepare filed transactions for storage.

**ENQUIRIES APPLICATIONS** : Mr M Ndwandwe Tel No: (033) 395 1822  
: Please note applications can be hand delivered to the Office of the Department of Transport, Inkosi Mhlabunzima Maphumulo House, 172 Burger Street, Pietermaritzburg, or couriered via postal services to Recruitment & Selection Section, Human Resource Administration Directorate, Private Bag X9043, Pietermaritzburg, 3200. Applicants are encouraged to apply for posts through the KZN online e-Recruitment system at [www.kznonline.gov.za/kznjobs](http://www.kznonline.gov.za/kznjobs).

**FOR ATTENTION NOTE** : Mr B Hornsby  
: It is the intention of this Department to consider equity targets when filling this position.

**POST 02/150** : **ADMINISTRATIVE CLERK (PRODUCTION): UMBILO DATA CAPTURE REF NO: DOT 35/2025 (X1 POST)**

**SALARY CENTRE REQUIREMENTS** : R216 417 per annum (Level 05)  
: Motor Licensing Bureau, Umbilo  
: A Senior Certificate / National Certificate (Vocational) NQF Level 4). Knowledge, Skills and Competencies Required: Knowledge of the following as pertaining to the Motor Licensing Bureau: eNaTIS, Road Traffic Act 93 of 1996, Public Finance. Management Act, Provincial Treasury Practice Notes, Public Service Act, Public Service Code of Conduct, Basic Condition of employment Act, Commitment Charters. Working knowledge and understanding of the legislative framework governing the Public Service. Knowledge of the Departmental vision and objectives. Knowledge of Good Governance principles, Service delivery and Batho Pele principles. Knowledge of policies and procedures and general office administration. Computer literacy. Good written and verbal communication skills. Skills in eNaTIS procedures. Ability to accurately capture data. Basic accounting skills. Problem solving and decision-making skills. Skills in the Interpretation and application of Legislation and procedures. Sound organizational and people skills. The ideal candidate should be able to commit to organizational goals, application of policies and procedures, comply with performance agreement and service delivery standards. He/she must be a innovative thinker, teamwork oriented and able to work independently show an interest in development and also be accurate, confident, punctual, courteous and have tact. He/ she should also be trustworthy, loyal, conscientious, reliable, honest, friendly, be responsible, self-motivated, diplomatic, have integrity, adhere to rules and regulations have the ability to comprehend and to work under pressure.

**DUTIES** : Render professional telephonic services in respect of Motor Vehicle enquiries. Deal with all written correspondence within the component. Render general clerical support services. Effective communication with the registering authorities and all role players in respect of the prescribe functions.

**ENQUIRIES APPLICATIONS** : Mr ZP Malinga at 063 637 7459  
: Please note applications can be hand delivered to the Office of the Department of Transport, Inkosi Mhlabunzima Maphumulo House, 172 Burger Street, Pietermaritzburg, or couriered via postal services to Recruitment & Selection Section, Human Resource Administration Directorate, Private Bag X9043, Pietermaritzburg, 3200. Applicants are encouraged to apply for posts through the KZN online e-Recruitment system at [www.kznonline.gov.za/kznjobs](http://www.kznonline.gov.za/kznjobs).

**FOR ATTENTION NOTE** : Mr B Hornsby  
: It is the intention of this Department to consider equity targets when filling this position.

**POST 02/151** : **ADMINISTRATIVE CLERK (PRODUCTION) (X7 POSTS)**

**SALARY CENTRE** : R216 417 per annum (Level 05)  
: Durban Region (X7 Posts):  
: Depot Team (Umbumbulu) Ref No: DOT 36/2025 (X1 Post)  
: Depot Team (St Hellier) Ref No: DOT 37/2025 (X1 Post)  
: Depot Team (Northdene) Ref No: DOT 38/2025 (X1 Post)  
: Depot Team (Mount Edgecombe) Ref No: DOT 39/2025 (X1 Post)

Depot Team (Isipingo) Ref No: DOT 40/2025 (X1 Post)

Depot Team (Inanda) Ref No: DOT 41/2025 (X1 Post)

Depot Team (Mandeni) Ref No: DOT 42/2025 (X1 Post)

**REQUIREMENTS**

: A Senior Certificate / National Certificate (Vocational) NQF Level 4). Knowledge, Skills and Competencies Required: Knowledge of clerical duties, practices as well as the ability to capture data, operate computer and collecting statistics. Knowledge and understanding of the legislative framework governing the Public Service. Knowledge of working procedures in terms of the working environment. Computer skills. Planning and Organisational skills. Communication skills. Good verbal and written communication skills. Language skills. The ideal candidate should have good interpersonal relations. He/she should be flexible and be able to work in a team.

**DUTIES**

: Render general clerical support services. Provide supply chain clerical support services within the component. Provide personnel administration clerical support services within the component. Provide financial administration support services in the component.

**ENQUIRIES**

: Ms TC Mthembu Tel No: (031) 469 8900

Ms TC Khumalo (Mandeni) Tel No: (032) 437 3800

**APPLICATIONS**

: Please note applications can be hand delivered to the Office of the Department of Transport, Inkosi Mhlabunzima Maphumulo House, 172 Burger Street, Pietermaritzburg, or couriered via postal services to Recruitment & Selection Section, Human Resource Administration Directorate, Private Bag X9043, Pietermaritzburg, 3200. Applicants are encouraged to apply for posts through the KZN online e-Recruitment system at [www.kznonline.gov.za/kznjobs](http://www.kznonline.gov.za/kznjobs).

**FOR ATTENTION NOTE**

: Mr B Hornsby

: It is the intention of this Department to consider equity targets when filling these positions.

**POST 02/152**

: **HUMAN RESOURCE CLERK (PRODUCTION): HUMAN RESOURCE MANAGEMENT REF NO. DOT 43/2025 (X1 POST)**

**SALARY**

: R216 417 per annum (Level 05)

**CENTRE**

: Cost Centre, Metro

**REQUIREMENTS**

: A Senior Certificate / National Certificate (Vocational) NQF Level 4). Knowledge, Skills and Competencies Required: Knowledge of PERSAL, MS Word, MS Excel, MS Access and E-mail. Knowledge of Human Resource Management policies, procedures, prescripts and regulations. Knowledge on how to keep and maintain Act. Knowledge of channels of communication. Knowledge of filing system and National Archives Act 43 of 1996. Knowledge of record management and registry procedures. Organizational, decision making and problem-solving skills. Verbal and written communication skills. Ability to interpret directives, policies and regulations. Ability to prioritize work. Computer literacy. Ability to communicate with various role players. Ability to file correctly. Ability to maintain a strict level of confidentiality. The ideal candidate should be teamwork orientated and an innovative thinker. He/she should also have initiative, be responsible and courteous.

**DUTIES**

: Provide a support and advisory service in respect of the advertising and filling of vacant posts for the Cost Centre. Provide a support service in respect of the control, custody and care of human resource records and archives. Render a support and advisory service to the Cost Centre staff in respect of general benefits and housing, leave matters, performance management and development system, rank and salary related matters and capturing of PERSAL transactions. Provide administrative support and process all documentation required for PILIR exits from service for the Cost Centre. Perform all HR duties related to Zibambele Contractors and EPWP Contractors.

**ENQUIRIES**

: Ms TC Mthembu Tel No: (031) 469 8900

**APPLICATIONS**

: Please note applications can be hand delivered to the Office of the Department of Transport, Inkosi Mhlabunzima Maphumulo House, 172 Burger Street, Pietermaritzburg, or couriered via postal services to Recruitment & Selection Section, Human Resource Administration Directorate, Private Bag X9043, Pietermaritzburg, 3200. Applicants are encouraged to apply for posts through the KZN online e-Recruitment system at [www.kznonline.gov.za/kznjobs](http://www.kznonline.gov.za/kznjobs).

**FOR ATTENTION NOTE**

: Mr B Hornsby

: It is the intention of this Department to consider equity targets when filling this position

**POST 02/153**

: **ROAD WORK FOREMAN (X9 POSTS)**

**SALARY**

: R216 417 per annum (Level 05)

**CENTRE**

: **Durban Region (X3 Posts):**

**Cost Centre: Metro:**

Zibambele Metro Ref No: DOT 44/2025 (X2 Posts)

**Cost Centre: Stanger:**

KZ292/293 Team 4 Ref No: DOT 45/2025 (X1 Post)

**Ladysmith Region (X3 Posts):**

**Cost Centre: Dundee:**

KZ245 Team 2 Ref No: DOT 46/2025 (X1 Post)

**Cost Centre: Estcourt:**

KZ232/233 Team 3 Ref No: DOT 47/2025 (X1 Post)

KZ235 Team 2 Ref No: DOT 48/2025 (X1 Post)

**Inkosi Mhlabunzima Maphumulo House, Pietermaritzburg (X3 Posts):**

<b><u>REQUIREMENTS</u></b>	: Maintenance Training Division Ref No: DOT 49/2025 (X3 Posts) : NQF Level 3 (Grade 11) / A National Certificate in Construction; plus A minimum of 3 years road work maintenance experience, plus A valid driver's licence (Minimum Code B). Knowledge, Skills and Competencies Required: Knowledge of maintenance manuals, safety regulations and the costing system. Knowledge of general procedures. Knowledge of weekly work and plant returns. Knowledge of the service delivery programme. Knowledge of departmental reporting structure including transportation committees. Knowledge of legislation/policies and procedures pertaining to Public Sector. Knowledge of disciplinary procedures. Knowledge of EPMDs. Planning and organisational skills. Ability to learn, understand and apply. Problem solving skills. Supervisory skills. Communication skills. Numeracy skills. Computer literacy. The ideal candidate should be responsible, punctual, conscientious and receptive to suggestions and ideas. He/she should be efficient have empathy, cultural awareness and also be able to comply to code of conduct and to work as part of a team.
<b><u>DUTIES</u></b>	: Support road construction and/or maintenance work through, inter alia, the following: : Construction of culvert and side drains. Erect and maintain steel guardrails and gabions. Construction of road earth and layer works. Clean and maintain roads, sidewalks and resting areas (verge maintenance). Surfacing and pothole patching. Road fencing and pipe laying. Setting of rod markings/signs. Install roads signs and barricade the work area. Supervise activities in respect of road construction and/or maintenance work through inter alia the following: : Application of safety and precautionary measures. Conduct Inspections. Exercise control over tools, supplies and other equipment. Allocate tasks and oversee work performance. Maintenance of equipment. Co-ordinate the blading program. Exercise control over traffic accommodation.
<b><u>ENQUIRIES</u></b>	: Mrs MS Hlela (Empangeni) Tel No: (035) 787 1442 : Ms N Sibiyi (Ladysmith) Tel No: (034) 312 3017/3942 : Ms SA Afrika (Durban) Tel No: (031) 700 2222
<b><u>APPLICATIONS</u></b>	: Please note applications can be hand delivered to the Office of the Department of Transport, Inkosi Mhlabunzima Maphumulo House, 172 Burger Street, Pietermaritzburg, or couriered via postal services to Recruitment & Selection Section, Human Resource Administration Directorate, Private Bag X9043, Pietermaritzburg, 3200. Applicants are encouraged to apply for posts through the KZN online e-Recruitment system at <a href="http://www.kznonline.gov.za/kznjobs">www.kznonline.gov.za/kznjobs</a>
<b><u>FOR ATTENTION NOTE</u></b>	: Mr B Hornsby : It is the intention of this Department to consider equity targets when filling these positions
<b><u>POST 02/154</u></b>	: <b><u>FINANCE CLERK (PRODUCTION) REF NO: DOT 50/2025 (X1 POST)</u></b> : Kindly note that this is a re-advertisement. Applicants who applied previously and who still wish to be considered are at liberty to re-apply.
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	: R216 417 per annum (Level 05) : Cost Centre, Kwadukuza : A Senior Certificate / National Certificate (Vocational) NQF Level 4. Knowledge, Skills and Competencies Required: Basic knowledge of financial functions, practices as well as the ability to capture data and collate financial statistics. Basic knowledge and insight of the Public Service financial legislation, procedures and Treasury Regulations (PFMA, PSA, PSR, PPPFA, Financial Manual). Basic knowledge of basic financial operating systems (BAS, etc). Computer literacy. Language skills. Good verbal and written communication skills. Basic numeracy skills. Ability to perform routine tasks. Ability to operate office equipment.
<b><u>DUTIES</u></b>	: Render Financial Accounting transactions. Perform Salary Administration support services. Perform Bookkeeping support services. Render a budget support service.
<b><u>ENQUIRIES APPLICATIONS</u></b>	: Ms TC Khumalo Tel No: (032) 437 3800 : Please note applications can be hand delivered to the Office of the Department of Transport, Inkosi Mhlabunzima Maphumulo House, 172 Burger Street, Pietermaritzburg, or couriered via postal services to Recruitment & Selection Section, Human Resource Administration Directorate, Private Bag X9043, Pietermaritzburg, 3200. Applicants are encouraged to apply for posts through the KZN online e-Recruitment system at <a href="http://www.kznonline.gov.za/kznjobs">www.kznonline.gov.za/kznjobs</a> .
<b><u>FOR ATTENTION NOTE</u></b>	: Mr B Hornsby : It is the intention of this Department to consider equity targets when filling this position.
<b><u>POST 02/155</u></b>	: <b><u>ADMINISTRATION CLERK: MOVABLE ASSETS REF NO: DOT 51/2025 (X1 POST)</u></b>
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	: R216 417 per annum (Level 05) : Inkosi Mhlabunzima Maphumulo House, Pietermaritzburg : A Senior Certificate/ National Certificate (Vocational) NQF Level 4, plus A valid driver's licence (minimum code B). Knowledge, Skills and Competencies Required: Knowledge of basic asset management duties and practices. Knowledge and understanding of basic legislative framework governing the Public Service (PFMA and Treasury Regulations). Knowledge of basic work procedures in terms of the working environment. Knowledge of basic financial operating systems (BAS and Hardcat). Basic Accounting/ Numeracy skills. Have the ability to capture data, operate computer and collecting statistics. Computer Literacy (Excel/ Access). Flexibility and teamwork skills. Good Interpersonal relations skills. Computer skills (Financial Systems). Planning and organization skills. Language skills. Good verbal and written communication skills. The ideal candidate must be highly motivated, receptive to ideas and suggestions, a high performer,

confident, accurate reliable, open, honest, creative, innovative and detail orientated. He/she must be a self-starter and team player, demonstrate willingness to learn and interest in Asset Management field, must have strong work ethic- with the sense of urgency to get the right things done and must be capable of working under deadline pressures.

**DUTIES** : Reconcile Departmental Movable Assets and BAS. Capture movements of Movable Assets into FAR. Verify the Departmental Movable Assets in terms of the Departmental Policy. Dispose obsolete and redundant Movable Assets in terms of the Departmental Policy. Render theft and losses.

**ENQUIRIES** : Mr S Tom Tel No: (033) 355 8643

**APPLICATIONS** : Please note applications can be hand delivered to the Office of the Department of Transport, Inkosi Mhlabunzima Maphumulo House, 172 Burger Street, Pietermaritzburg, or couriered via postal services to Recruitment & Selection Section, Human Resource Administration Directorate, Private Bag X9043, Pietermaritzburg, 3200. Applicants are encouraged to apply for posts through the KZN online e-Recruitment system at [www.kznonline.gov.za/kznjobs](http://www.kznonline.gov.za/kznjobs).

**FOR ATTENTION** : Mr B Hornsby  
**NOTE** : It is the intention of this Department to consider equity targets when filling this position.

**POST 02/156** : **ADMINISTRATIVE CLERK (PRODUCTION): COMMUNICATION AND INFORMATION REF NO: DOT 52/2025 (X1 POST)**

**SALARY** : R216 417 per annum (Level 05)  
**CENTRE** : Regional Office, Durban

**REQUIREMENTS** : A Senior Certificate / National Certificate (Vocational) NQF Level 4). Knowledge, Skills and Competencies Required: Knowledge of clerical duties, practices as well as the ability to capture data, operate a computer and collecting statistics. Knowledge and understanding of the legislative framework governing the Public Service. Knowledge of working procedure in terms of the working environment. Job knowledge. Flexibility skills. Computer literacy. Good communication skills (both verbal and written). Interpersonal relations skills. Planning and organizing skills. Language skills. Ability to work in a team.

**DUTIES** : Render general clerical support services. Provide supply chain clerical support services within the component. Provide personnel administration clerical support services within the component. Provide financial administration support services in the component.

**ENQUIRIES** : Ms SA Afrika Tel No: (031) 700 2222

**APPLICATIONS** : Please note applications can be hand delivered to the Office of the Department of Transport, Inkosi Mhlabunzima Maphumulo House, 172 Burger Street, Pietermaritzburg, or couriered via postal services to Recruitment & Selection Section, Human Resource Administration Directorate, Private Bag X9043, Pietermaritzburg, 3200. Applicants are encouraged to apply for posts through the KZN online e-Recruitment system at [www.kznonline.gov.za/kznjobs](http://www.kznonline.gov.za/kznjobs)

**FOR ATTENTION** : Mr B Hornsby  
**NOTE** : It is the intention of this Department to consider equity targets when filling this position.

**POST 02/157** : **ADMINISTRATIVE CLERK (PRODUCTION): OFFICE SERVICES REF NO: DOT 53/2025 (X1 POST)**

**SALARY** : R216 417 per annum (level 05)  
**CENTRE** : Regional Office, Durban

**REQUIREMENTS** : A Senior Certificate / National Certificate (Vocational) NQF Level 4). Knowledge, Skills and Competencies Required: Knowledge of clerical duties, switchboard duties, registry duties, practices as well as the ability to capture data, operate a computer and collecting statistics. Knowledge and understanding of the legislative framework governing the Public Service. Knowledge of working, storage and retrieval procedures in terms of the working environment. Understanding of the work in registry. Ability to interpret legislation/ policies. Computer skills. Interpersonal skills. Ability to work in a team. Ability to learn and apply. Planning and organisational skills. Analytical and innovative thinking skills. Problem solving skills. Verbal and written communications skills. The ideal candidate should be responsible, punctual and honest. He/she must be accurate, teamwork orientated, reliable, loyal, comply with code of conduct be neat and tidy, innovative and adhere to Batho Pele principles.

**DUTIES:** : Ensure proper utilisation of departmental fleet within the Region. Render general clerical support services. Operate office machines in relation to the registry function. Provide professional telecommunication/reception services.

**ENQUIRIES** : Ms SA Afrika Tel No: (031) 700 2222

**APPLICATIONS** : Please note applications can be hand delivered to the Office of the Department of Transport, Inkosi Mhlabunzima Maphumulo House, 172 Burger Street, Pietermaritzburg, or couriered via postal services to Recruitment & Selection Section, Human Resource Administration Directorate, Private Bag X9043, Pietermaritzburg, 3200. Applicants are encouraged to apply for posts through the KZN online e-Recruitment system at [www.kznonline.gov.za/kznjobs](http://www.kznonline.gov.za/kznjobs)

**FOR ATTENTION** : Mr B Hornsby  
**NOTE** : It is the intention of this Department to consider equity targets when filling this position.

<b><u>POST 02/158</u></b>	:	<b><u>ADMINISTRATIVE CLERK (PRODUCTION): AUXILIARY SERVICES REF NO: DOT 54/2025</u></b>
<b><u>SALARY</u></b>	:	R216 417 per annum (Level 05)
<b><u>CENTRE</u></b>	:	Cost Centre, Kwadukuza
<b><u>REQUIREMENTS:</u></b>	:	A Senior Certificate / National Certificate (Vocational) NQF Level 4). Knowledge, Skills and Competencies Required: Knowledge of registry duties, practices as well as the ability to capture data. Working knowledge and understanding of the legislative framework governing the Public Service. Knowledge of storage retrieval procedures in terms of the working environment. Good communication skills. The ideal candidate should be able to work as part of a team, have good interpersonal relations, must be punctual, reliable, flexible and able to work under pressure.
<b><u>DUTIES</u></b>	:	Provide registry counter services. Handle incoming and outgoing correspondence. Render an effective filing and record management service. Operate office machines in relation to the registry function. Process documents for archiving and / disposal.
<b><u>ENQUIRIES</u></b>	:	Ms TC Khumalo Tel No: (032) 437 3800
<b><u>APPLICATIONS</u></b>	:	Please note applications can be hand delivered to the Office of the Department of Transport, Inkosi Mhlabunzima Maphumulo House, 172 Burger Street, Pietermaritzburg, or couriered via postal services to Recruitment & Selection Section, Human Resource Administration Directorate, Private Bag X9043, Pietermaritzburg, 3200. Applicants are encouraged to apply for posts through the KZN online e-Recruitment system at <a href="http://www.kznonline.gov.za/kznjobs">www.kznonline.gov.za/kznjobs</a> .
<b><u>FOR ATTENTION</u></b>	:	Mr B Hornsby
<b><u>NOTE</u></b>	:	It is the intention of this Department to consider equity targets when filling these positions.
<b><u>POST 02/159</u></b>	:	<b><u>DRIVER / MESSENGER (X3 POSTS)</u></b>
<b><u>SALARY</u></b>	:	R183 279 per annum (Level 04)
<b><u>CENTRE</u></b>	:	<b>Empangeni Region (X1 Post):</b> Road Traffic Inspectorate, Nongoma Ref No: DOT 55/2025 (X1 Post) <b>Ladysmith Region (X2 Posts):</b> Auxiliary Services (Dundee) Ref No: DOT 56/2025 (X2 Posts)
<b><u>REQUIREMENTS</u></b>	:	Grade 10 or 7-12 - months driver/messenger experience; plus A valid driver's licence (minimum code B). Knowledge, Skills and Competencies Required: Knowledge of the procedures to operate the motor vehicle e.g. procedures to obtain trip authorities, complete the logbooks of the motor vehicle, obtain consumables (e.g. petrol) and obtain basic services (e.g. fixing a flat tyre). Knowledge of the prescripts for the correct utilisation of the motor vehicle e.g. how and for what purposes can the motor vehicle be utilised, what are the requirements for the storage of the vehicle. Knowledge of city(ies) in which the functions will be performed. Knowledge of the procedures to ensure that the motor vehicle is maintained properly. Communication skills (verbal and writing). Negotiation and problem-solving skills. Organizing and planning skills. Innovative and creative skills. Ability to interpret and apply instructions. Basic literacy skills. Openness and transparency skills. The ideal candidate should be able to work as part of a team, must have good interpersonal relations, be punctual, reliable, flexible, ability to work under pressure. She/he must also be honest, have integrity, be receptive to ideas and suggestions, trustworthy, loyal, accountable, responsible, friendly, courteous, diplomatic, open minded and independent.
<b><u>DUTIES:</u></b>	:	Drive light and medium motor vehicles to transport passengers and deliver other items (mail and/or documents). Routine maintenance on the allocated vehicle and report defects timeously. Complete all the required and prescribed records and logbook with regard to the vehicle and the goods handled. Render a clerical support/messenger service in the relevant office, this would, inter alia, entail the following; Collect and deliver documentation and related items in the Department; Copy and fax documents; Assist in the registry component as and when required.
<b><u>ENQUIRIES</u></b>	:	Mr V Chetty (Empangeni) Tel No: (033) 355 8880 Ms TP Nkosi (Ladysmith) Tel No: (036) 638 4400
<b><u>APPLICATIONS</u></b>	:	Please note applications can be hand delivered to the Office of the Department of Transport, Inkosi Mhlabunzima Maphumulo House, 172 Burger Street, Pietermaritzburg, or couriered via postal services to Recruitment & Selection Section, Human Resource Administration Directorate, Private Bag X9043, Pietermaritzburg, 3200. Applicants are encouraged to apply for posts through the KZN online e-Recruitment system at <a href="http://www.kznonline.gov.za/kznjobs">www.kznonline.gov.za/kznjobs</a> .
<b><u>FOR ATTENTION</u></b>	:	Mr B Hornsby
<b><u>NOTE</u></b>	:	It is the intention of this Department to consider equity targets when filling these positions.
<b><u>POST 02/160</u></b>	:	<b><u>DRIVER OPERATOR (EARTHMOVING AND NON-EARTHMOVING EQUIPMENT) (X110 POSTS)</u></b> Kindly note that the posts under Pietermaritzburg Region and Dweshula are a re-advertisement. Applicants who applied previously and who still wish to be considered are at liberty to re-apply.
<b><u>SALARY</u></b>	:	R155 148 per annum (Level 03)
<b><u>CENTRE</u></b>	:	<b>Ladysmith Region (X30 Posts):</b> <b>Cost Centre: Dundee:</b> Maintenance Team 2 (Mangeni) Ref No: DOT 57/2025 (X1 Post) Maintenance Team (Dundee) Ref No: DOT 58/2025 (X1 Post) Grader Team 2 (Greytown) Ref No: DOT 59/2025 (X1 Post) Grader Team 2 (Cwaka) Ref No: DOT 60/2025 (X2 Posts)

Grader Team 1 (Kranskop) Ref No: DOT 61/2025 (X1 Post)  
 Grader Team 1 (Cwaka) Ref No: DOT 62/2025 (X1 Post)  
 Flying Squad Team (Cwaka) Ref No: DOT 63/2025 (X5 Posts)  
 Betterment Team (Greytown) Ref No: DOT 64/2025 (X4 Posts)  
**Cost Centre: Estcourt:**  
 Grader Team (Weenen) Ref No: DOT 65/2025 (X1 Post)  
 Depot Team (Estcourt) Ref No: DOT 66/2025 (X1 Post)  
 Betterment Team (Estcourt/ Winterton) Ref No: DOT 67/2025 (X3 Posts)  
 Betterment Team (Bergville) Ref No: DOT 68/2025 (X4 Posts)  
 Depot Team (Emnambithi) Ref No: DOT 69/2025 (X1 Post)  
 Maintenance Team (Weenen) Ref No: DOT 70/2025 (X1 Post)  
 Grader Team (Estcourt) Ref No: DOT 71/2025 (X1 Post)  
 Grader Team 2 (Emnambithi) Ref No: DOT 72/2025 (X1 Post)  
 Grader Team 1 (Emnambithi) Ref No: DOT 73/2025 (X1 Post)  
**Durban Region (X58 Posts):**  
**Cost Centre: Metro:**  
 Vegetation Team (St Helier) Ref No: DOT 74/2025 (X1 Post)  
 Procurement and Provisioning (Metro) Ref No: DOT 75/2025 (X4 Posts)  
 Periodic Maintenance Gravel Team (Northdene) Ref No: DOT 76/2025 (X2 Posts)  
 Maintenance Team 2 (St Helier) Ref No: DOT 77/2025 (X1 Post)  
 Maintenance Team (Umbumbulu) Ref No: DOT 78/2025 (X1 Post)  
 Maintenance Team (Inanda) Ref No: DOT 79/2025 (X1 Post)  
 Grader Team (St Helier) Ref No: DOT 80/2025 (X2 Posts)  
 Drainage Team (Northdene) Ref No: DOT 81/2025 (X1 Post)  
 Concrete Team (St Helier) Ref No: DOT 82/2025 (X1 Post)  
 Blacktop Team (St Helier) Ref No: DOT 83/2025 (X1 Post)  
**Cost Centre: Port Shepstone**  
 Signs Team (Umzinto) Ref No: DOT 84/2025 (X1 Post)  
 Maintenance Team 2 (Morrison's Post) Ref No: DOT 85/2025 (X1 Post)  
 Maintenance Team 1 (Morrison's Post) Ref No: DOT 86/2025 (X1 Post)  
 Maintenance Team (Dweshula) Ref No: DOT 87/2025 (X1 Post)  
 Grader Team 3 (Morrison's Post) Ref No: DOT 88/2025 (X1 Post)  
 Grader Team 2 (Morrison's Post) Ref No: DOT 89/2025 (X1 Post)  
 Grader Team 2 (Dweshula) Ref No: DOT 90/2025 (X1 Post)  
 Grader Team 1 (Morrison's Post) Ref No: DOT 91/2025 (X1 Post)  
 Grader Team 1 (Harding) Ref No: DOT 92/2025 (X1 Post)  
 Grader Team 1 (Dweshula) Ref No: DOT 93/2025 (X1 Post)  
 Grader Team 1 (Dududu) Ref No: DOT 94/2025 (X1 Post)  
 Grader Team (Port Shepstone South) Ref No: DOT 95/2025 (X6 Posts)  
 Depot Team (Umzinto) Ref No: DOT 96/2025 (X1 Post)  
 Depot Team (Harding) Ref No: DOT 97/2025 (X1 Post)  
 Concrete Team (Umzinto) Ref No: DOT 98/2025 (X1 Post)  
 Blacktop Team (Paddock) Ref No: DOT 99/2025 (X1 Post)  
 Depot Team (Port Shepstone South) Ref No: DOT 100/2025 (X2 Posts)  
 Drainage Team (Port Shepstone) Ref No: DOT 101/2025 (X3 Posts)  
**Cost Centre: Stanger:**  
 Periodic Maintenance Gravel Team (Maphumulo) Ref No: DOT 102/2025 (X8 Posts)  
 Maintenance Team (Ndwedwe) Ref No: DOT 103/2025 (X1 Post)  
 Maintenance Team 2 (Ndwedwe) Ref No: DOT 104/2025 (X1 Post)  
 Maintenance Team (Mhlali) Ref No: DOT 105/2025 (X1 Post)  
 Maintenance Team (Maphumulo) Ref No: DOT 106/2025 (X1 Post)  
 Maintenance Team (Mandeni) Ref No: DOT 107/2025 (X1 Post)  
 Grader Team 1 (Ndwedwe) Ref No: DOT 108/2025 (X1 Post)  
 Grader Team (Mbozambo) Ref No: DOT 109/2025 (X1 Post)  
 Blacktop Team 2 (Mhlali) Ref No: DOT 110/2025 (X1 Post)  
 Blacktop Team (Mbozambo) Ref No: DOT 111/2025 (X1 Post)  
 Blacktop Team (Maphumulo) Ref No: DOT 112/2025 (X1 Post)  
**Pietermaritzburg Region (X5 Posts):**  
**Cost Centre: Pietermaritzburg:**  
 Grader Team (Cedara) Ref No: DOT 113/2025 (X1 Post)  
 Grader Team 2 (New Hanover) Ref No: DOT 114/2025 (X1 Post)  
**Cost Centre: Ixopo:**  
 Grader Team (Umzimkhulu) Ref No: DOT 115/2025 (X1 Post)  
 Blacktop Team (Cedarville) Ref No: DOT 116/2025 (X2 Posts)  
**Inkosi Mhlabunzima Maphumulo House, Pietermaritzburg (X1 Post)**  
 Pavement Performance Monitoring Division (T2) Ref No: DOT 117/2025 (X1 Post)  
**Empangeni Region (X16 Posts):**  
**Cost Centre: Eshowe:**  
 Signs Team (Eshowe) Ref No: DOT 118/2025 (X1 Post)  
 Maintenance Team (Eshowe) Ref No: DOT 119/2025 (X1 Post)  
 Grader Team 2 (Eshowe) Ref No: DOT 120/2025 (X1 Post)

Grader Team 1 (Melmoth) Ref No: DOT 121/2025 (X1 Post)  
Betterment Team (Eshowe) Ref No: DOT 122/2023 (X2 Posts)  
Grader Team 1 (Upper Enseleni) Ref No: DOT 123/2025 (X1 Post)  
Betterment Team Empangeni Ref No: DOT 124/2025 (X1 Post)  
Maintenance Team 2 (Upper Enseleni) Ref No: DOT 125/2025 (X1 Post)

**Cost Centre: Hluhluwe:**

Grader Team 1 (Mkuze) Ref No: DOT 126/2025 (X1 Post)  
Maintenance Team (Uphande) Ref No: DOT 127/2025 (X1 Post)  
Grade Team 1 (Ntabayengwe) Ref No: DOT 128/2025 (X1 Post)  
Grader Team (Jozini) Ref No: DOT 129/2025 (X1 Post)  
Betterment Team (Hluhluwe) Ref No: DOT 130/2025 (X3 Posts)

**REQUIREMENTS**

: Grade 10 certificate (NQF level 2); plus a Driver's Licence Code EC with PrDP and Operating Certificate / Departmental Competency Pink card for specialised equipment; plus Five (5) years' driving and operating specialized equipment experience. Knowledge, Skills and Competencies Required: Communication skills. Ability to read and write. Good eyesight. Teamwork. Skills in the operation of the equipment. Physical inspection of vehicles and the ability to interpret instructions for proper use of all controls for safe operation of vehicles. Interpret and follow operating manuals, maintenance manuals and service charts.

**DUTIES**

: Perform activities in respect of operation through inter alia the following: Operating specialized equipment; Load and offload goods/ equipment; Inspection and maintenance of equipment and report defects; Keep log sheets of vehicles and machineries; Application of safety and precautionary measures; Cleaning and lubrication of machinery equipment; Grading of gravel roads and re-raveling/ shoulder maintenance. Render driving services, perform activities in respect of operation through inter alia the following: Transportation of work teams and materials / equipment; Detect and repair minor mechanical problems on the vehicles and take steps to have it repaired (check level and condition of oil, fuel, tyres and water); Inspection of the vehicle/ equipment and report defects; Complete vehicle logbook, trip authorization for the vehicle.

