



the dpsa

Department:
Public Service and Administration
REPUBLIC OF SOUTH AFRICA

PUBLIC SERVICE VACANCY CIRCULAR

PUBLICATION NO 05 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.

AMENDMENT

: **PROVINCIAL ADMINISTRATION: DEPARTMENT OF HEALTH (Mamelodi Regional Hospital):** Kindly note that the following post of Professional (ICU) Ref No: MRH/2025/02 advertised in Public Service Vacancy Circular 04 dated 31 January 2025 with the closing date of 14 February 2025, Number of posts: (X2 Posts). It should be replaced with: (X1 Post). The closing date will remain the 14 February 2025.

**INDEX
NATIONAL DEPARTMENTS**

NATIONAL DEPARTMENTS	ANNEXURE	PAGES
DEFENCE	A	03 - 04
EMPLOYMENT AND LABOUR	B	05 - 08
FORESTRY FISHERIES AND THE ENVIRONMENT	C	09 - 37
HEALTH	D	38 - 40
INDEPENDENT POLICE INVESTIGATIVE DIRECTORATE	E	41 - 43
JUSTICE AND CONSTITUTIONAL DEVELOPMENT	F	44 - 55
SMALL BUSINESS DEVELOPMENT	G	56 - 57
TRANSPORT	H	58 - 59

PROVINCIAL ADMINISTRATIONS

PROVINCIAL ADMINISTRATION	ANNEXURE	PAGES
FREE STATE	I	60 - 63
KWAZULU NATAL	J	64 - 80
LIMPOPO	K	81 - 98
MPUMALANGA	L	99 - 114
NORTH WEST	M	115 - 120
WESTERN CAPE	N	121 - 184

DEPARTMENT OF DEFENCE



- APPLICATIONS** : Department of Defence, Directorate Human Resource Career Management, Private Bag X976, Pretoria, 0001, may be hand-delivered at Bank of Lisbon Building, 400 Paul Kruger Street, Pretoria or email to dhrcmstaffing@gmail.com.
- CLOSING DATE** : 21 February 2025 (Applications received after the closing date and faxed copies will not be considered).
- NOTE** : Applications must be submitted on the prescribed form Z83 (obtainable from any Public Service Department office i.e effective 01 January 2021 or on the DPSA web site link: <https://www.dpsa.gov.za/newsroom/psvc/>. Should an application be received using incorrect application employment form Z83, it will be disqualified, which must be originally signed and dated by the applicant and which must be accompanied by a detailed CV only (with full particulars of the applicants' training, qualifications, competencies, knowledge & experience). Only shortlisted candidates will be required to submit certified copies of qualifications and other related documents on or before the day of the interview which should not be older than six months. Failure to comply with the above instructions will result in applications being disqualified. Applicants applying for more than one post must submit a separate form Z83 (as well as the documentation mentioned above) in respect of each post being applied for. If an applicant wishes to withdraw an application, it must be done in writing. Should an application be received where an applicant applies for more than one post on the same applications form, the application will only be considered for the first post indicated on the application and not for any of the other posts. Under no circumstances will photostat copies or faxed copies of application documents be accepted. The successful candidates will be subjected to Personnel Suitability Checks (criminal record, citizenship & financial/asset record checks and qualification and employment verification). Successful candidates will also be subjected to security clearance processes. The level of appointments is dependent upon, qualifications, relevant experience and research output. The shortlisted candidates will be subjected to two (2) pre-entry assessments (practical and ethical exercise) which will determine the candidate's suitability. Applicants who do not receive confirmation or feedback within 3 (three) months after the closing date, please consider your application unsuccessful. Due to the large volume of responses anticipated, receipt of applications will not be acknowledged, and correspondence will be limited to short-listed candidates only. For more information on the job description(s) please contact the person indicated in the post details. Successful candidates will be appointed on probation for the period of twelve (12) months in terms of the prescribed rules.

OTHER POST

- POST 05/01** : **PERSONNEL OFFICIAL: SUPERVISOR REF NO: DHRCM/05/05/25**
Directorate Human Resource Career Management PSAP
- SALARY** : R308 154 per annum (Level 07)
- CENTRE** : Pretoria
- REQUIREMENTS** : Grade 12 (NQF Level 4) or equivalent with a minimum of three to five (3-5) years relevant experience in Human Resource Management. Knowledge and courses of PERSOL mainframe or PERSAL system is a requirement. Special requirements (skills needed): Knowledge and understanding of Senior Management Services (SMS) Recruitment & Selection processes and procedures. Knowledge and insight in respect of HR legislation pertaining to (SMS) appointments. Knowledge and understanding of applicable HR prescripts and DPSA guidelines of (SMS). Good interpersonal skills and communication skills (written and verbal). Must be computer literate, i.e. MS Office Suite (Word, Excel and PowerPoint) and must have knowledge of the SMS Handbook and Executive Protocol.
- DUTIES** : Successful candidate will be required to perform the following duties: Provide a personnel administration support with reference to placement of PSAP

Senior Management Service (SMS) in the Department of Defence (DOD) by coordinate the recruitment, selection and appointment of SMS officials. Supervise and administer the provision of efficient and effective HR administration support services with regards to diverse HR issues such as probation appointments. Facilitate verification of personal credentials (i.e. qualifications and employment history) of SMS. Drafting submission to the delegated authority to obtain approval for the appointment of candidates. Verify source documents and approve all PERSOL transactions in respect of the awarding of pay progression of SMS officials. Administer payment of acting allowance. Advice and assist Senior Management Services (SMS) members and Occupation Specific Dispensation (OSD) employees with the structuring of their salary packages. Inform SMS officials of the due dates submitting financial disclosure.

ENQUIRIES

: Mr M.T. Pilane Tel No: (012) 339 5605

DEPARTMENT OF EMPLOYMENT AND LABOUR

It is the Department's intention to promote equity (race, gender and disability) through the filling of this post with a candidate whose transfer / promotion / appointment will promote representivity in line with the numeric targets as contained in our Employment Equity plan.

APPLICATIONS

: Forwarding Addresses:
Eastern Cape: Applications: Chief Director: Provincial Operations, Private Bag X 9005, East London, 5201, Hand deliver at No.3 Hill Street East London. EMAIL: EC.OHS@labour.gov.za, EC.BCEA@labour.gov.za, EC.EAS@labour.gov.za, EC.EEA@labour.gov.za
Free State: Applications: Chief Director: Provincial Operations: Private Bag X 522, Bloemfontein, 9300 Or hand deliver at Laboria House, 43 Charlotte Maxeke Street, Bloemfontein. EMAIL: FS.OHS@labour.gov.za, FS.EAS@labour.gov.za, FS.EEA@labour.gov.za, FS.BCEA@labour.gov.za
Gauteng: Applications: Chief Director: Provincial Operations: PO Box 4560, Johannesburg, 2001 or hand 47 Empire Road, Park town. Email addresses: Gau.OHS@labour.gov.za, Gau.EAS@labour.gov.za, Gau.EEA@labour.gov.za, Gau.BCEA@labour.gov.za
KwaZulu-Natal: Applications: Chief Director: Provincial Operations, PO Box 940 Durban or hand deliver to 267 Anton Lembede Street Durban 4000. EMAIL KZN.OHS@labour.gov.za, KZN.EAS@labour.gov.za, KZN.EEA@labour.gov.za, KZN.BCEA@labour.gov.za
Limpopo: Applications: Chief Director: Provincial Operations: Private Bag X 9368, Polokwane, 0700 Or hand deliver at 42a Schoeman Street, Polokwane. EMAIL: Limpopo.OHS@labour.gov.za, Limpopo.EAS@labour.gov.za, Limpopo.EEA@labour.gov.za, Limpopo.BCEA@labour.gov.za
Mpumalanga: Applications: The Chief Director: Provincial Operations, Private Bag X7263, Emalahleni, 1035 or hand deliver at: Labour Building, Corner of Hofmeyer Street and Beatty Avenue, Emalahleni. EMAIL: Mpu.OHS@labour.gov.za, Mpu.EAS@labour.gov.za, Mpu.EEA@labour.gov.za, Mpu.BCEA@labour.gov.za
Northern Cape: Applications: Chief Director: Provincial Operations: Private Bag X 5012, Kimberly, 8301 OR hand deliver at Laboria House, c/o Pniel & Compound Street, Kimberley. EMAIL: Ncape.OHS@labour.gov.za, Ncape.EAS@labour.gov.za, Ncape.EEA@labour.gov.za, Ncape.BCEA@labour.gov.za
North-West: Applications: Chief Director: Provincial Operations: Private Bag X2040, Mmabatho, 2735 or hand deliver at: Provident House, University Drive, Mmabatho. EMAIL: NW.OHS@labour.gov.za, NW.EAS@labour.gov.za, NW.EEA@labour.gov.za, NW.BCEA@labour.gov.za
Western Cape: Applications: Chief Director: Provincial Operations: PO Box 872, Cape Town, 8000 or hand deliver at: Department of Employment and Labour, No.9 Long Street, Cnr Riebeeck and Long Street, Cape Town, EMAIL: WC.OHS@labour.gov.za, WC.EAS@labour.gov.za, WC.EEA@labour.gov.za, WC.BCEA@labour.gov.za
Head Office: Applications: Chief Director: Human Resource Management: Private Bag X 117, Pretoria, 0001 or hand deliver at 215 Francis Baard Street. EMAIL: DELHQ.EAS@labour.gov.za, DELHQ.EEA@labour.gov.za, DELHQ.OHS@labour.gov.za

CLOSING DATE

: 21 February 2025 at 16:00 (walk-in) and 00:00 midnight (online)

NOTE

: The Department of Employment and Labour invites South African unemployed graduates who are between the ages of 18-35 to apply for the 2025/2027 internship programme. The internship is meant to provide work exposure to graduates related to their qualifications for a period of twenty-four (24) months from the date of appointment. Applicants must be unemployed and never participated in any internship programme previously. Application quoting the relevant reference number must be made to the province of residence and be submitted through the addresses depicted under each post(s) or use the correct email address associated with the post. Applicants are not required to submit copies of qualifications and other relevant documents on applications. Only an updated comprehensive CV and a completed initialled and signed new Z83 application form is require, obtainable from any Public Service Department or on the internet at www.gov.za/documents. Received applications using the incorrect application for employment (old Z83) will not be considered. Each post(s) advert must be accompanied by its own application form for

employment and must be fully completed, initialled and signed by the applicant. Failure to fully complete, initial and sign the Z83 form will lead to disqualification of the application during the selection process. All fields of Section A, B, C and D of the Z83 must be completed in full. Section E, F, G (Due to the limited space on the Z83 it is acceptable for applicants to indicate refer to CV or see attached. However, the question related to conditions that prevent re-appointment under Part "F" must be answered. Affidavit confirming that you have not participated in a similar programme before will be required during the invitation to an interview stage. Non-RSA Citizens/Permanent Resident Permit/ should you in possession of foreign qualifications; it must be accompanied by an evaluation report issued by the South African Qualification Authority (SAQA) (only when shortlisted). All attachments for online application must include an application form Z83 and CV only, in PDF and as one (1) document or attachment, indicate the correct job title and the reference number of the post on the subject line of your email. Applicants who do not comply with the above-mentioned requirements and instructions will no be considered. Due to the large number of applications we envisage to receive, application will not be acknowledged, if you have not been contacted within eight (8) weeks after the closing date of this advertisement, please accept that your application was unsuccessful. Correspondence will be limited to shortlisted candidates only. Therefore, only shortlisted candidates will be required to submit their qualifications and other supporting documents on or before the date of the interview. The successful candidate will be subjected to a personnel suitability check (criminal record, citizenship, credit record checks, qualification verification and employment verification). Applicants must declare any pending criminal, disciplinary or any other allegations /investigations against them. Should this be uncovered during/ after the interview took place, the application will not be considered and in the unlikely event, that the person has been appointed such appointment will be terminated. The successful candidate will be appointed subject to positive results of the security screening process. All applicants are required to declare any conflict or perceived conflict of interest, to disclose memberships of Boards and directorships that they may be associated with. The Department reserves the right not to make any appointment(s) to the below advertised post(s)

**GRADUATE INTERNSHIP PROGRAMME
INTERNSHIP PROGRAMME FOR 2025/2027 (24 MONTHS)**

OTHER POSTS

- POST 05/02** : **OCCUPATIONAL HEALTH AND SAFETY (OHS) (X3, 812 POSTS)**
- STPEND CENTRE** : R7450.62 per month
: Head Office, Pretoria Ref No: OHS/INTP/HQ (X17 Posts)
: Provincial Office: East London (Eastern Cape) Ref No: OHS/INTP/EC (X720 Posts)
: Provincial Office: Bloemfontein (Free State) Ref No: OHS/INTP/FS (X148 Posts)
: Provincial Office: Braamfontein (Gauteng) Ref No: OHS/INTP/GP (X438 Posts)
: Provincial Office: Durban (KZN) Ref No: OHS/INTP/KZN (X1, 008 Posts)
: Provincial Office: Polokwane (Limpopo) Ref No: OHS/INTP/LP (X240 Posts)
: Provincial Office: Witbank (Mpumalanga) Ref No: OHS/INTP/MP (X300 Posts)
: Provincial Office: Kimberly (Northern Cape) Ref No: OHS/INTP/NC (X115 Posts)
: Provincial Office: Mmabatho (North West) Ref No: OHS/INTP/NW (X242 Posts)
: Provincial Office: Western Cape Ref No. OHS/INTP/WC (X584 Posts)
- REQUIREMENTS** : Three (3) year Tertiary Qualification- National Diploma (NQFL6)/Undergraduate Bachelor Degree (NQFL7) in Environmental Health, Mechanical Engineering, Mechatronics Engineering, Electrical Engineering, Chemical Engineering, Chemistry, Construction related Engineering, Occupational Health/Hygiene/Analytical Chemistry, Explosives Management, and Explosives Engineering. A valid driver's license.
- DUTIES** : To assist in conducting inspections with the aim of ensuring compliance with the Occupational Health and Safety Act, Act 85 of 1993, Regulations and incorporated Standards. Provide administrative support to the inspectors. Assist in investigation of incidents and complaints reported pertaining to the

<u>ENQUIRIES</u>	:	OHS Act. Give support to the inspector during enforcement. Assist in compiling and consolidating reports emanating from such inspections. Provincial Office: Free State- Mr Manelisi Luxande at 066 304 3469 Provincial Office: Gauteng –Mr Mbongeni Tshabalala at 072 337 2654 Provincial Office: KZN- Mr Mlungisi Zondi at 072 785 2299 Provincial Office: Limpopo-Ms Lucia Ramusi at 082 490 0808 Provincial Office: Mpumalanga-Mr Boikie Mampuru at 082 908 2308 Provincial Office: Northern Cape- Mr Ivan Vass at 082 802 6796 Provincial Office: North-West- Mr Chris Sithole at 071 684 7252 Provincial Office: Western Cape- Mr David Essau at 082 791 4485 Provincial Office: Eastern Cape-Mr Lubabalo Kwatsha at 060 992 7311 Head Office, Pretoria-Ms Milly Ruiters Tel No: (012) 309 4018
<u>POST 05/03</u>	:	<u>BASIC CONDITIONS OF EMPLOYMENT (BCEA) (X3, 727 POSTS)</u>
<u>STPEND CENTRE</u>	:	R7450.62 per month Provincial Office: East London (Eastern Cape) Ref No: BCEA/INTP/EC (X800 Posts) Provincial Office: Bloemfontein (Free State) Ref No: BCEA/INTP/FS (X305 Posts) Provincial Office: Braamfontein (Gauteng) Ref No: BCEA/INTP/GP (X647 Posts) Provincial Office: Durban (KZN) Ref No: BCEA/INTP/KZN (X625 Posts) Provincial Office: Polokwane (Limpopo) Ref No: BCEA/INTP/LP (X240 Posts) Provincial Office: Witbank (Mpumalanga) Ref No: BCEA/INTP/MP (X260 Posts) Provincial Office: Kimberly (Northern Cape) Ref No: BCEA/INTP/NC (X187 Posts) Provincial Office: Mmabatho (North West) Ref No: BCEA/INTP/NW (X200 Posts) Provincial Office: Western Cape Ref No: BCEA/INTP/WC (X463 Posts)
<u>REQUIREMENTS</u>	:	Three (3) year Tertiary Qualification-National Diploma (NQFL6) / Undergraduate Bachelor Degree (NQFL7) in Labour Relations/ B Com Law/ LLB/Labour law. Valid driver's license.
<u>DUTIES</u>	:	Assist in monitoring compliance by conducting inspections to determine the level of compliance with BCEA, SD and NMWA. Assist in investigations on reported complaints pertaining to contravention of BCEA, Sectoral Determinations and NMWA. Provide administrative support to the inspectors.
<u>ENQUIRIES</u>	:	Provincial Office: Free State- Mr Manelisi Luxande at 066 304 3469 Provincial Office: Gauteng –Mr Mbongeni Tshabalala at 072 337 2654 Provincial Office: KZN- Mr Mlungisi Zondi at 072 785 2299 Provincial Office: Limpopo-Ms Lucia Ramusi at 082 490 0808 Provincial Office: Mpumalanga-Mr Boikie Mampuru at 082 908 2308 Provincial Office: Northern Cape- Mr Ivan Vass at 082 802 6796 Provincial Office: North-West- Mr Chris Sithole at 071 684 7252 Provincial Office: Western Cape- Mr David Essau at 082 791 4485 Provincial Office: Eastern Cape-Mr Lubabalo Kwatsha at 060 992 7311
<u>POST 05/04</u>	:	<u>EMPLOYMENT EQUITY (EEA) (X513 POSTS)</u>
<u>STPEND CENTRE</u>	:	R7450.62 per month Head Office: Pretoria Ref No: EEA/INTP/HQ (X2 Posts) Provincial Office: East London (Eastern Cape) Ref No: EEA/INTP/EC (X60 Posts) Provincial Office: Bloemfontein (Free State) Ref No: EEA/INTP/FS (X35 Posts) Provincial Office: Braamfontein (Gauteng) Ref No: EEA/INTP/GP (X200 Posts) Provincial Office: Durban (KZN) Ref No: EEA/INTP/KZN (X18 Posts) Provincial Office: Polokwane (Limpopo) Ref No: EEA/INTP/LP (X20 Posts) Provincial Office: Witbank (Mpumalanga) Ref No: EEA/INTP/MP (X30 Posts) Provincial Office: Kimberly (Northern Cape) Ref No: EEA/INTP/NC (X17 Posts) Provincial Office: Mmabatho (North West) Ref No: EEA/INTP/NW (X11 Posts) Provincial Office: Western Cape Ref No: EEA/INTP/WC (X120 Posts)
<u>REQUIREMENTS</u>	:	Three (3) year Tertiary Qualification- National Diploma (NQFL6) /Undergraduate Bachelor Degree NQFL7) BCom Law/ LLB/Labour Law. Valid driver's license.
<u>DUTIES</u>	:	Assist in monitoring compliance through assisting in the conducting of inspections to determine the level of compliance with Employment Equity Act

and regulations. Assist with executing investigations on reported complaints pertaining to contravention of EEA. Provide administrative support to the inspectors.

ENQURIES : Provincial Office: Free State- Mr Manelisi Luxande at 066 304 3469
Provincial Office: Gauteng –Mr Mbongeni Tshabalala at 072 337 2654
Provincial Office: KZN- Mr Mlungisi Zondi at 072 785 2299
Provincial Office: Limpopo-Ms Lucia Ramusi at 082 490 0808
Provincial Office: Mpumalanga-Mr Boikie Mampuru at 082 908 2308
Provincial Office: Northern Cape- Mr Ivan Vass at 082 802 796
Provincial Office: North-West- Mr Chris Sithole at 071 684 7252
Provincial Office: Western Cape- Mr David Essau at 082 791 4485
Provincial Office: Eastern Cape-Mr Lubabalo Kwatsha at 060 992 7311
Head Office, Pretoria-Ms Milly Ruiters Tel No: (012) 309 4018

POST 05/05 : **EMPLOYER AUDIT SERVICE (EAS) (X1, 948 POSTS)**

STPEND : R7450.62 per month
CENTRE : Head Office, Pretoria Ref No: EAS/INTP/HQ (X9 Posts)
Provincial Office: East London (Eastern Cape) Ref No: EAS/INTP/EC (X170 Posts)
Provincial Office: Bloemfontein (Free State) Ref No: EAS/INT/FS (X162 Posts)
Provincial Office: Braamfontein (Gauteng) Ref No: EAS/INTP/GP (X437 Posts)
Provincial Office: Durban (KZN) Ref No: EAS/INTP/KZN (X99 Posts)
Provincial Office: Polokwane (Limpopo) Ref No: EAS/INTP/LP (X150 Posts)
Provincial Office: Kimberly (Northern Cape) Ref No: EAS/INTP/NC (X81 Posts)
Provincial Office: Mmabatho (North West) Ref No: EAS/INTP/NW (X197 Posts)
Provincial Office: Western Cape Ref No: EAS/INTP/WC (X583 Posts)
Provincial Office: Mpumalanga Ref No: EAST/INTP/MP (X60 Posts)

REQUIREMENTS : Three (3) year Tertiary Qualification-National Diploma (NQFL6)/Undergraduate Bachelor Degree (NQFL7) in BCom Law/ LLB/Labour Law/ BCom Accounting/ Internal Audit/ Auditing/Financial Accounting/ Cost and Management Accounting/ Financial Information System/ BCompt. Accounting/ Financial Management. Valid driver's license.