**ENQUIRIES**

: Ms TP Nkosi (Ladysmith) Tel No: (036) 638 4400  
Ms SA Afrika (Durban) Tel No: (031) 700 2222  
Ms G Hlabisa (Pietermaritzburg) Tel No: (033) 392 6600  
Ms S Mngomezulu (Head Office) Tel No: (033) 355 8609  
Mrs MS Hlela (Empangeni) Tel No: (035) 787 1442

**APPLICATIONS**

: Please note applications can be hand delivered to the Office of the Department of Transport, Inkosi Mhlabunzima Maphumulo House, 172 Burger Street, Pietermaritzburg, or couriered via postal services to Recruitment & Selection Section, Human Resource Administration Directorate, Private Bag X9043, Pietermaritzburg, 3200. Applicants are encouraged to apply for posts through the KZN online e-Recruitment system at [www.kznonline.gov.za/kznjobs](http://www.kznonline.gov.za/kznjobs).

**FOR ATTENTION NOTE**

: Mr B Hornsby  
: It is the intention of this Department to consider equity targets when filling these positions.

**POST 02/161**

**ROAD WORKER (X215 POSTS)**

**SALARY CENTRE**

: R155 148 per annum (Level 03)  
: **Ladysmith Region (X34 Posts):**  
: **Cost Centre, Dundee:**

Signs Team (Dundee) Ref No: DOT 131/2025 (X5 Posts)  
Maintenance Team 2 (Mangeni) Ref No: DOT 132/2025 (X3 Posts)  
Maintenance Team (Mangeni) Ref No: DOT 133/2025 (X1 Post)  
Maintenance Team (Helpmekaar) Ref No: DOT 134/2025 (X3 Posts)  
Maintenance Team (Dundee) Ref No: DOT 135/2025 (X8 Posts)  
Grader Team 2 (Greytown) Ref No: DOT 136/2025 (X1 Post)  
Grader Team 2 (Dundee) Ref No: DOT 137/2025 (X1 Post)  
Grader Team 2 (Cwaka) Ref No: DOT 138/2025 (X1 Post)  
Grader Team 1 (Mangeni) Ref No: DOT 139/2025 (X1 Post)  
Grader Team 1 (Dundee) Ref No: DOT 140/2025 (X1 Post)  
Grader Team 1 (Cwaka) Ref No: DOT 141/2025 (X1 Post)  
Grader Team (Helpmekaar) Ref No: DOT 142/2025 (X1 Post)  
Depot Team (Dundee) Ref No: DOT 143/2025 (X2 Posts)  
Betterment Team (Dundee) Ref No: DOT 144/2025 (X2 Posts)  
Betterment Team (Greytown) Ref No: DOT 145/2025 (X2 Posts)  
Blacktop Team (Dundee) Ref No: DOT 146/2025 (X3 Posts)

**Cost Centre, Estcourt:**

Signs Team (Estcourt) Ref No: DOT 147/2025 (X1 Post)  
Maintenance Team (Piscach) Ref No: DOT 148/2025 (X2 Posts)  
Maintenance Team (Mbabazane) Ref No: DOT 149/2025 (X1 Post)  
Depot Team (Emnambithi) Ref No: DOT 150/2025 (X1 Post)

**Durban Region (X155 Posts):**

**Cost Centre, Port Shepstone:**

Signs Team (Umzinto) Ref No: DOT 151/2025 (X6 Posts)  
Signs Team (Port Shepstone South) Ref No: DOT 152/2025 (X2 Posts)  
Signs Team (Port Shepstone, North) Ref No: DOT 153/2025 (X4 Posts)

Service Wagon Team (Vulamehlo) Ref No: DOT 154/2025 (X2 Posts)  
 Service Wagon Team (Umzumbe) Ref No: DOT 155/2025 (X1 Post)  
 Mechanical Workshop, Port Shepstone Ref No: DOT 156/2025 (X1 Post)  
 Materials Testing (Port Shepstone) Ref No: DOT 157/2025 (X2 Posts)  
 Maintenance Team (Dududu) Ref No: DOT 158/2025 (X8 Posts)  
 Maintenance Team 2 (Morrisons Post) Ref No: DOT 159/2025 (X8 Posts)  
 Maintenance Team 1 (Morrisons Post) Ref No: DOT 160/2025 (X1 Post)  
 Maintenance Team (Port Shepstone, South) Ref No: DOT 161/2025 (X5 Posts)  
 Maintenance Team (Paddock) Ref No: DOT 162/2025 (X1 Posts)  
 Maintenance Team (Umfume) Ref No: DOT 163/2025 (X4 Posts)  
 Maintenance Team (Dweshula) Ref No: DOT 164/2025 (X8 Posts)  
 Maintenance Team 1 (Harding) Ref No: DOT 165/2025 (X3 Posts)  
 Maintenance Team (Port Shepstone North) Ref No: DOT 166/2025 (X4 Posts)  
 Grader Team 3 (Morrisons Post) Ref No: DOT 167/2025 (X1 Post)  
 Grader Team 3 (Harding) Ref No: DOT 168/2025 (X1 Post)  
 Grader Team 2 (Harding) Ref No: DOT 169/2025 (X1 Post)  
 Grader Team 2 (Dweshula) Ref No: DOT 170/2025 (X1 Post)  
 Grader Team 1 (Harding) Ref No: DOT 171/2025 (X1 Post)  
 Grader Team 1 (Dududu) Ref No: DOT 172/2025 (X1 Post)  
 Grader Team (Mfume) Ref No: DOT 173/2025 (X1 Post)  
 Concrete Team (Umzinto) Ref No: DOT 174/2025 (X6 Posts)  
 Blacktop Team (Paddock) Ref No: DOT 175/2025 (X3 Posts)  
 Blacktop Team (Harding) Ref No: DOT 176/2025 (X7 Posts)  
**Cost Centre, Metro:**  
 Maintenance Team (Inanda) Ref No: DOT 177/2025 (X3 Posts)  
 Ground Maintenance Team 2 (Merebank) Ref No: DOT 178/2025 (X5 Posts)  
 Ground Maintenance Team 1 (Merebank) Ref No: DOT 179/2025 (X4 Posts)  
 Grader Team (St Helier) Ref No: DOT 180/2025 (X1 Post)  
 Drainage Team (Northdene) Ref No: DOT 181/2025 (X3 Posts)  
 Concrete Team (Umbumbulu) Ref No: DOT 182/2025 (X2 Posts)  
 Concrete Team (St Helier) Ref No: DOT 183/2025 (X2 Posts)  
 Vegetation Team (St Helier) Ref No: DOT 184/2025 (X1 Post)  
 Signs Team 1 (Merebank) Ref No: DOT 185/2025 (X2 Posts)  
 Procurement & Provisioning (Metro) Ref No: DOT 186/2025 (X3 Posts)  
 Mechanical Workshop Metro Ref No: DOT 187/2025 (X2 Posts)  
 Maintenance Team 2 (St Helier) Ref No: DOT 188/2025 (X5 Posts)  
 Maintenance Team 1 (St Helier) Ref No: DOT 189/2025 (X4 Posts)  
 Maintenance Team (Umbumbulu) Ref No: DOT 190/2025 (X1 Post)  
 Blacktop Team (Isipingo) Ref No: DOT 191/2025 (X2 Posts)  
**Cost Centre, Stanger:**  
 Periodic Maintenance Gravel Team (Maphumulo) Ref No: DOT 192/2025 (X1 Post)  
 Mechanical Workshop (Stanger) Ref No: DOT 193/2025 (X1 Post)  
 Maintenance Team (Ndwedwe) Ref No: DOT 194/2025 (X13 Posts)  
 Maintenance Team (Mhlali) Ref No: DOT 195/2025 (X2 Posts)  
 Maintenance Team (Mbozambo) Ref No: DOT 196/2025 (X1 Post)  
 Maintenance Team (Maphumulo) Ref No: DOT 197/2025 (X3 Posts)  
 Grader Team (Mandeni) Ref No: DOT 198/2025 (X7 Posts)  
 Grader Team 2 (Ndwedwe) Ref No: DOT 199/2025 (X1 Post)  
 Grader Team 1 (Ndwedwe) Ref No: DOT 200/2025 (X1 Post)  
 Grader Team 1 (Maphumulo) Ref No: DOT 201/2025 (X1 Post)  
 Blacktop Team 2 (Mhlali) Ref No: DOT 202/2025 (X7 Posts)  
 Blacktop Team 1 (Mhlali) Ref No: DOT 203/2025 (X2 Posts)  
 Blacktop Team (Mbozambo) (Ref. No. DOT 204/2025 (X8 Posts)  
 Blacktop Team (Mandeni) Ref No: DOT 205/2025 (X8 Posts)  
 Blacktop Team (Maphumulo) Ref No: DOT 206/2025 (X7 Posts)  
 Auxiliary Services (Stanger) Ref No: DOT 207/2025 (X1 Post)  
**Empangeni Region (X1 Post):**  
**Cost Centre, Hluhluwe:**  
 Signs Team (Hluhluwe) Ref No: DOT 208/2025 (X1 Post)  
**Pietermaritzburg Region (X23 Posts):**  
**Cost Centre, Pietermaritzburg:**  
 Depot Team (Camperdown) Ref No: DOT 209/2025 (X2 Posts)  
 Grader Team 2 (New Hanover) Ref No: DOT 210/2025 (X1 Post)  
 Maintenance Team (Nottingham Road) Ref No: DOT 211/2025 (X6 Posts)  
 Flat Crane Truck Team (Pietermaritzburg) Ref No: DOT 212/2025 (X1 Post)  
 Signs Team (Pietermaritzburg) Ref No: DOT 213/2025 (X2 Posts)  
 Grader Team 2 (Nagle Dam) Ref No: DOT 214/2025 (X1 Post)  
 Service Wagon Team (Eston) Ref No: DOT 215/2025 (X1 Post)  
 Betterment Team (Pietermaritzburg) Ref No: DOT 216/2025 (X2 Posts)  
 Service Wagon Team 1 (Cedara) Ref No: DOT 217/2025 (X1 Post)  
 Service Wagon Team 2 (Cedara) Ref No: DOT 218/2025 (X1 Post)



Maintenance Team (Impendle) Ref No: DOT 219/2025 (X2 Posts)  
Betterment Team (Nottingham Road) Ref No: DOT 220/2025 (X1 Post)  
Drainage/Betterment Team (Impendle) Ref No: DOT 221/2025 (X1 Post)  
Procurement & Provisioning (Pietermaritzburg) (Ref. No. DOT 222/2025 (X1 Post)  
NQF Level 1 or 2 (Abet level 2 certificate or equivalent). Knowledge, Skills and Competencies  
Required: Job knowledge. Communication skills. Interpersonal relation skills. Flexibility.  
Teamwork. Accuracy. Skills in the aptitude of figures. Computer literacy. Planning and organising  
skills. Good verbal and written communication skills.

**REQUIREMENTS**

:

**DUTIES**

:

Perform routine activities in respect of road maintenance and/or construction through inter alia  
the following: Construction of culvert and side drains. Erect and maintain steel guardrails and  
gabions. Construction of road earth and layer works. Clean and maintain roads, sidewalks and  
resting areas. Surfacing and porthole patching. Read fencing and pipe laying. Setting of road  
markings and studs. Install road signs, distance markers, and barricade the work area. Crushing  
of road material. Brush clearing and grass cutting.

**ENQUIRIES**

:

Ms TP Nkosi (Ladysmith) Tel No: (036) 638 4400  
Ms SA Afrika (Durban) Tel No: (031) 700 2222  
Mrs MS Hlela (Empangeni) Tel No: (035) 787 1442  
Ms G Hlabisa (Pietermaritzburg) Tel No: (033) 392 6600

**APPLICATIONS**

:

Please note applications can be hand delivered to the Office of the Department of Transport,  
Inkosi Mhlabunzima Maphumulo House, 172 Burger Street, Pietermaritzburg, or couriered via  
postal services to Recruitment & Selection Section, Human Resource Administration Directorate,  
Private Bag X9043, Pietermaritzburg, 3200. Applicants are encouraged to apply for posts through  
the KZN online e-Recruitment system at [www.kznonline.gov.za/kznjobs](http://www.kznonline.gov.za/kznjobs).

**FOR ATTENTION**

:

Mr B Hornsby

**NOTE**

:

It is the intention of this Department to consider equity targets when filling these positions.

**POST 02/162**

:

**TRADESMAN AID (X49 POSTS)**

**SALARY  
CENTRE**

:  
:

R155 148 per annum (Level 03)  
**Durban Region (X36 Posts):**

**Cost Centre, Metro:**

Signs Team 2 (Merebank) Ref No: DOT 223/2025 (X1 Post)  
Signs Team 1 (Merebank) Ref No: DOT 224/2025 (X1 Post)  
Mechanical Workshop Metro Ref No: DOT 225/2025 (X6 Posts)  
Concrete Team (Umbumbulu) Ref No: DOT 226/2025 (X1 Post)  
Concrete Team (St Helier) Ref No: DOT 227/2025 (X1 Post)  
Concrete Team (Metro) Ref No: DOT 228/2025 (X1 Post)  
Concrete Team (Isipingo) Ref No: DOT 229/2025 (X1 Post)

**Cost Centre, Port Shepstone:**

Signs Team (Port Shepstone South) Ref No: DOT 230/2025 (X1 Post)  
Signs Team (Port Shepstone North) Ref No: DOT 231/2025 (X1 Post)  
Material Testing (Port Shepstone) Ref No: DOT 232/2025 (X3 Posts)  
Ground Survey (Port Shepstone) Ref No: DOT 233/2025 (X4 Posts)  
Depot Team (Port Shepstone South) Ref No: DOT 234/2025 (X2 Posts)  
Concrete Team (Umzinto) Ref No: DOT 235/2025 (X1 Post)  
Concrete Team (Port Shepstone South) Ref No: DOT 236/2025 (X1 Post)

**Cost Centre, Stanger:**

Mechanical Stanger Ref No: DOT 237/2025 (X1 Post)  
Material Testing (Stanger) Ref No: DOT 238/2025 (X4 Posts)  
Ground Survey (Stanger) Ref No: DOT 239/2025 (X4 Posts)

**Regional Office, Durban:**

Ground Survey Ref No: DOT 240/2025 (X1 Post)  
Material Testing and Control Ref No: DOT 241/2025 (X1 Post)

**Ladysmith Region (X9 Posts):**

**Cost Centre Dundee:**

Material Testing (Dundee) Ref No: DOT 242/2025 (X4 Posts)  
Maintenance Team (Kranskop) Ref No: DOT 243/2025 (X1 Post)  
Ground Survey (Dundee) Ref No: DOT 244/2025 (X1 Post)

**Cost Centre, Estcourt:**

Ground Survey (Estcourt) Ref No: DOT 245/2025 (X1 Post)  
Depot Team (Bergville) Ref No: DOT 246/2025 (X1 Post)  
Material Testing (Estcourt) Ref No: DOT 247/2025 (X1 Post)

**Inkosi Mhlabunzima Maphumulo House, Pietermaritzburg (X3 Posts):**

Materials Testing Division Ref No: DOT 248/2025 (X1 Post)  
Pavement Performance Monitoring Ref No: DOT 249/2025 (X2 Posts)

**Empangeni Region (X1 Post)**

Mechanical (Pongola) Cost Centre Vryheid Ref No: DOT 250/2025 (X1 Post)

**REQUIREMENTS**

:

Grade 10 / Junior Certificate; plus A minimum of 6 months trade related experience. Knowledge,  
Skills and Competencies Required: Ability to use electrical and hand tools. Good interpersonal,  
communication and organizational skills. Ability to work independently.

<b><u>DUTIES</u></b>	:	Provide assistance in the maintenance of facilities, vehicles and equipment. Repair, clean, service and safe keeping of equipment and tools according to standards.
<b><u>ENQUIRIES</u></b>	:	Ms TP Nkosi (Ladysmith) Tel No: (036) -638 4400 Ms SA Afrika (Durban) Tel No: (031) 700 2222 Ms S Mngomezulu(Head Office) Tel No: (033) 355 8609 Mrs S Hlela (Empangeni) Tel No: (035) 787 1442
<b><u>APPLICATIONS</u></b>	:	Please note applications can be hand delivered to the Office of the Department of Transport, Inkosi Mhlabunzima Maphumulo House, 172 Burger Street, Pietermaritzburg, or couriered via postal services to Recruitment & Selection Section, Human Resource Administration Directorate, Private Bag X9043, Pietermaritzburg, 3200. Applicants are encouraged to apply for posts through the KZN online e-Recruitment system at <a href="http://www.kznonline.gov.za/kznjobs">www.kznonline.gov.za/kznjobs</a> .
<b><u>FOR ATTENTION NOTE</u></b>	:	Mr B Hornsby It is the intention of this Department to consider equity targets when filling these positions.
<b><u>POST 02/163</u></b>	:	<b><u>FOOD SERVICES AID (X2 POSTS)</u></b>
<b><u>SALARY CENTRE</u></b>	:	R131 265 per annum (Level 02) <b>Empangeni Region (X1 Post):</b> Road Traffic Inspectorate, Vryheid Ref No: DOT 251/2025 (X1 Post) <b>Durban Region (X1 Post):</b> Auxiliary Services (Metro) Ref No: DOT 252/2025 (X1 Post)
<b><u>REQUIREMENTS</u></b>	:	Grade 8/ ABET. Knowledge, Skills and Competencies Required: Knowledge of electric appliances. Knowledge of safety procedures. Knowledge of Practice Notes. Knowledge of planning, organising, co-ordinating and training. Knowledge of Policies and procedures. Innovation and creativity skills. Problem solving and negotiation skills. Motivating and organising skills. Numeracy skills. Radio procedures. The ideal candidate should be a team player, honest reliable, innovative and flexible. He/she should have good interpersonal relations and adhere to Batho Pele principles.
<b><u>DUTIES</u></b>	:	Make tea/ coffee. Inventory of cutlery and crockery. Fill water bottles. Wash dishes and floor. Assist in keeping offices clean.
<b><u>ENQUIRIES</u></b>	:	Mr V Chetty (Empangeni) Tel No: (033) 355 8880 Ms S Africa (Durban) Tel No: (031) 700 2222
<b><u>APPLICATIONS</u></b>	:	Please note applications can be hand delivered to the Office of the Department of Transport, Inkosi Mhlabunzima Maphumulo House, 172 Burger Street, Pietermaritzburg, or couriered via postal services to Recruitment & Selection Section, Human Resource Administration Directorate, Private Bag X9043, Pietermaritzburg, 3200. Applicants are encouraged to apply for posts through the KZN online e-Recruitment system at <a href="http://www.kznonline.gov.za/kznjobs">www.kznonline.gov.za/kznjobs</a> .
<b><u>FOR ATTENTION NOTE</u></b>	:	Mr B Hornsby It is the intention of this Department to consider equity targets when filling these positions
<b><u>POST 02/164</u></b>	:	<b><u>CLEANER (X11 POSTS)</u></b>
<b><u>SALARY CENTRE</u></b>	:	R131 265 per annum (Level 02) <b>Durban Region (X10 Posts):</b> <b>Cost Centre: Stanger:</b> Mechanical Stanger Ref No: DOT 253/2025 (X1 Post) Depot Team (Ndwedwe) Ref No: DOT 254/2025 (X1 Post) Depot Team (Mandeni) Ref No: DOT 255/2025 (X1 Post) <b>Cost Centre: Port Shepstone:</b> Mechanical Port Shepstone Ref No: DOT 256/2025 (X1 Post) Depot Team (Port Shepstone South) Ref No: DOT 257/2025 (X2 Posts) Depot Team (Morrison's Post) Ref No: DOT 258/2025 (X1 Post) <b>Cost Centre: Metro</b> Depot Team (Umbumbulu) Ref No: DOT 259/2025 (X1 Post) Depot Team (St Helier) Ref No: DOT 260/2025 (X1 Post) Depot Team (Northdene) Ref No: DOT 261/2025 (X1 Post) <b>Empangeni Region (X1 Post):</b> <b>Cost Centre: Eshowe:</b> Depot Team (Inkandla) Ref No: DOT 262/2025 (X1 Post)
<b><u>REQUIREMENTS</u></b>	:	AET Level 4 / Grade 9. Knowledge, Skills and Competencies Required: Knowledge of cleaning procedures. Knowledge of refreshment provision. Knowledge of safety requirements attached to the duties of the post. Knowledge of service delivery programs. Knowledge of operating appliances. Ability to interpret and act on instructions. Ability to perform routine tasks. Ability to operate domestic appliances. Basic literacy and numeracy skills. The ideal candidate should be reliable, responsible, receptive to suggestions and ideas, polite and believe in honesty and integrity.
<b><u>DUTIES</u></b>	:	Preparing, serving tea & washing up after tea breaks. Vacuum/ sweep offices, empty and clean appliances. Clean toilets, lecture room block, windows and glass door. Mopping floors, wipe /dust walls & surfaces, empty rubbish bins. Polish floor.
<b><u>ENQUIRIES</u></b>	:	Ms SA Afrika (Durban) Tel No: (031) 700 2222 Mrs MS Hlela (Empangeni) Tel No: (035) 787 1442

**APPLICATIONS** : Please note applications can be hand delivered to the Office of the Department of Transport, Inkosi Mhlabunzima Maphumulo House, 172 Burger Street, Pietermaritzburg, or couriered via postal services to Recruitment & Selection Section, Human Resource Administration Directorate, Private Bag X9043, Pietermaritzburg, 3200. Applicants are encouraged to apply for posts through the KZN online e-Recruitment system at [www.kznonline.gov.za/kznjobs](http://www.kznonline.gov.za/kznjobs).

**FOR ATTENTION NOTE** : Mr B Hornsby  
: It is the intention of this Department to consider equity targets when filling these positions.

**POST 02/165** : **GROUNDSMAN (X12 POSTS)**

**SALARY CENTRE** : R131 265 per annum (Level 02)  
: **Durban Region (X10 Posts):**  
Administrative Support (MLB Umbilo) Ref No: DOT 263/2025 (X1 Post)  
**Cost Centre: Stanger:**  
Depot Team (Mandeni) Ref No: DOT 264/2025 (X1 Post)  
Auxiliary Services (Stanger) Ref No: DOT 265/2025 (X1 Post)  
**Cost Centre: Metro:**  
Depot Team (Northdene) Ref No: DOT 266/2025 (X1 Post)  
Depot Team (Inanda) Ref No: DOT 267/2025 (X1 Post)  
Depot Team (Umbumbulu) Ref No: DOT 268/2025 (X1 Post)  
Auxiliary Services (Metro) Ref No: DOT 269/2025 (X1 Post)  
**Cost Centre: Port Shepstone:**  
Depot Team (Harding) Ref No: DOT 270/2025  
Depot Team (South) Ref No: DOT 271/2025  
Depot Team (Umzinto) Ref No: DOT 272/2025  
**Ladysmith Region: (X1 Post):**  
**Cost Centre: Dundee:**  
Depot Team (Dundee) Ref No: DOT 273/2025 (X1 Post)  
**Empangeni Region (X1 Post):**  
**Cost Centre: Ulundi:**  
Administration Support Nongoma Ref No: DOT 274/2025 (X1 Post)

**REQUIREMENTS** : AET Level 4 / Grade 9. Knowledge, Skills and Competencies Required: Knowledge of plants and gardening techniques. Knowledge of health and safety rules and regulations. Ability to handle a range of horticultural machinery, powered hand tools and appliances. Good communication skills, both written and verbal. Basic literacy and numeracy skills. Friendly personality with excellent interpersonal skills. The ideal candidate should be punctual, reliable, responsible, teamwork orientated, honest and have integrity.

**DUTIES** : Maintain premises and surroundings: -Clean premises and surroundings. Empty dirt bins. Maintain the garden: - Watering the garden. Prune and trim flowers and trees. Mow the grass. Remove weeds and garden refuse. Apply insecticides. Cultivate the soil for trees and flowers. Maintain gardening equipment and tools: - Detect and report malfunctioning of garden equipment and tools. Repair minor defects of gardening equipment and tools.

**ENQUIRIES** : Ms SA Afrika (Durban) Tel No: (031)700 2222  
Ms TP Nkosi (Ladysmith) Tel No: (036 )638 4400  
Mrs MS Hlela (Empangeni) Tel No: (035) 787 1442

**APPLICATIONS** : Please note applications can be hand delivered to the Office of the Department of Transport, Inkosi Mhlabunzima Maphumulo House, 172 Burger Street, Pietermaritzburg, or couriered via postal services to Recruitment & Selection Section, Human Resource Administration Directorate, Private Bag X9043, Pietermaritzburg, 3200. Applicants are encouraged to apply for posts through the KZN online e-Recruitment system at [www.kznonline.gov.za/kznjobs](http://www.kznonline.gov.za/kznjobs).

**FOR ATTENTION NOTE** : Mr B Hornsby  
: It is the intention of this Department to consider equity targets when filling these positions.

#### **DEPARTMENT OF TREASURY**

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

**APPLICATIONS** : KwaZulu-Natal Provincial Treasury, P O Box 3613, Pietermaritzburg, 3200 or 145 Chief Albert Luthuli Road Pietermaritzburg 3200. Applications can also be submitted via the e-services system, please assess this site ([eservices.gov.za](http://eservices.gov.za)).

**FOR ATTENTION CLOSING DATE** : Ms N Cele  
: 31 January 2025

**NOTE** : The new Z83 form must be used effective 1<sup>st</sup> January 2021 and can be downloaded at [www.dpsa.gov.za-vacancies](http://www.dpsa.gov.za-vacancies). The Z83 must be accompanied by a comprehensive Curriculum Vitae. Only shortlisted applicants will be contacted and requested to submit their supporting documents. The Department will also conduct reference checks with HR of current /previous employer(s) beside the references provided on CV. Candidates will be subjected security screening and a technical assessment. Under no circumstances will be faxed, emailed and late applications be accepted. The Department discourages applications that are registered and will not be held responsible for applications sent via registered mail which are not collected from the post office. It is the responsibility of the applicant to ensure that the application reaches the

Department timeously. Should you not hear from the Department within 3 months of the closing date, please regard your application as unsuccessful. Regrettably, due to excessive budget cuts, the department is not in a position to meet any travel and subsistence costs relating to recruitment processes, or relocation and resettlement costs for successful candidates. Preferences: Females and people with disabilities who meet the requirements.

#### OTHER POSTS

**POST 02/166** : **DEPUTY DIRECTOR: SCM TRANSVERSAL POLICY & CAPACITY BUILDING REF NO: KZNPT 25/01**

**SALARY** : R849 702 per annum, (all-inclusive package)  
**CENTRE** : KZN Provincial Treasury, Pietermaritzburg  
**REQUIREMENTS** : A NQF Level 7 or higher qualification in Supply Chain Management/ Law/ Commerce/Public Management/Administration (with majors in Law/Commerce/SCM). A minimum of 3 years' experience in junior management level in a Supply Chain Management environment. A valid driver's license. People with disabilities without valid driver's licenses will be assisted by the department to meet work related travel obligations. Skills, Knowledge And Competencies: Knowledge of applicable National and Provincial policies and legislation is required, including: PFMA, MFMA, Preferential Procurement Policy Framework Act (PPPFA) and Regulations, National Treasury Instruction / practice notes and guidelines, KwaZulu-Natal Procurement Policy Framework, Treasury Regulations, Provincial Treasury policies, practice notes and guidelines, Commercial Law principles/procedures, Public Service Regulatory Framework, and Broad Based Black Economic Empowerment Act (BBBEE). BEE Code of Good Practice. Skills: Communication, Computer literacy, Presentation, Inter-personal relations, Analytical and quantitative skills, Middle management skills, Interpretation of legislation, Project Planning and management, Financial Management, Research skills, Policy analysis and development, Decision making, Influencing, Report Writing and Conflict management skills.

**DUTIES** : Manage the research and analysis of various transversal legislation pertaining to SCM. Develop and maintain SCM policies, practices note, norms, standards and guidelines. Monitor the development and the implementation of Supply Chain Management policies, practice notes, norms and standards, guidelines and reviewal of implementation strategies. Manage the provisioning of SCM capacity building to departments, public entities, municipalities and municipal entities. Advise internal and external stakeholders on aspects pertaining to SCM policies, practice notes, practice notes, norms and standards and guidelines. Manage Human Resources of the Sub-directorate.

**ENQUIRIES** : Mr. K Bezuidenhout Tel No: (033) 897 4254

**POST 02/167** : **ASSISTANT DIRECTOR: SCM POLICY AND CAPACITY BUILDING REF NO: KZNPT 25/02**

**SALARY** : R444 036 per annum  
**CENTRE** : KZN Provincial Treasury, Pietermaritzburg  
**REQUIREMENTS** : A NQF Level 7 Degree in Public Administration/Public Administration and Management/Financial Administration/Financial Management/Law. A minimum of 3 years' experience in a Supply Chain Management policy development environment. A valid Driver's License. People with disabilities without valid driver's licenses will be assisted by the department to meet work related travel obligations. Skills, Knowledge And Competencies: : Knowledge of applicable National and Provincial policies and legislation is required. PFMA. MFMA. Preferential Procurement Policy Framework Act (PPPFA) and Regulations. National Treasury practice notes and guidelines. KwaZulu-Natal Procurement Policy Framework. Treasury Regulations. Provincial Treasury policies, practice notes and guidelines. Commercial Law principles/procedures. Public Service Regulatory Framework and Broad Based Black Economic Empowerment Act (BBBEE). BEE Code of Good Practice. Communication. computer literacy. Presentation. Inter-personal relations. Analytical and quantitative skills. Middle management skills. Interpretation of legislation. Project Planning and Management. Financial Management. Research skills. Policy analysis and development. Decision making. Influencing. Report writing. conflict management.

**DUTIES** : Research and analyse various transversal legislation pertaining to SCM. Develop and maintain SCM policies, practices note, norms, standards, and guidelines. Develop and review the implementation strategies for SCM policies, practices notes, norms and standards and guidelines. Provide SCM capacity building to Departments, Public and Municipal entities. Provide advice and guidance to internal and external stakeholders on aspects pertaining to SCM policies, practices notes, norms and standards, guidelines and develop and review implementation strategies. Mangle resources of the Unit.

**ENQUIRIES** : Mr. K Bezuidenhout Tel No: (033) 897 4254

**POST 02/168** : **ASSISTANT DIRECTOR: GOVERNANCE CLUSTER REF NO: KZNPT 25/03**

**SALARY** : R444 036 per annum  
**CENTRE** : KZN Provincial Treasury, Pietermaritzburg  
**REQUIREMENTS** : A 3-year NQF Level 7 qualification or higher in SCM, Law or Commerce. Minimum of 3 years' experience in a Supply Chain Management environment. A valid Driver's License. People with

disabilities without valid driver's licenses will be assisted by the department to meet work related travel obligations. Skills, Knowledge and Competencies: Knowledge of applicable national and provincial policies and legislation is required, including: PFMA. MFMA. Preferential Procurement Policy Framework Act (PPPFA) and Regulations. National Treasury practice notes and guidelines. KwaZulu-Natal Procurement Policy Framework. Treasury Regulations. Provincial Treasury policies, practice notes and guidelines. Commercial Law principles/procedures. Public Service Regulatory Framework. Broad Based Black Economic Empowerment Act (BBBEE). BEE Code of Good Practice. Communication. Computer literacy (Word, Excel and Presentation). Presentation. Inter-personal relations. Analytical and quantitative skills. Middle management skills. Interpretation of legislation. Project planning and management. Financial Management. Policy analysis and development. Decision making. Influencing. Report Writing. Conflict management.

**DUTIES**

: Implement and maintain all transversal SCM policies, procedure manuals and guidelines in all Provincial Departments, Municipalities and Public Entities. Monitor, evaluate and report on SCM compliance in all Provincial Departments, Municipalities and Public Entities i.t.o. legislative mandates. Provide SCM support to in all Provincial Departments, Municipalities and Public Entities. Participate in the development of all transversal SCM policies, procedure manuals and guidelines in departments and municipalities. Manage the resources of the unit.

**ENQUIRIES**

: Mr N Sphengane Tel No: (033) 897 4528

**PROVINCIAL ADMINISTRATION: MPUMALANGA  
DEPARTMENT OF HEALTH**

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

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

**CLOSING DATE** : 31 January 2025

**NOTE** : N.B. Applicants are advised to apply as early as possible to avoid disappointments. Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the Z83 and a detailed Curriculum Vitae. In order to alleviate administration burden on HR Sections as well as considering the cost for applicants, Departments are encouraged to request certified copies of qualifications and other relevant documents from shortlisted candidates only which may be submitted to HR on or before the day of the interview following communication from the relevant HR section of the Department. All posts health/engineering posts that are advertised within the Department professional registration will be required from various statutory council for shortlisted candidates. A complete set of application documents should be submitted separately for every post that you wish to apply for. Please ensure that you clearly state the full post description and the relevant Post Reference Number on your application. No fax applications will be considered. Applicants must ensure that they fully complete and sign form Z 83, even if they are attaching a CV. Incomplete and/or unsigned applications will not be considered. If you are currently in service, please indicate your PERSAL number at the top of form Z83. Due to ongoing internal processes, the Department reserves the right to withdraw any post at any time. The Department reserves the right to verify the qualifications of every recommended candidate prior to the issuing of an offer of appointment. All short listed candidates will be subject to a vetting process prior to appointment. If no response is received from Mpumalanga Department of Health within 90 days after the closing date of the advertisement, applicants must assume that their application was not successful. Please quote the CORRECT references when applying and where possible the station / centre where the post is. [www.mpuhealth.gov.za](http://www.mpuhealth.gov.za) Only Online Applications will be accepted. NB: Candidates who are not contacted within 90 DAYS after the closing date must consider their applications as having been unsuccessful. Please Note The Department reserves the right to amend / review / withdraw the advertised posts if by so doing, the best interest of the department will be well served. (People with disabilities are also requested to apply and indicate such in their applications)

**OTHER POSTS**

**POST 02/169** : **MEDICAL OFFICER GRADE 1 REF NO: MPDOH/JAN/25/732 (X17 POSTS)**

**SALARY** : R949 146 - R1 021 911 per annum

**CENTRE** : Rob Ferreira Hospital (X5 Posts)  
Shongwe Hospital (X3 Posts)  
Themba Hospital (X1 Post)  
Themba Mortuary (X1 Post)  
Mapulaneng Hospital (X4 Posts)  
Barberton Hospital (X1 Post)  
Tonga Hospital (X1 Post)  
Matibidi Hospital (X1 Post)

**REQUIREMENTS:** : MBChB degree (qualification) that allows registration with the HPCSA as a Medical Practitioner. Current registration with the HPCSA as a Medical Practitioner (2024) (Independent Practice). A valid work permit will be required from non-South Africans. Sound knowledge of medical ethics. Multidisciplinary management and team work and experience in the respective medical discipline. Knowledge of current Health and Public Service regulations and policies. Skills in terms of consultations, history taking, examination, clinical assessment and clinical management. Grade 1: No experience required after registration with the HPCSA as Medical Practitioner (Independent Practice). Minimum of 1 year relevant experience after registration with a recognised Foreign Health Professions and / or the HPCSA as a Medical Practitioner (Independent Practice) for foreign qualified employees. Knowledge, Skills, Training and Competences Required: Sound knowledge of medical ethics. Multidisciplinary management and team work and experience in the respective medical discipline. Sound clinical knowledge, competency and skills in general clinical domains. The ability to work under supervision as an efficient team member. Good communication, leadership, interpersonal, and supervisory skills. Ability to manage patients independently, diligently, responsibility and engage when necessary. Knowledge of current health policies, legislation, programmes and priorities within the domain. Ability to teach, guide and junior staff within the department. Behavioural Attributes: Stress tolerance, to work within a team, self-confidence and the ability to build and maintain good relationship.

**DUTIES** : To execute duties and functions with proficiency, to support the aims and objectives of the Institution that consistent with standards of patient care. Accept responsibility for the

management of patients admitted in a level 2/3 package of service facility. Assist in the preparation and implementation of guidelines and protocols. Participate in academic and training programmes. Sound clinical knowledge with regard to medicine. Ability to deal with all medical emergencies. Knowledge of ethical medical practice. Assist with clinical audits actively participate in continuous professional development. Provide support to hospital management towards an efficient standard of patient care and services is maintained.

**ENQUIRIES**

: Ms. Glory Mokone Tel No: (013) 766 3340 / Mr. Emmanuel Makokoropo Tel No: (013) 766 3384 / Ms. Gugu Nkosi Tel No: (013) 766 3103 / Ms. Nomsa Maphanga Tel No: (013) 766 3207 / Ms. Sebenzile Mthisi (013) 766 3339, Mr. Mxolisi Maseko (013) 766 3351, Mr. Samson Nyoni Tel No: (013) 766 3087 and IT related queries: Help desk Tel No: (013) 766 3018.

**POST 02/170**

: **MEDICAL OFFICER GRADE 1 REF NO: MPDOH/JAN/25/735 (X3 POSTS)**

**SALARY**

: R949 146 - R1 021 911 per annum

**CENTRE**

: Witbank Hospital (X2) and Siphosensimbi CHC (X1) (Nkangala District)

**REQUIREMENTS**

: MBChB degree (qualification) that allows registration with the HPCSA as a Medical Practitioner. Current registration with the HPCSA as a Medical Practitioner (2024) (Independent Practice). A valid work permit will be required from non-South Africans. Sound knowledge of medical ethics. Multidisciplinary management and team work and experience in the respective medical discipline. Knowledge of current Health and Public Service regulations and policies. Skills in terms of consultations, history taking, examination, clinical assessment and clinical management. Grade 1: No experience required after registration with the HPCSA as Medical Practitioner (Independent Practice). Minimum of 1 year relevant experience after registration with a recognised Foreign Health Professions and / or the HPCSA as a Medical Practitioner (Independent Practice) for foreign qualified employees. Knowledge, Skills, Training and Competences Required: Sound knowledge of medical ethics. Multidisciplinary management and team work and experience in the respective medical discipline. Sound clinical knowledge, competency and skills in general clinical domains. The ability to work under supervision as an efficient team member. Good communication, leadership, interpersonal, and supervisory skills. Ability to manage patients independently, diligently, responsibility and engage when necessary. Knowledge of current health policies, legislation, programmes and priorities within the domain. Ability to teach, guide and junior staff within the department. Behavioural Attributes: Stress tolerance, to work within a team, self-confidence and the ability to build and maintain good relationship.

**DUTIES**

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

**ENQUIRIES**

: Ms. Glory Mokone Tel No: (013) 766 3340 / Mr. Emmanuel Makokoropo Tel No: (013) 766 3384 / Ms. Gugu Nkosi Tel No: (013) 766 3103 / Ms. Nomsa Maphanga Tel No: (013) 766 3207 / Ms. Sebenzile Mthisi (013) 766 3339, Mr. Mxolisi Maseko (013) 766 3351, Mr. Samson Nyoni Tel No: (013) 766 3087 and IT related queries: Help desk Tel No: (013) 766 3018.

**POST 02/171**

: **MEDICAL OFFICER GRADE 1 REF NO: MPDOH/JAN/25/740 (X5 POSTS)**

**SALARY**

: R949 146 - R1 021 911 per annum

**CENTRE**

: Bethal Hospital (X3 Posts)  
Evander Hospital (X1 Post)  
Bethal Mortuary (X1 Post)

**REQUIREMENTS**

: MBChB degree (qualification) that allows registration with the HPCSA as a Medical Practitioner. Current registration with the HPCSA as a Medical Practitioner (2024) (Independent Practice). A valid work permit will be required from non-South Africans. Sound knowledge of medical ethics. Multidisciplinary management and team work and experience in the respective medical discipline. Knowledge of current Health and Public Service regulations and policies. Skills in terms of consultations, history taking, examination, clinical assessment and clinical management. Grade 1: No experience required after registration with the HPCSA as Medical Practitioner (Independent Practice). Minimum of 1 year relevant experience after registration with a recognised Foreign Health Professions and / or the HPCSA as a Medical Practitioner (Independent Practice) for foreign qualified employees. Knowledge, Skills, Training and Competences Required: Sound knowledge of medical ethics. Multidisciplinary management and team work and experience in the respective medical discipline. Sound clinical knowledge, competency and skills in general clinical domains. The ability to work under supervision as an efficient team member. Good communication, leadership, interpersonal, and supervisory skills. Ability to manage patients independently, diligently, responsibility and engage when necessary. Knowledge of current health policies, legislation, programmes and priorities within the domain. Ability to teach, guide and

junior staff within the department. Behavioural Attributes: Stress tolerance, to work within a team, self-confidence and the ability to build and maintain good relationship.

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

**ENQUIRIES** : Ms. Glory Mokone Tel No: (013) 766 3340 / Mr. Emmanuel Makokoropo Tel No: (013) 766 3384 / Ms. Gugu Nkosi Tel No: (013) 766 3103 / Ms. Nomsa Maphanga Tel No: (013) 766 3207 / Ms. Sebenzile Mthisi (013) 766 3339, Mr. Mxolisi Maseko (013) 766 3351, Mr. Samson Nyoni Tel No: (013) 766 3087 and IT related queries: Help desk Tel No: (013) 766 3018.

**POST 02/172** : **MANAGER NURSING (PN-A9): CRONIC DISEASES & GERIATRICS REF NO: MPDOH/JAN/25/741**

**SALARY** : R1 094 880 – R1 251 879 per annum  
**CENTRE** : Provincial Office, Mbombela (Nelspruit)  
**REQUIREMENTS** : Senior Certificate / Grade 12 plus Basic qualification accredited with SANC in terms of Government Notice R425 (i.e. Diploma / Degree in Nursing) or equivalent qualification that allows registration with the SANC as a Professional Nurse (2024). A tertiary qualification in Health Sciences, preferably in Public Health. A minimum of ten (10 years appropriate / recognizable experience in nursing after registration as a Professional Nurse. At least five (5) years of the period referred to above must be appropriate / recognizable experience in Chronic Diseases & Geriatrics as an Assistant Manager. Extensive knowledge and understanding of the PFMA, the priorities of the Chronic Diseases & Geriatrics and the priorities of the programme. The ability to integrate with other programmes in rolling out and implement the Integrated Chronic Care Model (ICDM) in all PHC facilities. Knowledge and experience in policy development, strategic planning, financial management, contract and project management, program development, monitoring and evaluation. Experience in conducting training. Valid driver's licence. Competencies: Understanding policies for the management of chronic diseases and geriatric issues. Strategic leadership qualities. Ability to work under pressure. Good verbal and written communication and people skills.

**DUTIES** : To develop policies for Chronic Diseases & Geriatrics. Develop a provincial strategy that is in line with the National NCD Strategy. Monitor contracts related to the programme. Develop a provincial strategy that is aligned to the national strategy for non-communicable diseases to improve the life expectancy. Coordinate geriatric issues in the province that includes advocating for services for older persons. Draw year plans on geriatric services in collaboration with relevant stakeholders. Develop strategies for improving access of health services to older persons. Monitor the implementation of relevant policies on older persons. Provide technical support to NGO's and NPO that are working with chronic diseases and older person in the community. Provide co-ordinate training to health professionals on matters affecting older persons. Compile reports.

**ENQUIRIES** : Ms. Glory Mokone Tel No: (013) 766 3340 / Mr. Emmanuel Makokoropo Tel No: (013) 766 3384 / Ms. Gugu Nkosi Tel No: (013) 766 3103 / Ms. Nomsa Maphanga Tel No: (013) 766 3207 / Ms. Sebenzile Mthisi (013) 766 3339, Mr. Mxolisi Maseko (013) 766 3351, Mr. Samson Nyoni Tel No: (013) 766 3087 and IT related queries: Help desk Tel No: (013) 766 3018.

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

**POST 02/173** : **MANAGER NURSING (PN-A9): PHC REF NO: MPDOH/JAN/25/742**  
Re-advertisement

**SALARY** : R1 094 880 – R1 2251 879 per annum  
**CENTRE** : Provincial Office, Mbombela (Nelspruit)  
**REQUIREMENTS** : Senior Certificate / Grade 12 plus Basic qualification accredited with SANC in terms of Government Notice R425 (i.e. Diploma / Degree in Nursing) or equivalent qualification that allows registration with the SANC as a Professional Nurse (2024). A tertiary qualification in Health Sciences, preferably in Public Health. A minimum of ten (10 years appropriate / recognizable experience in nursing after registration as a Professional Nurse. At least 5 years of the period referred to above must be appropriate / recognizable experience in management level at Public Health Service. Competencies: Knowledge of the District Health System, District Health Planning, District Health Expenditure Reviews. A demonstrable understanding of the PFMA and Treasury Regulations, Financial Management, People Management and Empowerment, Client Orientation and Customer Care. Skills: Leadership, Excellent Communication skills (verbal and written), Problem Solving, Computer Literacy and Presentation Skills. Ability to work under pressure. Valid driver's licence.



**DUTIES** : Manage and evaluate the implementation of policy frameworks for service delivery by Primary Health Care facilities. Monitor and evaluate the implementation of services by CHC's and clinics, including mobile clinics. Coordinate and evaluate implantation of the five streams for health system strengthening. Facilitate transformation of nursing management. Coordinate and manage NPO's that provide PHC services. Monitor optimal functioning of clinic committees. Monitor and evaluate the norms and standards for nursing practice in Primary Health Care. Promote professionalism in Primary Health Care.

**ENQUIRIES** : Ms. Glory Mokone Tel No: (013) 766 3340 / Mr. Emmanuel Makokoropo Tel No: (013) 766 3384 / Ms. Gugu Nkosi Tel No: (013) 766 3103 / Ms. Nomsa Maphanga Tel No: (013) 766 3207 / Ms. Sebenzile Mthisi (013) 766 3339, Mr. Mxolisi Maseko (013) 766 3351, Mr. Samson Nyoni Tel No: (013) 766 3087 and IT related queries: Help desk Tel No: (013) 766 3018.

**POST 02/174** : **OPERATIONAL MANAGER NURSING (PN-B3): OUTPATIENTS REF NO: MPDOH/JAN/25/743**  
Re-advertisement

**SALARY CENTRE REQUIREMENTS** : R656 96 4 –R748 683 per annum  
: Witbank Hospital (Nkangala District)  
: Senior Certificate / Grade 12 plus Basic R425 qualification (i.e. Diploma/ Degree in Nursing) that allows registration with the 'South African Nursing Council' (SANC) as a Professional Nurse (2024). A minimum of nine (9) years appropriate/recognizable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. At least five (5) years' experience after obtaining the one (1) post-basic qualification in the relevant specialty. At least three (3) years of the period referred to above must be appropriate/recognize experience at management level. A post basic qualification in Nursing Administration/Health service management. Competencies/Knowledge/Skills: Knowledge of legal prescripts that regulate nursing and health services. Computer literacy i.e. (Ms Word, Power Point). Ability to work independently and innovatively. Facilitation and presentation skills, problem solving and decision-making skills.

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

**ENQUIRIES** : Ms. Glory Mokone Tel No: (013) 766 3340 / Mr. Emmanuel Makokoropo Tel No: (013) 766 3384 / Ms. Gugu Nkosi Tel No: (013) 766 3103 / Ms. Nomsa Maphanga Tel No: (013) 766 3207 / Ms. Sebenzile Mthisi (013) 766 3339, Mr. Mxolisi Maseko (013) 766 3351, Mr. Samson Nyoni Tel No: (013) 766 3087 and IT related queries: Help desk Tel No: (013) 766 3018.

**POST 02/175** : **OPERATIONAL MANAGER NURSING (PN-B3): TRAUMA AND EMERGENCY REF NO: MPDOH/JAN/25/744**  
Re-advertisement

**SALARY CENTRE REQUIREMENTS** : R656 964 – R748 683 per annum  
: Witbank Hospital (Nkangala District)  
: Senior Certificate / Grade 12 plus Basic R425 qualification (i.e. Diploma/ Degree in Nursing) that allows registration with the 'South African Nursing Council' (SANC) as a Professional Nurse (2024). A minimum of nine (9) years appropriate/recognizable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. At least five (5) years' experience after obtaining the one (1) Diploma in R212 Qualification in Trauma and Emergency Nursing Science: At least three (3) years of the period referred to above must be appropriate/recognize experience at management level. A post basic qualification in Nursing Administration/Health service management Competencies/Knowledge/Skills: Knowledge of legal prescripts that regulate nursing and health services. Computer literacy i.e. (MS Word, Power Point). Ability to work independently and innovatively. Facilitation and presentation skills, problem solving and decision-making skills.

**DUTIES** : Provide effective management and professional leadership in the specialized units of Trauma and Emergency Unit. Demonstrate effective communication with patients, supervisors, other health professional and junior colleagues including more complex report writing when required Effective management, utilization and supervision of all resources Display a concern for patients, promoting, advocating and facilitating proper treatment and care and ensure that the unit adheres

to the principles of Batho Pele Maintain clinical competence by ensuring that scientific principles of nursing and clinical governance are implemented. Demonstrate an in-depth understanding of nursing legislation and related legal and ethical nursing practice. Exercise control of discipline, grievance and any labour related issues in terms of laid down procedures. Provide supportive supervision and comply with PMDS evaluation of staff, formulate training programs and participate in training and development of staff and nursing students Monitor implementation of Disaster management, monitor implementation of NCS and Ideal Hospital Realization Framework and interpret its impact on service delivery thereof. Co-ordinate and participate in health promotion activities and monitor and evaluation of data Demonstrate basic computer literacy as a support tool to enhance service delivery.

**ENQUIRIES** : Ms. Glory Mokone Tel No: (013) 766 3340 / Mr. Emmanuel Makokoropo Tel No: (013) 766 3384 / Ms. Gugu Nkosi Tel No: (013) 766 3103 / Ms. Nomsa Maphanga Tel No: (013) 766 3207 / Ms. Sebenzile Mthisi (013) 766 3339, Mr. Mxolisi Maseko (013) 766 3351, Mr. Samson Nyoni Tel No: (013) 766 3087 and IT related queries: Help desk Tel No: (013) 766 3018.

**POST 02/176** : **OPERATIONAL MANAGER NURSING (PN-B3): CRITICAL CARE (NEUROSURGICAL WARD / ADULT CARE) REF NO: MPDOH/JAN/25/745**  
Re-advertisement

**SALARY CENTRE REQUIREMENTS** : R656 964 – R748 683 per annum  
: Witbank Hospital (Nkangala District)  
: Senior Certificate / Grade 12 plus Basic R425 qualification (i.e. Diploma/ Degree in Nursing) that allows registration with the 'South African Nursing Council' (SANC) as a Professional Nurse (2024). A minimum of nine (9) years appropriate/recognizable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. At least five (5) years of the period referred to above must be appropriate/recognizable experience in a clinical specialty after obtaining the one (1) Diploma in Critical Care /Medical and Surgical Nursing. At least three (3) years of the period referred to above must be appropriate/recognize experience at management level. A post basic qualification in Nursing Administration/Health service management. Competencies/Knowledge/Skills: Knowledge of legal prescripts that regulate nursing and health services. Computer literacy i.e. (MS Word, Power Point). Ability to work independently and innovatively. Facilitation and presentation skills, problem solving and decision-making skills.

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

**ENQUIRIES** : Ms. Glory Mokone Tel No: (013) 766 3340 / Mr. Emmanuel Makokoropo Tel No: (013) 766 3384 / Ms. Gugu Nkosi Tel No: (013) 766 3103 / Ms. Nomsa Maphanga Tel No: (013) 766 3207 / Ms. Sebenzile Mthisi (013) 766 3339, Mr. Mxolisi Maseko (013) 766 3351, Mr. Samson Nyoni Tel No: (013) 766 3087 and IT related queries: Help desk Tel No: (013) 766 3018.

**POST 02/177** : **OPERATIONAL MANAGER NURSING (PN-B3): CRITICAL CARE (NEONATAL HIGH CARE) MPDOH/JAN/25/746**  
(Re-advertisement)

**SALARY CENTRE REQUIREMENTS** : R656 964 – R748 683 per annum  
: Witbank Hospital (Nkangala District)  
: Senior Certificate / Grade 12 plus Basic R425 qualification (i.e. Diploma/ Degree in Nursing) that allows registration with the 'South African Nursing Council' (SANC) as a Professional Nurse (2024). A minimum of nine (9) years appropriate/recognizable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. At least five (5) years of the period referred to above must be appropriate/recognizable experience in a clinical specialty after obtaining the one (1) Diploma in Critical care /Medical and Surgical Nursing. At least three (3) years of the period referred to above must be appropriate/recognize experience at management level. A post basic qualification in Nursing Administration/Health service management. Competencies/Knowledge/Skills: Knowledge of legal prescripts that regulate nursing and health services. Computer literacy i.e. (MS Word, Power Point). Ability to work independently and innovatively. Facilitation and presentation skills, problem solving and decision-making skills.

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

**ENQUIRIES** : Ms. Glory Mokone Tel No: (013) 766 3340 / Mr. Emmanuel Makokoropo Tel No: (013) 766 3384 / Ms. Gugu Nkosi Tel No: (013) 766 3103 / Ms. Nomsa Maphanga Tel No: (013) 766 3207 / Ms. Sebenzile Mthisi (013) 766 3339, Mr. Mxolisi Maseko (013) 766 3351, Mr. Samson Nyoni Tel No: (013) 766 3087 and IT related queries: Help desk Tel No: (013) 766 3018.

**POST 02/178** : **CLINICAL PROGRAMME CO-ORDINATOR GR1 (PN-A5): OCCUPATIONAL HEALTH REF MPDOH/JAN/25/747**

**SALARY CENTRE REQUIREMENTS** : R520 560 - R596 322 per annum  
: Mbombela South Sub-district (Umjindi)  
: Senior Certificate / Grade 12 plus Basic R425 qualification (i.e. Diploma / Degree in Nursing) or equivalent qualification that allows registration with the SANC as a Professional Nurse (2025). A minimum of seven (7) years appropriate / recognisable experience in nursing after registration as a Professional nurse with SANC in General Nursing. Experience in infection control and prevention. Training in infection control will be an added advantage. Computer literacy. Understanding of infection control policy, good interpersonal skills, ability to plan and organize, presentation skills, conflict management skills, people management. Valid driver's licence.

**DUTIES** : Coordinate Occupational Health programme in the Sub-District and liaise with Districts and other sectors on issues related to the programme. Develop strategic plans, policies and protocols on implementation of Occupational Health programme. Support Sub Districts with the implementation of national and provincial policies. Render technical support, advice and capacity building of personnel. Manage the Occupational Health services in the Sub-District. Support the implementation of norms and standard for Occupational Health programme. Manage the programmes finances and budget. Monitor and evaluate the impact of the programme. Compile reports. Conduct initial, Periodic and Exit examinations to employees in health facilities. Screen all employees who come for medical surveillance for hypertension, diabetic, TB, HIV and mental health. Conduct health and awareness events to capacitate employees with knowledge. Immunize employees against Hepatitis B, and Flu infections yearly. Provide post exposure prophylaxis to employees who had exposure incident by doing base line, two weeks, six weeks and three months' blood monitoring. Counsel employees on occupational and personal stressful problems when required. Conduct home/hospital visits to give emotional support to sick or injured employees. Liaise with other stakeholders such as dept. of labour, EHWP, medical officers etc. to enhance quality of care to employees. Monitor implementation of policies, guidelines and standard operating procedures in PHC facilities. Conduct health and risk assessments in facilities every two years or when there is any change in the workplace according to the occupational health and safety Act. Monitor that staff satisfaction survey is conducted in PHC facilities in the Sub – District. Form part of the sub-district Quality Improvement team. Monitor functioning of OHS committees and attend health and safety committee meetings. Conduct incident investigations in facilities when incident had occurred. Monitor implementation of guidelines during needle stick injuries.

**ENQUIRIES** : Ms. Glory Mokone Tel No: (013) 766 3340 / Mr. Emmanuel Makokoropo Tel No: (013) 766 3384 / Ms. Gugu Nkosi Tel No: (013) 766 3103 / Ms. Nomsa Maphanga Tel No: (013) 766 3207 / Ms. Sebenzile Mthisi (013) 766 3339, Mr. Mxolisi Maseko (013) 766 3351, Mr. Samson Nyoni Tel No: (013) 766 3087 and IT related queries: Help desk Tel No: (013) 766 3018.

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

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

**CLOSING DATE** : 31 January 2025

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

**OTHER POSTS**

**POST 02/179** : **HEAD: CLINICAL UNIT (MEDICAL): ANAESTHESIOLOGY REF NO: NCDOH 01/2025 (X1 POST)**

**SALARY** : R1 976 070 per annum

**CENTRE** : Robert Mangaliso Sobukwe Hospital

**REQUIREMENTS** : Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Medical Specialist in Anaesthesiology. Appropriate tertiary qualification in the Health Science (MChB). Current registration with the Health Professions Council of South Africa (HPCSA) as a Medical Specialist in the required discipline. Experience: Grade 1: A Minimum of 3 years appropriate experience as Medical Specialist after registration with the HPCSA as a medical specialist in one of the following disciplines: Anaesthesiology. Competencies: Good communication skills (written and verbal) well as computer literacy. Must have strong record of clinical expertise and clinical governance, research and experience of training and teaching at both under and post graduate levels. Strong people management skills, analytical thinking, problem-solving, decision-making and ability to work in a multi-disciplinary team. Ability to deal with problems of a generalist nature.

**DUTIES** : To manage and supervise all Medical Doctors in the Unit. To ensure good clinical and HR as well and finance governance (including but not limited to protocol development, risk management, commuted overtime management and cost containment). To provide outreach services to the rest of the province. To develop tertiary services and to assure provision of quality clinical services to patients, as well as teaching and training of junior and senior doctors.

**ENQUIRIES** : Dr. D Theys Tel No: (053) 830 2102

**APPLICATIONS** : Please note applications can be hand delivered to the front reception of James Exum Building or email to [nchealthhr@ncpg.gov.za](mailto:nchealthhr@ncpg.gov.za). All applicants must complete an application register when an application is hand delivered.

**POST 02/180** : **HEAD OF CLINICAL UNIT (MEDICAL) REF NO: NCDOH 02/2025 (X1 POST)**

**SALARY** : Grade 1: R1 976 070 per annum, (all-inclusive package)

**CENTRE** : JTG: District Office

**REQUIREMENTS** : Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Medical Specialist in Internal Medicine. • Appropriate tertiary qualification in the Health Science (MChB) • Initial and current registration with the Health Professions Council of South Africa (HPCSA) as a Medical Specialist in Internal Medicine. Experience: A minimum of 3 years' appropriate experience as a Medical Specialist in Internal Medicine after registration with the Health Professions Council of South Africa (HPCSA) as a Medical Specialist Basic.

**DUTIES** : General delivery of Health Care Services within District & Community, Provide Education and Training, Support Health System & Logistics, Monitor and Evaluate Services. Collaborate, Communicate & Report Effectively, Support Organisational activities.

<b><u>ENQUIRIES APPLICATIONS</u></b>	:	Dr DG Theys Tel No: (053) 8302 102
	:	Please note applications can be hand delivered to the James Exum Building , Room 29,couriered via postal services to 144 Du Toitspan Road, James Exum Building, Kimberley Hospital Complex, Kimberley, 8301 or emailed at <a href="mailto:nchealthhr@ncpg.gov.za">nchealthhr@ncpg.gov.za</a> .Applicants must complete an application register when an application is hand delivered.
<b><u>POST 02/181</u></b>	:	<b><u>MEDICAL SPECIALIST: INTERNAL MEDICINE, SURGICAL SERVICES &amp; FAMILY MEDICINE REF NO: NCDOH 04/2025 (X3 POSTS)</u></b>
<b><u>SALARY</u></b>	:	Grade 1: R1 271 901 per annum, (all inclusive) Grade 2: R1 451 214 per annum, (all inclusive) Grade 3: R1 680 780 per annum, (all inclusive)
<b><u>CENTRE REQUIREMENTS</u></b>	:	Robert Mangaliso Sobukwe Hospital
	:	Appropriate qualification that allows for the registration with Health Professional Council of South Africa (HPCSA) as a Medical Specialist in Internal Medicine, Surgical Services and Family Medicine. Registration with the Health Professional Council of South Africa as Medical Specialist in Internal Medicine, Surgical Services and Family Medicine. Experience: <b>Grade 1:</b> None after registration with HPCSA as Medical Specialist in Internal Medicine, Surgical Services and Family Medicine. <b>Grade 2:</b> A minimum of 5 years experience after registration with the HPCSA as a Medical Specialist. <b>Grade 3:</b> A minimum of 10 years' experience after registration with the HPCSA as a Medical Specialist.
<b><u>DUTIES</u></b>	:	To provide and develop Tertiary Services and to assure provision of quality clinical services to patients, as well as teaching and training of junior doctors. To ensure good clinical governance (including but not limited to protocol development, risk management, commuted overtime management, and cost containment), to provide outreach services to the rest of the province.
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	Dr. D Theys Tel No: (053) 830 2102
	:	Please note applications can be hand delivered to the front reception of James Exum Building or email to <a href="mailto:nchealthhr@ncpg.gov.za">nchealthhr@ncpg.gov.za</a> . All applicants must complete an application register when an application is hand delivered.
<b><u>POST 02/182</u></b>	:	<b><u>MEDICAL OFFICER REF NO: NCDOH 04/2025</u></b>
<b><u>SALARY</u></b>	:	Grade 1: R949 146 per annum, (all-inclusive package) Grade 2: R1 082 988 per annum, (all-inclusive package) Grade 3: R1 253 415 per annum, (all-inclusive package)
<b><u>CENTRE REQUIREMENTS</u></b>	:	Robert Mangaliso Sobukwe Hospital
	:	Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as Medical Practitioner. Registration with the HPCSA as 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 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 as Medical Practitioner after registration with the HPCSA as a Medical Practitioner in respect of SA qualified employees. A minimum of 6 years' relevant experience after registration as Medical Practitioner with a recognised foreign Health Professional Council in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa. <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.
<b><u>DUTIES</u></b>	:	The candidate will be expected to render quality patient-care for all patients within in the relevant unit. Exam, investigate, diagnose and the treatment of patients. Participation in activities within the discipline including case presentation and other departmental/unit meetings. Render applicable administration function, attend meetings, workshops and training as directed by the Head of Department. Observe and comply with all departmental policies and guidelines regulating employment relationships and clinical functioning. Perform duties as assigned by the supervisor and other senior officials.
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	Dr. D Theys Tel No: (053) 830 2102
	:	Please note applications can be hand delivered to the front reception of James Exum Building or email to <a href="mailto:nchealthhr@ncpg.gov.za">nchealthhr@ncpg.gov.za</a> . All applicants must complete an application register when an application is hand delivered
<b><u>POST 02/183</u></b>	:	<b><u>MEDICAL OFFICER REF NO: NCDOH 05/2025 (X3 POSTS)</u></b>
<b><u>SALARY</u></b>	:	Grade 1: R949 146 per annum Grade 2: R1 082 988 per annum Grade 3: R1 253 415 per annum (depending on years of experience).
<b><u>CENTRE</u></b>	:	Griekwastad CHC (X1 Post) De Aar Hospital (X2 Posts)

<b><u>REQUIREMENTS</u></b>	:	Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Medical Practitioner. Registration with the Professions Council: Registration with the HPCSA as Medical Practitioner. Experience: <b>Grade 1:</b> None after registration as Medical Practitioner with the HPCSA in respect of SA-qualified employees. One (1) year's 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. <b>Grade 2:</b> A minimum of Five (5) appropriate experience as Medical Practitioner after registration with the HPCSA as a Medical Practitioner in respect of SA-qualified employees. Grade 2: A minimum of six (6) relevant experience after registration as Medical Practitioner with a recognised foreign Health Professional Council in respect of foreign-qualified employees, of whom required to perform community service required in South Africa. <b>Grade 3:</b> A minimum of Ten (10) year's appropriate experience as a Medical Practitioner after registration with the HPCSA as a Medical Practitioner in respect of SA-qualified employees. Grade 3: A minimum of eleven (11) year's relevant experience after registration as Medical Practitioner with a recognised foreign Health Professional Council in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa. Inherent requirements of the job: Willing and able to work shifts. Willing and able to participate in after-hours duties. Willing and able to work with patients with infectious diseases. A valid (code B/EB) driver's licence. Competencies (knowledge/skills): Appropriate experience in Psychiatry. Excellent clinical assessment and management procedures. Excellent clinical skills in terms of consultation. Good professional attitude. Communication skills.
<b><u>DUTIES</u></b>	:	Provide comprehensive medical care to patients by diagnosing and treating illnesses, injuries, and other health conditions. Prescribe and manage treatment plans, including medication and therapies. Maintain accurate and detailed patient records. Refer patients to specialists or other healthcare providers when necessary. Complete the required CPD activities to maintain registration with the HPCSA. Participate in training and educational programs for healthcare professionals. Complete and submit required medical reports and documentation for legal and administrative purposes. Promote healthcare and improve service delivery in order to render effective and efficient service. Uphold the reputation and integrity of the medical profession.
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	Dr. D Theys Tel No: (053) 830 2102
<b><u>APPLICATIONS</u></b>	:	Please note applications can be hand delivered to the front reception of James Exum Building or email to nhealthhr@ncpg.gov.za. All applicants must complete an application register when an application is hand delivered
<b><u>POST 02/184</u></b>	:	<b><u>DENTIST REF NO: NCDOH 06/2025 (X2 POSTS)</u></b>
<b><u>SALARY</u></b>	:	Grade 1: R921 906 per annum, (all-inclusive package) Grade 2: R1 082 988 per annum, (all-inclusive package) Grade 3: R1 253 415 per annum, (all-inclusive package)
<b><u>CENTRE</u></b>	:	JTG: Kuruman District Hospital (X1 Post) Kagisho CHC (X1 Post)
<b><u>REQUIREMENTS</u></b>	:	Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as Dentist. Registration with the HPCSA as Dentist Experience: <b>Grade 1:</b> None after registration as Dentist with the HPCSA in respect of SA qualified employees, 1-year relevant experience after registration as Dentist 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. <b>Grade 2:</b> A minimum of 7 years' appropriate experience as Dentist after registration with the HPCSA as a Dentist in respect of SA qualified employees. A minimum of 8 years' relevant experience after registration as Dentist with a recognised foreign Health Professional Council in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa. Grade 3: A minimum of 12 years' appropriate experience as a Dentist after registration with the HPCSA as a Dentist in respect of SA qualified employees. A minimum of 13 years' relevant experience after registration as Dentist 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.
<b><u>DUTIES</u></b>	:	Diagnose oral disease and treat problems with gums and related parts of the mouth, they provide advice and instructions on how to take care of teeth and gums. Promoting oral health and disease. Prevention, creating treatment plans to maintain or restore oral health of their patients. Removes tooth decay, fill cavities and repair fractured teeth. Manage effectively the utilisation and supervision of resource both physical and human resources.
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	Mr KM Taolo Tel No: (053) 775 1149
<b><u>APPLICATIONS</u></b>	:	Please note applications can be hand delivered to 1 Petso Street, Kagisho Health Centre, Mothibistad or E-Mailed at nhealthhr-jtg@ncpg.gov.za All applicants must complete an application register when an application is hand.
<b><u>POST 02/185</u></b>	:	<b><u>PHARMACIST REF NO: NCDOH 07/2025 (X1 POST)</u></b>
<b><u>SALARY</u></b>	:	Grade 1: R804 609 per annum Grade 2: R869 796 per annum Grade 3: R949 146 per annum

		(all-inclusive package, depending on years of experience)
<b><u>CENTRE REQUIREMENTS</u></b>	:	Carnarvon CHC
	:	Basic qualification accredited with the South African Pharmacy Council (SAPC) that allows registration with the SAPC as a Pharmacist. 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 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. <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 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. <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 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: Willingness to perform relief duties at pharmacies in the sub-structure. 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.
<b><u>DUTIES</u></b>	:	Perform relief duties to provide quality pharmaceutical care to patients by monitoring work procedures, ensuring compliance to provincial code list and ensuring clinical service delivery. Assist with ensuring quality of care of pharmacy services by doing with audits in areas where medicine is kept. Assist with medicine management in the sub-structure by ensuring safe and reliable procurement, storage, control and distribution of quality pharmaceuticals. Assist with managing pharmaceutical expenditure which includes monitoring, evaluation and analysis of expenditure trends and implement strategies to control expenditure within financial prescripts. Assist with collating and interpreting pharmaceutical data for the sub-structure and ensure representation of pharmacy services at all relevant meetings.
<b><u>ENQUIRES APPLICATIONS</u></b>	:	Mrs B Jack HRA – District Office/ Tel No: (053) 632 4000
	:	Applications must be emailed to <a href="mailto:nchealthhr-Pixley@ncpg.gov.za">nchealthhr-Pixley@ncpg.gov.za</a> or hand delivered or couriered via postal to Van der Merwe Street, De Aar,7000
<b><u>POST 02/186</u></b>	:	<b><u>ASSISTANT MANAGER NURSING (PRIMARY HEALTH CARE) REF NO: NCDOH 08/2025 (X1 POST)</u></b>
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R715 977 per annum
	:	Frances Baard Health District: Galeshewe Day Hospital
	:	Basic R425 qualification (i.e diploma/degree in Nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. Registration with the SANC as Professional Nurse and Current registration with SANC as a Professional Nurse. Experience: A minimum of 10 years appropriate/recognizable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. At least 6 years of the period referred to above must be appropriate/recognisable experience after obtaining the 1 year post basic qualification in Primary Health Care. At least 3 years of the period referred to above must be appropriate/recognizable experience at management level. Qualification/certificate in Quality Management will be an added advantage. Computer literacy and valid driver's license is essential. Strategic planning, project management, policy analysis and development, financial management, communication, and people management skills (problem solving, decision making and presentation skills). The incumbent needs to be knowledgeable on Health Systems, Quality Assurance Framework, Accreditation and Certification Systems. Relevant legislation, Risk Management as well as the District Health System. Skills: Conceptual, analytical, and creative thinking. Inter-sectoral collaboration and engagement with the internal and external clients.
<b><u>DUTIES</u></b>	:	The Incumbent will provide strategic leadership for the Quality Directorate in the facility towards the realization of the set strategic goals and objective. Coordinates reporting investigation and management of complaints and Patients Safety Incidents in the CHC. Participate in selected clinical audit chosen by the health professionals. Serve on institutional/ or provincial committee for selected provincial clinical audit projects. Coordinate provision of and compliance to national and provincial clinical guidelines with the districts. Provide initiative to improve customer care and facilities user-friendly environment. Advocate for and ensure the promotion of Quality Assurance activities. Monitor the implementation of policies, protocols, guidelines, programmes, practices and procedures pertaining to quality improvement plans. Collate and analyze data to establish trends and patterns in health care effectiveness. Utilize information technology and other management information system to manage Quality Assurance Information Improvement of service delivery. Establish, maintain and participate in inter-professional and multi-disciplinary teamwork that promotes efficient and effective health care. Conduct patient Experience of Care Surveys and share results with relevant stakeholders. Ensure that monthly internal audits are conducted in patients care units and compliance with Norms and Standards. Function within a strategic thrust of strengthening the district health system and establishment of the sub-districts,

within the given mandates of Primary Health Care service reengineering NHI, Norms and Standards and Ideal clinic. Perform all other duties delegated by Supervisor/Manager.