DUTIES : Assist to monitor compliance by assisting the conducting of inspections to determine the level of compliance with UIA, COIDA and UICA. Assist with execution of investigations on reported complaints pertaining to contravention of UIA, COIDA and UICA. Provide administrative support to the inspectors.

ENQURIES : Provincial Office: Free State- Mr Manelisi Luxande at 066 304 3469
Provincial Office: Gauteng –Mr Mbongeni Tshabalala at 072 337 2654
Provincial Office: KZN- Mr Mlungisi Zondi at 072 785 2299
Provincial Office: Limpopo-Ms Lucia Ramusi at 082 490 0808
Provincial Office: Mpumalanga-Mr Boikie Mampuru at 082 908 2308
Provincial Office: Northern Cape- Mr Ivan Vass at 082 802 6796
Provincial Office: North-West- Mr Chris Sithole at 071 684 7252
Provincial Office: Western Cape- Mr David Essau at 082 791 4485
Provincial Office: Eastern Cape-Mr Lubabalo Kwatsha at 060 992 7311
Head Office, Pretoria-Ms Milly Ruiters Tel No: (012) 309 4018

DEPARTMENT OF, FORESTRY, FISHERIES AND THE ENVIRONMENT
The National Department of Forestry, Fisheries and the Environment is an equal opportunity, affirmative action employer.

- APPLICATIONS** : **Cape Town, Northern Cape, Eastern Cape, and Western Cape:** Must be submitted to the Director-General, Department of Forestry, Fisheries and the Environment, The Director: Integrated Human Resource Management, Private Bag X4390, Cape Town, 8000 or hand-deliver to 14 Loop Street, Cape Town or can be emailed to the respective email address quoting the reference number on the subject email.
- Pretoria:** Must be submitted to the Director-General, Department of Forestry, Fisheries and the Environment, Private Bag X447, Pretoria, 0001 or hand-delivered to: Environment House, Erf 1563 Arcadia Extension 6, Cnr Soutpansberg and Steve Biko Road, Arcadia, Pretoria. or can be emailed to the respective email address quoting the reference number on the subject email.
- CLOSING DATE** : 24 February 2025
- FOR ATTENTION** : Human Resource Management
- NOTE** : Application must be submitted on a 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. Entry level requirements for SMS posts: In terms of the Directive on Compulsory Capacity Development, Mandatory Training Days & Minimum Entry Requirements for SMS that was introduced on 1 April 2015, a requirement for all applicants for SMS posts from 1 April 2020 is a successful completion of the Senior Management Pre-Entry Programme as endorsed by the National School of Government (NSG) prior to appointment. The course is available at the NSG under the name Certificate for entry into SMS and the full details can be obtained by following the below link: <https://www.thensg.gov.za/training-course/sms-pre-entryprogramme/>. Furthermore, Shortlisted candidates must provide proof of successful completion of the course. All candidates shortlisted for the posts will be subjected to a technical exercise that intends to test relevant technical elements of the job. Following the interview and the technical exercise of all SMS posts, 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. Persons appointed will be subjected to a security clearance, the signing of performance agreement and employment contract. 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.

MANAGEMENT ECHELON

- POST 05/06** : **CHIEF DIRECTOR: SECTOR COMPLIANCE REF NO: RSCM03/2025**
- SALARY** : R1 436 022 per annum, (all-inclusive salary package)
- CENTRE** : Pretoria
- REQUIREMENTS** : An undergraduate qualification in Law, Environmental Law, Natural Science or relevant qualification on (NQF7) within the related field as recognized by SAQA. A minimum of five (5) years' experience at a senior managerial level within the relevant field. Successful completion of the Senior Management Pre-

entry Programme as endorsed by the National School of Government (NSG). Experience in the compliance and monitoring sector. Knowledge of: Environmental Management, Environmental Management authorization support, Environmental impact Assessment regulations, Environmental management systems, Understanding of Environmental Management issues in relation to authorizations as well as applicable legal requirements and processes. Understanding of government standard administrative procedures, Knowledge of business planning and budgeting methodologies, Understanding of HR practices and procedures, Financial and Procurement administrative procedures (PFMA & Treasury Regulations). Research and analytics skills. Proven Leadership and Management, Coordination skills, Organisational and planning, Communication skills (written and spoken), Relationship Management, Stakeholder engagement, 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, Strategic, analytical, and creative thinking. Innovative and proactive. Ability to work long hours voluntarily. Ability to gather and analyse information. Ability to develop and apply policies, Ability to work independently and in a team. Ability to lead multidisciplinary team. Good interpersonal relations skills. Ability to work under extreme pressure. Conflict management and resolution. Responsibility and Loyalty.

DUTIES : Manage and provide strategic leadership to the Chief Directorate and contribute to the relevant programmes and responsibilities within the Branch: Regulatory Compliance and Sector Monitoring. Ensure effective management of teams and programmes within the department that monitor and promote compliance with environmental legislation across the different environmental sectors, including waste and pollution, biodiversity and conservation and oceans and coasts. Monitor and promote compliance with the National Environmental Management Biodiversity Act (NEMBA) 2004 and other related regulations.

ENQUIRIES : Ms P Diphaha Tel No: (012) 399 9602
APPLICATIONS : RCSM03-2025@dffe.gov.za

POST 05/07 : **CHIEF DIRECTOR: BIODIVERSITY MANAGEMENT AND PERMITTING**
REF NO: BC01/2025

SALARY : R1 436 022 per annum, (all-inclusive salary package)
CENTRE : Pretoria
REQUIREMENTS : An undergraduate qualification in Environmental Science or Environmental Management or relevant qualification on (NQF 7) within the related field as recognized by SAQA. A minimum of five (5) years' experience at senior management level within the related field. Successful completion of the Senior Management Pre-entry Programme as endorsed by the National School of Government (NSG). Knowledge of Natural resource management planning and implementation; Natural resource management or Natural resource-based rural development. Knowledge on Programme-based natural resource operational management and/or planning. Value-added industry experience and expertise. Good negotiating skills and communication skills; Programme and Project Management; Financial Management. People Management and Empowerment; Good negotiating skills and communication skills (written and spoken). Ability to work long hours voluntarily. Ability to gather and analyse information.

DUTIES : Manage the formulation and implementation of legislation, policies and strategies for the conservation of biological diversity with a view to curb the loss and to minimize adverse impacts of human activity. Manage the development and implementation of relevant national policies, legislation, strategies, programmes, norms and standards in aspects relating to conservation management. Coordinate and manage the development of sustainable land management, wetland and species policies and programmes. Act as technical focal point for UNCCD, RAMSAR Convention, CITIES, CMS and AEWA. Promote SA's interests globally in line with national priorities. Establish and act as Secretariat for institutional mechanisms to coordinate global instruments at a national level. Mainstreaming of global instruments into national, provincial and Sector strategies as well as Local Economic Development and Municipal Integrated Development Plan. Manage the biodiversity programme coordination. Support Intergovernmental co-ordination

and stakeholder liaison. Provide support to the oversight of public entities. Manage Financial systems for the Chief Directorate. Manage the procurement processes and oversee Human Resources processes of admin staff.

ENQUIRIES : Ms P Diphaha Tel No: (012) 399 9602
APPLICATIONS : BC01-2025@dffe.gov.za

POST 05/08 : **DIRECTOR: CORPORATE LEGAL SUPPORT & LITIGATION REF NO: RCSM01/2025**

SALARY : R1 216 824 per annum, (all-inclusive salary package)
CENTRE : Cape Town
REQUIREMENTS : LLB Degree or relevant qualification on (NQF7) in Legal as recognized by SAQA. A minimum of five (5) years' experience at a middle/senior managerial level in the relevant field. Successful completion of the Public Service Senior Management Leadership Programme. Knowledge of litigation legal administration, policy development, project management, risk management, audit and legislation procedures. Extensive drafting and negotiation experience, with an ability to provide innovative legal solutions in a highly litigious sector. Experienced litigation attorney or advocate with knowledge of the relevant environmental legislation or related experience. Advanced knowledge of South African High Court and Magistrate Court Rules, and experience in appearing in courts representing clients. Experience in negotiating, drafting and vetting of contracts/international agreements and experience in drafting legal opinions. Highly developed research and drafting skills. Knowledge of PAIA, POPIA, PAJA and the Constitution is essential. Knowledge of Strategic Coordination and Business planning. Understanding and exposure to alternative dispute resolution mechanisms, financial management, change management, stakeholder engagement, programme and project management, strategic capability and leadership. Good, advanced negotiation skills, adequate skill in computer use, presentation and public speaking Ability to interpret the provisions of the PFMA and Treasury Regulations as well as specific environmental legislation, issues affecting the environment and general environmental law is required.

DUTIES : Manage and provide strategic leadership to the Directorate. Manage civil litigation by and against the department; ensure adequate information and complete briefs for counsel; prepare submissions to Minister; give instructions to State Attorneys; provide support during trials and coordinate and ensure that affidavits are correct and complete. Alert the Minister and DG of judgments, implications and risks. Consult with stakeholders to obtain instruction to forward to the State Attorney or to provide oral legal advice, where applicable. Determine liability in respect of damages and losses. Recover debts and losses on behalf of the department. Manage the drafting and vetting of contracts, international agreements and other legal documents. Ensure compliance with the law and that all contracts are legally sound. Compile and issue vetting memos to address any concerns and risks that are identified through the vetting process. Internal Reporting on contracts management monthly. Provide legal support during contract negotiations. Collate information and research legal instruments to produce effective, efficient legal support (written legal advice or opinions). Ensure PAIA, POPIA and PAJA compliance. Provide legal education and awareness.

ENQUIRIES : Ms M Mmola Tel No: (012) 399 9339
APPLICATIONS : RCSM01-2025@dffe.gov.za

POST 05/09 : **DIRECTOR: AIR QUALITY MANAGEMENT SERVICES REF NO: CCAQ01/2025**

SALARY : R1 216 824 per annum, (all-inclusive salary package)
CENTRE : Pretoria
REQUIREMENTS : An undergraduate qualification in Natural/ Physical Sciences/ Environmental Development Planning or relevant qualification on (NQF7) within the related field as recognized by SAQA. A minimum of five (5) years' experience at Middle/Senior managerial level within the related field. Successful completion of the Senior Management Pre-entry Programme as endorsed by the National School of Government (NSG). Knowledge of Government's environmental quality and protection related policies, priorities and strategies; Air quality matters and air quality management elements; All elements of the air quality governance cycle as described in the National Framework for Air Quality

Management. Government planning and budgeting processes Business and project plan monitoring and reporting methodologies. Ability to develop and apply policies. General management practices. Skills & Competencies: Relationship Management; Stakeholder engagement; Negotiation skills; Public Relations; Research; 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; Communication (Written and Verbal). Personal Attributes: Ability to gather and analyse information; Good interpersonal relations skills.

DUTIES : Coordinate the Implementation of the Air Quality Management Plans of the Priority Areas. Facilitation of the Development, Implementation and Oversight of the Atmospheric Emission Licensing System. Provide leadership in the identification of non-industrial sources and the appropriate regulatory tools. Facilitate the development of national air quality programmes for prioritized sources. Provide support on the management and implementation of national air quality improvement programmes. Coordinate projects aimed investigating the impact of non-industrial sources on the receiving environment.

ENQUIRIES : Dr P Gwaze Tel No: (012) 399 9362
APPLICATIONS : CCAQ01-2025@dffe.gov.za

POST 05/10 : **DIRECTOR: ATMOSPHERIC POLICY REGULATIONS AND PLANNING REF NO: CCAQ02/2025**

SALARY : R1 216 824 per annum, (all-inclusive salary package)
CENTRE : Pretoria
REQUIREMENTS : An undergraduate qualification in Natural / Physical Sciences / Environmental Development Planning or relevant qualification on (NQF7) within the related field as recognized by SAQA. A minimum of five (5) years' experience at Middle/Senior managerial level within the related field. Successful completion of the Senior Management Pre-entry Programme as endorsed by the National School of Government (NSG). Knowledge of environmental and development issues (globally, regionally, locally). Proven competence in sustainable energy Training courses in Greenhouse Gas. Inventories, CDM, new public regulations and others as needed with demonstrated grounding in finance, Public Service procedures and DFFE policies. Specialist knowledge of the latest international and national theory and developments in respect of environmental impact, land use and spatial planning legislation, policies and strategies. Ability to manage and plan for activities, including projects and policy matters. Ability to develop, interpret and apply policies, strategies and legislation. Knowledge of HR management practices, legal issues, negotiations and dealing with conflict. Ability to control and manage the budget of the Directorate. Perform in-house training for subordinates. Skills & Competencies: Relationship Management; Stakeholder engagement; Negotiation skills; Public Relations; Research; 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; Communication (Written and Verbal). Personal Attributes. Ability to work individually and in team. Ability to gather and analyse information, Good interpersonal relations skills.

DUTIES : Manage the identification and development of national priority plans. Develop, promulgate and review the department's Air Quality Management Plan. Compile the National Air Quality Officer's reports. Review and approval of national, provincial and local air quality management plans. Participate in the development of the implementation manuals, guidelines, software, standard formats, templates and best practices. Develop and review atmospheric quality policies, strategies and relevant legislations. Ensure the development and review of air quality norms and standards. Render technical and specialist support service on air quality technology and risk assessment.

ENQUIRIES : Dr P Gwaze Tel No: (012) 399 9362
APPLICATIONS : CCAQ02-2025@dffe.gov.za

POST 05/11 : **DIRECTOR: ADAPTATION NATURAL RESOURCES SECTORS REF NO: CCAQ03/2025**

SALARY : R1 216 824 per annum, (all-inclusive salary package)

- CENTRE REQUIREMENTS** : Pretoria
 : An undergraduate qualification in Natural / Physical Sciences / Environmental Development Planning or relevant qualification on (NQF7) within the related field as recognized by SAQA. A minimum of five (5) years' experience at Middle/Senior managerial level within the related field. Successful completion of the Senior Management Pre-entry Programme as endorsed by the National School of Government (NSG). Knowledge of environmental and development issues (globally, regionally, locally). Proven competence in climate change adaptation, natural resource management; climate services; strategy and policy development as well research. Specialist knowledge of the latest international and national approach on climate change risk and vulnerability assessments. Ability to manage and plan for activities, including projects. Ability to develop, interpret and apply policies, strategies and legislation. Strategic Capability and Leadership; Programme and Project Management; Financial Management. People Management and Empowerment; Good negotiating skills and communication skills (written and spoken).
- DUTIES** : Lead development of policy tools to reduce vulnerability and risks associated with climate change impacts. Lead and coordinate the implementation of the National Framework on Climate Services Provide strategic leadership, support and assist affected sector in mainstreaming key short- and medium-term adaptation interventions into the sectors. Coordinate and undertake risk and vulnerability assessment for the natural sectors. Effectively manage threats to environmental quality and integrity. Lead and coordinate the development of the instruments associated with implementation of National Climate Change Act. Lead and coordinate sectoral support for the implementation of the National Climate Change Act. Develop frameworks for the National Climate Change Adaptation Strategy for South Africa. Mobilize resources for the implementation of the National Climate Change Adaptation Strategy.
- ENQUIRIES APPLICATIONS** : Mr T Ramaru Tel No: (012) 399 8668
 : CCAQ03-2025@dffe.gov.za
- POST 05/12** : **DIRECTOR: AFRICA & BILATERAL RELATIONS REF NO: CCQA04/2025**
- SALARY CENTRE REQUIREMENTS** : R1 216 824 per annum, (all-inclusive salary package)
 : Pretoria
 : An undergraduate qualification in Natural / Physical Sciences / International Relations or relevant qualification on (NQF7) within the related field as recognized by SAQA. A minimum of five (5) years' experience at Middle/Senior managerial level within the related field. Successful completion of the Senior Management Pre-entry Programme as endorsed by the National School of Government (NSG). Broad understanding and knowledge of environment and sustainable development issues (globally, regionally, locally) as well as relevant experience in international relations. Ability to manage and plan effectively, including for high-level international engagements. Ability to interpret and apply and implement policies, strategies and legislation. Knowledge in general government administrative procedures and processes (PSA & PSR). Experience and knowledge of policy development and implementation. Knowledge of financial and procurement administrative procedures (PFMA & Treasury Regulations). Excellent planning skill. Good communication and negotiation skills. Presentation and public speaking skills. Computer literacy. Report writing skills and Organisational skills. Innovative and proactive. Ability to work long hours voluntarily. Ability to gather and analyse information. Proven leadership skills. Ability to develop and apply policies. Ability to work independently and in a team as well as to lead multidisciplinary team. Good interpersonal relations skills. Conflict management and resolution. Ability to work under pressure. Good interpersonal relations. Initiative. Responsibility and loyalty.
- DUTIES** : Manage, coordinate, prepare for and negotiate the Department's African multi-lateral, SADC relations and cooperation related to environment and sustainable development; Facilitate, coordinate, support the Department's African bilateral cooperation related to environment and sustainable development; Facilitate, coordinate, and support the Department's South-South bilateral and pluri-lateral cooperation related to environment and sustainable development; Evaluate, assess and report on the strategic outcomes of African and other South-South bilateral and pluri-lateral environmental engagements and agreements.
- ENQUIRIES** : Mr S Mangold Tel No: (012) 399 9243

APPLICATIONS : CCQA04-2025@dffe.gov.za

POST 05/13 : **DIRECTOR: UNITED NATION FRAMEWORK CONVENTION ON CLIMATE CHANGE REF NO: CCAQ05/2025**

SALARY : R1 216 824 per annum, (all-inclusive salary package)
CENTRE : Pretoria
REQUIREMENTS : An undergraduate qualification in Natural / Environmental Sciences or relevant qualification on (NQF7) within the related field as recognized by SAQA. A minimum of five (5) years' experience at Middle/Senior managerial level within the related field. Successful completion of the Senior Management Pre-entry Programme as endorsed by the National School of Government (NSG). Experience in managing, plan and coordinate South Africa's engagement in multi-lateral climate change agreement and related international cooperation. Experience in project management and stakeholder engagement. Knowledge of financial management, change management, leadership and management, strategic planning, analytical and problem solving. Communication skills (written and spoken).

DUTIES : Manage, coordinate and lead the negotiation of approved South African position on climate change related multi-lateral and cooperation agreements. Manage, coordinate and lead research, the preparation, formulation and approval of South Africa positions climate change related multi-lateral and cooperation agreements. Manage research analysis of other countries to assess and formulate SA's Position. Coordinate inputs received from other Government Departments into a consolidated SA position. Manage, coordinate, and lead stakeholder consultation on and lobbying for the South African position on climate change related multi-lateral and cooperation agreements. Manage the preparation, coordination, and timely submission of mandatory reports under the UNFCCC, including National Communications (NCs), Biennial Transparency Reports (BTRs) & Adaptation Communications, etc.

ENQUIRIES : Ms P Gasela Tel No: (012) 399 9182
APPLICATIONS : CCQA05-2025@dffe.gov.za

POST 05/14 : **DIRECTOR: PROTECTED AREAS PLANNING AND MANAGEMENT EFFECTIVENESS REF NO: BC02/2025**

SALARY : R1 216 824 per annum, (all-inclusive salary package)
CENTRE : Pretoria
REQUIREMENTS : An undergraduate qualification in Environmental Science / Environmental Management or relevant qualification on (NQF7) within the related field as recognized by SAQA. A minimum of five (5) years' experience at Middle/Senior managerial level within the related field. Successful completion of the Senior Management Pre-entry Programme as endorsed by the National School of Government (NSG). Knowledge on Natural resource management planning and implementation. Knowledge on Natural resource management or Natural resource-based rural development. Programme-based natural resource operational management and/or planning; Value-added industry experience and expertise. Experience and knowledge in policy development and implementation Research and development. Financial and Procurement administrative procedures (PFMA & Treasury Regulations). Programme and Project Management. Good negotiating skills and communication skills (written and spoken).