**ENQUIRIES  
APPLICATIONS**

: Mr MC Joka or Mr ND Mohamad Tel No: (053) 861 4770  
: Please post or courier your application to: The Department of Health: Frances Baard Health District; 119 Green Street; Riviera, Kimberley, 8301 or hand deliver at the Registry Office at the Frances Baard Health District Office, Green street, Old West End Hospital or emailed to: [ncHealthHR-FBD@ncpg.gov.za](mailto:ncHealthHR-FBD@ncpg.gov.za) Applicants must complete an application register when an application is hand delivered.

**POST 02/187**

: **OPERATIONAL MANAGER NURSING (PRIMARY HEALTH CARE) REF NO: NCDOH 12/2025 (X6 POSTS)**

**SALARY  
CENTRE**

: R696 504 per annum  
: Frances Baard Health District:  
Florianville PHC (X1 Post)  
Ritchie PHC (X1 Post)  
City Clinic (X1 Post)  
Pholong PHC (X1 Post)  
Ganspan PHC (X1 Post)  
Phutanang PHC (X1 Post)

**REQUIREMENTS**

: A basic qualification accredited with the South African Nursing Council in Terms of Government Notice 425, (i.e. Diploma / Degree in Nursing) or Equivalent qualification that allows registration with the SANC as a Professional Nurse, plus a post basic nursing qualification, with duration of at least 1 year, accredited with the SANC in terms of Government Notice No R212 in Primary Health Care. A minimum of nine (09) years appropriate / recognizable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. At least five (05) years of the period referred to above must be appropriate / recognizable experience in Primary Health Care after obtaining the 1 year post basic PHC Nursing Science qualification. Registration with the SANC as Professional Nurse. Skills Profile: Experience and knowledge of the District Health System. Demonstrate an in depth understanding of nursing legislation and related legal and ethical nursing practices and how this in pacts on service delivery. Demonstrate a basic understanding of HR and financial and practices. Knowledge of relevant legal framework such as Nursing Act, Health Occupational and Safety Act, Patients Right Charter, Batho Pele Principles, Operational Management Skills. Problem solving, planning and Organizing Skills. Expected to work under pressure. Leadership. Supervisory, problem-solving, conflict resolution, inter-personal ad communication and communication skills. Demonstrate an in depth understanding of legislation and related ethical nursing practices and how this impact on service delivery. Computer literacy will be an added advantage (MS Word, Excel, PowerPoint and Outlook). Computer literacy.

**DUTIES**

: Manage and provide PHC facility supervisory in line with the PHC Supervision Guideline. Ensure clinical nursing practice by the nursing team in the facility in accordance with the scope and practice and nursing standard as determined by the relevant health facility. Promote quality nursing care as directed by the professional scope of practice and standard in accordance to the PHC delivery package. Ensure the implementation on National Core Norms and Standards including Six Priority Areas. Advocate for patients through ensuring adherence to Batho Pele Principles. Coordinate community involvement and participation. Manage and Monitor effective use and maintenance of assets and infrastructure of the facility. Monitor information management and documentation.

**ENQUIRIES  
APPLICATIONS**

: Mr MC Joka or Mr ND Mohamad Tel No: (053) 861 4770  
: Please post or courier your application to: The Department of Health: Frances Baard Health District; 119 Green Street; Riviera, Kimberley, 8301 or hand deliver at the Registry Office at the Frances Baard Health District Office, Green street, Old West End Hospital or emailed to: [ncHealthHR-FBD@ncpg.gov.za](mailto:ncHealthHR-FBD@ncpg.gov.za) Applicants must complete an application register when an application is hand delivered.

**POST 02/188**

: **OPERATIONAL MANAGER SPECIALTY (PAEDIATRIC) REF NO: NCDOH 09/2025 (X1 POST)**

**SALARY  
CENTRE**

: R656 964 per annum  
: Tshwaragano District Hospital

**REQUIREMENTS**

: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the SANC as a Professional Nurse. Registration with the SANC as Professional Nurse. A post-basic nursing qualification, with a duration of at least 1 year, accredited with the SANC in Advance Midwifery and Neonatology. Experience: A minimum of 9 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. At least 5 years of the period referred to above must be appropriate/recognisable experience in the specific specialty after obtaining the 1-year post basic qualification in the relevant specialty.

**DUTIES**

: Coordination of optimal, holistic specialised nursing care provided within the set standards and professional/legal framework. Manage effectively the utilisation and supervision of resource both physical and human resources. Coordination of the provision of effective training and research.



Provision of effective support of nursing services. Maintain professional growth/ethical standards and self-development.

**ENQUIRIES  
APPLICATIONS**

: Mr KM Taolo Tel No: (053) 775 1149  
: Please note applications can be hand delivered to 1 Petso Street, Kagisho Health Centre, Mothibistad or E-Mailed at [nchealthhr-jtg@ncpg.gov.za](mailto:nchealthhr-jtg@ncpg.gov.za) All applicants must complete an application register when an application is hand

**POST 02/189**

**OPERATIONAL MANAGER NURSING (SPECIALTY: MATERNITY) REF NO: NCDOH 10/2025 (X1 POST)**

**SALARY  
CENTRE  
REQUIREMENTS**

: R656 964 per annum  
: Frances Baard Health District: Galeshewe Day Hospital  
: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse and Midwife. A post-basic nursing qualification with a duration of at least 1 year accredited with the SANC in Advanced Midwifery and Neonatal Nursing Science. Registration with the SANC as 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 referred to above must be appropriate/recognisable experience in the specific specialty after obtaining the 1-year post-basic qualification as mentioned above. Inherent requirement of the job: Must be willing to perform after-hour and weekend duties. Competencies (knowledge/skills): Extensive knowledge in General Nursing and the relevant Nursing Specialty. Human Resources and Financial Management, including computer literacy (MS Word, Excel, PowerPoint and Outlook). Knowledge of relevant legislation pertaining to: Labour Relations, Nursing Legislation, related Legal and Ethical Nursing Practices and Framework and relevant Public Sector Policies and Protocols. Principles of Management: leadership, supervisory, problem solving, conflict resolution, interpersonal, and communication skills.

**DUTIES**

: Collect, provide and use relevant information for the enhancement of service delivery. Manage staff performance, training and personal development of self and sub-ordinates, including management of under-performance and grievances. Participate in and encourage nursing research. Participate in formulating, monitoring and implementation of policies, guidelines, standards, procedures and regulations pertaining to nursing care within the relevant department. Provide effective support and management of human, material and financial resources, as well as functional business management principles. Responsible for the coordination and delivery of quality nursing care within the allocated Obstetric department.

**ENQUIRIES  
APPLICATIONS**

: Mr MC Joka or Mr ND Mohamad Tel No: (053) 861 4770  
: Please post or courier your application to: The Department of Health: Frances Baard Health District; 119 Green Street; Riviera, Kimberley, 8301 or hand deliver at the Registry Office at the Frances Baard Health District Office, Green street, Old West End Hospital or emailed to: [ncHealthHR-FBD@ncpg.gov.za](mailto:ncHealthHR-FBD@ncpg.gov.za) Applicants must complete an application register when an application is hand delivered.

**POST 02/190**

**OPERATIONAL MANAGER NURSING (SPECIALTY: TRAUMA & EMERGENCY) REF NO: NCDOH 11/2025 (X1 POST)**

**SALARY  
CENTRE  
REQUIREMENTS**

: R656 964 per annum  
: Frances Baard Health District: Galeshewe Day Hospital  
: Requirement: Basic R425 qualification (i.e., diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. A Post-basic nursing qualification with a duration of at least 1 year, accredited with the SANC in Trauma and Emergency. Registration with the SANC as a Professional Nurse. Experience: A minimum of 9 years' appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. At least 5 years of the period referred to above must be appropriate/recognisable experience in Trauma and Emergency after obtaining the one-year post-basic qualification as mentioned above. Inherent requirement of the job: Perform after-hour and weekend duties. Competencies (knowledge/skills): Supervisory, leadership, problem solving, conflict resolution and interpersonal/communication skills. Knowledge of Nursing legislation, related legal and ethical nursing practices and framework. Human Resources, Labour relations legislation and Financial Management, including computer literacy (i.e., Ms Word, Excel, PowerPoint, and Outlook). Extensive knowledge in General Nursing and the relevant Nursing Speciality including public sector policies and protocols.

**DUTIES**

: Provide innovative leadership in the allocated area to realise the strategic goals and objectives of the Nursing Division. Responsible for the co-ordination and delivery of quality nursing care within the relevant department. Participate in formulation, monitoring and implementation of policies, guidelines, standards, procedures, and regulations pertaining to nursing care within the relevant Department. Provide effective support and management of human, material, and financial resources, as well as Functional Business FBU management principles. Manage staff performance, training and personal development of self and subordinates including management of underperformance and grievances. Collect, provide, and use relevant information for the enhancement of service delivery, including participation in and encouragement of nursing research.

<b><u>ENQUIRIES</u></b>	:	Mr MC Joka or Mr ND Mohamad Tel No: (053) 861 4770
<b><u>APPLICATIONS</u></b>	:	Please post or courier your application to: The Department of Health: Frances Baard Health District; 119 Green Street; Riviera, Kimberley, 8301 or hand deliver at the Registry Office at the Frances Baard Health District Office, Green street, Old West End Hospital or emailed to: <a href="mailto:nHealthHR-FBD@ncpg.gov.za">nHealthHR-FBD@ncpg.gov.za</a> Applicants must complete an application register when an application is hand delivered.
<b><u>POST 02/191</u></b>	:	<b><u>OPERATIONAL MANAGER (PRIMARY HEALTH CARE) REF NO: NCDOH 13/2025 (X5 POSTS)</u></b>
<b><u>SALARY</u></b>	:	R656 964 per annum
<b><u>CENTRE</u></b>	:	JTG: Bankhara Bodulong Clinic Perth Clinic Mosalashuping Bicomedi Clinic Katrina Koikopi clinic Pako Seboko Clinic
<b><u>REQUIREMENTS</u></b>	:	Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the SANC as a Professional Nurse. Registration with the SANC as Professional Nurse. Post basic qualification with a duration of at least 1 year in Curative Skills in Primary Health Care accredited with the SANC. Experience: A minimum of 9 years appropriate/recognisable nursing experience after registration as Professional Nurse with the SANC in General Nursing. At least 5 years of the period referred to above must be appropriate/recognisable experience after obtaining the 1-year post basic qualification in the relevant speciality.
<b><u>DUTIES</u></b>	:	Provide quality comprehensive community health care. Provide administrative services. Provide educational services. Provision of clinical services. Usage of equipment and machinery. Research responsibility.
<b><u>ENQUIRIES</u></b>	:	Mr KM Taolo Tel No: (053) 775 1149
<b><u>APPLICATIONS</u></b>	:	Please note applications can be hand delivered to 1 Petso Street, Kagisho Health Centre, Mothibistad or E-Mailed at <a href="mailto:nchealthHR-JTG@ncpg.gov.za">nchealthHR-JTG@ncpg.gov.za</a> . All applicants must complete an application register when an application is hand.
<b><u>POST 02/192</u></b>	:	<b><u>OPERATIONAL MANAGER (PRIMARY HEALTH CARE) REF NO: NCDOH 14/2025 (X1 POST)</u></b>
<b><u>SALARY</u></b>	:	R656 964 per annum
<b><u>CENTRE</u></b>	:	Vosburg PHC
<b><u>REQUIREMENTS</u></b>	:	Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the SANC as a Professional Nurse. A post-basic qualification with a duration of at least 1 year in Curative Skills in Primary Health Care accredited with the SANC. Registration with the SANC as Professional Nurse. Computer skills in basic programmes (Microsoft Office). Valid driver's licence is an inherent requirement. Experience: Minimum of 9 years' appropriate/recognizable nursing experience after registration as Professional Nurse with the SANC in General Nursing. At least 5 years of the period referred to above must be appropriate/recognizable experience after obtaining the 1-year post basic qualification in Clinical Nursing Science, Health Assessment and Treatment (Primary Health Care). Valid driver's licence (Code B/EB). Willingness to attend to community needs after hours. Competencies (knowledge/skills): Good interpersonal, leadership and communication skills, strong sense of responsibility. Demonstrate an in-depth knowledge of nursing and public service legislation, knowledge of Human resource, financial policies and quality assurance policies. Computer literacy (MS Word and Excel, PowerPoint, and Outlook.)
<b><u>DUTIES</u></b>	:	Operational management of facility: Management of burden of disease, render clinical and administrative services. Management of Critical Support Services: Quality data, consumable and drug management, maintenance and infrastructure management as well as asset management. Adequate financial planning and control: Manage budget, procurement, assets and stock control. Human Resource Planning and Management: Performance Management and ensure that all personnel undergo training according to their Individual Development and Performance Plan as well as implementing policies, prescripts and protocols and improve quality of services and deliver a patient centered service. Facilitate the development of community participation programmes and facility-based services based on COPC principles. Liaise with relevant stakeholders including facility committees and community participation.
<b><u>ENQUIRIES</u></b>	:	Mrs B Jack HRA – District Office/ Tel No: (053) 632 4000
<b><u>APPLICATIONS</u></b>	:	Applications must be emailed to <a href="mailto:nchealthhr-Pixley@ncpg.gov.za">nchealthhr-Pixley@ncpg.gov.za</a> or hand delivered or couriered via postal to Van der Merwe Street, De Aar,7000
<b><u>POST 02/193</u></b>	:	<b><u>OPERATIONAL MANAGER GRADE 1 (GENERAL) REF NO: NCDOH 15/2025 (X1 POST)</u></b>
<b><u>SALARY</u></b>	:	R520 560 per annum
<b><u>CENTRE</u></b>	:	Robert Mangaliso Sobukwe Hospital
<b><u>REQUIREMENTS</u></b>	:	Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows Registration with the SANC as a Professional Nurse. Registration with the SANC as Professional Nurse. Experience: A minimum of 7 years appropriate/recognisable experience in Nursing after registration as a Professional Nurse with SANC in General Nursing. Inherent requirements of the

post: Ability and willingness to assist with after-hours hospital cover including weekends, public holidays and night duty relief and overtime should the need arises. Ability to work under pressure and in a multi - disciplinary team context. Competencies (knowledge/skills): Be able to lead and manage the nursing unit with conflict management, problem solving and decision-making skills. The ability to facilitate training. In depth knowledge and understanding of legal and ethical legislations, Nursing and Health Act, Regulations and policies related to Nursing practices, Ideal Hospital Realization Framework, Office of Health Standards Compliance and the Public service code of conduct. Basic computer literacy (MS Word, Excel and Power Point).

**DUTIES** : Supervise and ensure the provision of effective and efficient patient care through adequate nursing care, Coordinate and monitor the implementation of the nursing care plan and evaluation thereof. Provide relevant health information to health care users to assist in achieving of optimal health care and rehabilitation of patients. Maintain constructive working relationships with nursing and other stakeholders (i.e. inter professional, Intersectoral and multidisciplinary teams) Manage and monitor proper utilization of human, financial and physical resources.

**ENQUIRIES** : Ms. H Alexander Tel No: (053) 802 9111  
**APPLICATIONS** : Please note applications can be hand delivered to the HRM 3<sup>rd</sup> Floor Admin Building or E-Mailed at [rmshhr@ncpg.gov.za](mailto:rmshhr@ncpg.gov.za). All applicants must complete an application register when an application is hand delivered.

**POST 02/194** : **CLINICAL NURSE PRACTITIONER REF NO: NCDOH 16/2025 (X10 POSTS)**

**SALARY** : Grade 1: R451 533 – R520 560 per annum  
 Grade 2: R553 545 – R676 068 per annum

**CENTRE** : Namakwa District (X2 Posts)  
 Frances Baard District (X2 Posts)  
 John Taolo Gaetsewe (X2 Posts)  
 Pixley Ka Seme District (X2 Posts)  
 ZF Mgawu District (X2 Posts)

**REQUIREMENTS** : Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the SANC as a Professional Nurse. A post-basic qualification with a duration of at least 1 year in Curative Skills in Primary Health Care accredited with the SANC (i.e. R48). Registration with the SANC as Professional Nurse. Valid driver's licence will be an added advantage. Experience: **Grade 1:** Minimum of 4 years' appropriate/recognizable nursing experience after registration as Professional Nurse with the SANC in General Nursing. **Grade 2:** Minimum of 14 years' appropriate/recognizable nursing experience after registration as a Professional Nurse with 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 relevant specialty.

**DUTIES** : Provision of quality comprehensive community health care. Provision of administrative services. Provision of educational services. Provision of clinical services. Usage of equipment and machinery & Research responsibility.

**ENQUIRIES** : Mr D. Grootboom/Ms EA Cloete, Tel No: (027) 7121601 (Namakwa District), Mr. M Beketsana / Mr. F Van Neel, Tel No: (054) 73370600 (ZF Mgcawu District), Ms Mc Cloen / Ms B Jack, Tel No: (053) – 6324000 (Pixley Ka Seme District), Ms K Taolo / Mr. L Moemedi, Tel No: (053) – 7751149 (John Taolo Gaetsewe District), Mr. MC Joka / Mr. Mohammed, Tel No: (053) – 8613913 (Frances Baard District)

**APPLICATIONS** : Please note that applications can be hand delivered to Namakwa District Office, Human Resource Management Unit, Nakanas Building, River Street Springbok, 8240. Or e-mailed to, [namakwahr@gmail.com](mailto:namakwahr@gmail.com)  
 ZF Mgcawu District, Human Resource Management Unit, 110 Schroder Street, Old Gordonia Hospital, Upington, Or e-mailed to [nchealthhr-zfm@ncpg.gov.za](mailto:nchealthhr-zfm@ncpg.gov.za)  
 Pixley Ka Seme, Human Resource Management Unit, Van Der Merwe Street, New De Aar Hospital, De Aar, Or e-mailed to [nchealthhr-pixley@ncpg.gov.za](mailto:nchealthhr-pixley@ncpg.gov.za)  
 John Taolo Gaetsewe, Human Resource Management Unit, Petso Street, Kagisho Health Centre Mothibistad Or e-mailed to [nchealthhr-jtg@ncpg.gov.za](mailto:nchealthhr-jtg@ncpg.gov.za)  
 Frances Baard, Human Resource Management Unit, 119 Green Street, Riviera, West End Hospital, Or e-mailed to [nchealthhr-fb@ncpg.gov.za](mailto:nchealthhr-fb@ncpg.gov.za)

**POST 02/195** : **CLINICAL NURSE PRACTITIONER REF NO: NCDOH 17/2025 (X7 POSTS)**

**SALARY** : Grade 1: R451 533 – R520 560 per annum  
 Grade 2: R553 545 – R676 068 per annum

**CENTRE** : Loopeng CHC (X1 Post)  
 Olifantshoek CHC (X3 Posts)  
 Kagisho CHC (X3 Posts)

**REQUIREMENTS** : Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the SANC as a Professional Nurse. Registration with the SANC as Professional Nurse. Post basic qualification with a duration of at least 1 year in Curative Skills in Primary Health Care accredited with the SANC (i.e R48). Experience: **Grade 1:** Minimum of 4 years' appropriate/recognizable nursing experience after registration as Professional Nurse with the SANC in General Nursing. **Grade 2:** Minimum of 14 years' appropriate/recognizable nursing

experience after registration as a Professional Nurse with 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 relevant specialty.

**DUTIES**

: Provide administrative services: Plan and organise the clinic, ensure completion of statistics, ensure ordering and control of stationery and consumables, ordering of medication. Ensure implementation of 95 95 95 strategy in all aspects of all programmes especially HIV/AIDS and TB Provision of educational services In-service training, personnel development, health education to patients. Provision of clinical services: Initiate the implementation of programme and evaluation of patients conditions, initiate minor treatments, individual consultation sessions. Function as a member of the therapeutic team. Continuous evaluation of nursing care and nursing services. Identify community needs. Ensure effective crisis management in the clinic. Initiate resuscitation if necessary. Assist in regional and departmental research projects. Ensure accurate data and information management systems. Ensure accurate monthly reporting to the Operational Manager or Health Area Manager. Ensure implementation of the ideal PHC/CHC standards.

**ENQUIRIES**

: Mr KM Taolo Tel No: (053) 775 1149

**APPLICATIONS**

: Please note applications can be hand delivered to 1 Petso Street, Kagisho Health Centre, Mothibistad or E-Mailed at [nchhealthHR-JTG@ncpg.gov.za](mailto:nchhealthHR-JTG@ncpg.gov.za) All applicants must complete an application register when an application is hand.

**POST 02/196**

: **CLINICAL NURSE PRACTITIONER REF NO: NCDOH 18/2025 (X1 POST)**

**SALARY**

: Grade 1: R451 533 – R520 560 per annum  
Grade 2: R553 545 – R676 068 per annum

**CENTRE**

: Vosburg PHC

**REQUIREMENTS**

: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the SANC as a Professional Nurse. Registration with the SANC as Professional Nurse. Post basic qualification with a duration of at least 1 year in Curative Skills in Primary Health Care accredited with the SANC (i.e R48). Experience: **Grade 1:** Minimum of 4 years' appropriate/recognizable nursing experience after registration as Professional Nurse with the SANC in General Nursing. **Grade 2:** Minimum of 14 years' appropriate/recognizable nursing experience after registration as a Professional Nurse with 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 relevant specialty.

**DUTIES**

: Provision of quality comprehensive community health care: Provision of primary curative health care. Provision of health care services. Provision of rehabilitation services. Provision of administrative services: Plan and organise clinics. Complete statistics. Ordering and control of stationary, medical class 11 stock, consumables. Ensure safekeeping. Ordering and control of medication as necessary. Involvement with community meetings and committees. Identify needs for financial planning and indirect control of expenditure. Provision of educational services: Clinical teaching, training and continuous evaluation of students. Teaching patients on a one-to-one basis. Personnel development, i.e. assessing in-service training needs, planning and implementing of training programme. Continuous self-study, professional development, ensuring awareness of new professional developments. Health education of patients, public and staff. Assist patients and families to develop a sense of self-care. Provision of clinical services: Evaluate and follow-up patients during clinic visits. Initiate treatment, implementation of programmes and evaluations of patients' clinical conditions. Promoting scientific quality nursing care. Administrate and control medication. Individual consultation sessions. Identify community needs. Initiate minor ailment treatment. Initiate community participation. Coordinate between hospital and community. Maintaining professional secrecy and preventing medico-legal risks. Attend and participate in doctors' visits. Arrange admission and outpatient appointments. Function as a member of the therapeutic team. Continuous evaluation of nursing care and nursing services. Assessment of personal service delivery towards patients. Effective crisis management in the clinic.

**ENQUIRIES**

: Mrs B Jack HRA – District Office/ Tel No: (053) 632 4000. Applications must be emailed to [nchealthhr-Pixley@ncpg.gov.za](mailto:nchealthhr-Pixley@ncpg.gov.za) or hand delivered or couriered via postal to Van der Merwe Street, De Aar, 7000.

**POST 02/197**

: **CLINICAL NURSE PRACTITIONER (PRIMARY HEALTH CARE) REF NO: NCDOH 19/2025 (X1 POST)**

**SALARY**

: Grade 1: R451 533 – R520 560 per annum  
Grade 2: R553 545 – R676 068 per annum

**CENTRE**

: Frances Baard Health District: Masakhane PHC

**REQUIREMENTS**

: Basic qualification accredited with the South African Nursing Council in terms of Government Notice R425 (i.e. diploma/degree in nursing) or equivalent qualification that allows for registration with the SANC as a Professional Nurse. Shortlisted candidates will be required to submit current proof of registration with SANC as a Professional Nurse. Appropriate/recognizable experience in nursing after registration as a Professional Nurse with SANC in General Nursing. Post-basic qualification with a duration of at least 1-year Diploma in Clinical Nursing Science: Health Assessment, Treatment and Care accredited with the SANC (i.e. R48). Shortlisted candidates

will be required to submit current proof of registration with SANC as a Professional Nurse. Understanding of Nursing legislation and related legal and ethical Nursing Practices. Experience: **Grade 1:** A minimum of 4 years appropriate/recognisable nursing experience after registration with the SANC as Professional Nurse in General Nursing. **Grade 2:** A minimum of 14 years appropriate/recognisable nursing experience after registration with the SANC as Professional Nurse in General Nursing. At least 10 years of the period referred to above must be appropriate/recognisable experience after obtaining the 1-year post-basic qualification in the relevant specialty.

**DUTIES** : Provision of quality comprehensive community health care: Provision of primary curative health care. Provision of health care services. Provision of rehabilitation services. Provision of administrative services: Plan and organise clinics, Complete statistics, Ordering and control of stationary, medical class 11 stock, consumables, Ensure safekeeping, Ordering and control of medication as necessary. Up to date knowledge of appropriate legislation, regulations and departmental policies. Involvement with community meetings and committees. Identify needs for financial planning and indirect control of expenditure. Provision of educational services: Clinical teaching, training and continuous evaluation of students Teaching patients on a one-to-one basis. Personnel development, i.e. assessing in-service training needs, planning and implementing of training programme. Continuous self-study, professional development, ensuring awareness of new professional developments. Health education of patients, public and staff. Assist patients and families to develop a sense of self-care. Provision of clinical services. Evaluate and follow-up patients during clinic visits. Initiate treatment, implementation of programmes and evaluations of patients' clinical conditions. Promoting scientific quality nursing care. Administrate and control medication. Individual consultation sessions. Identify community needs. Initiate minor ailment treatment. Initiate community participation. Coordinate between hospital and community. Maintaining professional secrecy and preventing medico-legal risks. Attend and participate in doctors' visits. Arrange admission and outpatient appointments. Function as a member of the therapeutic team. Continuous evaluation of nursing care and nursing services. Assessment of personal service delivery towards patients. Effective crisis management in the clinic.

**ENQUIRIES APPLICATIONS** : Mr MC Joka or Mr ND Mohamad Tel No: (053) 861 4770  
: Please post or courier your application to: The Department of Health: Frances Baard Health District; 119 Green Street; Riviera, Kimberley, 8301 or hand deliver at the Registry Office at the Frances Baard Health District Office, Green street, Old West End Hospital or emailed to: [ncHealthHR-FBD@ncpg.gov.za](mailto:ncHealthHR-FBD@ncpg.gov.za) Applicants must complete an application register when an application is hand delivered.

**POST 02/198** : **PROFESSIONAL NURSE (SPECIALTY- THEATRE) REF NO: NCDOH 20/2024 (X1 POST)**

**SALARY** : Grade 1: R451 533 – R520 560 per annum  
Grade 2: R553 545 – R676 068 per annum

**CENTRE REQUIREMENTS** : JTG: Kuruman District Hospital  
: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the SANC as a Professional Nurse. A post-basic Nursing qualification in theatre with a duration of at least 1 year, accredited with the SANC in one of the specialties referred to in the glossary of terms. Experience: **Grade 1:** A minimum of 4 years appropriate/recognisable experience in nursing after registration with the SANC as Professional Nurse in General Nursing. **Grade 2:** A minimum of 14 years appropriate/recognisable experience in nursing after registration 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 the specific specialty after obtaining the 1-year post-basic qualification in the relevant specialty. Demonstrate an understanding of nursing legislation and related legal and ethical nursing practises.

**DUTIES** : Perform a clinical nursing practice in accordance with the scope of practice and nursing standards as determined by the relevant health facility. Promote quality of nursing care as directed by the professional scope of practice and standards as determined by the relevant health facility.

**ENQUIRIES APPLICATIONS** : Mr KM Taolo Tel No: (053) 775 1149  
: Please note applications can be hand delivered to 1 Petso Street, Kagisho Health Centre, Mothibstad or E-Mailed at [ncHealthHR-JTG@ncpg.gov.za](mailto:ncHealthHR-JTG@ncpg.gov.za) All applicants must complete an application register when an application is hand.

**POST 02/199** : **PROFESSIONAL NURSE GRADE 1 & 2 (SPECIALTY NURSING) REF NO: NCDOH 21/2024 (X1 POST)**

**SALARY** : Grade 1: R451 533 – R520 560 per annum  
Grade 2: R553 545 – R676 068 per annum

**CENTRE REQUIREMENTS** : Frances Baard Health District: Prof. ZK Matthews Hospital  
: Professional Nurse Grade 1 and 2 (Specialty Nursing) In the following specialties: Orthopaedic, Ophthalmology, Theatre, Oncology; Intensive Care; Trauma & Emergency, Paediatric Intensive Care, Psychiatry, Midwifery and Neonatal, Paediatric, Occupational Health, Nephrology. a Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the SANC as a Professional Nurse, post-basic/advanced nursing qualification, with duration of at least 1 year accredited with the SANC in one of the specialties referred to above. Registration with the SANC as Professional Nurse. Shortlisted candidates will be required

to submit current proof of registration with SANC as a Professional Nurse Experience: **Grade 1:** A minimum of 4 years appropriate/recognisable experience in nursing after registration with the SANC as Professional Nurse in General Nursing. **Grade 2:** A minimum of 14 years appropriate/recognisable experience in nursing after registration 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 the specific specialty after obtaining the 1-year post-basic qualification in the relevant specialty.