DUTIES : Develop and review of strategies and plans for expansion of the protected areas. Support national spatial biodiversity planning and set ecosystem specific targets for protected area expansion. Facilitate the development of and implement a national sustainable financing strategy/plan for protected area management. Develop and review of national strategies in line with national and international obligations. Ensure effective consolidation and expansion of the protected area estate as well as maintenance of the Protected Areas Register, web-based Management Effectiveness Tracking Tool (METT) linked to an Information System for protected areas. Manage the acquisition and declaration of land for protected area expansion. Manage withdrawal of declared land and facilitate expropriation in the national interest. Manage the consultation process in line with NEM: PAA, NEMBA and NEMA. Development and implementation of policy and legislation relating to and monitoring performance of protected areas. Review institutional arrangements for

protected area management in South Africa. Review of management plans for national protected areas. Review of mining and other development activities in or adjacent protected areas in terms of legislation. Oversight of SANParks and other national and Provincial Management Authorities. Participate and input into Multilateral, Regional as well as domestic platforms and processes

ENQUIRIES : Mr S Nkosi, Tel: (012) 399 9065
APPLICATIONS : BC02-2025@dffe.gov.za

POST 05/15 : **DIRECTOR: BIODIVERSITY FINANCE INITIATIVE (BIOFIN) REF NO: BC03/2025**
(Contract ending 31 December 2025)

SALARY : R1 216 824 per annum, (all-inclusive salary package)
CENTRE : Pretoria
REQUIREMENTS : An undergraduate qualification in Environmental Management or relevant qualification on (NQF 7) within the related field as recognized by SAQA. A minimum of five (5) years' experience at Middle/Senior managerial level within the related field. Successful completion of the Senior Management Pre-entry Programme as endorsed by the National School of Government (NSG). Extensive experience in resource mobilization. Knowledge of environmental and development issues (globally, regionally, locally). Technical knowledge based on a sound research base, environment and other relevant fields is critical. Knowledge and skills to be able to contribute to the development of integrated, sound strategies towards biodiversity and conservation. Specialist knowledge of the latest international and national theory and developments in respect of environmental impact, land use and spatial planning legislation, policies, and strategies. Ability to manage and plan activities, including projects. Ability to develop, interpret and apply policies, strategies, and legislation. Resource mobilization and ability to attract alternative finance options for the biodiversity sector. Knowledge of HR management practices, legal issues, negotiations and dealing with conflict. Excellent organizational skills; Strong analytical, writing and communication skills. Ability to prepare publications, reports, and presentations. Ability to manage and work with a multidisciplinary and multicultural team.

DUTIES : Ensure management of the BIOFIN project. Consult with the United Nations Development Program (UNDP) Country Office and BIOFIN Central Technical Unit to elaborate/revise work plan, report on the schedule and budget. Provide support to the formulation and management of the National BIOFIN Steering/Advisory Committee. Lead project monitoring, reporting and evaluation at national level. Compile BIOFIN progress reports (substantive and financial) regularly for UNDP and project partners. Provide technical leadership and support to the BIOFIN project. Provide key technical leadership on Public Finance and technical expertise in assuring horizontal integration and consistency of workstreams/studies. Facilitate coordination of national BIOFIN and NBSAP processes for mutual reinforcement. Provide communication support on project outreach to the stakeholders. Ensure collaboration of counterparts on data and information provision, expert review, and verification. Prepare detailed reports and analysis of national BIOFIN project results and impacts including in preparation for COP12 and for project end. Provide knowledge management and reporting support.

ENQUIRIES : Mr S Maletle Tel No: (012) 399 9511
APPLICATIONS : BC03-2025@dffe.gov.za

POST 05/16 : **DIRECTOR: INFORMATION MANAGEMENT AND SCIENCE POLICY INTERFACE REF NO: BC04/2025**

SALARY : R1 216 824 per annum, (all-inclusive salary package)
CENTRE : Pretoria
REQUIREMENTS : An undergraduate qualification in Natural / Physical Sciences / Environmental Management or relevant qualification on (NQF7) within the related field as recognized by SAQA. A minimum of five (5) years' experience at Middle/Senior managerial level within the related field. Successful completion of the Senior Management Pre-entry Programme as endorsed by the National School of Government (NSG). Knowledge on Biodiversity Management. Experience and knowledge of policy development and implementation. Knowledge of the regulations promulgated under the departmental policies with special reference to Biodiversity. Knowledge and understanding of social issues, and macro and

micro-economic principles, and its application. Financial and Procurement administrative procedures (PFMA & Treasury Regulations) Research and analytics skills. Understanding of Environmental issues; Biodiversity Management and legal requirements. Leadership and Management; Programme and Project Management. Communication skills (written and spoken).

DUTIES : Gather information, knowledge and expertise across different sectors and councils to feed into biodiversity research, policy development and implementation. Co-ordinate the negotiation, development, and implementation on bilateral agreements. Monitor the implementation and on bilateral agreements and coordinate sector reporting on bilateral agreements. Influence international agendas, i.e CBD, RAMSAR, CMS, AEW, CITES, UNCCD, WHC, and IPBES with best available science. Monitor, manage, analyse and advice on international developments and trends arising from SA's obligations in terms of biodiversity related MEA's. Co-ordinate monitoring of the national state of biodiversity conservation in collaboration with SANBI, SANParks and other relevant research institutions. Facilitate monitoring of impacts and threats to biodiversity, ecosystems and species.

ENQUIRIES APPLICATIONS : Mr S Maletle Tel No: (012) 399 9511
: BC04-2025@dffe.gov.za

POST 05/17 : **DIRECTOR: BIODIVERSITY MULTILATERAL CO-ORDINATION REF NO: BC05/2025**

SALARY CENTRE REQUIREMENTS : R1 216 824 per annum, (all-inclusive salary package)
: Pretoria
: An undergraduate qualification in Natural / Physical Sciences / Environmental Management or relevant qualification on (NQF7) within the related field as recognized by SAQA. A minimum of five (5) years' experience at Middle/Senior managerial level within the related field. Successful completion of the Senior Management Pre-entry Programme as endorsed by the National School of Government (NSG). Knowledge of Biodiversity Management. Knowledge of the regulations promulgated there under and departmental policies with special reference to Biodiversity. Understanding of social issues, and macro and micro-economic principles, and its application. Understanding of Environmental issues. Experience and knowledge of policy development and implementation. Programme and Project Management; Financial Management. People Management and Empowerment; Research and analytics skills. Good negotiating skills and communication skills (written and spoken).

DUTIES : Manage, coordinate and lead the research, preparation, formulation and approval of South African positions on biodiversity, multi-lateral and cooperation agreements. Support and facilitate improved access to information and the building of capacity of SA's stakeholders and major groups to enhance their effective participation internationally. Coordinate participation in MEA's and international cooperation agreements to enhance the development, sustainable use and conservation SA's natural and heritage resources. Translate and facilitate the integration of international natural and heritage resource obligations into national policies, legislation and implementation strategies. Coordinate and facilitate RSA's entering into and implementation of international agreements. Develop and/or finalise the accession documents. Support the building of relevant research and provide support to relevant stakeholders as a National Focal Point. Facilitate periodic national reporting on implementation in terms of international obligations. Report on the outcomes of international meetings and implications for national implementation of biodiversity, multi-lateral and cooperation agreements.

ENQUIRIES APPLICATIONS : Mr S Maletle Tel No: (012) 399 9511
: BC05-2025@dffe.gov.za

POST 05/18 : **DIRECTOR: CHEMICALS AND WASTE POLICY AND INFORMATION MANAGEMENT REF NO: CWM02/2025**

SALARY CENTRE REQUIREMENTS : R1 216 824 per annum, (all-inclusive salary package)
: Pretoria
: An undergraduate qualification in Natural Sciences / Environmental Science / Environmental Management or relevant qualification on (NQF7) within the related field as recognized by SAQA. A minimum of five (5) years' experience at Middle/Senior managerial level within the related field. Successful

completion of the Senior Management Pre-entry Programme as endorsed by the National School of Government (NSG). Extensive experience of working in the waste management and legislation drafting and policy development. Extensive technical experience in environmental/waste information management and in project management. Knowledge and understanding of the policy and legislative framework governing pollution and waste management. Leadership experience. Experience in monitoring and evaluation. Knowledge and understanding of the Extended Producer Responsibility policies and legislative framework. Legislation drafting, report writing, good interpersonal relations, well-developed communications skills, analytical thinking, business and legal writing skills, advanced computer skills. Excellent time management and discipline in terms of keeping to deadlines. Willingness to travel and must be able to work independently and efficiently under pressure.

DUTIES : Develop national policies, strategies, legislation, norms and standards on pollution, chemicals and waste management. Provide support to provinces and municipalities in developing chemicals and waste regulations and guidelines aligned to national legislation. Provide technical inputs and guidance to legislation and policies. Conduct socio-economic impact assessment for regulatory instruments underdevelopment. Manage the development and maintenance of the South African Waste Information System for chemicals and waste management. Promote pollution prevention and waste information management and dissemination. Collect, analysis, manage and disseminate information on pollution, chemicals and waste management. Undertake and promote appropriate research on chemicals and waste management. Undertake, coordinate the extended producer responsibility policies. Manage the development and review of the state of waste report. Manage stakeholder relationships. Establish and maintain internal controls and reporting systems to meet performance goals. Provide support to key stakeholders on chemicals and waste information and knowledge management.

ENQUIRIES APPLICATIONS : Mr K Mokoena Tel No: (012) 399 9825
: CWM02-2025@dffe.gov.za

POST 05/19 : **DIRECTOR: FACILITIES MANAGEMENT SERVICES REF NO: CMS01/2025**

SALARY CENTRE REQUIREMENTS : R1 216 824 per annum, (all-inclusive salary package)
: Pretoria

: An undergraduate qualification in Management Sciences / Public Administration / Facilities Management / Property Management or relevant qualification on (NQF7) within the related field as recognized by SAQA. A minimum of five (5) years' experience at Middle/Senior managerial level within the related field. Successful completion of the Senior Management Pre-entry Programme as endorsed by the National School of Government (NSG). Extensive experience in Facilities and Building Management. Experience in managing service level agreements. Strategic planning management, leadership management, people management, change management, policy development and implementation, financial management, research, analytical, organising, planning, presentation, communication (verbal and written), interpersonal, coordination and stakeholder liaison skills. Ability to work long hours voluntarily, gather and analyse information, develop and apply policies, work individually and in team, work under extreme pressure, work with difficult persons and to resolve conflict.

DUTIES : Manage and oversee facilities, buildings and administrative services as well as to layout procedures and guidelines for sound corporate governance for the Department with regards to the following key performance activities: Manage building functions and projects, service contracts and service level agreements. Ensure preventative maintenance inspections are conducted in all the buildings occupied. Administer lease management activities. Manage the PPP unitary payments, PPP functions and Departmental Utility Accounts. Ensure the coordination and facilitation of the logistic & records services. Coordinate and facilitate the logistics and auxiliary services of the Department. Coordinate and facilitate records management services. Coordinate contracts management in the regions. Conduct needs assessment on the buildings. Provide accommodation support in the Department. Preparation of proposed floor layouts for space planning. Sign lease contract and upgraded facilities. Manage cleaning and food aid services.

ENQUIRIES : Ms N Matshika Tel No: (012) 399 8504

APPLICATIONS : CMS01-2025@dffe.gov.za

POST 05/20 : **DIRECTOR: CORPORATE COMMUNICATION REF NO: CMS02/2025**

SALARY : R1 216 824 per annum, (all-inclusive salary package)

CENTRE : Pretoria

REQUIREMENTS : An undergraduate qualification in Journalism / Communications or relevant qualification on (NQF7) within the related field as recognized by SAQA. A minimum of five (5) years' experience at Middle/Senior managerial level within the related field. Successful completion of the Senior Management Pre-entry Programme as endorsed by the National School of Government (NSG). Excellent communications skills (verbal and written). Experience in project management. Clear understanding and/or exposure to the government communications system. Good interpersonal, stakeholder liaison and financial management skills. Knowledge of Public Finance Management Act (PFMA) and Treasury Regulations. Good managerial, organisational, administration, analytical and interpersonal skills. The ability to work efficiently in a team and under pressure. Candidate must be willing to travel and work over extended hours.

DUTIES : Manage the development and implementation of the department's editorial and publications strategy/programme. Oversee editorial content and production timelines for a broad portfolio of publications. Manage media-buying portfolio in the department. Lead the development and creation of advertising, advertorial, awareness-raising products for various campaigns across multiple channels. Manage department wide graphics standards and brand consistency for internal and external visibility. Manage the corporate identity, branding and exhibition portfolio of the department. Manage the development and implementation of electronic communication (social media, website and intranet) plans that allow the department to take advantage of the various digital platforms.

ENQUIRIES : Mr P Mbelengwa Tel No: (012) 399 8842

APPLICATIONS : CMS02-2025@dffe.gov.za

POST 05/21 : **DIRECTOR: DEMAND AND ACQUISITION MANAGEMENT REF NO: CFO01/2025**

SALARY : R1 216 824 per annum, (all-inclusive salary package)

CENTRE : Cape Town

REQUIREMENTS : An undergraduate qualification in Logistics / Purchasing / Supply Chain Management / Finance, Auditing) or relevant qualification on (NQF7) within the related field as recognised by SAQA. A minimum of five (5) years of relevant experience at middle/senior management level Successful completion of the Senior Management Pre-entry Programme as endorsed by the National School of Government (NSG). Knowledge of acquisition and demand management, procurement, and business practices. Ability to establish and manage demand and acquisition management systems and controls. Knowledge of strategic planning and budgeting. Ability to develop, interpret and apply policies, strategies and legislation. Knowledge of HR management practices, legal issues, negotiations and conflicts. Assist in career planning and effective deployment of personnel. Ability to control and manage the acquisition of services and acquisition of the department. Sufficient knowledge of specific computer software packages and efficient use of associated hardware. Perform in-house training for subordinates. Acquisition Management; Government budgeting processes; Risk management; Public Service financial legislative frameworks; Contract management; Financial Management; PUBLIC Finance Management Act (PFMA) and Departmental policies and procedures. Skills: Policy formulation; Negotiations skills; Computer Literacy; Presentation and public speaking; Project management; Good interpersonal relations; Relationship Management; Stakeholder engagement; Public Relations; Research; Strategic Capability and Leadership; Programme and Project Management; Financial Management; Change Management; Knowledge Management; Service Delivery Innovation (SDI) and Problem Solving and Analysis. Personal Attributes: Honesty; Ability to work long hours voluntarily; Ability to gather and analyse information. Ability to develop and apply policies. Ability to work individually and in team. Good interpersonal relations skills; Creativity; Ability to work under pressure; Ability to work with

DUTIES

difficult persons and to resolve conflict. Character beyond reproach; Articulate and Sense of responsibility and loyalty. Initiative and creativity.

: Manage the implementation of demand and acquisition management services. Manage compliance with supply chain management prescripts. Manage the bid process in line with the National Treasury Regulations. Manage the implementation of chapter 16A of Treasury Regulations. Manage the procurement of goods and services within timeframes. Monitor, analyse and implement Supply Chain Management (SCM) policy and National Treasury instruction notes. Manage Procurement Plan planning and monitoring. Ensure co-ordination and facilitation of procurement of goods/services/works above R1000 000,00 and goods, services, works and professional services below R1000 000,00. Advertising bids in an appropriate, fair, equitable, transparent, competitive, and cost-effective procurement process. Ensure the adherence for validity period of bids/tenders, review and monitoring thereof. Facilitate the establishment of Bid Specification Committee (BSC), Bid Evaluation Committee (BEC) and Bid Adjudication Committee. Manage BAC calendar and invites meetings. Check recommendations and documentation to the departmental Bid Adjudication Committee (BAC). Ensure Sound corporate governance and improved compliance with SCM reporting requirements (Internal and external reporting. Develop and implement audit action plan on findings by the Auditor General and internal audit. Develop and implement a risk register for the Chief Directorate. Annual review supply chain Management delegations and policies. Inform officials of updated delegations and policies. Monitor adherence to delegations and policies by Branches. Ensure continuous improvements and controls. Manage the submission of monthly reports on CFO dashboard. Manage the submissions and reporting of deviations and variations.

**ENQUIRIES
APPLICATIONS**

: Mr M Makhathini Tel No: (012) 399 9515
: CFO01-2025@dffe.gov.za

POST 05/22

: **SPECIALIST: MARITIME SERVICES REF NO: OC02/2025**

**SALARY
CENTRE
REQUIREMENTS**

: R1 216 824 per annum, (all-inclusive salary package)
: Cape Town
: Master's Degree in maritime, Sciences / Economics / Engineering / Law or relevant qualification on (NQF 9) within the related field as recognized by SAQA. A minimum of five (5) years' experience at a middle/ senior management level in a relevant field. Successful completion of the Senior Management Pre-entry Programme as endorsed by the National School of Government (NSG). Knowledge and understanding of policies and relevant legislation pertaining to the various aspects of the ocean economy and environment. Knowledge and experience of national, provincial and local governance processes. Knowledge of Operation Phakisa: Oceans Economy. Knowledge of the intergovernmental system. Thorough understanding, knowledge and experience in project management Knowledge of Ocean Management. Planning, Monitoring & Reporting. Knowledge of Administration and Financial Management and related government procedures. Knowledge of Public Service and Departmental procedures and prescripts as well as Government policies and procedures. Competencies: Strategic Planning. Strategic Capability and Leadership, Programme and Project Management, Financial Management. Knowledge Management. Service Delivery Innovation. (SDI). Problem Solving and Analysis. People Management and Empowerment. Client Orientation and Customer. Excellent Communication. Honesty and Integrity. Skills: Sound organising and planning skills. Project management skills. Good communication skills. Computer proficiency in Ms Word, Excel, Power Point. Analytical and presentation skills. Good interpersonal relations and collaboration skills. Ability to work long hours voluntarily. Ability to gather and analyse information. Ability to apply policies. Ability to work individually and in team. Ability to work under extreme pressure. Ability to work with diverse stakeholders and to manage conflict. Sense of responsibility and loyalty. Problem Solving and Innovation.

DUTIES

: Provide specialist input, advice and support in respect of maritime services including marine transport and manufacturing, offshore and oil and gas and other sub-sectors of the oceans economy and provide specialist support in relation the Oceans Economy programme. Identify potential projects and work with relevant stakeholders and implementing departments and units to realise projects. Identify areas requiring attention and implement interventions to fast-

track delivery. Attend relevant Oceans Economy Delivery Unit meetings and other fora. Facilitate the unblocking of binding constraints and resolution of issues. Analyse reports and identify issues for resolution and provide specialist support. Keep full record /register and history of issues for escalation and resolution. Undertake analysis on issues and trends in the oceans economy and identifying opportunities for growth. Ensure reporting and facilitate stakeholder liaison and engagement. Provide regular reports on the progress in terms of the implementation on oceans economy initiatives. Liaise and work with the respective stakeholders in dealing with sector issues and ensure the implementation of innovative solutions to problem-solving within the respective sectors. Actively work with various focus areas in the Branch: Oceans and Coasts, and other relevant government coordinating structures and intergovernmental stakeholders.

ENQUIRIES : Ms M Korsten Tel No: (021) 943 7356
APPLICATIONS : OC02-2025@dffe.gov.za

POST 05/23 : **DIRECTOR: SMALL SCALE FISHERIES MANAGEMENT REF NO: FIM02/2025**

SALARY : R1 216 824 per annum, (all-inclusive salary package)
CENTRE : Cape Town
REQUIREMENTS : An undergraduate in Natural / Environmental Science or relevant qualification on (NQF 7) within the related field as recognized by SAQA. A minimum of five (5) years' experience at Middle/Senior managerial level within the related field. Successful completion of the Senior Management Pre-entry Programme as endorsed by the National School of Government (NSG). Knowledge and experience of the marine environment and the fisheries sectors. Knowledge of the Marine Living Resource Act and applicable legislation, including Public Finance Management Act and treasury regulations, and other relevant legislations. Knowledge of government policies and priorities. Knowledge and understanding of the white paper on the transformation of the public service (Batho Pele). Strategic Capability and Leadership. Programme and Project Management skills. People Management and Empowerment skills. Good interpersonal relations skills. Ability to work long hours voluntarily and under extreme pressure.