**DUTIES** : Provision of optimal, holistic specialised nursing care with set standards and within a professional/legal framework. To assist in planning/organising and monitoring of the objectives of the specialised unit in consultation with subordinates. To provide a therapeutic environment for staff, patients and the public. To provide comprehensive, quality nursing care as a member of the multi-disciplinary team according to the identified needs of the patient, based on scientific principles. To delegate duties and support staff in the execution of patient care delivery. To provide direct and indirect supervision of all nursing staff / housekeeping staff and to give guidance. To ensure continuity of patient care on all levels e.g. work book, handover rounds. To liaise and communicate with the multi-disciplinary team as well as other departments within the hospital e.g. during operational meetings with nursing supervisor and subordinates. Participation in training and research. To assist in orientation, induction and mentoring of all nursing staff and orientation of other staff. To assist in the planning and co-ordination of training and promote learning opportunities for all nursing categories i.e. on the job training. To complete patient related data and partake in research. Provision of Support to Nursing Services. To assist with relief duties of the supervisor and act as junior shift-leader on both day and night shift. To partake in overall specialized unit functions, i.e. team building. Maintain professional growth/ethical standards and self-development. To maintain the Code of Conduct in Public Service, Professional Body. Seek learning opportunities. In-service training.

**ENQUIRIES APPLICATIONS** : Mr MC Joka or Mr ND Mohamad Tel No: (053) 861 4770  
: Please post or courier your application to: The Department of Health: Frances Baard Health District; 119 Green Street; Riviera, Kimberley, 8301 or hand deliver at the Registry Office at the Frances Baard Health District Office, Green street, Old West End Hospital or emailed to: [ncHealthHR-FBD@ncpg.gov.za](mailto:ncHealthHR-FBD@ncpg.gov.za) Applicants must complete an application register when an application is hand delivered.

**POST 02/200** : **PROFESSIONAL NURSE SPECIALTY (PAEDIATRIC) REF NO: NCDOH 22/2025 (X5 POSTS)**

**SALARY** : Grade 1: R451 533 – R520 560 per annum  
Grade 2: R553 545. – R676 068 per annum

**CENTRE REQUIREMENTS** : JTG: Tshwaragano District Hospital  
: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the SANC as a Professional Nurse. A post Nursing qualification, with a duration of at least 1 year, accredited with the SANC in one of specialties referred to in the glossary of terms. Experience: **Grade 1:** A minimum of 4 years appropriate/recognisable experience in nursing after registration with the SANC as Professional Nurse in General Nursing. **Grade 2:** A minimum of 14 years appropriate/recognisable experience in nursing after registration 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 the specific specialty after obtaining the 1-year post-basic qualification in the relevant specialty.

**DUTIES** : Takes responsibility and accountability for own decisions, actions or omissions in childcare delivery, Participates in peer reviews (Collegiality and Quality Assurance), Participates in ethical decision-making within the multidisciplinary team, Assesses health education needs and provides health teaching that enhances risk-reducing behaviours (safety), developmental needs and activities of daily living, Assumes the role of a child nurse specialist within a multidisciplinary team, based on her qualifications and skills.

**ENQUIRIES APPLICATIONS** : Mr KM Taolo Tel No: (053) 775 1149  
: Please note applications can be hand delivered to 1 Petso Street, Kagisho Health Centre, Mothibistad or E-Mailed at [nchealthhr-jtg@ncpg.gov.za](mailto:nchealthhr-jtg@ncpg.gov.za) All applicants must complete an application register when an application is hand.

**POST 02/201** : **PROFESSIONAL NURSE – SPECIALTY NURSING REF NO: NCDOH 23/2025 (X2 POSTS)**

**SALARY** : Grade 1: R451 533 per annum  
Grade 2: R553 545 per annum

**CENTRE REQUIREMENTS** : Robert Mangaliso Sobukwe Hospital  
: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the SANC as a Professional Nurse. Registration with the SANC as Professional Nurse. A post-basic nursing qualification, with a duration of at least 1 year, accredited with the SANC in one of the specialties: Child Nursing Science, Gerontological Nursing Science, Nephrology, Medical and Surgical Nursing Science, Advanced Midwifery and Neonatal Nursing Science, Advanced Psychiatric Nursing Science, Paediatric Nursing Science, Advanced Paediatric and Neonatal Nursing Science, Intensive Nursing Science, Oncology Nursing Science, Operating Theatre Nursing Science, Ophthalmic Nursing Science & Orthopaedic Nursing science, Plastic Surgery, Emergency and Critical Care and/or other relevant specialty.

Experience: **Grade 1:** Minimum of 4 years' experience appropriate/recognizable experience in nursing after registration as a Professional Nurse with SANC as a Professional Nurse with the SANC in the relevant Specialty Nursing. **Grade 2:** 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 the specific specialty after obtaining the 1 year post basic qualification in the relevant specialty. Inherent requirements of the job: Ability and willingness to work shifts, which include after-hours hospital cover, weekends, public holidays and night duty relief and overtime should the need arise. The ability to work under pressure and in a multi- disciplinary team. Competencies (knowledge/skills): Be able to lead and manage the Operating Theatre, Emergency Centre or Adult Intensive Care Unit (ICU). Conflict Management, problem solving and decision making skills. Ability to facilitate training. In depth knowledge and understanding of legal and ethical legislations, Nursing and Health Act, Regulations and policies related to Nursing practices, Ideal Hospital Realization Framework, Office of Health Standards Compliance and the Public service code of conduct. Basic computer literacy (MS Word, Excel and Power Point). Ability to work under pressure and in a multi – disciplinary team context.

**DUTIES** : Provision of optimal, holistic specialised nursing case with set standards and within a professional/legal framework. Planning and organising as well as monitoring of objectives of the specialised unit. Effective utilization of human and physical resources. Monitor the linen and cleaning in conjunction with housekeeping staff. Participation in training and research. To assist in orientation, induction of all nursing staff. Maintain professional growth/ethical standards and self-development. Seek learning opportunities such as in-service training. To complete patient related data and partake in research. Provision of support to Nursing Services. To promote and maintain the Code of Conduct of the Public Service, Professional Body.

**ENQUIRIES APPLICATIONS** : Ms. H Alexander Tel No: (053)-802 9111  
: Please note applications can be hand delivered to the HRM 3<sup>rd</sup> Floor Admin Building or E-Mailed at [rmshhr@ncpg.gov.za](mailto:rmshhr@ncpg.gov.za). All applicants must complete an application register when an application is hand delivered.

**POST 02/202** : **AUDIOLOGIST REF NO: NCDOH 24/2025 (X1 POST)**

**SALARY** : Grade 1: R376 524 per annum  
Grade 2: R439 755 per annum  
Grade 3: R 514 785 per annum

**CENTRE REQUIREMENTS** : Robert Mangaliso Sobukwe Hospital  
: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as an Audiologist. Registration with HPCSA as Audiologist. Experience: **Grade 1:** None after registration with HPCSA as an Audiologist or Speech Therapist in respect of RSA qualified employee. 1-year relevant experience after registration with the HPCSA as an Audiologist or Speech Therapist in respect of foreign qualified employees of whom it is not required to perform Community Service, as required in South Africa. **Grade 2:** A minimum of 10 years relevant experience after registration with the HPCSA as an Audiologist or Speech Therapist in respect of SA qualified employees. A minimum of 11 years relevant experience after registration with HPCSA as an Audiologist or Speech Therapist in respect of foreign qualified employees, of whom it is not required to Community Service, as required in South Africa. **Grade 3:** A minimum of 20 years' relevant experience after registration with HPCSA as an Audiologist or Speech Therapist in respect of SA qualified employees. A minimum of 21 years relevant experience after registration with the HPCSA as an Audiologist or Speech Therapist in respect of foreign qualified employees of whom it is not required to perform Community Service as required in South African.

**DUTIES** : Coordinate, manage and develop audiology services for a designated area. Clinical management of patients referred to audiology services. Effective and efficient management of physical resources. People management (Rehab care workers, students, volunteers). Participate in and contribute to education and training activities. Liaise and collaborate with stakeholders. Screen, assess and intervene as required and as and when its appropriate.

**ENQUIRIES APPLICATIONS** : Ms. A Paulsen Tel No: (053) 802 9111  
: Please note applications can be hand delivered to the HRM 3<sup>rd</sup> Floor Admin Building or E-Mailed at [rmshhr@ncpg.gov.za](mailto:rmshhr@ncpg.gov.za). All applicants must complete an application register when an application is hand delivered.

**POST 02/203** : **OCCUPATIONAL THERAPIST REF NO: NCDOH 25/2025 (X1 POST)**

**SALARY** : Grade 1: R376 524 per annum  
Grade 2: R439 755 per annum  
Grade 3: R514 785 per annum

**CENTRE REQUIREMENTS** : Robert Mangaliso Sobukwe Hospital  
: Degree in Occupational Therapy. Registration certificate with the Health Professions Council of South Africa (HPCSA) as an Occupational Therapist: Independent Practice. Independent Practice. Community service applicants must have Independent Occupational Therapist practitioner registration by the time of appointment. Experience: **Grade 1:** None or 1 year relevant experience, after registration as an Occupational Therapist with recognized Health Professional

Council in respect of foreign qualified Occupational Therapist. **Grade 2:** 10 year's appropriate experience after registration with HPCSA as an Occupational Therapist or 11 years relevant experience, after registration as a Radiographer with recognized Health Professional Council in respect of foreign qualified Occupational Therapist. **Grade 3:** 20 year's appropriate experience after registration with HPCSA as an Occupational Therapist or 21 years relevant experience, after registration as an Occupational Therapist with recognized Health Professional Council in respect of foreign qualified Occupational Therapist. Knowledge, Skills, Attributes and Abilities: Sound knowledge of occupational therapy practice and ethos. Good clinical reasoning and decision making skills. Knowledge on use and care of equipment. Knowledge on scope of practice, ethical codes and relevant legislation. Good organisation and time management skills. Excellent communication and interpersonal relations. Basic supervisory skills. Experience in a clinical tertiary setting with complex cases would be an advantage.

**DUTIES** : Provide quality occupational therapy services according to patient needs to both in and out-patients by assessing, treating and rehabilitating patients, ensuring continuity of care and provision of assistive aids and mobility devices. Maintain up to date and accurate clinical records and daily statistics, and write reports. Function within a multi-disciplinary team. Implementation of departmental policies and procedures. Ensure responsible utilisation of equipment and consumable resources of the department. Participate in clinical and non-clinical departmental activities and meetings as allocated by supervisor. Provide assistance and training to junior staff and students.

**ENQUIRIES** : Ms. A Paulsen Tel No: (053) 802 9111  
**APPLICATIONS** : Please note applications can be hand delivered to the HRM 3<sup>rd</sup> Floor Admin Building or E-Mailed at [rmshhr@ncpg.gov.za](mailto:rmshhr@ncpg.gov.za). All applicants must complete an application register when an application is hand delivered.

**POST 02/204** : **RADIOGRAPHER REF NO: NCDOH 26/2025 (X1 POST)**

**SALARY** : Grade 1: R376 524 per annum  
Grade 2: R439 755 per annum  
Grade 3: R514 785 per annum

**CENTRE** : Tshwaragano District Hospital  
**REQUIREMENTS** : Diploma/B Tech Degree in Diagnostic Radiography. Must have completed Community Service as per the Diagnostic Radiographer. Experience: **Grade 1:** None after registration with HPCSA in the relevant profession. **Grade 2:** A minimum of 10 years' appropriate experience in the relevant profession after registration with HPCSA as Diagnostic Radiographer. **Grade 3:** A minimum of 20 years' relevant experience after registration with HPCSA as Diagnostic Radiographer. Knowledge of Public Service Legislation, policies and procedure. Knowledge of current DOH policies governing the health sector and Radiograph and profession. Experience in digital Radiography. Experience in utilisation of computerised Radiography system is recommended. Excellent time management time management skills and must have knowledge of public service legislation governing the health sector and radiography profession. Compliance in budgeting, radiographic quality assurance. National core standards. Safety and infection control principles. Training and supervisor of students. Good written and verbal communication skills. Ability to work as member of multidisciplinary team. Must have a good understanding of public.

**DUTIES** : Provide and manage imaging procedure as requested by the doctors. Evaluate request forms by verifying patient information and ensuring patient history and examination correspond. Operate radiological equipment correctly for specific exam. Interrogate images. Ensure an even flow of patient at all times. Ensure adherence to radiation, health and safety protocols. Manage staff radiation procedure and ensure that all staff wear their devices all times. Protect and colleagues from radiation. Monitor personal radiation exposure. Adhere to all infection control policies. Conduct patient care and quality assurance. Ensure patients safety at all times. Protect confidentiality. Conduct quality control and safe-keep equipment. Have knowledge of all equipment and troubleshooting when there is a breakdown. Assist and implement quality control procedure. Train junior staff. Report machine faults to Radiographers in charge. Unsure staff/student development. Present for in-service training session. Training junior staff at CT/MRI. Develop for protocols for CT/MRI.

**ENQUIRIES** : Mr KM Taolo Tel No: (053) 775 1149  
**APPLICATIONS** : Please note applications can be hand delivered to 1 Petso Street, Kagisho Health Centre, Mothibistad or E-Mailed at [nchealthHR-JTG@ncpg.gov.za](mailto:nchealthHR-JTG@ncpg.gov.za) All applicants must complete an application register when an application is hand.

**POST 02/205** : **RADIOGRAPHER REF NO: NCDOH 27/2025 (X1 POST)**

**SALARY** : Grade 1: R376 524 per annum  
Grade 2: R439 755 per annum  
Grade 3: R514 785 per annum

**CENTRE** : Carnarvon CHC  
**REQUIREMENTS** : Diploma/B Tech Degree in Diagnostic Radiography. Must have completed Community Service as per the Diagnostic Radiographer. Minimum Educational Qualification: Appropriate qualification that allows for registration with the Health Professions Council of South Africa (HPCSA) as a Radiographer in Diagnostic Radiography. Registration with a professional council: Registration



with the HPCSA as a Diagnostic Radiographer. Experience: **Grade 1:** None after registration with the HPCSA as Diagnostic Radiographer in respect of RSA-qualified employees. 1-year relevant experience after registration with the HPCSA as Diagnostic Radiographer in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. **Grade 2:** A minimum of 10 years relevant experience after registration with the HPCSA as Diagnostic Radiographer in respect of RSA-qualified employees. A Minimum of 11 years relevant experience after registration with the HPCSA as Diagnostic Radiographer in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. **Grade 3:** A minimum of 20 years relevant experience after registration with the HPCSA as Diagnostic Radiographer in respect of RSA-qualified employees. A minimum of 21 years relevant experience after registration with the HPCSA as Diagnostic Radiographer 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: Render an after-hour service as part of your 40- hour work week as determined by the department. Competencies (knowledge/skills): Knowledge of protocols, radiation protection, quality assurance and equipment safety. Good interpersonal skills and perform effectively as part of a multidisciplinary team. Knowledge of Patient Archiving and Communication Systems and Radiology Information Systems. Good communication skills.

**DUTIES** : Provide a Radiographic service. Produce diagnostic images of high quality. Optimal patient care. Safe use and care of equipment. Accurate record keeping. Assist with training of community service Radiographers and students. Participate in continuing professional development activities.

**ENQUIRIES** : Mrs B Jack HRA – District Office/ Tel No: (053) 632 4000. Applications must be emailed to [nhealthhr-Pixley@ncpg.gov.za](mailto:nhealthhr-Pixley@ncpg.gov.za) or hand delivered or couriered via postal to Van der Merwe Street, De Aar,7000

**POST 02/206** : **PROFESSIONAL NURSE (GENERAL NURSING) REF NO: 28/2025 (X15 POSTS)**

**SALARY** : Grade 1: R307 473 – R356 832 per annum  
Grade 2: R375 480 – R435 759 per annum  
Grade 3: R451 533 – R570 273 per annum

**CENTRE** : JTG: Kuruman District Hospital (X1 Post)  
Siyathemba/Diletong Clinic (X1 Post)  
Tshwaragano District Hospital (X12 Posts)  
Olifantshoek CHC (X1 Post)

**REQUIREMENTS** : Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the SANC as a Professional Nurse. Registration with the SANC as Professional Nurse. Experience: **Grade 1:** None **Grade 2:** A minimum of 10 years' experience appropriate /recognizable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. **Grade 3:** A minimum of 20 years' experience appropriate/recognizable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing.

**DUTIES** : Provide direction and supervision for the implementation of the nursing plan (clinical practice/quality patient care). Implement standards, practices, criteria and indicators for quality nursing (quality of practice). Practice nursing and health care in accordance with the laws and regulations relevant to nursing and health care. Maintain a constructive working relationship with nursing and other stakeholders. Utilize human, material and physical resources efficiently and effectively.

**ENQUIRIES** : Mr KM Taolo Tel No: (053) 775 1149

**APPLICATIONS** : Please note applications can be hand delivered to 1 Petso Street, Kagisho Health Centre, Mothibistad or E-Mailed at [nchhealthHR-JTG@ncpg.gov.za](mailto:nchhealthHR-JTG@ncpg.gov.za) All applicants must complete an application register when an application is hand.

**POST 02/207** : **PROFESSIONAL NURSE (GENERAL NURSING) REF NO: NCDOH 29/2025 (X4 POSTS)**

**SALARY** : Grade 1: R307 473 – R356 832 per annum  
Grade 2: R375 480 – R435 759 per annum  
Grade 3: R451 533 – R570 273 per annum

**CENTRE** : Frances Baard Health District  
Delpportshoop PHC (X1 Post)  
Betty Gaetsewe PHC (X1 Post)  
Connie Vorster Hospital (X1 Post)  
Platfontein PHC (X1 Post)

**REQUIREMENTS** : Basic qualification accredited with the South African Nursing Council in terms of Government Notice R425 (i.e. diploma/degree in nursing) or equivalent qualification that allows for registration with the SANC as a Professional Nurse. Shortlisted candidates will be required to submit current proof of registration with SANC as a Professional Nurse. Appropriate / recognizable experience in nursing after registration as a Professional Nurse with SANC in General Nursing. Understanding of Nursing legislation and related legal and ethical Nursing Practices. Experience: **Grade 1:** None. **Grade 2:** A minimum of 10 years appropriate/recognisable experience in nursing after registration with the SANC as Professional Nurse in General Nursing. **Grade 3:** A minimum

of 20 years appropriate/recognisable experience in nursing after registration with the SANC as Professional Nurse in General Nursing.

**DUTIES**

: Participate in the implementation of the nursing plan (clinical practice/quality patient care): Implement a comprehensive nursing care plan/program for the promotion of health, self-care, treatment and rehabilitation of patients. Administer treatment plan of common or minor primary health conditions presented at primary care facilities in accordance with prescribed norms and standards, guidelines and treat conditions of patients as prescribed. Screen health problems and diseases in accordance with prescribed norms and standards. Maintain a therapeutic relationship and environment in which health care can be provided optimally and safely. Report and communicate on the continuity of care to the caregivers and members of the health team. Create and maintain a complete and accurate nursing record for individual healthcare users. Audit clinical records by analysing data. Participate in health promotion and illness prevention initiatives and contribute to their evaluation. Demonstrate and understand traditional healing practices within the health care user's belief. Implement standards, practices, criteria and indicators for quality nursing (quality of practice): Maintain a plan to improve the quality of nursing and health care. Implement quality improvement plan. Participate in the auditing of quality of nursing and health care. Assist in the development of nursing and improvement of standards of care through research. Create an environment and learning opportunities that foster professional growth and improvement in nursing and health care. Perform or carry out interventions ranging from personal care with active involvement of patients and other members of the team. Develop and document interventions and progress of patients to facilitate continuity of care. Participate in the formulation and review of nursing interventions through comprehensive and on-going assessment. Identify health indicators and risk factors and conduct client satisfaction surveys. Practice nursing and health care in accordance with the laws and regulations relevant to nursing and health care: Maintain a professional and ethical practice as well as an enabling environment for ethical practice. Protect and advocate rights of patients regarding health care. Participate in the implementation of patient care standards, policies and procedures. Compliance and adherence to the relevant acts/prescripts applicable within the nursing environment. Participate in the education and professional development of students. Apply the principles of nursing care in service rendering, for the maintenance of professional excellence. Implement nursing care management activities according to the Standards of Practice and Scope of Practice and act upon breaching of laws relating to nursing practice and professional code of conduct and practice standards. Implement quality improvement plan, the Nursing Act and Regulations, the Code of Ethics and Professional Practice of the South African Nursing Council. Implement procedures that maintain effective infection control and occupational and safety measures in accordance with Occupational Health & Safety legislation. Maintain a constructive working relationship with nursing and other stakeholders: Communicate with the multi-disciplinary health teams, organizations and special interest groups when dealing with community health issues and needs. Participate in the dissemination of information on epidemics, nutritional disease, maternal and infant morbidity and mortality and other common diseases. Participate in health promotion and illness prevention initiatives. Implement nursing interventions to achieve expected outcomes.

**ENQUIRIES  
APPLICATIONS**

: Mr MC Joka or Mr ND Mohamad Tel No: (053) 861 4770  
: Please post or courier your application to: The Department of Health: Frances Baard Health District; 119 Green Street; Riviera, Kimberley, 8301 or hand deliver at the Registry Office at the Frances Baard Health District Office, Green street, Old West End Hospital or emailed to: [ncHealthHR-FBD@ncpg.gov.za](mailto:ncHealthHR-FBD@ncpg.gov.za) Applicants must complete an application register when an application is hand delivered.

**POST 02/208**

: **PROFESSIONAL NURSE (GENERAL NURSING) REF NO: NCDOH 30/2025**

**SALARY**

: Grade 1: R307 473 – R356 832 per annum  
Grade 2: R375 480 – R435 759 per annum  
Grade 3: R451 533 – R570 273 per annum

**CENTRE  
REQUIREMENTS**

: Robert Mangaliso Sobukwe Hospital  
: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing College (SANC) as a Professional Nurse. Registration with the SANC as Professional Nurse. Experience: **Grade 1:** None after registration as Professional Nurse with SANC in General Nursing. **Grade 2:** A minimum of 10 years' experience appropriate /recognizable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. **Grade 3:** A minimum of 20 years' experience appropriate/recognizable experience in nursing after registration as a Professional Nurse with the SANC 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.

**DUTIES**

: Provide direction and supervision for the implementation of the nursing plan (clinical practice/quality patient care). Implement standards, practices, criteria and indicators for quality nursing (quality of practice). Practice nursing and health care in accordance with the laws and regulations relevant to nursing and health care. Maintain a constructive working relationship with

nursing and other stakeholders. Utilize human, material and physical resources efficiently and effectively.

**ENQUIRIES** : Ms. H Alexander Tel No: (053) 802 9111  
**APPLICATIONS** : Please note applications can be hand delivered to the HRM 3<sup>rd</sup> Floor Admin Building or E-Mailed at [rmshhr@ncpg.gov.za](mailto:rmshhr@ncpg.gov.za). All applicants must complete an application register when an application is hand delivered.

**POST 02/209** : **PROFESSIONAL NURSE (GENERAL NURSING) REF NO: NCDOH 31/2025 (X17 POSTS)**

**SALARY** : Grade 1: R307 473 – R356 832 per annum  
Grade 2: R375 480 – R435 759 per annum  
Grade 3: R451 533 – R570 273 per annum  
(depending on years of experience)

**CENTRE** : Masibambane PHC (X1 Post)  
Richmond CHC (X1 Post)  
Marydale PHC (X1 Post)  
Carnarvon CHC (X1 Post)

**REQUIREMENTS** : Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the SANC as a Professional Nurse. Registration with the SANC as Professional Nurse. Experience: **Grade 1:** None **Grade 2:** A minimum of 10 years' experience appropriate /recognizable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. **Grade 3:** A minimum of 20 years' experience appropriate/recognizable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing.

**DUTIES** : Provide direction and supervision for the implementation of the nursing plan (clinical practice/quality patient care), implement standards, practices criteria and indicators for quality nursing (quality of practice), practice nursing and health care in accordance with the laws and regulations relevant to nursing and health care, maintain a constructive working relationship with nursing and other stakeholders, utilize human, material and physical resources efficiently and effectively. Participate in the implementation of the nursing plan (clinical practice/quality patient care): Implement a comprehensive nursing care plan/program for the promotion of health, self-care, treatment and rehabilitation of patients. Administer treatment plan of common or minor primary health conditions presented at primary care facilities in accordance with prescribed norms and standards, guidelines and treat conditions of patients as prescribed. Screen health problems and diseases in accordance with prescribed norms and standards. Maintain a therapeutic relationship and environment in which health care can be provided optimally and safely. Report and communicate on the continuity of care to the caregivers and members of the health team. Create and maintain a complete and accurate nursing record for individual healthcare users. Audit clinical records by analysing data. Participate in health promotion and illness prevention initiatives and contribute to their evaluation. Demonstrate and understand traditional healing practices within the health care user's belief. Implement standards, practices, criteria and indicators for quality nursing (quality of practice): Maintain a plan to improve the quality of nursing and health care. Implement quality improvement plan. Participate in the auditing of quality of nursing and health care. Assist in the development of nursing and improvement of standards of care through research. Create an environment and learning opportunities that foster professional growth and improvement in nursing and health care. Perform or carry out interventions ranging from personal care with active involvement of patients and other members of the team. Develop and document interventions and progress of patients to facilitate continuity of care. Participate in the formulation and review of nursing interventions through comprehensive and on-going assessment. Identify health indicators and risk factors and conduct client satisfaction surveys. Practice nursing and health care in accordance with the laws and regulations relevant to nursing and health care: Maintain a professional and ethical practice as well as an enabling environment for ethical practice. Protect and advocate rights of patients regarding health care. Participate in the implementation of patient care standards, policies and procedures. Compliance and adherence to the relevant acts/prescripts applicable within the nursing environment. Participate in the education and professional development of students. Apply the principles of nursing care in service rendering, for the maintenance of professional excellence. Implement nursing care management activities according to the Standards of Practice and Scope of Practice and act upon breaching of laws relating to nursing practice and professional code of conduct and practice standards. Implement quality improvement plan, the Nursing Act and Regulations, the Code of Ethics and Professional Practice of the South African Nursing Council. Implement procedures that maintain effective infection control and occupational and safety measures in accordance with Occupational Health & Safety legislation. Maintain a constructive working relationship with nursing and other stakeholders: Communicate with the multi-disciplinary health teams, organizations and special interest groups when dealing with community health issues and needs. Participate in the dissemination of information on epidemics, nutritional disease, maternal and infant morbidity and mortality and other common diseases. Participate in health promotion and illness prevention initiatives. Implement nursing interventions to achieve expected outcomes.

**ENQUIRIES** : Mrs B Jack HRA – District Office/ Tel No: (053) 632 4000  
**APPLICATIONS** : Applications must be emailed to [nhealthhr-pixley@ncpg.gov.za](mailto:nhealthhr-pixley@ncpg.gov.za) or hand delivered or couriered via postal to Van der Merwe Street, De Aar,7000Hanover PHC (X 1 Post), Van Wyksvlei PHC (X

1 Post), Prieska Hospital (X2 Posts), Victoria West CHC (X1 Post), Douglas CHC (X2 Posts), Griekwastad CHC (X1 Post), Strydenburg PHC (X 1 Post), Hopetown CHC (X1 Post), Noupoot PHC (X 1 Post), Colesberg Hospital (X2 Posts)

- POST 02/210** : **STAFF NURSE REF NO: NCDOH: 32/2025 (X2 POSTS)**
- SALARY** : Grade 1: R209 112 – R237 441 per annum  
Grade 2: R248 613 – R283 347 per annum  
Grade 3: R290 805 – R362 187 per annum
- CENTRE** : Robert Mangaliso Sobukwe Hospital
- REQUIREMENTS** : Qualification that allows registration with the SANC as Staff Nurse. Registration with the SANC as Enrolled Nurse. Experience: **Grade 1:** None. **Grade 2:** A minimum of 10 years' appropriate/recognisable experience in nursing after registration with the SANC as Staff Nurse. **Grade 3:** A minimum of 20 years' appropriate/recognisable experience in nursing after registration with the SANC as Staff Nurse. Inherent requirements of the post: Willingness to work shifts, day and night duty, weekends, and public holidays to meet the operational requirements. Must be prepared to rotate and assist in all departments according to operational requirements. Competencies (knowledge/skills): Good communication and interpersonal relationships. Basic computer skills in MS Office. Knowledge of relevant nursing legislation and policies of public health.
- DUTIES** : 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.
- ENQUIRIES** : Ms. H Alexander Tel No: (053) 802 9111
- APPLICATIONS** : Please note applications can be hand delivered to the HRM 3<sup>rd</sup> Floor Admin Building or E-Mailed at [rmshhr@ncpg.gov.za](mailto:rmshhr@ncpg.gov.za). All applicants must complete an application register when an application is hand delivered.
- POST 02/211** : **STAFF NURSE REF NO: NCDOH 33/2025 (X10 POSTS)**
- SALARY** : Grade 1: R209 112 – R237 441 per annum  
Grade 2: R248 613 – R283 347 per annum  
Grade 3: R290 805 – R362 187 per annum  
(depending on years of experience)
- CENTRE** : Tshwaragano District Hospital (X9 Posts)  
Kagisho CHC (X1 Post)
- REQUIREMENTS** : Qualification that allows registration with the SANC as Staff Nurse. Registration with SANC as Enrolled Nurse. Experience: **Grade 1:** None. **Grade 2:** A minimum of 10 years' appropriate/recognisable experience in nursing after registration with the SANC as Staff Nurse. **Grade 3:** A minimum of 20 years' appropriate/recognisable experience in nursing after registration with the SANC as Staff Nurse.
- DUTIES** : Assist clients with daily activities. Provide basic clinical nursing care. Effective utilisation of resources. Maintain professional growth /ethical standards and self-development.
- ENQUIRIES** : Mr KM Taolo Tel No: (053) 775 1149
- APPLICATIONS** : Please note applications can be hand delivered to 1 Petso Street, Kagisho Health Centre, Mothibistad or E-Mailed at [nchhealthHR-JTG@ncpg.gov.za](mailto:nchhealthHR-JTG@ncpg.gov.za) All applicants must complete an application register when an application is hand.
- POST 02/212** : **STAFF NURSE REF NO: NCDOH 34/2025 (X1 POST)**
- SALARY** : Grade 1: R209 112 – R237 441 per annum  
Grade 2: R248 613 – R283 347 per annum  
Grade 3: R290 805 – R362 187 per annum  
(depending on years of experience)
- CENTRE** : Frances Baard Health District: Warrenton CHC X1
- REQUIREMENTS** : Minimum educational qualification: Qualification that allows registration with the SANC as a Staff Nurse. Registration with the SANC as an Enrolled Nurse. Shortlisted candidates will be required to submit current proof of registration with SANC as an Enrolled Nurse. Experience: **Grade 1:** None. **Grade 2:** A minimum of 10 years appropriate/recognisable experience in nursing after registration with the SANC as Staff Nurse. **Grade 3:** A minimum of 20 years appropriate/recognisable experience in nursing after registration with the SANC as Staff Nurse. Skills Profile: Demonstrate knowledge and understanding of relevant legal and ethical framework i.e., Acts, policies, SOP's, guidelines, and protocols governing the public service and Nursing practice. Demonstrate basic knowledge of Ideal Hospital Realization and maintenance. Effective utilization of resources, maintenance of proper and accurate record keeping. Demonstrate basic communication with patients, supervisors, and colleagues. Willing to rotate through department and work night duty. Maintain professional growth/ethical standards and self-development. Work as part of a multidisciplinary team and support the managers to ensure quality nursing care.
- DUTIES** : Maintain patients' hygiene e.g. washing etc. provide nutrition, assist with patient mobility, assist with elimination procedures, Monitor, interpret and record vital signs, Prepare patients for

diagnostic and surgical procedures. Assist Professional Nurse with Clinical procedures, Order stock and equipment in a cost-effective manner.

**ENQUIRIES** : Mr MC Joka or Mr ND Mohamad Tel No: (053) 861 4770  
**APPLICATIONS** : Please post or courier your application to: The Department of Health: Frances Baard Health District; 119 Green Street; Riviera, Kimberley, 8301 or hand deliver at the Registry Office at the Frances Baard Health District Office, Green street, Old West End Hospital or emailed to: [ncHealthHR-FBD@ncpg.gov.za](mailto:ncHealthHR-FBD@ncpg.gov.za) Applicants must complete an application register when an application is hand delivered.

**POST 02/213** : **STAFF NURSE REF NO: NCDOH: 35/2025 (X3 POSTS)**

**SALARY** : Grade 1: R209 112 – R237 441 per annum  
Grade 2: R248 613 – R283 347 per annum  
Grade 3: R290 805 – R362 187 per annum

**CENTRE** : Prieska Hospital (X1 Post)  
Carnarvon (X1 Post)  
Douglas CHC (X1 Post)

**REQUIREMENTS** : Qualification that allows registration with the SANC as Staff Nurse. Registration with SANC as Enrolled Nurse. Experience: **Grade 1:** None. **Grade 2:** A minimum of 10 years' appropriate/recognisable experience in nursing after registration with the SANC as Staff Nurse. **Grade 3:** A minimum of 20 years' appropriate/recognisable experience in nursing after registration with the SANC as Staff Nurse.

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

**ENQUIRIES** : Mrs B Jack HRA – District Office/ Tel No: (053) 632 4000  
**APPLICATIONS** : Applications must be emailed to [nchealthhr-Pixley@ncpg.gov.za](mailto:nchealthhr-Pixley@ncpg.gov.za) or hand delivered or couriered via postal to Van der Merwe Street, De Aar,7000.

**POST 02/214** : **NURSING ASSISTANT) REF NO: NCDOH: 36/2025 (X4 POSTS)**

**SALARY** : Grade 1: R165 177 – R188 865 per annum  
Grade 2: R192 675 – R218 667 per annum  
Grade 3: R227 070 – R283 347 per annum  
(depending on years of experience)

**CENTRE** : Robert Mangaliso Sobukwe Hospital

**REQUIREMENTS** : Qualification that allows registration with the SANC as Nursing Assistant Registration with SANC as Nursing Assistant. Experience: **Grade 1:** None. **Grade 2:** A minimum of 10 years' experience after registration with the SANC as a nursing assistant. **Grade 3:** A minimum of 20 years' experience after registration with SANC as a nursing assistant. Inherent requirements of the job: Willingness to work shifts, day and night duty, weekends, and public holidays to meet the operational requirements. Must be prepared to rotate and assist in all departments according to operational requirements. Competencies (knowledge/skills): Effective communication skills. Practical knowledge and experience of basic nursing care in a hospital setting. Interpersonal skills. Demonstrate elementary understanding of nursing legislation and related legal and ethical nursing practices.

**DUTIES** : Perform an elementary clinical nursing practice in accordance with the scope of practice and nursing standards as determined by the relevant health facility. Promote quality of elementary nursing care as directed by the professional scope of practice and standards as determined by the relevant health facility.

**ENQUIRIES** : Ms. H Alexander Tel No: (053)-802 9111  
**APPLICATIONS** : Please note applications can be hand delivered to the HRM 3<sup>rd</sup> Floor Admin Building or E-Mailed at [rmshhr@ncpg.gov.za](mailto:rmshhr@ncpg.gov.za). All applicants must complete an application register when an application is hand delivered.

**POST 02/215** : **NURSING ASSISTANT REF NO: NCDOH 37/2025 (X16 POSTS)**

**SALARY** : Grade 1: R165 177 – R188 865 per annum  
Grade 2: R192 675 – R218 667 per annum  
Grade 3: R227 070 – R283 347 per annum  
(depending on years of experience)

**CENTRE** : Tshwaragano District Hospital (X9 Posts)  
Olifantshoedk CHC (X2 Posts)  
Kagisho CHC (X4 Posts)  
Seoding clinic (X1 Post)

**REQUIREMENTS** : Minimum educational qualification: Qualification that allows registration with the SANC as a Nursing Assistant. Registration with a professional council: Registration with the SANC as

Nursing Assistant. Experience: **Grade 1:** None, **Grade 2:** A minimum of 10 years appropriate/recognizable nursing experience after registration with the SANC as Nursing Assistant. **Grade 3:** A minimum of 20 years appropriate/recognizable nursing experience after registration with the SANC as Nursing Assistant.

**DUTIES** : Provide elementary nursing care in accordance with the scope of practice and nursing standards. Implement and development of basic patient care plans to provide quality patient care. Willing to rotate through department and work night duty. Maintain professional growth / ethical standards and self-development. Work as part of a multidisciplinary team and support the managers to ensure quality nursing care.

**ENQUIRIES** : Mr KM Taolo Tel No: (053) 775 1149

**APPLICATIONS** : Please note applications can be hand delivered to 1 Petso Street, Kagisho Health Centre, Mothibistad or E-Mailed at [nchhealthHR-JTG@ncpg.gov.za](mailto:nchhealthHR-JTG@ncpg.gov.za) All applicants must complete an application register when an application is hand.

**POST 02/216** : **NURSING ASSISTANT REF NO: NCDOH 38/2025 (X8 POSTS)**

**SALARY** : Grade 1: R165 177 – R188 865 per annum

Grade 2: R192 675 – R218 667 per annum

Grade 3: R227 070 – R283 347 per annum

**CENTRE** : De Aar Hospital (X2 Posts)

Carnarvon CHC (X3 Posts)

Griekwastad CHC (X1 Post)

Prieska Hospital (X1 Post)

Masibambane PHC (X 1 Post)

**REQUIREMENTS** : Minimum educational qualification: Qualification that allows registration with the SANC as a Nursing Assistant. Registration with a professional council: Registration with the SANC as Nursing Assistant. Experience: **Grade 1:** None, **Grade 2:** A minimum of 10 years appropriate/recognizable nursing experience after registration with the SANC as Nursing Assistant. **Grade 3:** A minimum of 20 years appropriate/recognizable nursing experience after registration with the SANC as Nursing Assistant.

**DUTIES** : Maintain hygiene of patient. Provide nutrition. Assist with mobility. Assist with elimination processes. Measure, interpret and record vital signs. Operate all relevant apparatus and equipment. Assist professional nurses with clinical procedures (i.e. administering of oral medication). Preparation of patients for diagnostic and surgical procedures. To maintain the code of conduct as required in the public Service and by the Professional Body. Seek learning opportunities, i.e. in-service training, courses.

**ENQUIRIES** : Mrs B Jack HRA – District Office/ Tel No: (053) 632 4000

**APPLICATIONS** : Applications must be emailed to [nchealthhr-Pixley@ncpg.gov.za](mailto:nchealthhr-Pixley@ncpg.gov.za) or hand delivered or couriered via postal to Van der Merwe Street, De Aar,7000

**PROVINCIAL ADMINISTRATION: WESTERN CAPE  
DEPARTMENT OF HEALTH AND WELLNESS**

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

**NOTE** : It will be expected of candidates to be available for selection interviews on a date, time and place as determined by the Department. Kindly note that excess personnel will receive preference.  
**ERRATUM:** Kindly note that the advert for the Post of 1/212: Medical Officer Grade 1 TO 3, Central Karoo District, Salary: Grade 1: R949 146 per annum Grade 2: R1 082 988 per annum Grade 3: R1 253 415 per annum (A portion of the package can be structured according to the individual's personal needs.) Centre: Laingsburg Hospital advertised in the Public Service Vacancy 01 dated 10 January 2025, with reference number: Post 1/212 has been cancelled.  
**ERRATUM:** Kindly note that the advert for the Post of 1/213: Registrar (Medical) (Public Health Medicine) (X1 Post) Directorate: Health Intelligence (4 Year Contract), Centre: Head Office, Cape Town (X1 Post) University of Cape Town (X1 Post), Salary: R949 146 per annum, (A portion of the package can be structured according to the individual's personal needs) advertised in the Public Service Vacancy 01 dated 10 January 2025, with reference number: Post 1/213 has been cancelled.

**OTHER POSTS**

**POST 02/217** : **HEAD CLINICAL UNIT GRADE 1 (VASCULAR SURGERY)**

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

**CENTRE** : Groote Schuur Hospital, Observatory

**REQUIREMENTS** : Minimum educational qualifications: Appropriate qualification that allows registration with the Health Professional Council of South Africa (HPCSA) as Medical Specialist in Vascular Surgery. Registration with a professional council: Registration with the HPCSA as Medical Specialist in Vascular Surgery. Experience: A minimum of 3 years appropriate experience as Medical Specialist after registration with the HPCSA as a Medical Specialist in Vascular Surgery. Inherent requirements of the job: It will be expected of the Head Clinical Unit to work commuted overtime, limited to 12 hours, if operational requirements so demand. Competencies (knowledge/skills): Ability to conduct clinically relevant research in the field of vascular surgery. Ability to teach and train undergraduate and post graduate students and sub specialist Fellows. Ability to work in a high-volume clinic and surgical environment. Clinical and surgical competency in vascular surgery. Experience in supervision and training of staff and students at under- and post-graduate levels. Experience with staff management, resource allocation and theatre list management. Insight into challenges of local health care delivery, diversity, transformation and equity.

**DUTIES** : Vascular Surgery clinical service provision and management in the Groote Schuur Hospital Vascular Unit. Management and training of surgical staff. Participation in academic and management activities of the division.

**ENQUIRIES** : Prof L Cairncross Tel No: (021) 406-6229

**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** : 31 January 2025

**POST 02/218** : **MEDICAL SUB-SPECIALIST GRADE 1: MEDICINE (HAEMATOLOGY)**

**SALARY** : Grade 1: R1 472 673 per annum  
Grade 2: R1 680 780 per annum  
Grade 3: R 1 835 835 per annum  
(A portion of the package can be structured according to the individual's personal needs)

**CENTRE** : Groote Schuur Hospital, Observatory

**REQUIREMENTS** : Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Medical Sub-Specialist in Haematology. Registration with a professional council: Registration with the HPCSA as a Medical Sub-Specialist Haematology. Experience: **Grade 1:** None after registration with HPCSA as a Medical Sub-Specialist in Haematology. **Grade 2:** A minimum of 5 years' appropriate experience as a Medical Sub-Specialist after registration with HPCSA (or a recognised foreign Health Professional Council in respect of a foreign qualified employee) as a Medical Sub-Specialist in Haematology. **Grade 3:** A minimum of 10 years' appropriate experience as Medical Sub-Specialist in Haematology after registration with the HPCSA (or a recognised foreign Health Professional Council in respect of a foreign qualified employee) as a Medical Sub-Specialist in Haematology. Competencies (knowledge/skills): Experience in palliative care approaches for haematology patients. Good communication skills and interpersonal skills. Ability to lead multidisciplinary teams and provide collaborative patient care. Ability to handle conflict and work under pressure in a fast-paced

clinical environment. Expertise in diagnosing and managing haematological disorders (benign and malignant). Proficiency in bone marrow aspiration, biopsy procedures, and interpretation and experience in chemotherapy administration and management of related complications. Knowledge of stem cell transplantation, cellular therapies, relevant clinical guidelines and best practices in haematology. Competence in managing haemostasis and thrombosis disorders. Familiarity with transfusion medicine and patient blood management principles. Strong clinical decision-making and problem-solving skills. Engagement in clinical research and contribution to academic publications.

**DUTIES** : Provide expert consultation, diagnosis, and management for a wide range of haematological conditions, including complex cases referred from secondary-level institutions. Supervise and train medical students, registrars, and fellows in haematology, contributing to their academic and clinical development. Participate in multidisciplinary team meetings to develop comprehensive care plans for patients. Perform bone marrow biopsies, aspirates, and other specialized haematological procedures. Oversee transfusion services, including blood product utilization, patient blood management, and transfusion safety. Conduct and contribute to clinical and translational research, securing funding and publishing findings in peer-reviewed journals. Develop and implement programs to enhance clinical services, including stem cell transplantation, cellular therapy, and advanced therapeutics. Lead quality assurance and patient safety initiatives within the haematology division. Provide strategic leadership for the haematology unit, including resource management, service planning, and team mentorship. Engage in outreach activities to improve access to haematological care and foster collaborations with other institutions. Ensure compliance with ethical, regulatory, and institutional standards in clinical practice and research. Integrate palliative care principles for patients with advanced haematological diseases. Leverage technology to enhance patient care, data management, and education initiatives.

**ENQUIRIES** : Prof V Louw Tel No: (021) 404 3080 or [vernon.louw@uct.ac.za](mailto:vernon.louw@uct.ac.za)  
**APPLICATIONS** : Applications are submitted online via [www.westerncape.gov.za/health-jobs](http://www.westerncape.gov.za/health-jobs) (click “online applications”).

**NOTE** : No payment of any kind is required when applying for this post. Candidates, who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted with their job application / on appointment. Please note that the afore-said concession is only applicable on health professionals who apply for the first time for registration in a specific category with the relevant council (this includes individuals who must apply for change in registration status).’ The pool of applicants will be considered for other similar posts within Groote Schuur Hospital, for a period of 3 months from date of advert.

**CLOSING DATE** : 31 January 2025

**POST 02/219** : **MEDICAL SPECIALIST: GRADE 1 TO 3 (INTERNAL MEDICINE: GENERAL)**  
(1-Year Contract)

**SALARY** : Grade 1: R1 271 901 per annum  
Grade 2: R1 451 214 per annum  
Grade 3: R1 680 780 per annum  
(A portion of the package can be structured according to the individual's personal needs)

**CENTRE** : Groote Schuur Hospital  
**REQUIREMENTS** : Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Medical Specialist in Internal Medicine. Registration with a professional council: Registration with the HPCSA as Medical Specialist in Internal Medicine. Experience: **Grade 1:** None after registration with the HPCSA as a Medical Specialist in Internal Medicine. **Grade 2:** A minimum of 5 years’ appropriate experience as Medical Specialist after registration with the HPCSA (or a recognised foreign Health Professional Council in respect of a foreign qualified employee) as a Medical Specialist in Internal Medicine. **Grade 3:** A minimum of 10 years’ appropriate experience as Medical Specialist after registration with the HPCSA (or a recognised foreign Health Professional Council in respect of a foreign qualified employee) as a Medical Specialist in Internal Medicine. Competencies (knowledge/skills): Clinical Skills required of a General Physician (e.g. Assessment, diagnosis and treatment of outpatients. Communication including report generation, letter writing, consultation in OPD setting).

**DUTIES** : Teaching and Training/Supervision of Junior Staff. Clinical Service provision at Clinic level – acute general medicine, MOPD and consultation services.

**ENQUIRIES** : Prof P Raubenheimer Tel No: (021) 404 6154 or [peter.raubenheimer@uct.ac.za](mailto:peter.raubenheimer@uct.ac.za)  
**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 the 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).

**CLOSING DATE**

: 31 January 2025

**POST 02/220**

: **MEDICAL SPECIALIST: GRADE 1 TO 3 (PSYCHIATRY)**  
(Chief Directorate: Rural Health Services)

**SALARY**

: Grade 1: R1 271 901 per annum  
Grade 2: R1 451 214 per annum  
Grade 3: R 1 680 780 per annum  
(A portion of the package can be structured according to the individual's personal needs)

**CENTRE REQUIREMENTS**

: Worcester Regional Hospital  
Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as Medical Specialist in Psychiatry. Registration with a professional council: Registration with the HPCSA as Medical Specialist in Psychiatry. Experience: **Grade 1:** None after registration with the HPCSA as a Medical Specialist in Psychiatry. **Grade 2:** A minimum of 5 years appropriate experience as Medical Specialist after registration with the HPCSA as a Medical Specialist in Psychiatry. **Grade 3:** A minimum of 10 years appropriate experience as Medical Specialist after registration with the HPCSA as a Medical Specialist in Psychiatry. Inherent requirements of the job: Valid SA driver's license. Participate in the after-hours call system. Competencies (knowledge/skills): Ability to manage all acute and chronic psychiatry cases comprehensively. Proven leadership abilities and experience in supervision of staff and resources. Proven experience in principles of planning, organizing and implementation. Proven knowledge of Public health policies, guidelines and related prescript to manage resources effectively. Computer literacy.

**DUTIES**

: Ensure an efficient and cost-effective Psychiatry service of high quality with a patient centered focus and addressing the burden of disease in the Worcester Geographical Service area (GSA). Support to major referral centers in the Drainage area of Worcester hospital by doing outreach and support and improving competencies in the District Health System to manage patients appropriately and impact on wellness in the Geographic area. Financial management by effective and efficient use of resources. Adhere to requirements for all HR matters. Create a learning environment for junior staff, and students, both under- and postgraduate as required. Do appropriate clinical audits and research within the department to stay abreast of clinical development.

**ENQUIRIES APPLICATIONS**

: Dr C Verster Tel No: (023) 348 6475  
Applications are submitted online via [www.westerncape.gov.za/health-jobs](http://www.westerncape.gov.za/health-jobs) (click "online applications").

**NOTE**

: No payment of any kind is required when applying for this post. Shortlisted candidates may be subjected to a practical test and/or competency test. Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. 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 Worcester Regional Hospital for a period of 3 months from date of advert."

**CLOSING DATE**

: 31 January 2025

**POST 02/221**

: **MEDICAL SPECIALIST: GRADE 1 TO 3 (PAEDIATRICS)**  
(Chief Directorate: Rural Health Services)

**SALARY**

: Grade 1: R1 271 901 per annum  
Grade 2: R1 451 214 per annum  
Grade 3: R1 680 780 per annum  
(A portion of the package can be structured according to the individual's personal needs). (It will be expected of the successful candidate to participate in a system of remunerated Commuted Overtime).

**CENTRE REQUIREMENTS**

: George Regional Hospital  
Minimum educational qualification: Appropriate qualification that allows registration with the Health Professional Council of South Africa (HPCSA) as a Medical Specialist in Paediatrics. Registration with a professional council: Registration with the HPCSA as a Medical Specialist in Paediatrics. Experience: **Grade 1:** None after registration as Medical Specialist in Paediatrics. **Grade 2:** A minimum of 5 years appropriate experience as Medical Specialist after registration with the HPCSA (or recognised foreign Health Professional Council in respect of foreign qualified employees) as Medical Specialist in Paediatrics. **Grade 3:** A minimum of 10 years appropriate experience as Medical Specialist after registration with the HPCSA (or recognised foreign Health Professional Council in respect of foreign qualified employees) as Medical Specialist in Paediatrics. Inherent requirements of the job: Commuted Overtime contract is compulsory, as well as ability to work flexible and after-hours. Valid (Code B/EB) driver's licence as well as willingness and ability to travel. Ability to do first on call coverage as and when the need arises.

Competencies (knowledge/skills): Sufficient and appropriate clinical experience in the management of Paediatric related illnesses. Good work etiquette; excellent communication skills; conflict management; cost conscious care provision. Good technology and computer skills; problem-solving experience; leadership and mentoring experience. Performance of audits or research and publications. Proven knowledge of public health policies, guidelines and related prescript to manage resources effectively. Relevant statutory framework competencies including Healthcare 2030, Best Practice Criteria, National Core Standard, EDL, Standard Treatment Guidelines. Sound knowledge, skill and experience in General Paediatrics and Neonatology. Good interpersonal and communication skills. Ability to work under pressure and maintain a high standard of professionalism. Ability and willingness to supervise staff. Actively participate in academic under-and post-graduate paediatric training program. Good working ethics with children and be an advocate for children's rights. Support and outreach to district hospitals as necessary. Neonatal expertise would be a strong asset. APLS/PALS course done.

**DUTIES** : Render a quality, efficient and cost-effective Paediatric service to patients managed by the institution and district as the Rural East Ecosystem, by balancing throughput with quality. Clinical service delivery in Neonatology and Paediatrics in the Rural East Ecosystem. Ensure the rotational use of resources (medical/surgical sundries and equipment) and apply antibiotic stewardship, patient audits and Clinical Governance. Ensure appropriate training of all clinical staff, including students, medical interns, Community service doctors, medical officers, nursing and staff in District Hospitals. Partake in Outreach and Support services, as needed, to the Rural East Ecosystem. Partake and organize clinical and demographic studies where possible. Ensure good relations with patients, nursing staff, colleagues and referral services at tertiary and district level. Do appropriate clinical audits and research on neonatology and paediatrics within the department to stay abreast of clinical development and demands. Adhere to all requirements for all HR matters.

**ENQUIRIES APPLICATIONS** : Dr WJJ Breytenbach Tel No: (044) 802-4390  
: 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 are subjects 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.

**CLOSING DATE** : 31 January 2025

**POST 02/222** : **DEPUTY MANAGER NURSING (LEVEL 1 AND 2 HOSPITAL) (PAEDIATRICS, NEONATOLOGY AND OBSTETRICS AND GYNAECOLOGY)**

**SALARY** : R974 493 per annum, (A portion of the package can be structured according to the individual's personal needs.)

**CENTRE REQUIREMENTS** : Tygerberg Hospital  
: Minimum educational qualification: Basic R425 qualification (i.e Degree/ diploma in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. Registration with a professional council: Registration with the SANC as Professional Nurse. Experience: A minimum of 9 years appropriate/ recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. At least 4 years of the period referred to above must be appropriate/ recognisable experience at management level. Inherent requirement of the job: Valid (Code B/EB) driver's license. Ability to be on call and availability for Emergency situations. Competencies (knowledge/skills): Strategic nursing leadership, knowledge, ability to plan and apply management processes for required outcomes. Clinical governance, knowledge of quality assurance, infection control and occupational health and safety issues. Corporate governance, knowledge of Human Resource Management. Good communication skills. Ability to work on MS packages (Word, Excel and PowerPoint).

**DUTIES** : Provide strategic management and leadership within the nursing management and function as part of the Nursing executive management team of the hospital. Clinical Governance, manage quality improvement of nursing care. Manage financial resources assets and consumable resources for the designated areas. Manage Human Resources in the relevant designated areas. Manage Nursing research and both professional and nursing practice development. Establish, maintain and participate in the inter-professional and multi-disciplinary teamwork that promotes efficient and effective care.

**ENQUIRIES APPLICATIONS** : Ms F Baartman Tel No: (021) 938 4055  
: 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 the post.  
**CLOSING DATE** : 31 January 2025

<b><u>POST 02/223</u></b>	:	<b><u>DEPUTY DIRECTOR: ORGANISATION DYNAMICS AND REMUNERATION</u></b> Directorate: People Management Planning and Practices
<b><u>SALARY</u></b>	:	R849 702 per annum, (A portion of the package can be structured according to the individual's personal needs).
<b><u>CENTRE REQUIREMENTS</u></b>	:	Head Office, Cape Town Minimum educational qualification: An appropriate National Diploma (NQF 6) / Degree. Experience: Appropriate (3 -5 years) middle management experience (supervisory and management functions at an ASD level). Extensive work experience (6-10 years) in organisation development/ design, job evaluation, establishment administration and compensation management. Inherent requirements of the job: A valid Code B/EB driver's licence. Training and proficiency in PERSAL. Competencies (Knowledge/skills): Behavioural: Analysing; Leading and Supervising, Persuading, and influencing, Planning and Organising; Deciding and Initiating Action, Working with People Delivery Results and Meeting Customer Expectations, Relating and Networking. Values: Integrity; Making a Difference; Appreciation of Diverse People; Continuous Growth Mindset; Caring; Respect Accountability, Person-Centred; Authenticity, Being of Service, Teamwork; Recognition; Collaboration. Skills: Analytical Thinking; Critical Reasoning; Attention to Detail; Excellent Written and Verbal Skills; Proficient in Report Writing; Numeracy; Literacy; Driving; Computer Literacy; Project Management; Interpersonal Skills; Conflict and Change Management; Expert Consulting and Advisory Skills. Knowledge: Public Service Act; Public Service Regulations (as amended); PERSAL functions and training; DPSA and NDOH policies, prescripts and directives linked to all PM practices and OD (such as compensation management; grade progression; OSD, OD and Job Evaluation), Employment Equity Act, 1998; Codes of Good Practice Guides linked to EEA; Labour Relations Act, 1995; Protection of Personal Information Act, 2021; Procedural Administration and Justice Act, 2000; Promotion of Access to Information Act, 2000. Job Purpose: To render an organisation transformation service by co-ordinating OD interventions, establishment administration and compensation management.
<b><u>DUTIES</u></b>	:	Oversee and manage organisation development interventions and job evaluations. Drive departmental OD re-alignment projects to support the transformation agenda of the Department (such as MEAP and MDP). Manage ODI and JE investigations for the Department. Monitor OD and JE registers and provide progress reporting. Manage and deliver on key OD improvement projects such as WISN, HRIS, Job Description Refresh, Job Titles classifications and OFA. Develop and maintain systems and guidelines to improve on OD and JE services. Manage the Organisation and Establishment Administration function. Perform Establishment Control function. Co-ordinate the implementation of OD and JE reports; Ensure new/ amended posts and organisational structure changes are correctly updated in Org Design system (OrgPlus/ Visio) and in PERSAL. Manage staff movement and constant updating of the establishment on PERSAL. Manage the Approved Post List (APL) in collaboration with Finance in terms of filled and vacant posts (HF2 process). Perform regular audits/ investigations and reconciling the approved organisational structure with the establishment on PERSAL. Management and advisory of Compensation: Manage investigations on compensation management enquiries/ cases (such Occupation-Specific Dispensations) and advise in accordance with prescripts. Provide expert advisory and input on transversal changes affecting compensation management practices. Implement changes to the compensation management practices as per national and provincial policy directives (e.g. Cost of Living Adjustments). Manage and maintain an accessible repository of updated compensation-related prescripts, policies, directives and collective agreements. Provide PERSAL Helpdesk services: Manage PERSAL access control (create profiles) and monitor all users transactions, active and in-active profiles. Ensure system enhancement and data integrity (audits and verifications Provide user-support training, compile and maintain user-friendly manuals. Participate in new system development initiatives linked to PERSAL. People Management. Financial Management.
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	Ms R Shade Tel No: (021) 483-3717 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 must be prepared to do a test as part of the evaluation process.
<b><u>CLOSING DATE</u></b>	:	31 January 2025
<b><u>POST 02/224</u></b>	:	<b><u>PHARMACIST GRADE 1 TO 3</u></b> Cape Winelands Health District
<b><u>SALARY</u></b>	:	Grade 1: R804 609 per annum Grade 2: R869 796 per annum Grade 3: R949 146 per annum (A portion of the package can be structured according to the individual's personal needs)
<b><u>CENTRE REQUIREMENTS</u></b>	:	Stellenbosch Sub-district Minimum educational qualifications: Basic qualification accredited with the South African Pharmacy Council (SAPC) that allows registration with the SAPC as a Pharmacist. Registration with a professional council: Registration with the South African Pharmacy Council (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. **Grade 2:** 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. **Grade 3:** 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 recognised foreign Health Professional Council in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa. Inherent requirements of the job: Valid (Code B/EB) driver's licence. Willingness to perform regular after-hours duties. Willingness to travel between facilities and provide relief as pharmacist in all facilities in Stellenbosch sub-district as well as in Stellenbosch Hospital. Competencies (knowledge/skills): Computer literacy (MS Office: Word, Excel, PowerPoint and Outlook). Ability to work accurately under pressure and maintain a high standard of professionalism. Ability to work in a multi-disciplinary team with excellent interpersonal and communication skills. Appropriate knowledge of National and Provincial Health Policies, Medicines Act 101 of 1965, the Pharmacy Act 53 of 1974 and Public Finance Management Act. Appropriate clinical and pharmaceutical knowledge. Innovative analytical thinking and the ability to initiate, co-ordinate, manage and sustain programs.

**DUTIES**

: Pharmaceutical service delivery including improving continuity of care within the Rural West Ecosystem. Effective medicine supply management (Procurement, storage, control and distribution of pharmaceuticals) including cold chain management in all areas where medications are kept. Quality assurance and clinical governance including rational medicine use, attendance of sub district PTC meetings, antibiotic stewardship and pharmacovigilance. Assist with corporate governance functions including financial control, implementation and evaluation of budgetary control measures, human resource management and development and information management. Ensure compliance with policy and legislative requirements and Good Pharmacy Practice Guidelines. Assist with the management of the Chronic Dispensing Unit (CDU) and Private Provider processes.

**ENQUIRIES APPLICATIONS**

: Mr C Williams Tel No: (023) 348 8131  
 : Applications are submitted online via [www.westerncape.gov.za/health-jobs](http://www.westerncape.gov.za/health-jobs) (click "online applications").

**NOTE**

: No payment of any kind is required when applying for this post. Shortlisted candidates may be required to do a practical test. The pool of applicants will be considered for similar vacant posts within Stellenbosch Sub District for a period of 3 months from date of advert. 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).

**CLOSING DATE**

: 31 January 2025

**POST 02/225**

: **MEDICAL PHYSICIST GRADE 1 TO 3**

**SALARY**

: Grade 1: R769 347 per annum  
 Grade 2: R868 662 per annum  
 Grade 3: R990 945 per annum  
 (A portion of the package can be structured according to the individual's personal needs)

**CENTRE REQUIREMENTS**

: Tygerberg Hospital, Parow Valley  
 : Minimum educational qualification: An appropriate qualification that allows for registration with the Health Professions Council of South Africa (HPCSA) as a Medical Physicist. Registration with a professional council: Registration with the HPCSA as a Medical Physicist. Experience: **Grade 1:** None after registration with the HPCSA as a Medical Physicist. **Grade 2:** 8 Years appropriate experience after registration with the HPCSA as a Medical Physicist. **Grade 3:** 16 Years appropriate experience after registration with the HPCSA as a Medical Physicist. Inherent requirements of the job: Willingness to work after hours and overtime. Competencies (knowledge/skills): Skills pertaining to the scope of the profession of medical physicists. Understand the physics of radiotherapy-, diagnostic X-ray and nuclear medicine equipment, computers and software; and have a thorough knowledge of radiotherapy medical physics. Knowledge of the statutory regulations regarding the medical use of ionising radiation Good communication, interpersonal relationship, research, development and teaching skills. Capable of using initiative for problem solving, recognising the need for action, consider possible risks and taking responsibility for results. Be a highly motivated and methodical individual who pays attention to detail with exceptional standards for accuracy. Ability to work under pressure and meet deadlines. Potential to develop management skills.

**DUTIES**

: Responsibility for the management of the dosimetry, quality assurance and radiation protection functions of Medical Physics in the Division of Radiation Oncology. Active participation in the routine execution of clinically related medical physics tasks. Ensure compliance with regulatory requirements Assistance with equipment tender preparation, evaluation and commissioning.

Assistance with the lecturing in the teaching and training programme of the Medical Physics Department. Active participation and assistance with the management of the research and development programme of the Medical Physics Department.

**ENQUIRIES** : Mr C Trauernicht Tel No: (021) 938-6027, E-mail: [cjt@sun.ac.za](mailto:cjt@sun.ac.za)  
**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 the 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 with their job application / on appointment. Please note that the afore-said concession is only applicable on health professionals who apply for the first time for registration as Medical Physicist with the relevant council (this includes individuals who must apply for change in registration status).  
**CLOSING DATE** : 31 January 2025

**POST 02/226** : **OPERATIONAL MANAGER NURSING GRADE 1 (GENERAL) (FEMALE AND CHILDREN'S WARD)**  
Cape Winelands Health District

**SALARY** : R520 560 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 Nursing Council (SANC) as a Professional Nurse. Registration with a professional council: Registration with the SANC as Professional Nurse. Experience: A minimum of 7 years appropriate/recognizable experience in nursing after registration as a Professional Nurse with SANC in General Nursing. Inherent requirements of the job: Perform after-hour and weekend duties for the department and the hospital. Valid (Code B/EB) driver's license. Competencies (knowledge/skills): Principles of Management: Supervisory, leadership, problem solving decision making, public speaking, conflict resolution and interpersonal/communication skills, the ability to function independently as well as part of the multi-disciplinary team. Good organizational skills and the ability to function under pressure. Knowledge of Nursing legislation related legal and ethical nursing practices and framework. Human Resources, Labour relations legislation and Financial Management, including computer literacy (i.e. Ms Word, Excel, PowerPoint and Outlook).

**DUTIES** : Planning, manage, co-ordinate and maintain an optimal, Nursing Services as an Operational Manager in a general ward. Effective management and utilization of Human and Financial Resources to ensure optimal operational function in the units. Initiate, co-ordinate and participate in training, development and research within the nursing department. Deliver a support service to the Nursing Service and the institution. Maintain ethical standards and promote professional growth and self-development.

**ENQUIRIES** : Ms RZ de Silva 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").

**CLOSING DATE** : 31 January 2025

**POST 02/227** : **CLINICAL NURSE PRACTITIONER GRADE 1 TO 2 (PHC)**  
Garden Route District

**SALARY** : Grade 1: R451 533 per annum  
Grade 2: R553 545 per annum  
(Plus, an 8% non-pensionable rural allowance of your annum basic salary).

**CENTRE** : Dysseldorp CDC, Oudtshoorn & Kannaland Sub-districts  
**REQUIREMENTS** : Minimum educational qualification: Basic R425 qualification (i.e., diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse and Midwife. A post-basic nursing qualification with a duration of at least 1 year in Clinical Nursing Science, Health Assessment, Treatment and Care accredited with the SANC (48). Registration with a professional council: Registration with the SANC as a Professional Nurse and Midwife. Experience: **Grade 1:** A minimum of 4 years' appropriate/recognisable nursing experience after registration with the SANC as Professional Nurse in General Nursing. **Grade 2:** A minimum of 14 years appropriate/recognisable nursing experience after registration with the SANC as Professional Nurse in General Nursing. At least 10 years of the period referred to above must be appropriate/recognisable experience after obtaining the 1-year post-basic qualification in the relevant specialty. Inherent requirements of the job: Valid (Code B/EB) driver's licence and willingness to travel. Must be able to operate mobile clinic vehicle. Competencies (knowledge/skills): NIMART training or experience. Problem-solving, report writing, liaison and facilitation skills. Basic computer skills in (i.e., MS Word, Excel, Outlook).