DUTIES : Manage the administration and support of small-scale fisheries sector in accordance with the legislative requirements. Ensure compliance with the provision of the Marine Living Resources Act (MLRA), in respect of permitting, licensing and other applicable measures. Provide and ensure leadership and support for the development of the small-scale fisheries sector. Promote the participation of Historically Disadvantaged Individuals (HDIs) in small scale fisheries. Devise strategies for the establishment, strengthening and support of local co-management structures in all four coastal provinces. Participate and represent the department in the national, regional and international forums relevant to the management of small-scale fisheries. Manage the verification of product flow through the fishing value chain. Provide support to the sector to ensure that the objectives of the sector are achieved. Collaborate with other stakeholders regarding enforcement of legislative and regulatory requirements. Develop the operational plan for the Directorate and ensure its implementation thereof, Conduct financial planning and account for allocated budget. Ensure the management and development of human resources.

ENQUIRIES : Mr S Pheeha at 082 558 5837
APPLICATIONS : FIM02-2025@dffe.gov.za

POST 05/24 : **DIRECTOR: SUPPLY CHAIN MANAGEMENT REF NO: FIM03/2025**

SALARY : R1 216 824 per annum, (all-inclusive salary package)
CENTRE : Cape Town
REQUIREMENTS : An undergraduate in Supply Chain Management or relevant qualification on (NQF7) within the related field as recognized by SAQA. A minimum of five (5) years' experience at Middle/Senior managerial level within the related field. Successful completion of the Senior Management Pre-entry Programme as endorsed by the National School of Government (NSG). Knowledge and experience in Supply Chain Management, Assets and Accounting (Finance). An in-depth knowledge of applicable financial legislations and regulations, including exposure to Preferential Procurement Policy Framework Act (PPPFA), Broad-based black empowerment Act, Standards of Generally

Recognised accounting Practice and the Public Finance Management Act. Knowledge and understanding of Government imperatives and priorities. Knowledge and understanding of the white paper on the transformation of public service delivery (Batho Pele). Proven leadership, management, project management, communication, interpersonal, conflict resolution, analytical and financial management skills. Must be computer literate and must have worked on an enterprise resource planning (ERP) system. Must be able to work under pressure.

DUTIES : Provide strategic direction, leadership and management regarding Supply Chain Management and Asset Management functions of the Marine Living Resources Fund (MLRF). Develop, manage and execute the key strategic objectives and business plans of the Supply Chain and Asset Management unit of the MLRF. Ensure the necessary organizational capacity is created and managed for delivery on core operational requirements. Manage the performance of the unit to ensure quality service delivery and achievement of key strategic objectives. Ensure effective financial and human resources management. Interpret, understand and implement Supply Chain Management and asset management as contained in relevant legislation, regulations and GRAP standards. Develop and implement relevant policies and procedures with respect to Supply Chain and Asset Management for the MLRF. Develop and implement internal control procedures to ensure the effective functioning of the unit and management of risk. Ensure sound contract management for the MLRF. Manage and control MLRF assets (including disposal management). Management of procurement risk arising from contracts and asset disposals. Provide advisory service in determining the Bid evaluation criteria, compilation of Bid documents, evaluation of Bids and recommendations to the MLRF Bid Committee. Provide a support service to the Chief Director: Financial Management MLRF and other Senior Managers in the execution of their functions (reporting and other) in terms of the Marine Living Resources Act, Public Finance Management Act and Treasury Regulations. Liaise with relevant role-players in the Branch Fisheries Management and MLRF environment regarding specific and transversal procurement matters.

ENQUIRIES APPLICATIONS : Mr W Rooifontein at 082 822 2882
: FIM03-2025@dffe.gov.za

POST 05/25 : **DIRECTOR: COMPLIANCE REF NO: FIM04/2025**

SALARY CENTRE REQUIREMENTS : R1 216 824 per annum, (all-inclusive salary package)
: Cape Town
: An undergraduate in Natural / Environmental Sciences / Environmental Law/ Law) or relevant qualification on (NQF7) within the related field as recognized by SAQA. A minimum of five (5) years' experience at Middle/Senior managerial level within the related field. Successful completion of the Senior Management Pre-entry Programme as endorsed by the National School of Government (NSG). Knowledge and understanding of the Marine Living Resources Act, Criminal Procedure Act, Public Finance Management Act and National Treasury Regulations. Sound knowledge and understanding of all the legislation and regulations that govern the Public Service including the Public Service Act and the Labour Relations Act etc. knowledge of government policies and priorities for the Department. Knowledge and understanding of the white paper on the transformation of the public service (Batho Pele). Project and management skills. Strategic capability and leadership. Financial and change management.

DUTIES : Oversee the monitoring of catches to protect and enhance marine assets and resources. Develop a compliance monitoring framework and ensure effective implementation thereof. Oversee inspections to protect marine assets and resources. Oversee and ensure patrols to protect and enhance marine assets and resources. Assist and support complex compliance operations and prosecutions. Monitor all areas of risk within Fisheries sectors. Manage and ensure cooperative governance initiatives. Participate in consultative structures of other government departments, municipal structures and traditional structures within the areas of operation. Develop co-management and enforcement policies and implementation strategies with communities and relevant stakeholders. Provide and assist with species identification training to catch data monitors. Develop the operational plan for the Directorate and ensure its implementation. Manage the resources of the Directorate. Oversee

the monitoring of catches to protect and enhance marine assets and resources. Develop a compliance monitoring framework and ensure effective implementation thereof. Oversee inspections to protect marine assets and resources. Oversee and ensure patrols to protect and enhance marine assets and resources. Assist and support complex compliance operations and prosecutions. Monitor all areas of risk within Fisheries sectors. Manage and ensure cooperative governance initiatives. Participate in consultative structures of other government departments, municipal structures and traditional structures within the areas of operation. Develop co-management and enforcement policies and implementation strategies with communities and relevant stakeholders. Provide and assist with species identification training to catch data monitors. Develop the operational plan for the Directorate and ensure its implementation. Manage the resources of the Directorate.

ENQUIRIES : Mr C Liebenberg Tel No: (021) 493 7132/ 083 2975753
APPLICATIONS : FIM04-2025@dffe.gov.za

OTHER POSTS

POST 05/26 : **DEPUTY DIRECTOR: GREENING & LIVELIHOODS IMPLEMENTATION SUPPORT (X3 POSTS)**

SALARY : R1 003 890 per annum, (all-inclusive salary package).
CENTRE : Mahikeng, Northwest Ref No: FOM02/2025
 Kimberley, Northern Cape Ref No: FOM03/2025
 Pietermaritzburg, Kwa-Zulu Natal Ref No: FOM04/2025

REQUIREMENTS : Degree/National Diploma (NQF6) in Forestry/ Developmental Studies or relevant qualification in the related field. A minimum of three (3) years' experience in the related field of which three (3) years should be at an entry/junior managerial level (Assistant Director level or equivalent). Experience in Forestry or related field. Knowledge and understanding of the National Forests Act, 1998 (Act No 84 of 1998) (NFA) and the National Veld and Forest Fire Act, 1998 (Act No 101 of 1998) (NVFFA). Knowledge of the function of different departments and levels of government. Government business practices and policies. Departmental service delivery. Reporting systems and processes. Project Management and strategic planning. Stakeholder Engagement. Strategic Capability and Leadership. Financial Management. People Management and Empowerment. Ability to work under pressure and handle criticism. Ability to gather and analyse information. Ability to negotiate in difficult situations and to resolve conflict. Good interpersonal relations skills. Good Communication skills. A valid Driver's license and willingness to travel.

DUTIES : Manage the socio-economic development of the Forestry sector with reference to the livelihood programmes. Promote livelihoods and greening programmes locally, provincially and nationally through stakeholder liaison. Implement National Forestry Development Awareness Programmes and Campaigns. Ensure the implementation of forestry livelihood development and agroforestry. Manage and implement forestry greening and livelihood programmes and projects. Implement greening initiatives (Ten Million Trees) programmes. Provide technical advice and guidance on Forestry Development issues. Ensure the promotion of partnerships between Government, Non-Government Organisation (NGO's) and private individuals and communities. Ensure the integration of Forestry Development into Local, Provincial and National Government Developments. Ensure the inclusion of Forestry Development on Provincial Growth and Development Strategies (PDGS), Spatial Development Frameworks (SDF) and Integrated Development Plans (IDP), Provide support in the coordination of forestry greening campaigns. Provide support for the Arbor Month and Arbor City Awards Programme. Sustainable Management of state nursery. Develop and implement the Annual Plan of Operations. Revenue collection.

ENQUIRIES : Mr N Matsea at 066 390 7000
APPLICATIONS : FOM02-2025@dffe.gov.za
 FOM03-2025@dffe.gov.za
 FOM04-2025@dffe.gov.za

POST 05/27 : **DEPUTY DIRECTOR: WOODLANDS AND INDIGENOUS FOREST MANAGEMENT REF NO: BC06/2025**

SALARY CENTRE REQUIREMENTS : R1 003 890 per annum, (all-inclusive package)
: Kwa-Zulu Natal
: Degree/National Diploma (NQF6) in Forestry / Environmental Science / Environmental Management or relevant qualification in the related field. A minimum of three (3) years' experience in the related field of which three (3) years should be at an entry/junior managerial level (Assistant Director level or equivalent). Extensive knowledge in Woodlands and Indigenous Forest and Commercial forestry. The ability to interpret and apply related legislation and policies, National Forestry Act (NFA), National Veld and Forest Fire Act (NVFFA), NEMA, NEMBA, Public Service Act, PFMA including Labour Relations Act and other Environmental legislations. Knowledge of project management. Skills: Planning and Organizing, Policy development and analysis, People Management/Human Resources / Leadership, Facilitation and Negotiation, excellent communication (verbal, presentation, awareness raising and report writing), and problem-solving skills. The incumbent must be able to work independently and efficiently under pressure. The candidate must have a valid driver's license and willing to travel.

DUTIES : Manage and develop policies, norms, standards, tools, and procedures for sustainable management of indigenous forests and woodlands. Manage conservation planning and compliance with national and international biodiversity Management frameworks. Identify priority forests for protection and rehabilitation. Determine relative conservation and socio-economic values of forest patches as well as threats. Ensure Ecological Forest monitoring. Conduct national Principle, Criteria, Indicators and Standards (PCI&S) audits. Ensure that site inspection is conducted. Ensure Integrated Environment plan for indigenous forest and resources of the Sub directorate (Physical, Human & Financial resources). Analyze the impact of environmental assessments. Ensure compliance and monitoring of Environmental legislation, especially NFA and NVFFA. Managing achievements of the Regional Annual Plan of Operation. Develop and provide forest management guidelines, norms, best practice to the WIFM regions (KZN). Evaluate and monitor performance and appraisal of employees. Manage discipline.

ENQUIRIES APPLICATIONS : Dr.T Ramatshimbila Tel No: (012) 309 5716
: BC06-2025@dffe.gov.za

POST 05/28 : **DEPUTY DIRECTOR: STRATEGIC PLANNING AND BUSINESS PERFORMANCE REF NO: CMS03/2025**

SALARY CENTRE REQUIREMENTS : R849 702 per annum, (all-inclusive remuneration package)
: Pretoria
: Degree/National Diploma (NQF6) in Public Management / Public Administration or relevant qualification in the related field. A minimum of three (3) years' experience in the related field of which three (3) years should be at an entry/junior managerial level (Assistant Director level or equivalent). Knowledge of strategic management and service delivery improvement frameworks. Understanding of project management and financial management. Knowledge of government planning, reporting, monitoring and evaluation processes. Ability to develop and apply policies. Ability to lead a multidisciplinary team. Sound organizing, planning and excellent communication skills. Effective analytical skills, report writing, innovative and interpersonal skills. Ability to work under pressure and long hours.

DUTIES : Provide strategic and annual performance planning support to the Department. Facilitate submission of branch inputs and consolidate the Strategic Plan, Annual Performance Plan, Annual Operational Plan and Service Delivery Improvement Plan. Provide monitoring, evaluation, and reporting support to the Department. Coordinate submission of branch performance reports and supporting evidence. Coordinate an analysis of reports for accuracy, completeness, validity of reported performance information and level of performance against performance indicators and targets. Verification of supporting evidence submitted by branches for reported performance. Consolidate the departmental quarterly and annual performance reports. Facilitate and submit the Department's mandatory/compliance reports to relevant entities. Develop and implement organizational performance management policy framework and guidelines for the Department.

		Implementation of all control measures put in place to mitigate performance management risks, continuous review, and improvement of existing control measures. Oversee maintenance of the Department's online Organizational Performance Management System and support continuous improvement of the overall DFFE performance monitoring, evaluation, and reporting system.
<u>ENQUIRIES</u>	:	Ms. L Tsekiso Tel No: (012) 399 9661
<u>APPLICATIONS</u>	:	CMS03-2025@dffe.gov.za
<u>POST 05/29</u>	:	<u>DEPUTY DIRECTOR: ENVIRONMENTAL SECTOR PLANNING SUPPORT</u>
		<u>REF NO: CMS04/2025</u>
<u>SALARY</u>	:	R849 702 per annum, (all-inclusive remuneration package)
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	Degree/National Diploma (NQF6) in Public Management/Public Administration/Business Management or relevant qualification in the related field. A minimum of three (3) years' experience in the related field of which three (3) years should be at an entry/junior managerial level (Assistant Director level or equivalent). Proven competencies on organizational performance management, information and electronic document management, and planning. Knowledge of Public Service Procedures and Prescripts. Knowledge of relevant government legislations and guidelines in relation to planning, performance management, and monitoring and evaluation. Knowledge of government Administration and Financial procedures. Knowledge of management processes and principles. Sound organizing and planning skills. Analytical skills. Good communication skills. Effective customer relationships management skills. Research and reporting. Project management skills. Presentation skills and stakeholder engagement/management. Computer literacy. Ability to work independently, under extreme pressure and long hours.
<u>DUTIES</u>	:	Ensure provision of strategic planning support on the development and review of the Environment Sector's 5-year plan with relevant sector Partners. Provide annual planning support to the Environment Sector intergovernmental stakeholders on the development of annual work plans aligned with sector priorities and mandates. Ensure provision of performance management monitoring reporting and evaluation on Environment Sector Priorities. Provide administrative and stakeholder management support.
<u>ENQUIRIES</u>	:	Ms S Sangqu Tel No: (012) 399 9017
<u>APPLICATIONS</u>	:	CMS04-2025@dffe.gov.za
<u>POST 05/30</u>	:	<u>DEPUTY DIRECTOR: OCCUPATIONAL HYGIENE REF NO: CMS05/2025</u>
<u>SALARY</u>	:	R849 702 per annum, (all-inclusive remuneration package)
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	Honours Degree (NQF8) in Occupational Hygiene/ Environmental Health/Chemistry or Chemical Engineering or relevant qualification. A minimum of three (3) years' experience in Occupational Health and Safety of which three (3) of them should be at entry/junior managerial level (Assistant Director level or equivalent). Registration with the South African Institute of Occupational Hygiene on Occupational Hygienist level (SAIOH). A certificate in Occupational Hygiene legal knowledge. Knowledge of occupational health and safety act and regulations. Understanding of national building regulations and standards. Occupational hygiene codes of practice, potential health hazards, use and calibration of occupational hygiene equipment (toxicology, confined space). Project and change management. Ability to develop / implement policies and guidelines. Strategic planning management. Coordination and stakeholder liaison skills. Administrative procedures. Sound research, analytical, organizing and planning skills. Ability to gather and analyse information. Good communication skills (verbal and written) and presentation skills. Ability to work long hours.
<u>DUTIES</u>	:	Identify, assess, and control occupational health hazards, using scientific equipment / instruments to ensure compliance in the Department. Conduct occupational hygiene surveys, workplace evaluations, and incident investigations. Maintain occupational hygiene monitoring equipment calibration status to ensure compliance with industry/sector standards. Conduct health and safety risk assessments. Conduct investigations, recognize causal factors, and determine preventive measures. Provide advisory and technical support to the occupational hygiene program. Lead the strategic development, implementation, and continuous improvement of occupational hygiene and

health programs. Coordinate Emergency preparedness and prevention plans. Coordinate Occupational Health and Hygiene inputs from all the Branches. Respond to inquiries and enforcement actions from government regulatory agencies; develop response plans to correct non-conformances and/or violations. Establish and implement medical surveillance programme. Conduct safety research. Effect the necessary links with the Occupational Medical Practitioner and other relevant departments to ensure that medical surveillance of exposed employees is accomplished. Identify possible risk of deterioration in the health status which might be caused by the job process and work environment. Monitor and evaluate, audit, review occupational hygiene programs for effectiveness, and achievement of objectives. Ensure the department complies with applicable regulatory requirements and is always "audit ready". Facilitate and conduct occupational health training in the Department. Conduct training program reviews and develop valid recommendations. Conduct occupational health awareness programmes. Manage health and safety committee meetings.

ENQUIRIES : Mr H Rapelego Tel No: (012) 399 8532
APPLICATIONS : CMS05-2025@dffe.gov.za

POST 05/31 : **SENIOR SERVER SUPPORT SPECIALIST REF NO: CMS06/2025**

SALARY : R849 702 per annum, (all-inclusive remuneration package)
CENTRE : Pretoria
REQUIREMENTS : Degree/National Diploma (NQF6) in Information Technology or relevant qualification in the related field. Microsoft Certified IT Professional (MCITP), Microsoft Certified Azure fundamentals, VMware Certified Professional will be advantageous. A minimum of three (3) years' experience in the related field of which three (3) years should be at an entry/junior managerial level (Assistant Director level or equivalent). Experience in project management and infrastructure development. Knowledge of IT support services, ITC management legislative frameworks, Desktop management. Knowledge of public service procedures and prescripts, Change Management, financial management, knowledge Management and service Delivery Innovation (SDI). Sound organizing and planning skills, good communication skills, good interpersonal relations skills. Problem solving and analysis. Innovative and proactive. Ability to gather and analyze information. Ability to develop and apply policies. Ability to work individually and in a team. Ability to work under extreme pressure. Ability to work with difficult people and to resolve conflicts. Client orientation and customer focus

DUTIES : Oversee administration of heterogeneous server environment for both Microsoft and Linux. Provide administration of server operating systems and applications. Perform and render server Hardware and software troubleshooting. Introducing and integrating new technologies into existing data center environments, in line with the change advisory board processes. Installing and configuring new hardware and software. Manage and monitor maintenance and performance tuning. Perform routine audits of systems and software. Monitor server services. Manage data backup and recovery management. Document the configuration of the systems data backup, recovery and retention. Analyse server logs as requirement and implement corrective measures in line with best practices. Restore data back-up for systems failure. Work with other teams, networking, security, applications, governance as required to ensure uptime availability. Implement recommendations from internal and external audit exercises. Participate in risk management engagements for IT. Develop SOPs on server management. Ensure consistency of versions in line with approved IT Standards. Perform backups of servers. Manage systems security administration. Manage server operating system updates, patches, and configuration changes. Manage server security solutions, including content filtering systems in a hybrid environment (Cloud and on-premises)

ENQUIRIES : Mr L Pulumo Tel No: (012) 399 9725
APPLICATIONS : CMS06-2025@dffe.gov.za

POST 05/32 : **DEPUTY DIRECTOR: EDMS SYSTEM ADMINISTRATOR REF NO: CMS07/2025**

SALARY : R849 702 per annum, (all-inclusive remuneration package)
CENTRE : Pretoria

<u>REQUIREMENTS</u>	:	Degree/National Diploma (NQF6) in Information Technology or relevant qualification in the related field. A minimum of three (3) years' experience in the related field of which three (3) years should be at an entry/junior managerial level (Assistant Director level or equivalent). Sound knowledge of Enterprise Content Management (ECM) or Enterprise Information Management (EIM) systems and processes. Knowledge of ICT management legislative frameworks and Directives. Working knowledge of OpenText Livelink or other Enterprise Content Management technology administration. Project and knowledge management. Ability to develop / implement policies and guidelines. Working knowledge of the main elements of Enterprise Architecture. Strong communication, interpersonal relations, planning, decision making and liaison skills. Training and administrative skills. Ability to work under pressure and long hours. Willingness to travel.
<u>DUTIES</u>	:	Maintain and support the Department's Electronic Document Management System, specifically focusing on the maintenance and optimization of the OpenText Content Server (Livelink) environment including the configuration, installation, patching and updating of the servers for the Department's EDMS. Implement custom SQL queries, scripts, and stored procedures to enhance Content Server functionality. Monitor system performance, troubleshoot issues, optimize SQL database queries for efficiency, and maintain database health. Collaborate with business stakeholders to gather requirements and implement document management and workflow solutions. Provide technical support and user training to ensure efficient utilization of OpenText Content Server. Ensure data security and compliance with regulatory requirements, including records management. Implement and manage robust backup and restore procedures to safeguard critical data. Document system configurations, policies, procedures, and best practices. Participate in disaster recovery planning and execute recovery procedures as needed. Manage all content on the Departmental Electronic Document Management System, including the design and management of Workflows for the Department. Design and management of Workflows and Forms for the Department. Analyze Departmental Business Processes. Design the workflow using the Livelink Map Painter. Test the workflow according to the specification. Facilitate workshops with relevant users. Develop and review EDMS policies and implement the workflow in production. Manage all modules on the EDMS system. Identify system inconsistencies and implement corrective measures. Manage and monitor the content of the system. Maintain a consistent look and feel throughout the EDMS web interface. Ensure all application content is updated. Manage the EDMS Helpdesk. Resolve all the Helpdesk escalated calls. Review the performance of the Helpdesk Team. Empower the Helpdesk through training on newly implemented processes. Track and management of workflows on request. Ensure Effective Planning and Reporting of the EDMS system. Generate monthly reports on user training sessions conducted. Generate monthly reports on EDMS compliance. Implement new initiatives on improved system functionality. Manage and update training manuals to include current functionality. Ensure the development, training and disaster recovery environments are available and up to date.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms N Dlamini Tel No: (012) 399 8725
	:	CMS07-2025@dffe.gov.za
<u>POST 05/33</u>	:	<u>DEPUTY DIRECTOR: ADMINISTRATION AND COORDINATION SUPPORT REF NO: EP04/2025 (X2- VARIOUS)</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R849 702 per annum, (all-inclusive remuneration package)
	:	Pretoria
	:	Degree/National Diploma (NQF6) in Public Administration/Management or relevant in the related field. A minimum of three (3) years' experience in the related field of which three (3) years should be at an entry/junior managerial level (Assistant Director level or equivalent). Good command of written and oral English and any other official language. Knowledge of strategic coordination/ planning; and professional report writing. Knowledge of policy development and organization performance management. Good Project management background. Knowledge of formats and routes of documentation throughout the department and quality control of documents. Knowledge of Government Policies and legislations such as PAJA, PAIA, PFMA and other Financial Management and associated prescripts. Knowledge of inter-governmental relation, public service and departmental procedures and prescripts. Planning

and performance management legislation. The Candidates must be in possession of the following skills: Planning, Organizing, Facilitation, Communication and technical writing skills. Advance office application such as MS Word, Excel, PowerPoint, Publisher. Ability to collaborate effectively with stakeholders at various levels. Ability to work independently and in a team. Good interpersonal relations. Ability to work with difficult persons and to resolve conflict. Proactive approach to meeting deadlines and delivering results with limited supervision. Sense of responsibility and loyalty, Objectiveness, Integrity, Service orientated, Self-supervision, highly developed sense of honesty and protect the confidentiality of documents.