**DUTIES** : Assist with the Management of the Burden of Disease according to the Comprehensive Health programme. Quality of service Plan and implement Health Promotion and Prevention activities in facility and community. Link with the community structures and NPO's. Collect data and submit

reports on or before time. Assist with Management of human resources under supervision. Assist with Financial, SCM, Strategy and Health Support, Infrastructure and Equipment Management.

**ENQUIRIES** : Ms NC Jackson Tel No: (044) 203 - 7205  
**APPLICATIONS** : Applications are submitted online via [www.westerncape.gov.za/health-jobs](http://www.westerncape.gov.za/health-jobs) (click "online applications").  
**NOTE** : No payment of any kind is required when applying for this post. Candidates who are not in possession of the stipulated registration requirements may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable to candidates who apply for the first time for registration in the post basic qualification: Diploma in Clinical Nursing Science, Health Assessment, Treatment Care.  
**CLOSING DATE** : 31 January 2025

**POST 02/228** : **OFFICE MANAGER (OFFICE OF THE CHIEF EXECUTIVE OFFICER)**

**SALARY** : R444 036 per annum  
**CENTRE** : Tygerberg Hospital, Parow Valley  
**REQUIREMENTS** : Minimum educational qualification: An appropriate 3-year National Diploma or Degree (or equivalent). Experience: Appropriate experience in rendering administrative or executive support services to senior management. Inherent requirement of the job: Valid Driver's licence. Competencies (knowledge/skills): Advanced computer skills. Good interpersonal skills. Ability to work under pressure and to meet deadlines. Ability to work independently but collaboratively with various stakeholders within and outside the hospital.

**DUTIES** : Manage the office of the Chief Executive Officer (CEO). Render administrative support and secretariat services to the CEO's office. Taking minutes of the CEO's meetings. Serve as liaison and interface between the CEO's Office and the staff and other stakeholders. Manage the budget and assets allocated to the Office of the CEO Keep abreast of relevant prescripts/policies and procedures applicable to effectively support the CEO.

**ENQUIRIES** : Dr MA Mukosi Tel No: (021) 938 4136  
**APPLICATIONS** : Applicants apply online: [www.westerncape.gov.za/health-jobs](http://www.westerncape.gov.za/health-jobs) (click "online applications")  
**NOTE** : Candidates may be subjected to a practical assessment. No payment of any kind is required when applying for the post.  
**CLOSING DATE** : 31 January 2025

**POST 02/229** : **ASSISTANT DIRECTOR: FINANCE**  
Cape Winelands District

**SALARY** : R444 036 per annum  
**CENTRE** : Stellenbosch Hospital, Stellenbosch Sub-district  
**REQUIREMENTS** : Minimum educational qualification: Appropriate 3-year National Diploma or degree. Experience: Appropriate experience in all aspects of supply chain and financial management. Appropriate management and supervisory experience. Appropriate LOGIS and BAS experience. Inherent requirements of the job: Valid Driver's license. Willingness to work after-hours as required. Competencies (knowledge/skills): Advanced computer skills including Microsoft office packages and BAS and LOGIS. Sound knowledge of finance and supply chain policies, procedures, audit compliance prescripts, PFMA and treasury regulations. Practical workable knowledge of LOGIS, BAS, AR and Clinicom and strong managerial and supervisory skills. Ability to work under pressure and to carry responsibility for a component that includes a 24/7 service component. Ability to work in a team and excellent communication skills (verbal and written).

**DUTIES** : Effectively manage supply chain, revenue, expenditure, patient administration and information management components of the Stellenbosch sub-district that includes Stellenbosch Hospital and clinics. Achieve this by developing and maintaining proper systems to enhance efficiency and compliance. Effective leadership and management of staff including capacity development. Support management of the sub-district. Support the Health Facility Board.

**ENQUIRIES** : Dr ND Blanckenberg Tel No: (021) 808-6100  
**APPLICATIONS** : Applications are submitted online via [www.westerncape.gov.za/health-jobs](http://www.westerncape.gov.za/health-jobs) (click "online applications").

**NOTE** : No payment of any kind is required when applying for this post. Shortlisted candidates may be required to do a practical test and competency assessment. The pool of applicants will be considered for similar vacant posts within Stellenbosch Hospital for a period of 3 months from date of advert.

**CLOSING DATE** : 31 January 2025

**POST 02/230** : **SENIOR ADMINISTRATIVE OFFICER: INFORMATION MANAGEMENT COMPLIANCE**  
Chief Directorate: Information Management (Knowledge Management)

**SALARY** : R376 413 per annum  
**CENTRE** : Head Office, Cape Town  
**REQUIREMENTS** : Minimum educational qualification: An appropriate three-year National Diploma/Degree. Experience: Appropriate knowledge and experience in Health Information Management and Data

Governance. Inherent requirement of the job: Valid driver's licence (Code B) and ability to drive a light motor vehicle on a public road. Willingness to travel and overnight within the Western Cape when required. Competencies (knowledge/skills): Highly developed understanding and knowledge of data and information management, data governance and related policies, processes and standard operating procedures. Advanced computer literacy especially in MS Office with good numerical and analytical skills to support compilation, interpretation and analysis of data. Knowledge of the information systems utilised by the WCDHW e.g. Sinjani, DHIS, Clinicom, PHCIS, Ideal Facility, Business Intelligence, SPV, TIER.net, EDR.web. Excellent self-management and people skills together with communication, training and report writing skills.

**DUTIES** : Identification of data quality and audit risks and subsequent prioritisation. Plan, coordinate and conduct assessments/audits to provide assurance on data quality and compliance with provincial and national policy and standard operating procedures. Conduct root cause analysis of findings and develop, implement and monitor remedial action plans and corrective measures, including coordinating and conducting relevant training. Develop, generate and communicate findings and performance and progress reports for management and stakeholders. Support internal and external audit processes by preparing the facilities and liaising with the auditor. Assist with appropriate assessment tool development.

**ENQUIRIES APPLICATIONS** : Ms R Diedericks at (067) 026-1515  
: Applications are submitted online via [www.westerncape.gov.za/health-jobs](http://www.westerncape.gov.za/health-jobs) (click "online applications").

**NOTE CLOSING DATE** : No payment of any kind is required when applying for this post.  
: 31 January 2024

**POST 02/231** : **EMS STATION MANAGER GRADE 3 TO 6**  
Chief Directorate: Emergency and Clinical Services Support

**SALARY** : Grade 3: R376 596 per annum  
Grade 4: R455 079 per annum  
Grade 5: R532 815 per annum  
Grade 6: R591 741 per annum

**CENTRE REQUIREMENTS** : Emergency Medical Services, George  
: Minimum educational qualifications: **Grade 3:** Successful completion of the Immediate Life Support (ILS) that allows registration with the HPCSA as Ambulance Emergency Assistant (AEA). **Grade 4:** Successful completion of the Emergency Care Technician Course (ECT) that allows registration with the HPCSA as Emergency Care Technician (ECT). **Grade 5:** Successful completion of the Critical Care Assistant course (CCA) or National Diploma that allows registration with the HPCSA as a Paramedic. **Grade 6:** Successful completion of the B-Tech Degree that allows registration with the HPCSA as an Emergency Care Practitioner (ECP).  
Registration with a professional council: Grade 3: Registration with the Health Professions Council of South Africa as an AEA. Grade 4: Registration with the Health Professions Council of South Africa as an ECT. Grade 5: Registration with the Health Professions Council of South Africa as a Paramedic. Grade 6: Registration with the Health Professions Council of South Africa as an ECP. Experience: Grade 3: Minimum of 3 years experience after registration with the Health Professions Council of South Africa as Ambulance Emergency Assistant (AEA). Grade 4: Minimum of 3 years experience after registration with the Health Professions Council of South Africa as Emergency Care Technician (ECT). Grade 5: Minimum of 3 years experience after registration with the Health Professions Council of South Africa as a Paramedic. Grade 6: Minimum of 3 years experience after registration with the Health Professions Council of South Africa as Emergency Care Practitioner (ECP).  
Inherent requirements of the job: Current registration as an AEA, ECT, Paramedic or ECP. Valid code C1 driver's license. Valid Code 10 Professional driver's permit. Physical and mental fitness as an Emergency Services practitioner. Competencies (knowledge/skills): Excellent knowledge of all levels of emergency care protocols. Computer literacy in the MS Office package. Report writing skills. Good communication and interpersonal skills.

**DUTIES** : Manage pre-hospital Emergency Care Services within the geographic area and respond to incidents when required. Ensure that the maintenance of Emergency vehicles and equipment are managed effectively and efficiently. Maintain responsibility for the audit compliance with regards to Supply Chain Management and Human Resource matters, inclusive of the Station's budget allocation and facilitation of account payments for goods and services. Effectively manage and supervise staff in relation to the Human Resource and Labour Relations function. Ensure effective communication with regards to meetings, workshops, debriefs, compiling stats and report writing. Effective support to District Manager and act in management capacity when required.

**ENQUIRIES APPLICATIONS** : Mr J Jansen (District Manager – Garden Route) Tel No: (044) 802-2500  
: Applications are submitted online via [www.westerncape.gov.za/health-jobs](http://www.westerncape.gov.za/health-jobs) (click "online applications").

**NOTE** : No payment of any kind is required when applying for this post. Shortlisted candidates will be expected to undergo a practical assessment.

**CLOSING DATE** : 31 January 2025

<b><u>POST 02/232</u></b>	:	<b><u>SENIOR STATE ACCOUNTANT</u></b> Directorate: Management Accounting
<b><u>SALARY</u></b>	:	R376 413 per annum
<b><u>CENTRE</u></b>	:	Head Office, Cape Town (Bellville Health Park, Bellville)
<b><u>REQUIREMENTS</u></b>	:	Minimum educational qualification: Appropriate three-year National Diploma or Degree in a financial field. Experience: Appropriate experience in a financial management environment. Appropriate experience in Management accounting. Inherent requirement of the job: Valid Code EB/B driver's licence. Ability to analyse information and work with financial information. Competencies (knowledge/skills): Advanced computer literacy (MS Excel and Word). Excellent interpersonal skills and the ability to interact with a broad range of users at all levels of authority but also to work independently and unsupervised. Problem solving and lateral thinking skills. Ability to work under pressure, overtime and to travel if required. Sound understanding of accounting principles. Knowledge of In-Year monitoring (IYM). Knowledge of Annual Financial Statements (AFS) reporting. Knowledge of BAS, LOGIS and budgeting process. Knowledge of the PFMA, National and Provincial Treasury Regulations.
<b><u>DUTIES</u></b>	:	Compile monthly expenditure projections, in particular experience with the IYM tool. Detect and correct incorrect accounting entries. Experience in managing Standard Chart of Accounts (SCOA). Experience with Budget Management (e.g., Budget Management Instrument) analysis. Apply management accounting techniques to analyse, project and report on expenses. Apply accrual accounting principles to the extent required by accounting statements. Reporting on expenditure to applicable users/entities. Compiling, analyse and check loaded budget on accounting systems (e.g., BAS). Extensive experience in extracting information/reports from systems (e.g., BAS and Vulindlela) for analysis. Extensive experience in creating of Excel spreadsheets and pivot tables. Supervise and in-house training of sub-ordinates and peers.
<b><u>ENQUIRIES</u></b>	:	Mr E Pennings Tel No: (021) 815-8604
<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>	:	31 January 2025
<b><u>POST 02/233</u></b>	:	<b><u>SENIOR PERSONNEL PRACTITIONER (EMPLOYEE HEALTH AND WELLNESS)</u></b> Chief Directorate: People Management, Employee Health and Wellness, Diversity and Disability
<b><u>SALARY</u></b>	:	R376 413 per annum
<b><u>CENTRE</u></b>	:	Head Office, Cape Town
<b><u>REQUIREMENTS</u></b>	:	Minimum educational qualification: Appropriate three-year National Diploma or Degree in Human Resources or Social Science or Industrial Psychology or Public Administration. Experience: Appropriate experience in Employee Health and Wellness. Inherent requirements of the job: Valid (Code B/EB) driver's licence. Willingness to travel. Competencies (knowledge/skills): Computer Proficiency (MS Office (Word, MS Excel, MS PowerPoint, email). Communication skills (written and verbal). Presentation and facilitation skills. Understanding of Employee Health and Wellness Framework for the Public Service. Research, conceptualisation, and analytical skills. Creativity, self-motivation, and assertiveness. Ability to function under pressure and handle a high work volume. Ability to prioritise and organise work and to exercise self-discipline. Ability to work independently without supervision.
<b><u>DUTIES</u></b>	:	Provide input into policy development and facilitate the implementation of policy as per DPSA Employee Health and Wellness Strategic Framework. Administer Contract Management and Service Level Agreement (SLA) in the Health and Wellness Focus Areas. Administer and Implement projects and programmes that promote Health and Wellness strategies within budgetary guidelines. Facilitate the Training Requisition applications Provide professional advice to management on issues impacting Employee Wellness Management referrals. Provide administrative support to Provincial EHWP committees. Implementation of mental health programmes for employees including education and awareness on stress management, coping and resilience. Provide technical support concerning the development and review of strategies policies and operational plans. Conduct research analysis to identify determinants of ill-health, injury on duty and occupational diseases. Conduct trend and statistical analysis to determine challenges, problem trends and best practices relating to the health and productivity of employees. Assist with the development of monitoring and evaluation tools for the implementation of an M&E framework.
<b><u>ENQUIRIES</u></b>	:	Ms J Andrews Tel No: (021) 483-5644
<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 will be required when applying for this post.
<b><u>CLOSING DATE</u></b>	:	31 January 2024
<b><u>POST 02/234</u></b>	:	<b><u>ADMINISTRATIVE OFFICER: FINANCE</u></b> Chief Directorate: Emergency Clinical and Services Support
<b><u>SALARY</u></b>	:	R308 154 per annum
<b><u>CENTRE</u></b>	:	Cape Medical Depot



- REQUIREMENTS** : 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 BAS experience. Appropriate LOGIS experience. Appropriate Finance experience. Competencies (knowledge/skills): Knowledge of the Public Finance Management Act, National Treasury Instructions, Provincial Treasury directives, financial delegations and instructions. Computer literacy (Windows, MS Word, MS Excel, BAS and Logis). Ability to be systematic and analytical. Good organizing and numeric skills. Ability to comply with applicable legislation. Ability to work accurately under pressure and maintain a high work ethic.
- DUTIES** : Authorize payments on BAS, MEDSAS and Logis. Capturing, prepping and manually verifying of payments. Knowledge of QC meetings, and Various Logis reporting (SCM9, 30 days etc.). Assist in the preparation of the AFS and in co-ordination of all audit queries. Deal with supplier queries MEDSAS and Logis, do reconciliation of accounts. Supervision and on-going training of sub-ordinates. Handling of routine administrative enquiries and correspondence.
- ENQUIRIES** : Ms. C Buthelezi Tel No: (021) 483-8804
- APPLICATIONS** : Applicants apply online: [www.westerncape.gov.za/health-jobs](http://www.westerncape.gov.za/health-jobs) (click "online applications")
- NOTE** : Candidates will be required to do a practical test. No payment of any kind is required when applying for this post.
- CLOSING DATE** : 31 January 2025
- POST 02/235** : **ADMINISTRATIVE OFFICER: SUPPORT SERVICES**  
Chief Directorate: Metro Health Services
- SALARY** : R308 154 per annum
- CENTRE** : Inzame Zabantu Community Day Centre
- REQUIREMENTS** : Minimum educational qualification: Senior Certificate (or equivalent). Experience: Appropriate administrative experience in support services. Inherent requirements of the job: Valid driver's licence (Code B/EB). Competencies (knowledge/skills): Knowledge and understanding and experience in LOGIS as well as knowledge and experience of budgetary aspects. Knowledge of Supply Chain Management, Procurement policy of the Department and personnel procedures. Computer literacy (MS Word and Excel).
- DUTIES** : Manage the allocated budget, assist with expenditure, administration and revenue management. Manage the Supply Chain section and the assets of the facility including contract management and fleet management. Personnel and Labour relations management. Manage the support to Facility Manager and Community Day Centre. Render assistance to Facility Management. Human Resources control and management.
- ENQUIRIES** : Ms N Bizo Tel No: (021) 830-6944
- APPLICATIONS** : Applicants apply online: [www.westerncape.gov.za/health-jobs](http://www.westerncape.gov.za/health-jobs) (click "online applications")
- NOTE** : No payment of any kind is required when applying for this post. Candidates will be subjected to a written/practical and oral assessment. The pool of applicants will be considered for similar vacant posts within the Chief Directorate: Metro Health Services for a period of 3 months from date of advert. As directed by the Department of Public Service and Administration, applicants must note that further checks will be conducted once they are shortlisted and that their appointment is subject to positive outcomes of these checks, which include security clearance, qualification verification, criminal records and previous employment.
- CLOSING DATE** : 31 January 2025
- POST 02/236** : **ADMINISTRATIVE OFFICER: FINANCE**  
Chief Directorate: Emergency Clinical and Services Support
- SALARY** : R308 154 per annum
- CENTRE** : Directorate: Medicine Management, Laboratory and Blood Services Support
- REQUIREMENTS** : Minimum educational qualification: Senior Certificate (or equivalent) with Mathematics or Accountancy as a passed subject or Senior Certificate (or equivalent) with experience/competencies that focus on the Key Performance Areas (KRA's) of the post. Experience: Appropriate BAS experience. Appropriate LOGIS experience. Appropriate Finance experience. Competencies (knowledge/skills): Knowledge of the Public Finance Management Act, National Treasury Instructions, Provincial Treasury directives, financial delegations and instructions. Computer literacy (Windows, MS Word, MS Excel, BAS and Logis). Ability to be systematic and analytical. Good organizing and numeric skills. Ability to comply with applicable legislation. Ability to work accurately under pressure and maintain a high work ethic. Knowledge of QC meetings, and Various Logis reporting (SCM9, 30 days etc.).
- DUTIES** : Authorize payments on BAS, MEDSAS and Logis. Capturing, prepping and manually verifying of payments. Assist in the preparation of the AFS and in coordination of all audit queries. Deal with supplier queries MEDSAS and Logis do reconciliation of accounts. Supervision and on-going training of sub-ordinates. Handling of routine administrative enquiries and correspondence.
- ENQUIRIES** : Ms C Buthelezi Tel No: (021) 483-8804
- APPLICATIONS** : Applicants apply online: [www.westerncape.gov.za/health-jobs](http://www.westerncape.gov.za/health-jobs) (click "online applications")
- NOTE** : Candidates will be required to do a practical test. No payment of any kind is required when applying for this post
- CLOSING DATE** : 31 January 2025

- POST 02/237** : **EMERGENCY CALL CENTRE SUPERVISOR**  
Chief Directorate: Emergency and Clinical Support Services
- SALARY CENTRE REQUIREMENTS** : R308 154 per annum  
: Emergency Medical Services, Cape Winelands Communication Centre (Worcester)  
: Minimum educational qualification: Appropriate Certificate in Call Centre Management (NQF Level 4). Senior Certificate (or equivalent). Experience: Appropriate experience in the Emergency Call Centre environment. Inherent requirements of the job: Ability to work shifts and overtime, as needed. Competencies (knowledge/skills): Competency in the CAD (CareMonX) system. Good leadership, communication, and interpersonal skills. Good planning, leading, organizing and control abilities. Ability to work well under pressure. Computer Literacy with MS Word, Excel and Powerpoint, Outlook.
- DUTIES** : Efficient, effective, and quality management of Centre staff. Cost Effective Management of allocated overtime needs. Effective Human Resource Management, Training and Development and the management of Labour Relations matters. Supervision and Management of all Administrative Requirements. Effective Communication and Liaison with internal and external clients. Support to colleagues and the Centre Manager.
- ENQUIRIES APPLICATIONS NOTE** : Ms B A Dees Tel No: (023) 346-6032  
: Applicants apply online: [www.westerncape.gov.za/health-jobs](http://www.westerncape.gov.za/health-jobs) (click "online applications")  
: Shortlisted candidates will be expected to undergo a practical assessment. No payment of any kind will be required when applying for the post.
- CLOSING DATE** : 31 January 2025
- POST 02/238** : **ADMINISTRATIVE OFFICER: FINANCE/ADMIN**  
Cape Winelands District
- SALARY CENTRE REQUIREMENTS** : R308 154 per annum  
: Cape Winelands District Office  
: Minimum educational qualification: Senior Certificate (or equivalent) with Mathematics and/or Accounting as a passed subject and/or Senior Certificate (or equivalent) with experience/competencies that focus on the key performance areas of the post. Experience: Appropriate experience in a financial environment. Appropriate knowledge of the Basic accounting System (BAS) and Logis. Appropriate knowledge of Assets and Liabilities Suspense Accounts. Inherent requirements of the job: Valid (Code B/EB) driver's licence and willingness to travel. Competencies (knowledge/skills): Knowledge of the Public Finance Management Act, Treasury Regulations and Instructions. Computer literacy in MS Office (Word, Excel). An aptitude for figures. Good interpersonal skills.
- DUTIES** : Allocation, control, and authorization of Logis and Sundry Payments as well as manage Petty Cash transactions and BAS refund payments. Manage clearance of asset and liability suspense account and IYM reporting. Manage state debt as well as monthly accounts to SATVI and Hospice. Manage all reporting and audit requirements in respect of Finance/Revenue Administration for the sub-district. Authorise/Capture journals on BAS relating to banking procedures and filing of all documents and transactions. Manage all People Management related functions allocated to the post of AO within the Finance sub-component.
- ENQUIRIES APPLICATIONS NOTE** : Mr F Gehring Tel No: (023) 348 1305  
: Applications are submitted online via [www.westerncape.gov.za/health-jobs](http://www.westerncape.gov.za/health-jobs) (click "online applications").
- NOTE** : No payment of any kind is required when applying for this post. Shortlisted candidates may be subjected to a practical test. The pool of applicants will be considered for similar vacant posts within Brewelkloof Hospital for a period of 3 months from date of advert.
- CLOSING DATE** : 31 January 2025
- POST 02/239** : **ADMINISTRATIVE OFFICER (BIDS & CONTRACT MANAGEMENT)**  
Chief Directorate: Metro Health Services
- SALARY CENTRE REQUIREMENTS** : R308 154 per annum  
: Office of the Chief Directorate: Metro Health Services  
: Minimum educational qualification: Senior Certificate (or equivalent) with Accounting or Mathematics as a passed subject and/or Senior Certificate (or equivalent) with experience/competencies that focuses on the Key Performance Areas (KPA's) of the post. Experience: Appropriate knowledge and experience in Accounting, Supply Chain Management, Asset Management and Auditing. Appropriate Contract Management and/or Contract Administration experience. Inherent requirements of the job: Valid driver's licence. The successful candidate must be willing to travel in the Region. Competencies (knowledge/skills): Knowledge of the Public Finance Management Act (PFMA), National, Provincial Treasury Regulations, the Accounting Officer's System of the Department of Health, Electronic Purchasing System (EPS); Preferential Procurement Regulations Knowledge of the bidding process, and Contract Management. Good organising and presentation skills. Ability to work under pressure and meet deadlines. Computer literacy in MS Office. Excellent writing and communication skills. Ability to function individually and as part of a team. Assist with AFS/IFS on Contract Registers.

<b><u>DUTIES</u></b>	:	Co-ordination of the SCM Contract component and Bid Administration. Identify and systematically manage risks including operational and financial risks pertaining contracts. Serve as a member on the MHS Quotation, Specification and Evaluation Committees within the Chief Directorate. Effective co-operation and support to supervisor, colleagues and members of the management team. Manage Supplier and contract performance in the Chief Directorate. Provides advice pre and post bidding phase. Visit Institutions to support with contract administration matters. Legal experience on contract management will be an advantage. Manage Thefts and Losses within the Chief Directorate.
<b><u>ENQUIRIES</u></b>	:	Ms T Hendricks Tel No: (021) 815-8718
<b><u>APPLICATIONS</u></b>	:	Applicants apply online: <a href="http://www.westerncape.gov.za/health-jobs">www.westerncape.gov.za/health-jobs</a> (click "online applications")
<b><u>NOTE</u></b>	:	Shortlisted candidates will be subjected to a practical/written and oral assessment. No payment of any kind is required when applying for this post. The pool of applicants will be considered for other similar posts within the Chief Directorate: Metro Health Services, for a period of 3 months from date of advert.
<b><u>CLOSING DATE</u></b>	:	31 January 2025
<b><u>POST 02/240</u></b>	:	<b><u>PROFESSIONAL NURSE GRADE 1 TO 3 (GENERAL) (PRIMARY HEALTH CARE)</u></b> Garden Route District
<b><u>SALARY</u></b>	:	Grade 1: R307 473 per annum Grade 2: R375 480 per annum Grade 3: R451 533 per annum
<b><u>CENTRE</u></b>	:	Riversdale CDC, Hessequa 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 a 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. Willing 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>	:	Quality Patient care, managing and delivery of Comprehensive PHC Services: Child Health, Woman Health, HIV/ ARV and Chronic disease management (only within scope of training) Maintain a constructive working relationship with all relevant stakeholders of the Primary Health Care Team. Ensure quality data management and record keeping. Utilize human, material and physical resources efficiently and effectively. Participate in training programmes and research activities. Delivery of quality nursing care according to Ideal Clinic standards.
<b><u>ENQUIRIES</u></b>	:	Ms E. Braaf Tel No: (028) 713 8644
<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 applicants will be considered for similar vacant posts within Hessequa Sub District for a period of 3 months from date of advert.
<b><u>CLOSING DATE</u></b>	:	31 January 2025
<b><u>POST 02/241</u></b>	:	<b><u>PROFESSIONAL NURSE GRADE 1 TO 3 (GENERAL: COPC) (COMMUNITY ORIENTATED PRIMARY CARE)</u></b> Garden Route District
<b><u>SALARY</u></b>	:	Grade 1: R307 473 per annum Grade 2: R375 480 per annum Grade 3: R451 533 per annum
<b><u>CENTRE</u></b>	:	Dysselsdorp CDC, Oudtshoorn & Kannaland 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 a 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: Willingness to work after hours and travel if necessary to meet operational requirements. Valid (Code B/EB) driver's licence and willingness to travel. Ability to work in a team across the service platforms. Competencies (knowledge/skills): Excellent communication with community and other stakeholders' engagement and facilitation skills. Knowledge of relevant legislation, policies including Health care 2030, Sustainable Development Goals, 1st 1000 days. Excellent planning and organisational skills in Community Health Care, programs and services. Computer literate in Microsoft office programs. Verbal and written communication skills.

**DUTIES** : External interface management by planning, delivered and implementation of wellness initiatives and interventions with support from internal stakeholders to implement community orientated primary care. Intersectoral interface management with strong organisational linkages and partnerships with outside stakeholders, sectors, departments, NGOs and community structures. Lead and co-ordinate scheduled wellness activities for men, women, adolescents, and youth with a focus on the 1st 1000 Days initiative towards building healthy communities. Delivered wellness activities in the specific communities with a focus on Western Cape on Wellness (WoW!) to support an integrated approach in managing chronic conditions eg Diabetes, hypertension, TB, HIV, mental health. Delivered and support the collection, collation, interpreting of health data for reporting, monitoring and evaluation purposes.

**ENQUIRIES** : Ms NC Jackson Tel No: (044) 203 - 7205  
**APPLICATIONS** : Applications are submitted online via [www.westerncape.gov.za/health-jobs](http://www.westerncape.gov.za/health-jobs) (click "online applications").

**NOTE** : No payment of any kind is required when applying for this post. Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable 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 Oudtshoorn and Kannaland Sub-districts for a period of 3 months from date of advert. Candidates will be subjected to a practical/written assessment.

**CLOSING DATE** : 31 January 2025

**POST 02/242** : **EMS LECTURER (PARAMEDIC) GRADE 1 TO 4 (X2 POSTS)**  
Chief Directorate: Emergency and Clinical Support Services

**SALARY** : Grade 1: R304 617 per annum  
Grade 2: R376 596 per annum  
Grade 3: R461 625 per annum  
Grade 4: R540 537 per annum

**CENTRE** : Emergency Medical Services  
College of Emergency Care

**REQUIREMENTS** : Minimum educational qualification: **Grade 1** Successful completion of the Critical Care Assistant (CCA) qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Paramedic. **Grade 2:** Successful completion of the Critical Care Assistant (CCA) qualification or a recognised National Diploma that allows registration with the HPCSA as a Paramedic. **Grade 3:** Successful completion of the Critical Care Assistant (CCA) qualification or a recognised National Diploma that allows registration with the HPCSA as a Paramedic or B-Tech degree that allows registration with the HPCSA as an Emergency Care Practitioner (ECP). **Grade 4:** Successful completion of the Critical Care Assistant (CCA) qualification or a recognised National Diploma that allows registration with the HPCSA as a Paramedic or B-Tech degree that allows registration with the HPCSA as an Emergency Care Practitioner (ECP). Registration with a professional council: Grade 1: Registration with the HPCSA as Paramedic (CCA). Grade 2: Registration with the HPCSA as Paramedic with CCA or National Diploma. Grade 3: Registration with the HPCSA as Paramedic with CCA or National Diploma or ECP Grade 4: Registration with the HPCSA as Paramedic with CCA or National Diploma or ECP. Experience: Grade 1: None after registration with the HPCSA as Paramedic (CCA). Grade 2: 7 years after registration with the HPCSA as Paramedic (CCA). None after registration with the HPCSA as Paramedic with National Diploma. Grade 3: Registered Paramedic (CCA) - 14 years after registration with the HPCSA as Paramedic. Registered Paramedic (NDIP) - 7 years after registration with the HPCSA as a Paramedic. None after registration with the HPCSA as an ECP. Grade 4: Registered Paramedic (CCA) - 24 years after registration with the HPCSA as Paramedic. Registered Paramedic (NDIP) - 17 years after registration with the HPCSA as Paramedic. Registered ECP's -10 years after registration with the HPCSA as an ECP. Inherent requirements of the job: Valid professional driver's permit (PrDP). Physical and mental fitness. Valid code B driver's license. Competencies (knowledge/skills): Proficient computer literacy. Ability to work under pressure in a stressful environment. Excellent verbal and written communication skills. Ability to provide mentorship and coaching. Ability to work in a team in Higher Education.

**DUTIES** : Provide effective and efficient teaching on NQF 5 and above EMC programmes. Ensure Adherence of students to college policies. Perform front-line vehicle duties with students and

other clinical duties. Provide teaching assistance with other Clinical training programmes where required.

**ENQUIRIES** : Mr C Mabakela Tel No: (021) 983-6270  
**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 are subjects 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). Successful candidates are expected to obtain Code C1 driver's license within six months after appointment. It will be expected of candidates to be available for selection interviews on a date, time and place as determined by the Department.

**CLOSING DATE** : 31 January 2025

**POST 02/243** : **ADMINISTRATION CLERK: PEOPLE MANAGEMENT (PAYROLL AND SERVICE BENEFITS)**

**SALARY** : R216 417 per annum  
**CENTRE** : Groote Schuur Hospital  
**REQUIREMENTS** : Minimum educational qualification: Senior Certificate (or equivalent). Experience: Appropriate experience in People Management Administration and PERSAL. Competencies (knowledge/skills): Computer literacy (MS Word, Excel, PowerPoint, Outlook), numeracy and mathematical skills. Good interpersonal and organisational skills and the ability to function under pressure and meet deadlines. Good written and verbal communication skills. Knowledge of the People Management prescripts in the Public Service.

**DUTIES** : Perform all administrative duties and PERSAL functions pertaining to personnel administration, e.g. appointments, service terminations, transfers, salary administration, leave, injury on duty, distribution of payslips, debt management. Auditing and filling of personnel data and leave records. Administer probation reviews on PERSAL. Handle all personnel enquiries and correspondence (written and verbal). File personnel data, policies, regulations and circulars. Application of general administration, office correspondence, enquiries and supervisor support and implementation and application of People management policies.

**ENQUIRIES** : Mr A Samuels Tel No: (021) 404 2204  
**APPLICATIONS** : Applicants apply online: [www.westerncape.gov.za/health-jobs](http://www.westerncape.gov.za/health-jobs) (click "online applications")  
**NOTE** : No payment of any kind is required when applying for this post. Shortlisted candidates may be subjected to a competency test.

**CLOSING DATE** : 31 January 2025

**POST 02/244** : **ADMINISTRATION CLERK: DISABILITY MANAGEMENT**

Chief Directorate: People Management  
Sub Directorate: Employee Health and Wellness, Diversity and Disability

**SALARY** : R216 417 per annum  
**CENTRE** : Head Office, Cape Town  
**REQUIREMENTS** : Minimum educational qualification: Senior Certificate (or equivalent). Experience: Appropriate experience. Inherent requirement of the job: Ability to travel throughout the province. Competencies (knowledge/skills): Computer literacy (MS Word, Excel, PowerPoint, Email). Planning and organising skills. Innovative problem-solving skills. Interpersonal skills. Numeracy skills. Analytical skills.