DUTIES : Manage the budget and procurement administration process of the Branch. Ensure financial control including petty cash and procurement in office of DDG. Monitor and compile monthly branch reports (expenditure, procurement and contract management). Provide strategic planning and reporting support to the Branch Chief Directorates. Coordinate and consolidate Branch inputs into Strategic Plans and APPs. Monitor and report on the implementation of Strategic and Operational Plans. Provide document management support. Implement management decisions. Quality assures all documents before submitting to DDG. Ensure provision of secretariat support. Coordinate Parliamentary questions and queries, as well as stakeholder engagements. Manage and monitor referrals of the Branch. Provide office management services to the DDG. Ensure compliance and manage reporting for office of the DDG. Ensure logistical support to office of the DDG. Ensure provision of administration support services. Liaise and develop relationship within internal and external stakeholder. Develop stakeholder database. Ensure the preparation of stakeholder communications material, including presentations, documents, profiles etc.

ENQUIRIES : Ms P Diphaha Tel No: (012) 399 9602
APPLICATIONS : EP04-2025@dffe.gov.za

POST 05/34 : **DEPUTY DIRECTOR: EXECUTIVE SUPPORT REF NO: ODG01/2025**

SALARY : R849 702 per annum, (all-inclusive remuneration package)
CENTRE : Pretoria
REQUIREMENTS : Degree/National Diploma (NQF 6) in Public/Business Administration/Management or relevant in the related field. A minimum of three (3) years' experience in the related field of which three (3) years should be at an entry/junior managerial level (Assistant Director level or equivalent). Knowledge: Public Service Act, Ability to convert policy into action, Public Service Regulations and relevant prescripts, Departmental policies and procedures, Batho Pele principles, Minimum Information Security Standards, PFMA, Treasury Regulations, Employment Service Act, Skills development. Skills: General Management, Project Management, Financial Management, Communication, Interpersonal relations, Leadership, Problem-solving, Conflict Management, Facilitation, Analytical, Innovative. Sound organising and planning skills, Analytical thinking, Expert level of computer literacy, Advanced office applications such as MS Word, Excel, PowerPoint, and Outlook, Excellent communication, interpersonal and writing skills. Personal attributes: Ability to work individually and in a team. Ability to collaborate effectively with stakeholders at various levels. Ability to work under extreme pressure, long/after hours and travel if required. Proactive approach to meeting deadlines and delivering results with limited supervision. Articulative, Multi-tasking, Creativity, Honest and reliable, Good interpersonal relations and professionalism.

DUTIES : Manage the Director-General's diary commitments, including alignment to Executive Authority and the events calendar in consultation with relevant stakeholders. Maintain good relations between Ministry offices and all other stakeholders. Arrange meetings/workshops and other high-level engagements. Coordinate logistical and secretariat support for DG's engagements and prepare presentations where required. Coordinate and provide administrative and executive support for DG's domestic and foreign travel arrangements. Management of DG's office/accommodation in Pretoria and Cape Town. Develop and ensure the implementation of support measures for the efficient operation of the Director-General's office. Manage the process of facilitating the performance management and development process for managers reporting directly to the Director-General. Oversee and monitor the reception of the DG including screening of enquiries (telephonic, physical,

electronic, and hard copy). Ensure that Financial, Legal, and administrative requirements and regulations are complied with. Oversee the filing system in the DG's office is in order. Manage the sub-directorate: Executive Support and monitor the expenditure of the Director-General's budget. Ensure data protection and classification of information is adhered to. Assist the DG with private needs within the agreed framework.

ENQUIRIES : Ms P Sekgobela Tel No: (012) 399 9882
APPLICATIONS : ODG01-2025@dffe.gov.za

POST 05/35 : **ENVIRONMENTAL OFFICER CONTROL GRADE A: ESTUARIES**
MANAGEMENT REF NO: OC03/2025

SALARY : R580 551 per annum, (OSD)
CENTRE : Cape Town
REQUIREMENTS : A four (4) year Degree (NQF Level 8) in Natural or Environmental Management/Sciences or equivalent qualification within the related field plus 6 years post qualification experience. Knowledge and understanding of institutional arrangements and the legal regime pertaining to coastal management (Integrated Coastal Management Act, Biodiversity Act, Marine Living Resources Act, Forest Act, Protected Areas Act, etc.) Knowledge and understanding of coastal management processes and principles. Knowledge and understanding of the functioning of coastal ecosystems and the impact of human activity on those systems. Knowledge and understanding of relevant multilateral environmental agreements (i.e. Ramsar, CBD, etc.) Knowledge of the Off-road vehicle regulations, their guidelines, historical context and implementation. Knowledge of government administration and financial procedures. Public Finance Management Act. Public Service and Departmental Procedures and Prescripts. Understanding of conservation and sustainable use principles. Ability to interpret & apply policies. Project Management skills. Good communication skills. Analytical skills. Computer skills. Leadership skills. Ability to work long hours voluntarily. Ability to gather and analyse information. Ability to analyse, develop and apply policies. Ability to work individually and in team. Good interpersonal relations skills. Ability to work under extreme pressure. Ability to work with difficult persons and to resolve conflict. Willingness to travel extensively

DUTIES : Facilitate the development and implementation of national estuary management plans, Develop Estuarine Management Plans (EMPs). Undertake stakeholder consultation and establish appropriate institutional arrangement to facilitate the development and implementation of the EMPs. Facilitate the implementation of EMPs. Conduct the necessary review and update of outdated estuary management plans. Facilitate effective partnerships, cooperative governance, liaison and engagement with national, provincial and local government, sector departments, private sector and general public on estuarine issues. Establish and/or coordinate appropriate fora with relevant organisations or institution to foster alignment and enhance coordination in the management of estuaries. Attend and participate in the National, Provincial and Local estuarine management forum meetings and workshops. Provide support and technical guidance to estuary management agencies on the development and implementation of EMPs for prioritised estuaries. Ensure effective implementation of decisions emanating from relevant international and regional multilateral agreements. Participating in and implementing the relevant decisions of the Ramar Convention. Participating in and implementing the relevant decisions of the Nairobi Convention. Participating in and implementing the relevant decisions of the Convention on Biological Diversity. Facilitate general provision and input into estuarine EIA applications, strategies and guidelines, coastal water discharge permits, and responding to all the related queries. Provide inputs to estuary EIA applications, strategies and guidelines, permits, and other related documents. Respond to all queries related to estuaries management. Ensure the development and implementation of regulatory and/or policy framework for coordinated management of estuaries in South Africa. Compile/draft relevant statements/replies and government notices. Develop and implement relevant estuarine management policies. Provide comments on all relevant coastal policies and legislative frameworks.

ENQUIRIES : Mr M Dopolo Tel No: (021) 493 7038
APPLICATIONS : OC03-2025@dffe.gov.za

POST 05/36 : **ENVIRONMENTAL OFFICER CONTROL GRADE A: MPAS REF NO: OC04/2025**

SALARY : R580 551 per annum, (OSD)
CENTRE : Cape Town
REQUIREMENTS : A four (4) year Degree (NQF Level 8) in Natural or Environmental Management/Sciences or equivalent qualification within the related field plus 6 years post qualification experience. Knowledge of the MPA management issues and relevant legislation (NPAES, Biodiversity Act, Protected Areas Act, Marine Living Resource Act). Purpose and functioning of MPAs. Coastal Management process and principles. Co-management and compliance. Socio-economic issues around MPAs and Natural Resource Management. Biodiversity Conservation Planning principles, Spatial planning including methods of assessing sites for MPAs. Socio-economic considerations. Departmental service delivery. Project management and strategic planning. Environmental Legislation. Public Service and Departmental Procedures and Prescripts. Skills Understanding of Biodiversity conservation and sustainable principles. Ability to interpret and apply policies and legislation. Good communication skills. Computer skills. Leadership and management. Ability to work long hours voluntarily. Ability to gather and analyse information. Ability to develop and apply policies. Ability to work individually and in team. Good interpersonal relations skills. Ability to work under extreme pressure and with difficult persons and to resolve conflict.

DUTIES : Design and expand the MPA network to represent bioregions, including deep water and high sea areas. Participate and influence the conservation planning processes led by SANBI and other relevant stakeholders. Lead stakeholder consultation on potential expansion areas for conservation purposes. Facilitate the declaration process of the Marine Protected Area and OECMs network. Implement relevant policies and legislation regarding MPAs and OECMS. Coordinate and implement the National Biodiversity Strategies and Action Plans (NBSAPS) relevant to MPAs and OECMs. Coordinate and implement the National Protected Area Expansion Strategy (NPAES) relevant to MPAs and OECMs. Prepare implementation reports in line with the National Biodiversity Monitoring Framework. Operationalise management arrangements for Marine Protected Areas and OECMs. Prepare necessary administration and SCMs processes to enable conservation entities to manage MPAs on behalf of the Department. Prepare MoAs and facilitate their signing off. Manage the administration (including implementation) of the MoAs. Develop and monitor the implementation of the workplans. Review and implement international targets relating to marine protected areas. Participating in and implementing Convention on Biological Diversity decisions. Participating in and implementing People and Parks Forum decisions. Participating in and implementing Nairobi and Abidjan Convention decisions. Participating in and implementing World Parks Congress. Ensure effective implementation of the MPA management plans. Facilitate the development and implementation of MPA management plans. Establish collaboration and partnerships with relevant stakeholders to advance the implementation of management plans. Establish stakeholder engagement platforms to foster effective participation in decision making.

ENQUIRIES : Mr M Dopholo Tel No: (021) 493 7038
APPLICATIONS : OC04-2025@dffe.gov.za

POST 05/37 : **ASSISTANT DIRECTOR: EP NON-INFRASTRUCTURE PROGRAMMES REF NO: EP07/2025**

SALARY : R552 081 per annum
CENTRE : Northern Cape
REQUIREMENTS : Degree/National Diploma (NQF6) in Environmental Science/Development Studies or relevant qualification. Coupled with a minimum of 3 years of relevant experience in Project Management or relevant field. Knowledge of Environmental related legislation, Natural resource Management, Invasive Alien Species Management, South African National Standards. Knowledge of Administrative procedures, Financial Management, Project Management, Personnel Management and Contract Administration. Ability to establish and manage relevant systems and controls. Must have ability to develop, interpret and apply policies, strategies and legislation, strategic planning and budgeting. Sufficient knowledge of specific computer software packages and efficient use

of associated for staff. Must have Coordination's Skills, organising, planning and communication skills (written and spoken). Must have programme and Project Management, listening skills, writing skills, report writing skills. Ability to work long hours voluntarily, work independently and in a team and lead multidisciplinary team. Be able to work under extreme pressure and be able to collect and interpret information and reports.

DUTIES : Facilitate the development and review of project operational plans for EP Non-infrastructure within the province. Conduct in-field catchment assessment to select, map and prioritise project sites and compartments for inclusion in the project plans. Make inputs to align all project plans with the priority areas for invasive alien plant activities in the district. Coordinate the implementation of EP infrastructure projects and invasive alien plant clearing activities within the province. Support the recruitment process to create Work Opportunities & Full Time Equivalents in line with approved plans and applicable EPWP recruitment guidelines. Provide inputs, record of all contract transactions and required evidence to update register on the prescribed reporting format and platform. Ensure compliance with EP infrastructure projects operational standard, procedures and legal requirements for all projects implemented within the province. Facilitate stakeholder engagement to support EP Non-Infrastructure projects operations within the province.

ENQUIRIES APPLICATIONS : Mr R Nenungwi Tel No: (012) 3999 757
: EP07-2025@dffe.gov.za

POST 05/38 : **ASSISTANT DIRECTOR: STAKEHOLDER CORPORATIONS AND AWARENESS REF NO: CMS12/2025**

SALARY CENTRE REQUIREMENTS : R444 036 per annum
: Cape Town
: Degree/ National Diploma (NQF6) in Communication, Journalism, Marketing, Public Relations or relevant qualification couple with a minimum of 3 years of relevant experience in coordinating and/or managing School and Community Awareness programmes, Community Awareness, Exhibitions, Events and Stakeholder Engagements. Knowledge of Administrative procedures, Financial Management, Project Management, HR Practices. Extensive experience in Language editing formats & quality control mechanisms, meeting procedures & minute taking and copy writing and editing background. Must have Leadership and Management Coordination skills, organising and planning. Must have good communication skills (written and spoken). Ability to work long hours voluntarily, gather and analyse information and also be able to develop and apply policies. Be able to work under extreme pressure, also work independently and in a team and lead multidisciplinary team. Must be able to collect and interpret information and reports.

DUTIES : Conduct school and community awareness programmes, coordinate stakeholder engagements, coordinate departmental events and conferences, coordinate departmental exhibitions, coordinate campaigns and implement the departmental communications strategy, develop and distribute promotional, awareness and educational material. Establish and strengthen partnerships. Ensure the effective flow of information between branches, stakeholders and partners. Facilitate communications activities with financial needs. Ensure that contractual obligations are met and ensure adherence to PFMA regulations in terms of procurement of communications, awareness and educational resources. Provide general communication support. Assist in any communication related project/programme in the department and logistics and /or communication outputs of events.

ENQUIRIES APPLICATIONS : Mr Z Nqayi Tel No: (021) 493 7144
: CMS12-2025@dffe.gov.za

POST 05/39 : **ASSISTANT DIRECTOR: ADMINISTRATIVE SUPPORT REF NO: ODG02/2025**

SALARY CENTRE REQUIREMENTS : R444 036 per annum
: Pretoria
: Degree/National Diploma (NQF 6) in Public or Business Administration/Management or relevant qualification coupled with three (3) years' experience in related field. A minimum of (3) years of functional experience in records management and executive support services. knowledge: Public Service Act. Ability to convert policy into action. Public

Service Regulations and relevant prescripts. Departmental policies and procedures. Batho Pele principles. Minimum Information Security Standards. PFMA, Treasury regulations, Employment Service Act, Skills development. Skills: General Management, Project Management, Financial Management, Communication, Interpersonal relations, Leadership, Problem-solving, Conflict Management, Facilitation, Analytical, Innovative, Sound organising and planning skills, Analytical thinking, Expert level of computer literacy, Advanced office applications such as MS Word, Excel, PowerPoint and Outlook, interpersonal and writing skills. Personal attributes: Ability to work individually and in a team, Ability to collaborate effectively and communicate with stakeholders at various levels, Ability to work under extreme pressure, Proactive approach to meeting deadlines and delivering results with limited supervision, Good interpersonal relations, Service Oriented and Integrity, Creativity, Innovation, Objectiveness and professionalism.

DUTIES : Render Administrative and Records Management Support Services in the Office of the Director-General and perform the following key functions: Oversee and monitor progress on correspondence referred to the Department from the DG, Ministry, and Deputy Ministry, and other stakeholders. Quality assuring and analysing submissions for DG's consideration, implementing DG's decisions on the Electronic Document Management System (EDMS), Processing of DG recommended submissions to DMs and Ministry Offices, and provide feedback to branches once decisions have been received for implementation. Provide client liaison support for DG to members of the public/stakeholders telephonically and per email (Acknowledge receipt, filter, and transfer/initiate and assign correspondence referrals. Monitor the status and progress of assigned workflows/tasks/referrals for record-keeping purposes, track and trace progress and prepare progress reports). Ensure that Financial, Legal, and administrative requirements and regulations are complied with. Ensure Data Capturing, Data protection, and classification of records are adhered to. Assist in the updating of Standard Operating Procedures and directives to ensure compliance and that control measures are sufficiently implemented which should operate within the existing Electronic Document Management and tracking system. Ensure that all hard copy contracts for signature by DG are accompanied by all supporting documentation and Legal Vetting memorandum. Maintain a register of all SMS and MMS staff members who are board members for other government institutions and/or form part of special task teams. Provide comprehensive finance, supply chain management/procurement, and assets management support. Provide mentorship to interns.

ENQUIRIES : Ms J Venter Tel No: (012) 399 9765
APPLICATIONS : ODG02-2025@dffe.gov.za

POST 05/40 : **ASSISTANT DIRECTOR: RISK MANAGEMENT AND BUSINESS CONTINUITY MANAGEMENT REF NO: ODG03/2025**

SALARY : R444 036 per annum
CENTRE : Pretoria
REQUIREMENTS : Degree/National Diploma (NQF6) in Risk Management or relevant qualification within the related field plus a minimum of three (3) years' experience required in the relevant field. Knowledge of statutes, Government priorities and policies; Public Finance Management Act, Treasury regulations. Knowledge of Risk Related standards and Prescripts. Knowledge of risk management. Leadership and people skills. Project Management, financial management and procurement skills. Research and policy formulation skills. Analytical skills, communication skills, presentation skills Ability to interpret, advice and apply legislation. Ability to work with difficult personalities and to resolve conflict. Ability to work Independently. Initiative and creativity. Self-orientation, self-supervision and integrity. Membership with the Institute of Risk Management South Africa will be added advantage.

DUTIES : Management of efficient and effective risk management processes; Develop the schedule for risk assessment with the branches, review previous years risk register, identify new/emerging risks from different sources, prepare presentations for the branches on risk management process and facilitate the process of risk identification. Facilitate the process of risk identification and assessment. Apply risk identification tools, methodologies and techniques to be used in the risk identification process. Provide support to risk identification, assessment and development of mitigation plans developed to manage risk

exposure to acceptable level. Create and maintain the risks and mitigation plans on risk systems; Maintenance of risk systems, Support line function, create scorecards and capture strategic, operational and project risk mitigation plans. Maintenance of risk management evidence and documentation on EDMS. Perform the quarterly analysis of the progress on the implementation of risk mitigation plans; verify evidence for the risk mitigation plans, communicate risk analysis reports, prepare presentations of the analysis of the risk mitigation plans for all branches. Monitor and analyse the risk management action plans. Promote Awareness on Risk Management (RM) to ensure good corporate governance practices. Facilitate presentation at inductions, compile articles to be published in the Departmental Lekgotla, facilitate information sessions, Embed risk management practices in the Department. Implement initiatives to improve risk Maturity within the organisation Assist with facilitation of Business Continuity Management processes within the organisation. Review of risk management and Business continuity management governance documents. Assists coordinate the departmental Risk Management & Ethics Committee.

ENQUIRIES : Ms T Ngcobo Tel No: (012) 399 9992
APPLICATIONS : ODG03-2025@dffe.gov.za

POST 05/41 : **ASSISTANT DIRECTOR: INTERNAL CONTROL AND COMPLIANCE REF NO: CFO02/2025**

SALARY : R444 036 per annum
CENTRE : Pretoria
REQUIREMENTS : Degree/National Diploma (NQF6) in Financial Management or relevant qualification in the related field coupled with a minimum of three (3) years' experience in Financial Management or related field. Knowledge of financial management, accounting and business practices. Ability to establish and manage financial management systems and controls. Knowledge of strategic planning and budgeting. Ability to develop, interpret and apply policies, strategies and legislation. Negotiations and conflict management skills. Ability to control and manage the acquisition of services and assets of the department. Financial management; Accounting; Government budgeting processes; Costs accounting; Risk management; Public Service financial legislative frameworks. Skills & Competencies; Advanced skills in financial; Advanced skills in respect of formal management and project management; Good interpersonal relations; Relationship Management; Stakeholder engagement; Research; Organizational; Communication; Administrative; Knowledge Management. Problem Solving and Analysis; Client Orientation and Customer Focus. Personal Attributes: Ability to work long hours voluntarily; Ability to gather and analyze information. Ability to develop and apply policies; Ability to work individually and in a team; Good interpersonal relations skills; Creativity; Ability to work under pressure; Ability to work with difficult people and to resolve conflict.

DUTIES : Verification and preparation of all management reports. Facilitate compliance with T&S, Creditors, Salaries, 3G & Cellphones, Debtors and petty cash. Implement all existing finance policies such as Overtime policy, Petty cash policy, Travel and Subsistence policy, entertainment policy, & cellphone. Ensure that Irregular and fruitless expenditure is prevented by ensuring that all payments are processed according to the approved policies. Ensure that payments are finalized and captured on BAS System. Confirm the availability of funds for each payment before submitting it to the payments section. Consolidate monthly payment reconciliations report. Monitor the reduction of unclear suspense accounts, accruals and other outstanding claims to be implemented. Identify risks and suggest corrective measures for all management reports.

ENQUIRIES : Mr K Maboki Tel No: (012) 399 8854
APPLICATIONS : CFO02-2025@dffe.gov.za

POST 05/42 : **ASSISTANT DIRECTOR: FINANCIAL MANAGEMENT (PAYMENTS) REF NO: CFO03/2025**

SALARY : R444 036 per annum
CENTRE : Pretoria
REQUIREMENTS : Degree/ National Diploma (NQF6) in Financial Management or relevant qualification in the related field coupled with a minimum of three (3) years'

experience in Financial Management. Knowledge of financial management, accounting and business practices. Ability to establish and manage financial management systems and controls. Knowledge of strategic planning and budgeting. Ability to develop, interpret and apply policies, strategies and legislation. Knowledge of HR management practices, legal issues, negotiations and conflicts. Assist in career planning and effective deployment of personnel. Ensure compliance with Treasury Regulations, PFMA and Departmental policies. Ability to control and manage the acquisition of services and assets of the department. Sufficient knowledge of specific computer software packages and efficient use of associated hardware. Perform in-house training for subordinates; Financial management; Accounting; Accounting. BAS; LOGIS; PERSAL; SAFETYNET and Public Service financial legislative frameworks Government budgeting processes; Costs accounting; Risk management; Public Service financial legislative frameworks. Skills & Competencies: Skills in policy formulation; Adequate skills in computer use; Advanced skills in financial; management and project management; Good interpersonal relations; Relationship Management; Stakeholder engagement; Research; Programme and Project Management; Financial Management and Change Management. Personal attributes: Honesty; Ability to work long hours voluntarily; Ability to gather and analyze information. Ability to develop and apply policies. Ability to work individually and in a team. Good interpersonal relations skills. Creativity. Ability to work under pressure. Ability to work with difficult people and to resolve conflicts. Character beyond reproach. Articulate. Sense of responsibility and loyalty; Initiative and creativity.

DUTIES : Management of travel and subsistence. Ensure that payments are processed on BAS and LOGIS. Management of 30-day reports. Ensure processing of creditor payments. Ensure compliance with financial prescripts and procedures. Verify Standard Chart of Accounts codes and authorizes payments on BAS and Logis. Ensure monthly reconciliation between accounts. Request reports on BAS to verify against reconciliation submitted. Monitor account reconciliations. Reconciliation of suspense and general ledger accounts and the approval of related journals. Manage inflow and outflow of funds and authorize duly signed and supported telegraphic transfers. Review and authorize monthly bank reconciliation. Ensure capturing and verification of suppliers on the safety net, BAS and Logis.

ENQUIRIES : Mr N Leshabane Tel No: (012) 399 9115
APPLICATIONS : CFO03-2025@dffe.gov.za

POST 05/43 : **ASSISTANT DIRECTOR: PROJECT ADMINISTRATION REF NO: OC01//2025**

SALARY : R444 036 per annum
CENTRE : Cape Town
REQUIREMENTS : Degree/National Diploma (NQF6) in Public Administration or relevant qualification including economics and social sciences and maritime studies coupled with a minimum of three (3) years' experience required in project administration or related field. Knowledge of office administration and project administration support, including convening processes and meetings and in providing secretariat support. Knowledge of basic procurement processes. Knowledge of basic public financial management prescripts (especially PFMA). Basic understanding of the prescripts applicable to public service (PAJA, PAIA). Knowledge and use of electronic filing systems. Writing Skills including collation of reports and drafting project documentation. Basic understanding of project management. Advanced competency in the use of MS Word, and proficiency in the use of Excel, PowerPoint. Excellent communication skills. Ability to use initiative and work without supervision. Team – worker
 Conscientious and reliable. Good interactive and interpersonal skills with a focus on stakeholder engagement and support.

DUTIES : Provide administrative and secretariat support to the Ocean Economy Secretariat for government programmes and projects including compiling documentation and reporting, arranging meetings and related logistics. Office administration including assisting in the compilation and monitoring of budgets, travel and meeting arrangements and procurement related functions. Provide project administration support to the Ocean Economy Secretariat & Projects. Provide administrative support in the conceptualisation, planning, implementation, monitoring as well as reporting of projects. Knowledge management and maintaining up to date Ocean economy and project

information Facilitate engagement with key stakeholders for the provision of information on progress with implementation on Ocean Economy programmes and projects and compiling relevant reports and presentations. Provide support and coordinate the required logistical arrangements for Ocean Economy events or projects.

ENQUIRIES : Mr C Mangcu Tel No: (012) 493 7030
APPLICATIONS : OC01-2025@dffe.gov.za

POST 05/44 : **ASSISTANT DIRECTOR: OFFICE SUPPORT REF NO: CMS11/2025**

SALARY : R444 036 per annum
CENTRE : Cape Town
REQUIREMENTS : Degree/ National Diploma (NQF6) in Public Management or relevant qualification coupled with three (3) years' experience in related field. Understanding of building management legislation and regulatory framework. Knowledge and understanding of the National Archives Act, DPWI Giama, Public Finance Management Act and Treasury Regulations. Knowledge of Administration Procedures, Personnel Management and Contract Management. Good leadership and Management skills. Ability to communicate with ministries, senior management and officials and the public in a professional manner. Be able to gather and analyse information and apply it correctly. Be able to work individually and in a team, work with difficult people and also be able to work under pressure. Must be able to resolve the conflict.

DUTIES : Manage building functions and leases of all buildings under Coastal Region. Conduct building compliance inspections, compile reports and ensure execution of recommendations. Consolidate monthly accommodation status updates and reports. Coordinate and manage the conduction of space audit and analysis in all buildings on a quarterly basis. Provide immediate solutions to problems and be able to interpret and apply policies, directives, and prescripts. Co-ordinate monthly meetings with all landlords and ensure proper follow ups on all the pending maintenance issues. Maintain and update records management in line with National Archives. Conduct compliance inspections and file plan training and awareness. Provide auxiliary services support, report on all Auxiliary Services performance and make recommendations of findings. Coordinate telecommunication services. Ensure that telecommunication services are fully functional and Provide support in the development, review, and implementation policy and procedure manual.

ENQUIRIES : Ms N Sogayise-Dumezweni Tel No: (021) 493 7109
APPLICATIONS : CMS11-2025@dffe.gov.za

POST 05/45 : **ASSISTANT DIRECTOR: LOGISTICS & ASSETS MANAGEMENT REF NO: CFO07/2025**

SALARY : R444 036 per annum
CENTRE : Cape Town
REQUIREMENTS : Degree/ National Diploma (NQF6) in Supply Chain Management or relevant qualification coupled with three (3) years' experience in SCM or related field. Knowledge of Asset management, procurement, and business practices. Ability to establish and manage asset management systems and controls. Knowledge of strategic planning and budgeting, be able to develop, interpret and apply policies, strategies, and legislation. Must have knowledge of HR management practices, perform in-house training for subordinates and be able to control and manage the assets of the department. Sufficient knowledge of specific computer software packages and efficient use of associated hardware. Be able to audit and financial field. Knowledge of relevant legislation PFMA, Departmental procedures, and prescripts. Must have adequate skills in computer use, and good interpersonal relations, stakeholder engagement, change management, knowledge management and people management. Ability to work individually and in a team and with difficult persons and to resolve conflict. Be able to apply policies.

DUTIES : Maintain asset register and conduct annual asset verifications. Report on damaged/unserviceable assets. Perform asset reconciliation after the verifications. Disposal of redundant/obsolete furniture and theft, losses of asset. Perform secretariat duties to the departmental disposal committee. Monthly reconciliation and reporting. Identify wrong allocations and liaise with finance to prepare the necessary journals. Report to system controller on challenges relating to the system and ensure calls are logged. Facilitate

procurement of goods and services. Monitor the expediting of order commitments. Conduct Chief User Workshops on SCM. Conduct monthly Orientations for newly appointed officials. Authorize Orders on Logis system and Manual Orders. Check and verify Supply Chain documentation for correctness. Verify and confirm correct budget allocations. Finalize closed orders on Logis Online. Authorize the manual orders and ensure they are captured on Logis System within 3 working days after challenges have been resolved. Ensure proper record keeping. Ensure payments of goods and services within 30 days. Report on BEE expenditure per branch. Administer the lease register for leases. Complete and verify all monthly, quarterly, IFS and AFS reports within Logistics and Assets. Ensure audit readiness.

ENQUIRIES APPLICATIONS : Mr A Tshangana Tel No: (021) 493 7240
: CFO07-2025@dffe.gov.za

POST 05/46 : **PROJECT COORDINATOR REF NO: EP02/2025**

SALARY CENTRE REQUIREMENTS : R376 413 per annum
: Mpumalanga
: Degree/National Diploma (NQF6) in Natural Science/Environmental Management or relevant qualification. A minimum of two (2) years' experience in relevant field. Understanding of Project management. Knowledge of Alien vegetation control. Good communication skills and sound organization and planning skills. Knowledge of Working for Water policies and procedures, knowledge of legislation relevant to alien vegetation control will serve as an added advantage. Knowledge of Public Service and Departmental procedures and prescripts. Computer literacy, knowledge of the Public Finance Management Act (PFMA). People management, change management and empowerment skills. Valid driver's license and willingness to travel and work long hours with limited supervision.

DUTIES : Provide project planning support services to the project by developing a strategic clearing plan and an Annual Plan of Operation (APO) for approval of budget allocation. Facilitate the implementation of project plans through the establishment of stakeholder engagement. Monitor implementation of project plans by conducting site audits to ensure compliance with Working for Water policies/standards, health and safety prescripts and various environment and agriculture legislation which governs alien vegetation control. Render project close out services by conducting final site inspections and facilitating the handing over of cleared land to the land user.

ENQUIRIES APPLICATIONS : Mr B Mashabane at 066 489 3881
: EP02-2025@dffe.gov.za

POST 05/47 : **ENVIRONMENTAL FINANCIAL ANALYST REF NO: RCSM02/2025**
Three (03) Years Contract

SALARY CENTRE REQUIREMENTS : R376 413 per annum, plus 37% in lieu of benefits
: Pretoria
: Degree/National Diploma (NQF 6) in Accounting/Forensic Accounting or relevant qualification. A minimum of two (2) years' experience required in the relevant field. Knowledge and experience in methods and techniques of basic research and financial analysis. An added benefit would be experience in the application of iBase, Analyst Notebook and MS Office. Ability to apply Laws to recording keeping and dissemination of restricted information. Ability to collect and interpret information and reports. Sound organizational and planning skills. Ability to work independently and in a team. High level of planning and coordination skills. Good communication skills and ability to work with arrange of people. Reliability, efficiency and the ability to work under pressure. Valid code 08 driver's license and own vehicle.

DUTIES : Conduct analysis with associated affidavit statement on financial information/data received. Draft financial intelligence centre applications with associated feedback. Consolidate data, analyse trends and identify financial flows and associated indicators. Ensure the capturing of financial data. Conduct historical migration of existing financial data to National Environmental Crime Database (NECD). Facilitate liaison with relevant stakeholders. Participate in relevant meetings at National, Provincial or Agency levels as and when required. Facilitate administration and reporting services.

ENQUIRIES APPLICATIONS : Ms C Van Tichlen at 076 780 7715
: RCSM02-2025@dffe.gov.za

<u>POST 05/48</u>	:	<u>SENIOR FORESTER REF NO: FOM05/2025 (X2 POSTS)</u>
<u>SALARY</u>	:	R376 413 per annum
<u>CENTRE</u>	:	Western Cape
<u>REQUIREMENTS</u>	:	Degree/Diploma (NQF level 6) in Forestry or relevant equivalent qualification coupled with a minimum of two (2) years relevant experience. Knowledge and understanding of the National Forest Act 1998 (Act 84 of 1998), the National Veld and Forest Fire Act, 1998 (Act 101 of 1998) and other environmental legislations and its practical application. knowledge of Operations Management. Problem Solving and Analysis. Project planning and Management. Good Communication skills. Ability to work under pressure and handle criticism. Ability to gather and analyse information. Good interpersonal relations skills. Ability to negotiate in difficult situations and resolve conflict. Good planning and organizing skills. Computer skills. Sense of responsibility and loyalty. Initiative and creativity. Ability to work long hours and willingness to travel.
<u>DUTIES</u>	:	Implementing operational plans for the plantations. Assist in updating annual plans for operations. Quality ensures the work rendered by services providers. Monitor compliance with applicable business processes for management of state forest plantations. Assist with the preparation of the Loss Report and provide evidence. Render technical support to forestry operations; Implement the Audit Action Plan and keep record of evidence. Provide the progress report on the implementation of the Audit Action Plan. Render forestry protection activities; Ensure protection of plantations from fires, livestock and pests. Assist with the implementation, enforcement and promotion of the National Act (NFA) and National Veld Forest Fire Act (NVFFA). Implement plans to prevent and combat veld and forest fires. Administer forestry support service. Participate in stakeholder engagements. Conduct awareness campaigns. Provide technical advice to stakeholders.
<u>ENQUIRIES</u>	:	Ms Thembile Dlungwana Tel No: (012) 309 5706
<u>APPLICATIONS</u>	:	FOM05-2025@dffe.gov.za
<u>POST 05/49</u>	:	<u>PROVISIONING ADMINISTRATION OFFICER: ASSETS & INVENTORY REF NO: CFO06/2025</u>
<u>SALARY</u>	:	R308 154 per annum
<u>CENTRE</u>	:	Cape Town
<u>REQUIREMENTS</u>	:	National Diploma (NQF level 6) in Supply Chain Management or an appropriate qualification in a related field. A minimum of One (1) year experience in Supply Chain Management or related field. Knowledge of Logis system, logistics, acquisition, and business practices. Ability to maintain assets and inventory management systems and controls. Ability to develop, interpret and apply policies, strategies and legislation. Ability to control and administer Database of the department. Sufficient knowledge of specific computer software packages and efficient use of associated hardware. Logistics management, Acquisition and Contract management, Public Service legislative frameworks. Adequate Project management. Good interpersonal relations, Relationship Management, Stakeholder engagement. Service Delivery Innovation (SDI). People Management and Empowerment. Ability to work long hours voluntarily. Ability to work individually and in a team. Creativity, Honesty, Ability to work under pressure. Ability to work with difficult persons and to resolve conflicts. Sense of responsibility and loyalty, Initiative and creativity.
<u>DUTIES</u>	:	Ensure that assets are properly accounted for in the Asset Register and complies with National Treasury Guidelines. Update new additions, movements, transfers and disposals. Check and verify all transactions on Logis. Reconcile BAS with the Asset Register monthly. Monitor all entries made on the Asset Register as per minimum requirements. Conduct quarterly spot-checks and annual verification of assets and inventory items, reconcile the outcomes to the asset register. Ensure recording of redundant assets for disposal. Ensure Inventory stores are properly coordinated. Ensure user account management on the Logis system. Co-ordinate user training on the Logis system. Logging system related calls with Logik. Co-ordinate formal training for Logis users. Ensure that asset policies and procedures guidelines are implemented and ensure compliance thereof. Ensure that the Department's asset requirements are included in the budget. Ensure proper annual reporting

and reconciliations. Quality assurance of asset management processes.
Supervision of staff.

ENQUIRIES
APPLICATIONS

: Mr A Tshangana Tel No: (021) 493 7240
: CFO06-2025@dffe.gov.za

DEPARTMENT OF HEALTH

It is the Department's intension to promote equity (race, gender and disability) through the filing of this post with a candidate whose transfer /promotion / appointment will promote representivity in line with the numeric targets as contained in our Employment Equity plan.

- APPLICATIONS** : The Director-General, National Department of Health, Private Bag X399, Pretoria. 0001. Hand delivered application may be submitted at Reception (Brown Application Box), Dr AB Xuma Building, 1112 Voortrekker Rd, Pretoria Townlands 351-JR or should be forwarded to recruitment@health.gov.za quoting the reference number on the subject e-mail.
- FOR ATTENTION** : Ms M Shitiba
- CLOSING DATE** : 24 February 2025
- NOTE** : All short-listed candidates will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the Department. Following the interview and technical exercise for SMS posts, 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 batteries. Applications should be submitted on the new Z83 form obtainable from any Public Service department and should be accompanied by a CV only (previous experience must be comprehensively detailed). The Z83 must be fully completed (in line with DPSA Practice note), failure to comply will automatically disqualify the applicant. Applicants are not required to submit copies of qualification and other relevant documents on application. Certified copies of qualifications and other relevant documents will be requested prior to the final selection phase. Applications should be on one PDF format (If emailed). Applications received after the closing date and those that do not comply with the requirements will not be considered. It is the applicant's responsibility to have foreign qualifications and national certificates (where applicable) evaluated by the South African Qualification Authority (SAQA). The Department reserves the right not to fill the posts. The successful candidate will be subjected to personnel suitability checks and other vetting procedures. Applicants are respectfully informed that correspondence will be limited to short-listed candidates only. 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.

MANAGEMENT ECHELON

- POST 05/50** : **DIRECTOR: PROVIDER PAYMENT MECHANISM AND RATES REF NO: NDOH 1/2025**
Chief Directorate: Health Care Benefits and Provider Payment Design (Five Year Contract)
This is a re-advertisement. Applicants who have previously applied need to re-apply
- SALARY** : R1 216 824 per annum, An all-inclusive remuneration package. consists of 70% of total package, the State's contribution to the Government Employee's Pension Fund (13% of basic salary) and a flexible portion]. The flexible portion of the package can be structured according to Senior Management Service Guidelines.
- CENTRE** : Pretoria
- REQUIREMENTS** : An undergraduate qualification (NQF level 7) as recognized by SAQA in Finance/Accounting, Cost Accounting, Economics, Health Economics, or Actuarial Science. A postgraduate qualification (NQF level 8) in relevant discipline such as Finance and Accounting, Cost Accounting, Health Economics, Actuaries Science or a related quantitative social sciences field would be an advantage. At least five (5) years' experience at a middle/senior managerial level in Health Economics/ Accounting within the health sector. Experience in conducting sophisticated quantitative analyses and proven economic research output relating to health economic modelling techniques as well as experience in developing health-focused econometric models using

decision analysis software. Expert knowledge of Excel and VBA (Visual Basic for Applications) experience. Intimate knowledge of health benefit design and payment, and National Health Insurance. Knowledge of CPT coding, ICD-10 and other international coding systems and understanding of medical terminology. Knowledge of other programs such as Python, R, and SQL will be an added advantage. Knowledge and understanding of Public Service Regulation, Public Service Act, Public Finance Management Act and National Health Insurance (including provisions of the NHI Act) Good communication (verbal and written), problem solving, organizational, decision making, interpersonal, assertiveness, planning, customer service, team management and computer skills (MS Office packages). Self-motivated and ability to work independently. A valid driver's license. SMS pre-entry Certificate is required for appointment finalization.