**DUTIES** : Organising meeting and event logistics (venues, transport, catering, and materials). Managing office supplies and maintaining filing systems (physical and electronic). Administering leave registers and assisting with operational planning. Conduct research, compile data, and prepare reports, articles, and documents related to the component's activities. Setting up agendas, taking minutes, and distributing them to stakeholders. Assisting with marketing and promotional activities and arranging and dismantling exhibition equipment for programmes and events. Handling petty cash, processing travel claims, and procuring goods/services. Administering telephone accounts and claim submissions. Handle correspondence, inquiries, and stakeholder engagement to ensure effective communication and timely resolution of issues. Support the operationalisation and implementation of disability-related programmes, strategies, and projects.

**ENQUIRIES** : Ms W Herabai Tel No: (021) 483-5676  
**APPLICATIONS** : Applicants apply online: [www.westerncape.gov.za/health-jobs](http://www.westerncape.gov.za/health-jobs) (click "online applications")  
**NOTE** : A practical exercise will be part of the assessment. No payment of any kind is required when applying for this post.

**CLOSING DATE** : 31 January 2025

**POST 02/245** : **ADMINISTRATION CLERK: LABOUR RELATIONS**

**SALARY** : R216 417 per annum  
**CENTRE** : Tygerberg Hospital, Parow Valley

- REQUIREMENTS** : Minimum educational qualification: Senior Certificate (or equivalent). Experience: Appropriate experience in a Labour Relations environment. Competencies (knowledge/skills): Good communication skills. Computer literate (MS Office package, e-mail and internet). Ability to function under stressful environment and cope with heavy workload. Ability to function as a team player, with or without supervision. Ability to interpret and apply policies. Knowledge of the Legislative framework.
- DUTIES** : General secretarial and administrative duties including typing, filing, answering of telephone and labour relations enquiries. Effective assistance with Co-ordination of meetings. Effective assistance with the co-ordination of training. Facilitation of disciplinary hearings. Optimal administration of Labour Relations records, statistics and in-service training.
- ENQUIRIES** : Ms F Arendse Tel No: (021) 938-5177
- APPLICATIONS** : Applicants apply online: [www.westerncape.gov.za/health-jobs](http://www.westerncape.gov.za/health-jobs) (click "online applications")
- NOTE** : Candidates may be subjected to a practical test. No payment of any kind is required when applying for the post.
- CLOSING DATE** : 31 January 2025
- POST 02/246** : **ADMINISTRATION CLERK: RADIOGRAPHY**
- SALARY** : R216 417 per annum
- CENTRE** : Groote Schuur Hospital, Observatory
- REQUIREMENTS** : Minimum educational qualification: Senior Certificate (or equivalent). Experience: Appropriate administration experience. Competencies (knowledge/skills): Computer literacy (MS Word, Excel, Outlook). Strong sense of confidentiality. Excellent communication skills (telephonic, written and verbal). Knowledge and experience of Hospital Information Systems (Clinicom), PACS (Picture Archiving and Communication Systems) and RIS (Radiology Information Systems) workflow.
- DUTIES** : Welcome, receive patients and handle enquiries. Register patients via electronic orders. Schedule and manage appointments on RIS and Clinicom. Digitise patient studies. Maintain code of ethics and core values to ensure effective interpersonal communication. Provide cross cover for all departmental administrative functions. Willingness to work overtime when required.
- ENQUIRIES** : Ms N Behardien-Peters Tel No: (021) 404-4187
- APPLICATIONS** : Applicants apply online: [www.westerncape.gov.za/health-jobs](http://www.westerncape.gov.za/health-jobs) (click "online applications")
- NOTE** : No payment of any kind is required when applying for this post. Candidates may be subjected to a practical assessment.
- CLOSING DATE** : 31 January 2025
- POST 02/247** : **ADMINISTRATION CLERK: ADMISSIONS (FEES DEPARTMENT) (PATIENT ADMINISTRATION: IN AND OUTPATIENTS)**
- SALARY** : R216 417 per annum
- CENTRE** : Groote Schuur Hospital
- REQUIREMENTS** : 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.-Senior Certificate (or equivalent) with Mathematics and/or Accountancy as a passed subject and/or Senior Certificate (or equivalent) with experience/competencies that focuses on the Key Performance Areas (KRA's) of the post. Experience: Appropriate experience in a Fees-related environment. Inherent requirement of the job: Must be willing to work shifts (night duty, weekends, and public holidays) and rotate between departments. Competencies (knowledge/skills): Computer literacy. Good communication and interpersonal skills. The ability to accept responsibility, accountability and work independently. Ability to work under pressure. Strong sense of confidentiality. Knowledge of Hospital Fees Memorandum Chapter 18, UPFS, HIS Clinicom and Finance Instructions.
- DUTIES** : Reception tasks. Responsible for handling and receiving of public money. Cash collection and banking state money. ICD10 Coding. Clinicom, Billing and other PGWC system computer duties. Attending to patient queries (verbal and written). Admission, transfer and discharge of patients as per PGWC Hospital Fees policies and procedures. Debiting of Charge Entries to invoices as per UPFS and PGWC billing procedures. In-patient and out-patient administration functions according to PWGC policies and procedures. Covering for colleagues in areas.
- ENQUIRIES** : Mr MD Windvogel Tel No: (021) 404-3008
- APPLICATIONS** : Applicants apply online: [www.westerncape.gov.za/health-jobs](http://www.westerncape.gov.za/health-jobs) (click "online applications")
- NOTE** : No payment of any kind is required when applying for this post. Shortlisted candidates may be required to attend a practical test.
- CLOSING DATE** : 31 January 2025
- POST 02/248** : **ADMINISTRATION CLERK: SUPPLY CHAIN MANAGEMENT (STORES)**
- SALARY** : R216 417 per annum
- CENTRE** : Groote Schuur Hospital
- REQUIREMENTS** : 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 (KPA's) of the post.

Experience: Appropriate experience in Supply Chain Management and Stores Environment. Competencies (knowledge/skills): Knowledge of/ skills in SYSPRO Inventory Management System. Good organisational skills. Good interpersonal and communication skills.

**DUTIES** : Ensure the effective running of the store. Verify stock holding and identify slow moving stock. Proper filing and updating of electronic system. Communicate and manage suppliers. Proper resolution of queries and provide assistance where needed.

**ENQUIRIES** : Ms L De Jongh Tel No: (021) 404-5057

**APPLICATIONS** : Applicants apply online: [www.westerncape.gov.za/health-jobs](http://www.westerncape.gov.za/health-jobs) (click "online applications")

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

**CLOSING DATE** : 31 January 2025

**POST 02/249** : **ADMINISTRATION CLERK: SUPPORT**  
Chief Directorate: Metro Health Services

**SALARY** : R216 417 per annum

**CENTRE** : Southern Western Sub-structure

**REQUIREMENTS** : Minimum educational qualification: Grade 12/Senior Certificate. Experience: Appropriate experience in rendering a support service, office administration experience. Inherent requirements of the job: Relief and other related duties. Valid driver's license. Competencies (knowledge/skills): Good communication Language, minute-taking skills and typing of meeting minutes from different sources. Knowledge of office administration practices. Computer literacy (MS Word, Excel, PowerPoint and e-mail) and typing proficiency. Good planning and organizational skills, including office management.

**DUTIES** : Effectively provide typing and secretarial support service, office management and reception function, answer telephonic queries and deliver messages. Support to the Transport officer. Provide support to manager regarding meetings and managing of the meeting calendar. Type documents, reports, correspondence, photocopy, e-mail and fax relevant documents. Assist with minute-taking. Manage transport schedules between facilities daily. Effectively manage and checking GG vehicles offsite. Assist with ordering of stationery and equipment. Provide an effective registry service.

**ENQUIRIES** : Mr D Jansen Tel No: (021) 202-0921

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

**NOTE** : Short-listed candidates may be subjected to a practical assessment. No payment of any kind is required when applying for this post. The pool of applicants will be considered for other vacant Administrative Clerk: Support within the Chief Directorate: Metro Health Services, for a period of 3 months from date of advert.

**CLOSING DATE** : 31 January 2025

**POST 02/250** : **ADMINISTRATION CLERK: SUPPORT**  
Chief Directorate: Metro Health Services

**SALARY** : R216 417 per annum

**CENTRE** : Khayelitsha/Eastern Sub-structure Office

**REQUIREMENTS** : Minimum educational qualification: Senior Certificate (or equivalent). Experience: Appropriate experience in general office administration and management. Inherent requirement of the job: Valid Code B/EB driver's licence. Competencies (knowledge/skills): Computer proficiency in MS Word, Excel and MS Office. Ability to think analytically and logically and ability to work under pressure. Good interpersonal relations, communication and organizational skills. Good human relations.

**DUTIES** : Provide effective and efficient general office administration support to the Deputy Director: Professional Support Service (PPS), Programme managers and Facility on-site support as required. Handling of the diary of the Deputy Director: Professional Support Services in the Khayelitsha/Eastern Sub-Structure. Co-ordinate and organise meetings, agendas, visits, minute taking and compile and typing of quarterly reports. Maintain filing system and coordinating training. Overall logistical Support to the PSS and Procurement of consumables. Support to the Quality Assurance and Information Management programmes. Good financial record keeping. Monitor and follow up on complaints for Khayelitsha/Eastern Sub-structure.

**ENQUIRIES** : Mr R Manesen at (065) 860-9938

**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. The pool of applicants will be considered for similar posts within the Chief Directorate: Metro Health Services for a period of 3 months from date of advert. Candidates will be subjected to a written/practical and oral assessment

**CLOSING DATE** : 31 January 2025

- POST 02/251** : **ADMINISTRATION CLERK: SUPPLY CHAIN MANAGEMENT/FINANCE**  
Chief Directorate: Metro Health Services
- SALARY** : R216 417 per annum  
**CENTRE** : Brackengate Transitional Care Facility  
**REQUIREMENTS** : Minimum educational qualification: Senior Certificate (or equivalent) with Mathematics or Accountancy 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 Supply Chain Management and Finance Administrative processes. Inherent requirement of the job: Willingness to work after hours and weekends when required. Competencies (knowledge/skills): Knowledge of LOGIS, EPS, CSD, WCSEB, ESL and BAS Systems. Knowledge of the PFMA, National and Provincial Treasury Regulations. Knowledge of the Accounting Officer's System of the Department of Health including delegations. Computer literacy (MS Word, Excel, PowerPoint). Good communication and interpersonal skills. Ability to function independently as well as in a multi-disciplinary team.
- DUTIES** : Manage acquisition of goods or services. Assist end-users with compilation of specifications. Ensure effective and efficient procurement are done in time, as per approved Budget. Capture requisitions and other documentation of the Supply Chain (LOGIS) system. Communicate and take minutes for the Quotation Committee. Monthly SCM reporting. Capturing and processing of LOGIS and BAS payments on receipt and in compliance to the PFMA, NTR's, PTI's and Departmental Finance Instructions and Circulars. Follow up on outstanding commitments. File all relevant documentation and ensure audit compliance. Handle supplier queries and regular communication with end-users. Provide support to colleagues and supervisors.
- ENQUIRIES** : Mr A Siqungathi Tel No: (021) 834-5828  
**APPLICATIONS** : Applications are submitted online via [www.westerncape.gov.za/health-jobs](http://www.westerncape.gov.za/health-jobs) (click "online applications").
- NOTE** : Shortlisted candidates will be subjected to a written/practical and oral assessment. No payment of any kind is required to apply for this post. The pool of applicants will be considered for similar posts within the Chief Directorate: Metro Health Services, for a period of 3 months from date of advert.
- CLOSING DATE** : 31 January 2025
- POST 02/252** : **ADMINISTRATION CLERK: SUPPORT (BRACKENGATE TFC – SUPPORT SERVICES)**  
Chief Directorate: Metro Health Services
- SALARY** : R216 417 per annum  
**CENTRE** : Brackengate Transitional Care Facility  
**REQUIREMENTS** : Minimum educational qualification: Senior Certificate (or equivalent). Experience: Appropriate administrative experience. Competencies (knowledge/skills): Computer literacy in MS Word, Excel and PowerPoint. Good typing and organisational skills. Good reading and writing skills.
- DUTIES** : Typing of letters, reports and documentation according to hospital standards. Handle documentation according to the degree of confidentiality. Accurate minute taking. Process and control of statistical information according to database specifications. Maintaining an effective filing system. Effective management and control of stock according to procurement procedures. Manage incoming and outgoing calls as well as messages. Organise and plan events effectively according to a budget and event specifications.
- ENQUIRIES** : Ms S Abrahams Tel No: (021) 834-5826  
**APPLICATIONS** : Applicants apply online: [www.westerncape.gov.za/health-jobs](http://www.westerncape.gov.za/health-jobs) (click "online applications")
- NOTE** : Shortlisted candidates will be subjected to a written/practical and oral assessment. No payment of any kind is required to apply for this post. The pool of applicants will be considered for similar posts within the Chief Directorate: Metro Health Services, for a period of 3 months from date of advert.
- CLOSING DATE** : 31 January 2025
- POST 02/253** : **LINEN SUPERVISOR**
- SALARY** : R183 279 per annum  
**CENTRE** : Groote Schuur Hospital, Observatory  
**REQUIREMENTS** : Minimum educational qualification: General Education and Training Certificate (GETC)/ grade 9 (Std 7). Experience: Appropriate experience in a Hospital Linen Bank. Inherent requirements of the job: Willingness to work overtime on weekends and on Public Holidays. Competencies (knowledge/skills): Ability to work under pressure and perform physically demanding tasks. Ability to achieve and maintaining good interpersonal relations with staff and the service provider. Good numerical skills. Knowledge of and the ability to interpret the Western Cape Linen Management Policy.
- DUTIES** : Ensure effective and efficient processing of linen within the Hospital. Effective quality control of the outsourced laundering and supervision of the internal linen services. Effective and efficient management of all linen records, data, and information and ensure communication regarding operational aspects. Perform pre-condemning of linen and report irregularities to the principal supervisor. To provide and effective support to the Principal Linen Supervisor wrt HR related



function, assist with general administrations tasks and perform relief duties within the hospital linen management setup.

**ENQUIRIES** : Mr P Gudwana Tel No: (021) 404-5315  
**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** : 31 January 2025

**POST 02/254** : **ARTISAN ASSISTANT (X2 POSTS)**  
Cape Winelands District

**SALARY** : R183 279 per annum  
**CENTRE** : Drakenstein PHC  
**REQUIREMENTS** : Minimum educational qualification: Grade 10 or equivalent. Experience: Appropriate experience in building, air-conditioning, refrigeration, plumbing, painting, electrical, carpentry, maintenance and repairs. Appropriate experience in workshop related tasks. Inherent requirements of the job: Valid (Code B/EB) driver's licence. Ability to do stand-by duties. Willingness to assist in all facilities in the sub-district within the workshop set-up. Competencies (knowledge/skills): Be conversant with the requirements of the Machinery and Occupational Health and Safety Act. Ability to operate industrial machinery and welding tasks. Ability to handle heavy equipment, heights and narrow spaces.

**DUTIES** : Assist with the execution of engineering/projects/repairs and internal maintenance in regard of plumbing, carpentry, electrical, glazing and building works. Maintain, repair and cleaning of drains on a regular basis. Maintain and repair general kitchen and laundry equipment. Strict adherence to the Occupational Health and Safety Act. Assist Artisans in the performance of their duties. Control over tools, equipment and material.

**ENQUIRIES** : Mr S Adams Tel No: (021) 877-6400  
**APPLICATIONS** : Applications are submitted online via [www.westerncape.gov.za/health-jobs](http://www.westerncape.gov.za/health-jobs) (click "online applications").

**NOTE** : No payment of any kind is required when applying for this post. Shortlisted candidates may be required to do a practical test as part of the interview process. The pool of applicants will be considered for similar vacant posts within Drakenstein Sub District for a period of 3 months from date of advert.

**CLOSING DATE** : 31 January 2025

**POST 02/255** : **TELECOM OPERATOR (X3 POSTS)**

**SALARY** : R183 279 per annum  
**CENTRE** : Tygerberg Hospital, Parow Valley  
**REQUIREMENTS** : Minimum educational qualification: General Education and Training Certificate (GETC)/ Grade 9 (Std. 7). Experience: Appropriate experience in operating a high-volume switchboard in a hospital environment, including messaging and paging systems. Inherent requirements of the job: Shift work, including night shifts, weekends, and public holidays. Ability to work overtime when required by operational needs. Physically capable of hearing and speaking clearly. Competencies (knowledge/skills): Ability to communicate effectively (both verbal and written). Strong interpersonal skills. Excellent telephone etiquette. Proficiency in computer literacy (MS Office: Word and Excel). Experience in operating electronic switchboards and paging systems. Knowledge of handling alarm systems related to switchboard operations.

**DUTIES** : Telecommunication. Efficient performance of duties, including paging, handling, and answering calls. Maintain the internal telephone directory. Report all faults and technical issues to the supervisor. Ensure that the switchboard and telephone equipment are in working order. Provide secretarial, clerical, and administrative support to the supervisor.

**ENQUIRIES** : Ms M February Tel No: (021) 938-5295  
**APPLICATIONS** : Applications are submitted online via [www.westerncape.gov.za/health-jobs](http://www.westerncape.gov.za/health-jobs) (click "online applications").

**NOTE** : Candidates may be subjected to a practical assessment. No payment of any kind is required when applying for the post.

**CLOSING DATE** : 31 January 2025

**POST 02/256** : **SOCIAL AUXILIARY WORKER GRADE 1 TO 3 (BRACKENGATE TCF SOCIAL WORK)**  
Chief Directorate: Metro Health Services

**SALARY** : Grade 1: R182 913 per annum  
Grade 2: R215 442 per annum  
Grade 3: R255 933 per annum

**CENTRE** : Brackengate Transitional Care Facility  
**REQUIREMENTS** : Minimum educational qualification: Appropriate qualification that allows registration with the South African Council for Social Services Professions (SACSSP) as Social Auxiliary Worker. Registration with a professional council: Registration with the SACSSP as Social Auxiliary Worker. Experience: **Grade 1:** None. **Grade 2:** A minimum of 10 years appropriate experience as Social Auxiliary Worker after registration with the SACSSP or No experience as Social Auxiliary

Worker after registration with the SACSSP and successful completion of 2nd academic year of an appropriate tertiary qualification that allows for registration as Social Worker with the SACSSP. **Grade 3:** A minimum of 20 years appropriate experience as Social Auxiliary Worker after registration with the SACSSP or 10 years' experience after registration as Social Auxiliary Worker with SACSSP and successful completion of 2nd academic year of an appropriate tertiary qualification that allows for registration as Social Worker with the SACSSP or No experience after registration as Social Auxiliary Worker with the SACSSP and successful completion of 3rd academic year of an appropriate tertiary qualification that allows for registration as Social Worker with the SACSSP. Competencies (knowledge/skills): Knowledge and experience of the various aspects of social work services across platform. Skills and knowledge of psycho-social assessment, and administration. Sound knowledge of relevant community resources. Good interpersonal, written and spoken communication skills. Working well in a team within health facilities wellness hubs and communities. Computer Literacy.

**DUTIES** : Undertake psychosocial assessments, appropriate community referrals, care plans for patients. Counselling patients and families across service platform, health care facilities and communities and undertake patient follow up. Maintain all administration functions on work undertaken as well as wellness services, management, and support. Provide appropriate follow up to Multidisciplinary team. Undertake training as required. Facilitate health education programmes and work groups.

**ENQUIRIES APPLICATIONS** : Ms S Abrahams Tel No: (021) 834-5826  
: Applications are submitted online via [www.westerncape.gov.za/health-jobs](http://www.westerncape.gov.za/health-jobs) (click "online applications").

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

**CLOSING DATE** : 31 January 2024

**POST 02/257** : **NURSING ASSISTANT GRADE 1 TO 3**  
Cape Winelands District

**SALARY** : Grade 1: R165 177 per annum  
Grade 2: R192 675 per annum  
Grade 3: R277 070 per annum

**CENTRE REQUIREMENTS** : Brewelskloof Hospital, Breede Valley Sub-district  
: Minimum educational qualification: Qualification that allows registration with the SANC as a Nursing assistant. Registration with a professional council: Registration with the SANC as a Nursing Assistant. Experience: **Grade 1:** None **Grade 2:** A minimum of 10 years appropriate/recognisable nursing experience after registration with the SANC as a Nursing Assistant. **Grade 3:** A minimum of 20 years appropriate/recognisable nursing experience after registration with SANC as a Nurse Assistant. Inherent requirements of the job: Willingness to work overtime when necessary. Will be required to work shifts, weekends, and public holidays. Must be prepared to assist in all departments according to operational needs. Ability to work under pressure. Competencies (knowledge/skills): Good communication, planning and interpersonal skills. Ability to work in the multidisciplinary team. Enhance patient care through the implementation of SOP's, policies, and guidelines.

**DUTIES** : Provide quality basic care by assisting with activities of daily living. Provide elementary clinical nursing care. Maintaining professional growth, ethical standards and self-development. Record keeping.

**ENQUIRIES APPLICATIONS** : Mr NL Mahashe Tel No: (023) 348 -1311  
: 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. No payment of any kind is required when applying for this post. Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable on health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status). The pool of applicants will be considered for similar vacant posts within the Brewelskloof Hospital for a period of 3 months from date of advert.

**CLOSING DATE** : 31 January 2025

- POST 02/258** : **SECURITY OFFICER**
- SALARY** : R155 148 per annum  
**CENTRE** : Tygerberg Hospital, Parow Valley  
**REQUIREMENTS** : Minimum educational qualification: General Education and Training Certificate (GETC)/Grade 9 (Std 7). Registration with a professional council: Registration with the Security Board in terms of the Security Industry Regulatory Authority Act (Act 56 of 2001) PSIRA as a Grade C. Inherent requirement of the job: Willingness to work shifts and to be available on a 24 hour basis. The successful incumbent must be willing to work under pressure and irregular hours as required. Competencies (knowledge/skills): Good communication skills. Computer literacy (Ms Office). Knowledge of prescripts, regulations and procedures. Good interpersonal skills. Be responsible and diligent.
- DUTIES** : Protect/guard buildings/key-points/patients/visitors/personnel as well as the patrolling of fence – off areas/buildings and the premises. Ensure access/egress control to prevent the unlawful entry/removal of persons/vehicles/dangerous objects and illegal substances and the monitoring of surveillance cameras/fire alarm systems. Control/monitor surveillance cameras to identify/prevent any unlawful entry of persons/suspicious objects/persons as well as vehicle thefts and forcible entry of departments/entrances of the hospital. Effective application of service delivery/efficient support to the supervisor. Effective and efficient use of equipment to render an efficient security service. Perform regular inspections and ensure overall compliance with regards contract management.
- ENQUIRIES** : Mr V.P. September Tel No: (021) 938-6077  
**APPLICATIONS** : Applications are submitted online via [www.westerncape.gov.za/health-jobs](http://www.westerncape.gov.za/health-jobs) (click “online applications”).
- NOTE** : Candidates may also be required to undergo competency assessments/ practical tests. No payment of any kind is required when applying for the post.
- CLOSING DATE** : 31 January 2025
- POST 02/259** : **STERILIZATION OPERATOR PRODUCTION**  
 West Coast District
- SALARY** : R155 148 per annum  
**CENTRE** : Vredendal Hospital, Matzikama Sub-district  
**REQUIREMENTS** : Minimum educational qualification: General Education and Training Certificate (GETC)/Grade 9 (Std 7). Experience: Appropriate experience in a health-related environment. Inherent requirements of the job: Basic literacy, both written and verbal. Willingness to work shifts, including weekends and public holidays and overtime when necessary. Physically fit to lift heavy objects, push trolleys and stay on feet for long hours. Competencies (knowledge/skills): Good interpersonal relations skills and ability to work in a co-operative way within a team context. Basic understanding of disinfection, decontamination and sterilization.
- DUTIES** : Render effective, efficient and safe hygiene services in the theatre environment. Ensure the availability of adequate sterilized instruments, packages and linen for the service areas. Function and working apparatus and equipment.
- ENQUIRIES** : Mr LK Wagenaar Tel No:(027) 213-2039  
**APPLICATIONS** : Applications are submitted online via [www.westerncape.gov.za/health-jobs](http://www.westerncape.gov.za/health-jobs) (click “online applications”).
- CLOSING DATE** : 31 January 2024
- POST 02/260** : **HOUSEHOLD AID**  
 West Coast District
- SALARY** : R131 265 per annum  
**CENTRE** : Clanwilliam Hospital, Cederberg Sub-district  
**REQUIREMENTS** : Minimum requirement: Basic literacy and numeracy. Experience: Appropriate cleaning experience. Inherent requirements of the job: Must be physically fit to lift heavy objects. Willingness to work shifts including night duty, overtime, weekends, public holidays as well as relief in other departments within the hospital. Competencies (knowledge/skills): Basic knowledge of cleaning procedures and the use of cleaning equipment (electronic and otherwise).
- DUTIES** : Renders effective, efficient and safe hygiene and domestic services in and Hospital environment. Renders support services to Household Supervisor. • Contribute to effective management of domestic responsibilities. Contributes to effective utilization and functioning of apparatus and equipment. Adheres to loyal service ethics.
- ENQUIRIES** : Mr N Goeieman Tel No: (027) 482-2166  
**APPLICATIONS** : Applications are submitted online via [www.westerncape.gov.za/health-jobs](http://www.westerncape.gov.za/health-jobs) (click “online applications”).
- CLOSING DATE** : 31 January 2025
- POST 02/261** : **DRIVER (LIGHT DUTY VEHICLE)**  
 Cape Winelands District
- SALARY** : R131 265 per annum

- CENTRE REQUIREMENTS** : Ceres Hospital, Witzenburg Sub-district  
: Minimum requirement: Basic literacy and numeracy. Experience: Appropriate experience in transportation of employees and goods. Inherent requirements of the job: Valid (Code B/EB) driver's license. Willingness to be on standby, work overtime and to work on weekends and public holidays. Physically fit and able to lift and load heavy items. Competencies (knowledge/skills): Knowledge of Transport Regulations. Ability to accept accountability, responsibility and to work independently.
- DUTIES** : Daily transporting of official passengers, post, packages, chronic medication, goods, equipment, and heavy laundry bags as well as completion of logbooks. Deliver and collect blood products. Conduct routine maintenance and cleaning of Government vehicles. Conduct routine inspection of vehicles and report defects. Perform routine administrative duties when required and respond to emergencies when necessary. Relief staff within the component when required.
- ENQUIRIES APPLICATIONS** : Mr. WJ Owen Tel No: (023) 316-9600  
: 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. The pool of applicants will be considered for similar vacant posts within Ceres Hospital for a period of 3 months from date of advert."
- CLOSING DATE** : 31 January 2025
- POST 02/262** : **GENERAL WORKER STORES (SUPPLY CHAIN MANAGEMENT)**  
(Chief Directorate: Rural Health Services)
- SALARY CENTRE REQUIREMENTS** : R131 265 per annum  
: George Regional Hospital  
: Minimum requirement: Basic literacy and numeracy skills. Experience: Appropriate experience in a warehouse environment. Inherent requirements of the job: Must be physically fit and healthy to lift heavy items. Competencies (knowledge/skills): Good communications, interpersonal skills and able to work under pressure. Ability to work independently and in a team.
- DUTIES** : Deliver stock to wards and other departments. Ensure issue vouchers are returned to the warehouse to capture and file. Assist clerk with the receipt, pack, unpack and storage according to the standards. Assist SCM staff with stock take, general office duties and keep warehouse clean, neat, and tidy to comply with safety regulations. Provide support to the supervisor and assist within the Supply Chain Component.
- ENQUIRIES APPLICATIONS** : Ms MD Erasmus Tel No: (044) 802-4560  
: Applications are submitted online via [www.westerncape.gov.za/health-jobs](http://www.westerncape.gov.za/health-jobs) (click "online applications").
- NOTE** : No payment of any kind is required when applying for this post. Shortlisted candidates may be subjected to a practical. 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.
- CLOSING DATE** : 31 January 2025
- POST 02/263** : **MEDICAL SPECIALIST GRADE 1 TO 3: FAMILY MEDICINE (SESSIONAL)**  
Cape Winelands Health District
- SALARY** : Grade 1: R612 per hour  
Grade 2: R698 per hour  
Grade 3: R809 per hour
- CENTRE REQUIREMENTS** : Breede Valley PHC Support and Outreach  
: Minimum educational qualifications: An appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as Medical Specialist. Registration with a professional council: Registration with the HPCSA as a Medical Specialist in Family Medicine. Experience: **Grade 1:** None after registration with the HPCSA as Medical Specialist in Family Medicine. **Grade 2:** A minimum of 5 years appropriate experience after registration with the HPCSA (or recognised foreign Health Professional Council in respect of foreign qualified employees) as a Medical Specialist in Family Medicine. **Grade 3:** A minimum of 10 years appropriate experience after registration with the HPCSA (or recognised foreign Health Professional Council in respect of foreign qualified employee) as a Medical Specialist in Family Medicine. Inherent requirement of the job: Valid driver's licence and willingness to travel. Competencies (knowledge/skills): Knowledge and understanding of the Health Care 2030. Excellent administrative and research skills and computer literacy (Ms Office: Word, PowerPoint and Excel). Clinical competencies (District Hospital package of care and PHC services).
- DUTIES** : The successful candidate will report to the Manager: Medical Services of the respective Sub-District. Be part of the Sub-District Health Services management team and support management in the planning and governance of clinical services in the Sub-district. Provide a comprehensive Acute and Primary Health Care (PHC) package of care to patients, with a person-centered approach, on the DHS platform, (including emergency care, ward rounds, OPD, outreaches to PHC facilities, theatre work, Obstetrics, in order to ensure efficient delivery of the core package of services at a District Hospital and PHC facilities. Develop, maintain and monitor protocols for proper clinical governance of the PHC services in the Sub-District, following a life course approach and Supervision and Line Management of Medical Officers, including the maintenance

of competence of medical practitioners for the Sub District and initiate, supervise and conduct research appropriate to the needs of the Sub District and responsible for the training and learning of health staff and medical students. Implement a Chronic Disease Management system including protocols and standards for qualitative care for patients with chronic illnesses including non-communicable diseases, mental health illnesses and HIV + patients on ART in the Sub-District. Conduct clinical audits, appropriate to the needs of the Sub District and liaise with specialists at the referral hospital to implement the Outreach and support policy of the Department.

- ENQUIRIES APPLICATIONS** : Ms. M Bester Tel No: (023) 348-8118
- NOTE** : Applications are submitted online via [www.westerncape.gov.za/health-jobs](http://www.westerncape.gov.za/health-jobs) (click "online applications").
- NOTE** : No payment of any kind is required when applying for this post. Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable 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 Breede Valley Sub District for a period of 3 months from date of advert.
- CLOSING DATE** : 31 January 2025
- POST 02/264** : **MEDICAL SPECIALIST: GRADE 1 TO 3 (ANAESTHESIOLOGY) (SESSIONAL) (DAYSHIFT AND AFTERHOURS)**  
(Chief Directorate: Metro Health Services)
- SALARY** : Grade 1: R612 per hour  
Grade 2: R698 per hour  
Grade 3: R809 per hour
- CENTRE REQUIREMENTS** : Victoria Hospital
- CENTRE REQUIREMENTS** : Minimum educational qualification: Appropriate qualification that allows registration with the HPCSA as Medical Specialist in Anaesthesiology. Registration with a professional council: Registration with Health Professions Council of South Africa (HPCSA) as a Medical Specialist in Anaesthesiology. Experience: **Grade 1:** None after registration with the HPCSA as a Medical Specialist in Anaesthesiology. **Grade 2:** A minimum of 5 years appropriate experience as Medical Specialist after registration with the HPCSA (or a recognised foreign Health Professional Council in respect of a foreign qualified employee) as a Medical Specialist in Anaesthesiology. **Grade 3:** A minimum of 10 years appropriate experience as Medical Specialist after registration with the HPCSA (or a recognised foreign Health Professional Council in respect of a foreign qualified employee) as a Medical Specialist in Anaesthesiology. Inherent requirement of the job: Valid (Code B/EB) driver's license. Competencies (knowledge/skills): Appropriate anaesthesia experience having completed specialist training. Ability to work in a team and with all levels of staff. Interest in developing an academic career.
- DUTIES** : To deliver comprehensive anaesthesia and critical care services to patients in theatre and in the intensive care unit at Victoria Hospital. This would include the following roles. Pre-operative, intraoperative and post-operative anaesthetic management of surgical patients from ASA1-5 Supervising junior MOs and interns. Delivering critical care to surgical ICU patients. Teaching and training. Management duties such as statistics, presentations and research. Hours: Sessionist specialist anaesthesia consultant post comprising of 18 hours a week. This will include day shifts and after hour shifts.
- ENQUIRIES APPLICATIONS** : Dr Z Fullerton Tel No: (021) 799-1170, email: [zahnne.fullerton@westerncape.gov.za](mailto:zahnne.fullerton@westerncape.gov.za)
- ENQUIRIES APPLICATIONS** : Applications are submitted online via [www.westerncape.gov.za/health-jobs](http://www.westerncape.gov.za/health-jobs) (click "online applications")
- NOTE** : No payment of any kind is required when applying for this post. Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable 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 candidates will be considered for other similar posts within the Chief Directorate: Metro Health Services for a period of 3 months. No payment of any kind is required when applying for this post. Candidates will be subjected to a written/practical and oral assessment.
- CLOSING DATE** : 31 January 2025