DUTIES

: Review the existing data collection and reporting process in health care facilities; the flow of funds; identify changes needed to move from input-based payment to prospective payment (e.g. Capitation and Diagnosis Related Groupers). Develop an approach to on-going revisions of the provider payment system, and develop, pilot, and progressively implement new provider payment mechanisms. Determine the nature of provider payment mechanisms and adopt additional mechanisms, including capitation for PHC and DRG for hospitals. Define cost modelling methodology and required data sets and develop costing manual and determine the prices of health care services/drugs/consumables to be paid by the NHI Fund based on developed costing manual. Prepare information and communicate to the public (users, providers and other stakeholders) on the prices of services/drugs/consumables included in the Health Care Benefits covered by the NHI Fund.

ENQUIRIES

: Mr Moremi Nkosi Tel No: (012) 395 8173

POST 05/51

: **DIRECTOR: HEALTH CARE BENEFITS REF NO: NDOH 2/2025**
 Chief Directorate: Health Care Benefits and Provider Payment Design.
 (Five Year Contract)
 This is a re-advertisement. Applicants who have previously applied need to re-apply

SALARY

: R1 216 824 per annum, An all-inclusive remuneration package. consists of 70% of total package, the State's contribution to the Government Employee's Pension Fund (13% of basic salary) and a flexible portion]. The flexible portion of the package can be structured according to Senior Management Service Guidelines.

CENTRE REQUIREMENTS

: Pretoria
 : An undergraduate qualification (NQF level 7) as recognized by SAQA in Public Health, Economics or Actuarial Science. A postgraduate qualification (NQF level 8) in relevant discipline such as Health Economics, Actuaries Science, Implementation Science/Research, Biostatistics, Epidemiology, or a related quantitative social science field would be an advantage. At least five (5) years' experience at a middle/senior management level in health care benefits design. Expert knowledge of Excel and VBA (Visual Basic for Applications) experience. Intimate knowledge of health care benefits design, Health Needs Assessments, Health Technology Assessment and National Health Insurance. Knowledge of CPT coding, ICD-11 and other international Procedure and diagnosis coding systems and understanding of medical terminology. Knowledge of other programs such as Python, R, and SQL will be an added advantage. Knowledge and understanding of Public Service Regulation, Public Service Act, Public Finance Management Act and National Health Act. Good communication (verbal and written), problem solving, organizational, decision making, interpersonal, assertiveness, planning, customer service, team management and computer skills (MS Office packages). Self-motivated and ability to work independently. A valid driver's license. SMS pre-entry Certificate is required for appointment finalization.

DUTIES

: Develop methodology for strategic and operational planning for defining the composition of the Health Care Benefits, including health needs assessment, risk assessments framework (including costs, cost-effectiveness), and monitoring and control of progress against strategic objectives, including defining the evidence-based comprehensive package of health services, medicines and consumables covered or specifically excluded from the Health Service Benefits. Develop methodology for and facilitate Health Needs Assessments for clinical interventions, pharmaceuticals and technologies.

Develop and integrate a policy that links referral and portability of access to services to the health care benefits design. Develop methodology for, and facilitate, Health Technology Assessment (HTA) considerations for clinical interventions, pharmaceuticals and technologies including specific health services to be covered by the NHI Fund on an incremental basis and an approach to on-going revisions to the Health Care Benefits. Prepare information to be communicated to the public on the list of Health Care Benefits for users.

- ENQUIRIES** : Mr Moremi Nkosi Tel No: (012) 395 8173
- POST 05/52** : **DIRECTOR: DRUG RESISTANT TB – TB AND HIV REF NO: NDOH 3/2025**
Cluster: Tuberculosis Management
This is a re-advertisement. Applicants who have previously applied need to re-apply.
- SALARY** : R1 216 824 per annum, An all-inclusive remuneration package. consists of 70% of total package, the State's contribution to the Government Employee's Pension Fund (13% of basic salary) and a flexible portion]. The flexible portion of the package can be structured according to Senior Management Service Guidelines.
- CENTRE REQUIREMENTS** : Pretoria
: An appropriate NQF 7 qualification in Health Sciences and/or Occupational Health. A valid registration with the Health Professional Council of South Africa or appropriate council. MBCHB degree (NQF 8) / post graduate qualification (NQF 8) in Public Health will be an advantage. At least five (5) years' experience at a middle management level in clinical management of DR-TB, public health or occupational health settings particularly in the mines as well as management of personnel (HRM) and finances (Financial Management). Knowledge of Public Health (at TB in the mines / examine workers in particular), the management of Drug-Resistant TB (DR-TB), MDR and XDR. TB and HIV co-infection. An understanding of South African Public Service, including applicable policies and legislation, particularly medico-legal and ethical issues around the control and management of TB. Good problem solving and analysis, strategic capability, leadership, programme and project management, change and knowledge management, service delivery innovation, communication, computer, organisation and stakeholder management skills. Ability to work independently and with a team. A valid driver's licence as well as willingness to travel frequently as required. SMS pre-entry Certificate is required for appointment finalization.
- DUTIES** : Provide support assessment of small to medium mining houses and service for ex-mine workers. Identify provinces and neighbouring countries that require interventions related to TB in the mines. Support the consultant in the implementation of situational analysis. Development and implementation of policies and guidelines. Develop and update policies and guidelines for Drug-Resistant TB including Community-Based Treatment of DR-TB and co-infection with HIV. Monitor the implementation of approved policies and guidelines including in the private sector. Manage clinical management support. Establish support systems for medical practitioners. Ensure inclusion of appropriate treatment regimen for TB and drug resistant TB in the Essential Drug List (EDL). Implement recommendations of the SADC declaration on TB in the mines. Develop a plan for implementation of SADC declaration on TB in the mines and a tool kit to support implementation. Enable and support cross border referrals. Provide support to provinces and neighbouring countries in matters related to TB in the mines. Undertake on-site supervision visits to provinces with special focus on mining areas. Management of key TB in the mine's stakeholder relationships. Develop a framework of engagement with stakeholders. Manage resources, risk and audit queries within the chief directorate. Participate in recruitment and selection of staff, including ensuring placement of adverts and chairing of interview panels. Update the framework policy document on decentralised management of DR-TB. Develop and update treatment literacy programmes for patients in the communities. Support development of IEC materials. Conduct clinical audits of DR-TB facilities. Develop operational plans for the directorate.
- ENQUIRIES** : Prof N Ndjeka Tel No: (012) 395-8459

INDEPENDENT POLICE INVESTIGATIVE DIRECTORATE

The Independent Police Investigative Directorate (IPID) is an equal opportunity and affirmative action employer. It is our intention to promote representatively in terms of race, gender and disability within the Department through the filling of posts.

CLOSING DATE : 21 February 2025

NOTE : The Independent Police Investigative Directorate is offering opportunities to unemployed South Africans University Graduates who have not been exposed to work experience related to their qualifications. Application quoting the reference number must be made to the province of residence and be submitted through the addresses depicted under each post. Learners must be youth between the ages of 18 to 35 as at the start date of the placement. Applicants are not required to submit copies of qualifications and other relevant documents on applications but must submit Z83 and a detailed Curriculum Vitae. Applications quoting the correct reference number must be submitted on the new form Z83, obtainable from any Public Service Department or on the internet at www.gov.za/documents . Received applications using the incorrect application form (old Z83) will not be considered. Each application for employment form must be fully completed, signed and initialed by the applicant. Failure to sign this form may lead to disqualification of the application during the selection process. A recently updated, comprehensive CV as well as a fully completed and initialed new signed Z83 (Section A, B, C & D are compulsory and section E, F and G are not compulsory if CV it is attached). However, the question related to conditions that prevent re-appointment under Part-F must be answered. Affidavit confirming that you have not participated in a similar Programme before. Non-RSA Citizens/Permanent Resident Permit Should you be in possession of a foreign qualification; it must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA) (only when shortlisted). Applicants who do not comply with the above-mentioned requirements, as well as applications received late, will not be considered. Due to the large number of applications we envisage to receive, applications will not be acknowledged, if you have not been contacted within three (3) weeks after the closing date of this advertisement, please accept that your application was unsuccessful. Correspondence will be limited to short-listed candidates only. Therefore, only shortlisted candidate for the post will be required to submit the documents on or before the date of the interview. The successful candidate will have to undergo security vetting. His / her character should be beyond reproach. The appointment is subject to security clearance, verification of qualifications and competency assessment (criminal record, citizenship, credit record checks, qualification verification and employment verification). Applicants must declare any pending criminal, disciplinary or any other allegations or investigations against them. Should this be uncovered during / after the interview took place, the application will not be considered and in the unlikely event, that the person has been appointed such appointment will be terminated. The successful candidate will be appointed subject to positive results of the security vetting process. All applicants are required to declare any conflict or perceived conflict of interest, to disclose memberships of Boards and directorships that they may be associated with.

**GRADUATE INTERNSHIP PROGRAMME
INTERNSHIP PROGRAMME/ IN-SERVICE TRAINING FOR 2025/2027
(24 MONTHS)**

OTHER POSTS

POST 05/53 : **INVESTIGATION SERVICES INTERNSHIP PROGRAMME/IN SERVICE TRAINING REF NO: Q9/2025/09 (X1 POST)**

STIPEND : R89 409 per annum

CENTRE : National Office, Pretoria: Investigation Services

REQUIREMENTS : Qualification: NQF level 7: Forensic Investigations.

ENQUIRIES : Mr. Thipe Tel No: (012) 399 0185

APPLICATIONS : National Office: direct your application to Independent police investigative directorate, Benstra building, 473 Stanza Bopape & Steve Biko Street, arcadia

Pretoria 0001 or email: Recruitment10@ipid.gov.za. Please indicate the post name & reference number on the subject line when applying through email

POST 05/54 : **LEGAL SERVICES INTERNSHIP PROGRAMME/IN SERVICE TRAINING REF NO: Q9/2025/10 (X2 POSTS)**

STIPEND : R89 409 per annum
CENTRE : National Office, Pretoria: Legal Services
REQUIREMENTS : Qualification: NQF level 7: Bachelor of Laws
ENQUIRIES : Mr. Thipe Tel No: (012) 399 0185
APPLICATIONS : National Office: direct your application to Independent police investigative directorate, Benstra building, 473 Stanza Bopape & Steve Biko Street, arcadia Pretoria, 0001 or Recruitment10@ipid.gov.za. Please indicate the post name & reference number on the subject line when applying through email

POST 05/55 : **COMPLIANCE MONITORING INTERNSHIP PROGRAMME/IN SERVICE TRAINING REF NO. Q9/2025/11 (X1 POST)**

STIPEND : R89 409 per annum
CENTRE : National Office, Pretoria: Compliance Monitoring
REQUIREMENTS : Qualification: NQF level 7: Criminology or Bachelor of Laws
ENQUIRIES : Mr. Thipe Tel No: (012) 399 0185
APPLICATIONS : National office: direct your application to Independent police investigative directorate, Benstra building, 473 Stanza Bopape & Steve Biko Street, arcadia Pretoria, 0001 or recruitment10@ipid.gov.za. Please indicate the post name & reference number on the subject line when applying through email

POST 05/56 : **SUPPLY CHAIN AND ASSETS MANAGEMENT INTERNSHIP PROGRAMME/IN SERVICE TRAINING REF NO: Q9/2025/12 (X1 POST)**

STIPEND : R89 409 per annum
CENTRE : National Office, Pretoria: Supply Chain and Assets Management
REQUIREMENTS : Qualification: NQF level 7: Logistics or Supply Chain Management
ENQUIRIES : Mr. Thipe Tel No: (012) 399 0185
APPLICATIONS : National office: direct your application to Independent police investigative directorate, Benstra building, 473 Stanza Bopape & Steve Biko Street, arcadia Pretoria, 0001 or Recruitment11@ipid.gov.za. Please indicate the post name & reference number on the subject line when applying through email

POST 05/57 : **COMMUNICATION SERVICES INTERNSHIP PROGRAMME/IN SERVICE TRAINING REF NO: Q9/2025/13 (X1 POST)**

STIPEND : R89 409 per annum
CENTRE : National Office, Pretoria: Communication and Stakeholder Management
REQUIREMENTS : Qualification: NQF level 7: Public Relations or Communication Sciences
ENQUIRIES : Mr. Thipe Tel No: (012) 399 0185
APPLICATIONS : National office: direct your application to Independent police investigative directorate, Benstra building, 473 Stanza Bopape & Steve Biko Street, arcadia Pretoria, 0001 or Recruitment11@ipid.gov.za. Please indicate the post name & reference number on the subject line when applying through email

POST 05/58 : **RISK AND INTEGRITY INTERNSHIP PROGRAMME/IN SERVICE TRAINING REF NO: Q9/2025/14 (X1 POST)**

STIPEND : R89 409 per annum
CENTRE : National Office, Pretoria: Risk and Integrity Management Unit
REQUIREMENTS : Qualification: NQF level 7: Risk Management
ENQUIRIES : Mr. Thipe Tel No: (012) 399 0185
APPLICATIONS : National office: direct your application to Independent police investigative directorate, Benstra building, 473 Stanza Bopape & Steve Biko Street, arcadia Pretoria, 0001 or Recruitment11@ipid.gov.za. Please indicate the post name & reference number on the subject line when applying through email

POST 05/59 : **INTERNAL CONTROL INTERNSHIP PROGRAMME/IN SERVICE TRAINING REF NO: Q9/2025/15 (X1 POST)**

STIPEND : R89 409 per annum

CENTRE : National Office, Pretoria: Internal Control
REQUIREMENTS : Qualification: NQF level 7: Internal Auditing/Financial Accounting/Management
ENQUIRIES : Mr. Thihe Tel No: (012) 399 0185
APPLICATIONS : National office: direct your application to Independent police investigative
 directorate, Benstra building, 473 Stanza Bopape & Steve Biko Street, arcadia
 Pretoria, 0001 or Recruitment12@ipid.gov.za. Please indicate the post name
 & reference number on the subject line when applying through email

POST 05/60 : **OFFICE OF THE CFO INTERNSHIP PROGRAMME/IN SERVICE TRAINING**
REF NO: Q9/2025/16 (X1 POST)

STIPEND : R89 409 per annum
CENTRE : National Office, Pretoria: Office of the Chief Financial Officer
REQUIREMENTS : Qualification: NQF level 7: Public Administration or Office Management and
 Technology
ENQUIRIES : Mr. Thihe Tel No: (012)399 0185
APPLICATIONS : National office: direct your application to Independent police investigative
 directorate, Benstra building, 473 Stanza Bopape & Steve Biko Street, arcadia
 Pretoria, 0001 or Recruitment12@ipid.gov.za. Please indicate the post name
 & reference number on the subject line when applying through email

DEPARTMENT OF JUSTICE AND CONSTITUTIONAL DEVELOPMENT

<u>APPLICATIONS</u>	:	Interested applicants must submit their applications for employment to https://forms.office.com/r/X2XaVPasWu obtainable using Microsoft edge or the latest Chrome version or alternatively the address specified in each post.
<u>CLOSING DATE</u>	:	24 February 2025
<u>NOTE</u>	:	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 , 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`

<u>POST 05/61</u>	:	<u>DIRECTOR: LEGISLATIVE IMPLEMENTATION REF NO: 25/07/LD</u>
<u>SALARY</u>	:	R1 216 824 – R1 433 355 per annum, (all-inclusive remuneration package). The successful candidate will be required to sign a performance agreement.
<u>CENTRE</u>	:	National Office: Pretoria
<u>REQUIREMENTS</u>	:	An LLB qualification at NQF level 7 as recognized by SAQA; 5 years experience at middle/ senior management level in a legislation development environment; Nyukela Certificate (Certificate for entry into the Service Management Service from the National School of Government); Knowledge and understanding of the Public Service Statutory Frameworks: Financial Management and regulatory framework or guidelines, Public Service Act, Public Service Regulations, Treasury Regulations, Departmental Financial Instructions, Public Finance Management Act, Government initiatives and decisions; Knowledge and understanding of the Constitution, law, Public Service and its governance, Constitutional Law services and Criminal cases; Interpretation of statutes. Skills and Competencies: Strategic capability and leadership; Programme and project management; Financial management; Change management; Knowledge management; Service delivery innovation (SDI); People management and empowerment; Client orientation and customer focus; Communication skills; Honesty and integrity.
<u>DUTIES</u>	:	Key Performance Areas: Manage the implementation of primary legislation; Manage the implementation of secondary legislation; Manage the development and submission of socio-economic impact assessments; Coordinate the review of legislation to achieve better social, environment and economic outcomes as highlighted by stakeholders; Manage human, finance and other resources.
<u>ENQUIRIES</u>	:	Ms M Kganyago Tel No: (012) 315 1844
<u>APPLICATIONS</u>	:	Quoting the relevant reference number, direct your application to: 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 05/62** : **DIRECTOR: BILATERAL AND MULTILATERAL LEGAL RELATIONS: REF NO: 25/08/CD**
- SALARY** : R1 216 824 – R1 433 355 per annum, (all-inclusive remuneration packages). The successful candidate will be required to sign a performance agreement
- CENTRE REQUIREMENTS** : National Office: Pretoria
: An LLB qualification (NQF level 7) as recognized by SAQA ;A minimum of 5 years post qualification experience at middle / senior managerial level in the field of international relations or international law; Certificate (Certificate for entry into Senior Management Service from School of Government); Admission as an Advocate/attorney; Knowledge and understanding of Public Finance Management Act, Public Service Act, Treasury Regulations and relevant governance prescripts; Knowledge of South Africa's foreign policy, international law and Constitution of South Africa. Skills and Competencies: Strategic capability and leadership 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 and facilitate departmental participation in the negotiations, ratification and accession of relevant international treaties and facilitate department's contribution in the relevant international, regional, and continental forums; Manage the coordination of country reports and reviews in terms of relevant international obligations; Initiate and manage International bilateral relations in the legal and justice field; Manage the collaborative relationships with DIRCO, other departments and agencies on international matters relevant to the department; Manage human, financial and other resources.
- ENQUIRIES APPLICATIONS** : Mr S Kgafela Tel No: (012) 315 1042
: Quoting the relevant reference number, direct your application to: 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.

OTHER POSTS

- POST 05/63** : **DEPUTY DIRECTOR: ELIMINATION OF RACIAL DISCRIMINATION REF NO: 25/10/CD**
- SALARY** : R849 702 – R1 000 908 per annum, (all-inclusive remuneration package). The successful candidate will be required to sign a performance agreement.
- CENTRE REQUIREMENTS** : National Office: Pretoria
: An undergraduate qualification (NQF level 6) in Law/Humanities/Social and Political Sciences as recognized by SAQA or equivalent qualification; A minimum of 3 years experience in Social Justice and/or human rights environment at management (Assistant Director) level; Knowledge of Public Service Regulation; Knowledge and understanding of the Constitution of South Africa, human rights, social justice and anti-discrimination issues, NAP to combat racism, racial discrimination, xenophobia and related intolerance. Skills and Competencies: Applied strategic thinking; Applied technology; Budgeting and financial management; Communication and information management; Continuous improvement; Diversity management; Impact and influence; Conflict management; Planning and organising; Problem solving and decision making; Project management.
- DUTIES** : Key Performance Areas: Coordinate and implement the National Action Plan to combat Racial Discrimination and related policy; Coordinate research on the nature, causes and manifestations of racism and discrimination in both public and private spheres; Promote and conduct advocacy of the NAP policy to eliminate racial discrimination, related intolerance, and its gender-based manifestations; Maintain partnership with the key stakeholders to ensure effective implementation of the NAP and maintain directory of service providers; Monitor and prepare reports on incidents of racism, racial

		discrimination, xenophobia, and related intolerance; Manage human, financial and other resources.
<u>ENQUIRIES APPLICATIONS</u>	:	Mr. S Kgafela Tel No: (012) 315 1042
	:	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.
<u>POST 05/64</u>	:	<u>ASSISTANT DIRECTOR: MAGISTRATES' ADMINISTRATION REF NO: 2025/11/CA</u>
<u>SALARY</u>	:	R444 036 – R532 602 per annum. The successful candidate will be required to sign a performance agreement.
<u>CENTRE REQUIREMENTS</u>	:	Magistrate Commission: Pretoria
	:	An appropriate qualification NQF level 6 as recognized by SAQA in public Administration/Management/Human Resource Management or relevant qualification; minimum of 3 years' experience at supervisory level; Knowledge and understanding of legislative framework governing the Public Service: Financial Management and regulatory framework/guidelines, Public Service Act, Public Service Regulations, Treasury Regulations and Public Finance Management Act; Knowledge of procurement processes and execution of meetings/events/workshops; Knowledge of Criminal, Civil law and family cases, Constitutional law cases, interpretation of statutes, Magistrate Act; Knowledge of office and district administration. Skills and Competencies: Computer literacy; Strategic capability and leadership; Applied technology; Budgeting and financial management; Communication and information management; Continuous improvement; Citizen focus and responsiveness; Diversity management; Impact and influence; Conflict management; Planning and organizing; Problem solving and decision making; Project management; Team leadership.
<u>DUTIES</u>	:	Key performance Areas: Provide secretariat and administrative support to the Magistrates' Commission; Provide administration of Magistrates appointment; Provide administration of Magistrates conduct and related condition of services; Perform financial and supply chain functions for the Magistrates' Commission; Facilitate stakeholder relationship; Provide effective people management.
<u>ENQUIRIES APPLICATIONS</u>	:	Mr S Kgafela Tel No: (012) 315 1042
	:	Quoting the relevant reference number, direct your application; to 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.
<u>POST 05/65</u>	:	<u>INTERNAL AUDITOR: GENERAL ASSURANCE REF NO: 25/12/IA</u>
<u>SALARY</u>	:	R376 413 – R443 403 per annum. The successful candidate will be required to sign a performance agreement
<u>CENTRE REQUIREMENTS</u>	:	National Office Pretoria
	:	A 3 year National Diploma/NQF level 6 in Auditing or equivalent A minimum of 1 year experience in Auditing valid driver's license Skills And Competencies, Computer Communication skills (both verbal and written); Financial management; Computer literacy; Planning and organizing; Programme & project management; Interpersonal skills; Ability to work in a team; Understanding of administrative skills; Client orientation and customer focus; Research skills
<u>DUTIES</u>	:	Key Performance Areas: Provide input in the audit planning process; Execute audit engagements; Provide administrative support
<u>ENQUIRIES APPLICATIONS</u>	:	Ms MP. Leshilo Tel No: (012) 337 8240
	:	Quoting the relevant reference number, direct your application to: 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 05/66** : **ADMINISTRATIVE OFFICER REF NO: 01/25/NC/KAT**
- SALARY** : R376 413 – R443 403 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE** : Kathu Magistrate Office
- REQUIREMENTS** : Three year National Diploma/ Bachelor Degree in Public Administration / Public Management or equivalent; Three (3) years administration experience; Knowledge of Human Resource Management, Supply Chain Management and Risk Management; Knowledge of Public Finance Management Act, Knowledge of Financial Management (Vote and Trust Account); Departmental Financial Instructions, BAS and Justice Yellow Pages. Skills and Competencies: Computer Literacy (Microsoft packages); Organizing and problem solving skills; Sound leadership and management skills; Good interpersonal relations, People management.
- DUTIES** : Key Performance Areas: Co-ordinate and manage the financial and human resources of the office; Co-ordinate and manage risk and security in the court; Manage the strategic and business planning process; Manage the Criminal and Civil Court Administration Section and other sections related to Family Court and Supply Chain; Manage Third Party Funds and Vote Accounts for the office; Co-ordinate, Manage and administer support services to Case Flow Management and other court users.
- ENQUIRIES** : Ms S. Segopa Tel No: (053) 8021300
- APPLICATIONS** : 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.
- NOTE** : Shortlisted candidates will be subjected to a technical assessment test
- POST 05/67** : **SENIOR COURT INTERPRETER: REF NO: 84/24/NC/DAR**
(This is a re- advertisement, Applicants who previously applied are encouraged to re-apply).
- SALARY** : R308 154 R362 994 per annum. The successful candidate will be required to sign a performance agreement
- CENTRE** : De Aar Magistrate Office
- REQUIREMENTS** : A Grade 12 and ten-years practical experience in court interpreting or National Diploma: Legal Interpreting at NQF 5 or any other relevant tertiary qualification at NQF A minimum of three years practical experience in court interpreting; Proficiency in English and one or more indigenous languages (Afrikaans, IsiXhosa); A valid driver's licence. Skills and Competencies: Good communication skills (verbal and written); Computer literacy (Ms Word and Excel); Administrative and organizational skills; Sound interpersonal relations; Ability to work under pressure; Time management; Problem solving; Analytical thinking; Accuracy and attention to detail.
- DUTIES** : Key Performance Areas: Interpret in Criminal Court, Civil Court, Labour Court and Quasi Proceedings; Interpret during consultation; Translate legal documents and exhibits; Record cases in criminal record book; Draw case records on request of Magistrate /Prosecutors; facilitate the sourcing of foreign language interpreters in consultation with the Prosecutors; Perform Specific line and administrative Support Functions; Assist with capturing on ICMS; Supervise Court Interpreters.
- ENQUIRIES** : Mr M. Mokgola Tel No: (053) 802 1300
- APPLICATIONS** : Quoting the relevant reference number, direct your application to: Postal address: The Regional 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 or Faxed applications will not be considered
- POST 05/68** : **STATE ACCOUNTANT (SALARIES & MISCELLANEOUS PAYMENTS) REF NO: 25/VA0240/NW**
- SALARY** : R308 154 - R362 994 per annum. The successful candidate will be required to sign a performance agreement
- CENTRE** : Provincial Office, North West
- REQUIREMENTS** : An undergraduate qualification (NQF level 6) in Financial Management, Financial Accounting, Internal Audit, BCom in Finance or equivalent as recognized by SAQA; 3 year related financial experience (including Internship).

- Knowledge of Public Financial Management Act (PFMA) and National Treasury Regulations. Skills and Competencies: Planning and organizing, research and analytical skills; Presentation and facilitation skills; Ability to implement internal systems and controls; Problem solving skills and analysis, Listening skills, Team work, communication skills (written and verbal), Computer literacy (MS Office with focus on Excel and PowerPoint), Customer focus and responsiveness, Ability to work under pressure, Ability and independently, Creative and Innovation skills, Financial management skills.
- DUTIES** : Key Performance Areas: Provide service termination transactions, Attend to requests for: change of banking details, salary deductions, telephone deductions, maintenance orders and medical aid deductions; Process overtime claims, acting allowances, payment of casual's interpreters, implementation of housing allowances, long service awards and salary adjustment; Facilitate the recovery of debt; Manage subsistence and travel (S&T) allowance claims; Provide audit facilitation within the region; Provide effective people management.
- ENQUIRIES APPLICATIONS** : Ms P. Lekoma Tel No: (018) 397 7000/61.
: Quote the relevant reference number and courier your application to: Physical address: The Provincial Office, Private Bag X2033, Mmabatho, 2735, hand deliver it at 22 Molopo Road, Ayob Gardens, Mafikeng, 2735,
- POST 05/69** : **LEGAL ADMINISTRATION OFFICER (MR1-MR5): LIABILITY AND LITIGATION MANAGEMENT REF NO: 25/09/LD (X3 POSTS)**
- SALARY** : R239 673 – R1 053 387 per annum, (Salary will be in accordance with OSD determination). The successful candidate will be required to sign a performance agreement
- CENTRE REQUIREMENTS** : National Office: Pretoria
: An LLB Degree or 4 year recognized legal qualification; Knowledge of South African Legal system, legal practices and related spheres with specific reference to civil litigation and law of contract; Experience in providing legal support in civil matters for and against the Department; Knowledge of the Constitution, Institution of Legal Proceedings Against Certain Organs of State Act, Prescription Act, State Attorney Act, Public Finance Management Act, Treasury Regulations, Department of Justice and Constitutional Development Financial Instructions and the State Liability Act Skills and competencies: Legal research and drafting; Dispute resolution; Case flow management; Computer literacy; Planning and decision making skills; Interpersonal relations; Communication skills (written and verbal); Innovative and analytical thinking.
- DUTIES** : Key Performance Areas: Determine the liability on loss or damage of Departmental policy; Handle all litigation on behalf of and against the Department; Draft legal opinions on departmental matters; Provide effective people management.
- ENQUIRIES APPLICATIONS** : Mr. M. Mokoena Tel No: (012) 744 2026
: Quoting the relevant reference number, direct your application to: 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 05/70** : **PROVISIONING ADMINISTRATION CLERK: ACQUISITION AND ASSET VERIFICATION REF NO: 25/05/FMS (X3 POSTS)**
- SALARY** : R216 417 – R254 928 per annum. The successful candidate will be required to sign a performance agreement
- CENTRE REQUIREMENTS** : National Office: Pretoria
: Grade 12 certificate or equivalent Skills and Competencies; Computer literacy (MS Word; Excel, Power Point and Outlook); Planning and organizing skills; communication (written and verbal) skills; Interpersonal and organizational skills; Administrative skills; customer service orientated; Integrity
- DUTIES** : Key Performance Area: Render clerical support; ((Covers both) Compile and maintain records/ databases and/or administrative registers; (Covers both) Check and issue furniture, equipment and accessories to components and individuals; Identify redundant, non-serviceable and obsolete equipment for disposal; Provide Secretariat support to different committees. Verify asset register
- ENQUIRIES** : Ms. A Van Ross Tel No: (012) 315 1094

APPLICATIONS : Quoting the relevant reference number, direct your application to: The Human Resources: Department of Justice and Constitutional Development, Private Bag X81, Pretoria, 0001

**DEPARTMENT OF JUSTICE AND CONSTITUTIONAL DEVELOPMENT
INTERNSHIP PROGRAMME 2025/2027**

NOTE : The Department of Justice and Constitutional Development (DOJ&CD) invite all the unemployed graduates to apply for Departmental graduates to gain workplace experience in the field of study illustrated below. The DOJ&CD is an equal opportunity, affirmative action employer. Candidates with disability are encouraged to apply. Applicants must clearly state the area of choice (Region) and Reference number. Details of the Internship Programme are provided below. Who should apply? Unemployed South African graduates with a tertiary qualification in one of the above-mentioned fields of study, who has not previously participated in any internship programme and In-service training. These internships are based in all Provinces. Candidates who wish to apply for internship outside their respective Provinces must be willing and able to find their own accommodation considering that they will not earn a salary but only a stipend. Separate applications must be made for each Provincial Office which you are applying for and quoting the relevant reference number for the centre of your choice. Note: Interested applicants must submit their applications for internship programme to the address specified below. The application must include completed and signed Form Z83, obtainable from any Public Service Department or on the internet at www.gov.za, a CV, Certified copies of Identity Document, Senior Certificate and the highest required qualification, will only be submitted by shortlisted candidates to HR on or before the interview date. Application that does not comply with the above specifications will not be considered and will be disqualified. A pre-employment security screening will be conducted on RSA citizenship, criminal record, credit record and verification of qualification. The outcome of this screening will be considered to determine suitability for employment.

OTHER POSTS

POST 05/71 : **GRADUATE INTERNSHIP – LEGAL REF NO: GI- LEGAL (X282 POSTS)**
Duration: 24 Months

STIPEND : R7 450, 75 per month
CENTRE : National Office and All provinces
REQUIREMENTS : Bachelor of Laws (LLB)
ENQUIRIES : **National Office:** Enquiries: Ms. S Fisher Tel No: (012) 315 4843 or Mr. T Moja Tel No: (012) 315 4847 or Mr. S Mofokeng Tel No: (012) 315 1456.
Gauteng Provincial Office: Enquiries: Ms R Moabelo Tel No: (011) 332 9019, Ms V Shiburi Tel No: (011) 332 9092 or Ms M Shabangu Tel No: (011) 332 9103.
Mpumalanga Provincial Office: Enquiries: Ms KN Zwane Tel No: (013) 753 9367 or Ms E Sedibe Tel No: (013) 753 9370.
KwaZulu-Natal Provincial Office: Enquiries: Ms R Naicker Tel No: (031) 372 3082 or Mr M Zulu Tel No: (031) 372 3077 and Mr M Mtolo Tel No: (031) 372 3076
Northern Cape Provincial Office: Enquiries: Mr T Ramoshebi Tel No: (053) 802 1342 Ms. I Mafungo Tel No: (053) 802 1369 or Switchboard Tel No: (053) 802 1300.
Free State Provincial Office: Enquiries: Ms D Tladi Tel No: (051) 407 1831 or Ms B Mtileni Tel No: 051 407 1841.
Limpopo Provincial Office: Enquiries: Mr T Ntsewa Tel No: (015) 287 2024 Ms S Nkoana Tel No: (015) 287 2053, Mr K Mokgohloa Tel No: (015) 287 2093.
North West Provincial Office: Enquiries: Mr B Moseje Tel No: (018) 397 7057 or Mr T Bothole Tel No: (018) 397 7111.
Western Cape Provincial Office: Enquiries: Ms P Paraffin Tel No: (021) 462 5471 Ms N Jacobs Tel No: (021) 462 5471 or Mr M Maholwana Tel No: (021) 462 4011.
Eastern Cape Provincial Office: Enquiries: Mr A Ziqu Tel No: (043) 702 7007 Ms. N Dyani Tel No: (043) 702 7009 Dr M Feni Tel No (043) 702 7029 or Mr P Hattingh Tel No: (043) 702 7000.

APPLICATIONS : Direct your application using the address indicated below:

National Office: Address: Private Bag X81, Pretoria, 0001 or Hand deliver to 329 Pretorius Street, C/o Pretorius and Sisulu Street, Pretoria, 0001

Gauteng Provincial Office: Address: The Provincial Office: Gauteng, Private Bag X6, Johannesburg, 2000 or hand deliver to 7th Floor Schreiner Chambers, Corner Pritchard and Kruis Street, Johannesburg.

Mpumalanga Provincial Office: Address: Private Bag X 11249, Nelspruit 1200 or hand deliver to physical address: 24 Brown Street, 4th Floor, Nedbank Building, Nelspruit 1200

KwaZulu-Natal Provincial Office: Address: The Provincial Office, Private Bag X 54372, Durban 4000 or hand deliver to -Provincial Office, 2 Devonshire place (off Anton Lembede Street) Durban

Northern Cape Provincial Office: Address: Department of Justice, New Public Building (Court Building), Corner Knight and Stead Street, Kimberley, 8301, 7th Floor

Free State Provincial Office: Address: Private Bag X20578 Bloemfontein 9300, or hand deliver to Physical Address 53 Colonial Building Charlotte Maxeke Street Bloemfontein 9300.

Limpopo Provincial Office: Address: Private Bag X 9526, Polokwane 0700 or hand deliver 92 Bok Street, Polokwane, 0700.

North West Provincial Office: Address: Department of Justice and Constitutional Development, Private Bag X 2033, Mmabatho, 2735 or hand deliver Regional Office North West, 22 Molopo Road, Ayob Gardens, Mafikeng

Western Cape Provincial Office: Address: Provincial Office: Private Bag X 9171, Cape Town, 8000 or hand deliver to physical address: No. 8 Riebeeck Street, 5th Floor, Norton Rose House Building, Cape Town, 8000.

Eastern Cape Provincial Office: Address: The Provincial Office Eastern Cape, Provincial Office East London, Private Bag X 9065, East London, 5200 or hand deliver to Physical Address NO 3 Phillip Frame Road, Chiselhurst, East London, 5200.

POST 05/72

GRADUATE INTERNSHIP – SOCIAL WORK REF NO: GI- SOCIAL WORK (X20 POSTS)

Duration: 24 Months

STIPEND
CENTRE
REQUIREMENTS
ENQUIRIES

: R7 450, 75 per month

: All provinces

: Degree in Social Work

: **Gauteng Provincial Office:** Enquiries: Ms R Moabelo Tel No: (011) 332 9019, Ms V Shiburi Tel No: (011) 332 9092 or Ms M Shabangu Tel No: (011) 332 9103.

Mpumalanga Provincial Office: Enquiries: Ms KN Zwane Tel No: (013) 753 9367 or Ms E Sedibe Tel No: (013) 753 9370.

KwaZulu-Natal Provincial Office: Enquiries: Ms R Naicker Tel No: (031) 372 3082 or Mr M Zulu Tel No: (031) 372 3077 and Mr M Mtolo Tel No: (031) 372 3076

Northern Cape Provincial Office: Enquiries: Mr T Ramoshebi Tel No: (053) 802 1342 Ms. I Mafungo Tel No: (053) 802 1369 or Switchboard Tel No: (053) 802 1300.

Free State Provincial Office: Enquiries: Ms D Tladi Tel No: (051) 407 1831 or Ms B Mtileni Tel No: 051 407 1841.

Limpopo Provincial Office: Enquiries: Mr T Ntsewa Tel No: (015) 287 2024 Ms S Nkoana Tel No: (015) 287 2053, Mr K Mokgohloa Tel No: (015) 287 2093.

North West Provincial Office: Enquiries: Mr B Moseje Tel No: (018) 397 7057 or Mr T Bothole Tel No: (018) 397 7111.

Western Cape Provincial Office: Enquiries: Ms P Paraffin Tel No: (021) 462 5471 Ms N Jacobs Tel No: (021) 462 5471 or Mr M Maholwana Tel No: (021) 462 4011.

Eastern Cape Provincial Office: Enquiries: Mr A Ziqu Tel No: (043) 702 7007 Ms. N Dyani Tel No: (043) 702 7009 Dr M Feni Tel No (043) 702 7029 or Mr P Hattingh Tel No: (043) 702 7000.

APPLICATIONS

: Direct your application using the address indicated below:

Gauteng Provincial Office: Address: The Provincial Office: Gauteng, Private Bag X6, Johannesburg, 2000 or hand deliver to 7th Floor Schreiner Chambers, Corner Pritchard and Kruis Street, Johannesburg.

Mpumalanga Provincial Office: Address: Private Bag X 11249, Nelspruit 1200 or hand deliver to physical address: 24 Brown Street, 4th Floor, Nedbank Building, Nelspruit 1200

KwaZulu-Natal Provincial Office: Address: The Provincial Office, Private Bag X 54372, Durban 4000 or hand deliver to -Provincial Office, 2 Devonshire place (off Anton Lembede Street) Durban

Northern Cape Provincial Office: Address: Department of Justice, New Public Building (Court Building), Corner Knight and Stead Street, Kimberley, 8301, 7th Floor

Free State Provincial Office: Address: Private Bag X20578 Bloemfontein 9300, or hand deliver to Physical Address 53 Colonial Building Charlotte Maxeke Street Bloemfontein 9300.

Limpopo Provincial Office: Address: Private Bag X 9526, Polokwane 0700 or hand deliver 92 Bok Street, Polokwane, 0700.

North West Provincial Office: Address: Department of Justice and Constitutional Development, Private Bag X 2033, Mmabatho, 2735 or hand deliver Regional Office North West, 22 Molopo Road, Ayob Gardens, Mafikeng

Western Cape Provincial Office: Address: Provincial Office: Private Bag X 9171, Cape Town, 8000 or hand deliver to physical address: No. 8 Riebeeck Street, 5th Floor, Norton Rose House Building, Cape Town, 8000.

Eastern Cape Provincial Office: Address: The Provincial Office Eastern Cape, Provincial Office East London, Private Bag X 9065, East London, 5200 or hand deliver to Physical Address NO 3 Phillip Frame Road, Chiselhurst, East London, 5200.

POST 05/73 : **GRADUATE INTERNSHIP – LANGUAGE PRACTICE REF NO: GI- LP (X20 POSTS)**

Duration: 24 Months

STIPEND : R7 450, 75 per month
CENTRE : All provinces
REQUIREMENTS : National Diploma or BA in Legal Interpreting, Interpreting in Translation, Linguistic, African Languages, Language Practices or any other relevant qualification

ENQUIRIES : **Gauteng Provincial Office:** Enquiries: Ms R Moabelo Tel No: (011) 332 9019, Ms V Shiburi Tel No: (011) 332 9092 or Ms M Shabangu Tel No: (011) 332 9103.

Mpumalanga Provincial Office: Enquiries: Ms KN Zwane Tel No: (013) 753 9367 or Ms E Sedibe Tel No: (013) 753 9370.

KwaZulu-Natal Provincial Office: Enquiries: Ms R Naicker Tel No: (031) 372 3082 or Mr M Zulu Tel No: (031) 372 3077 and Mr M Mtolo Tel No: (031) 372 3076

Northern Cape Provincial Office: Enquiries: Mr T Ramoshebi Tel No: (053) 802 1342 Ms. I Mafungo Tel No: (053) 802 1369 or Switchboard Tel No: (053) 802 1300.

Free State Provincial Office: Enquiries: Ms D Tladi Tel No: (051) 407 1831 or Ms B Mtileni Tel No: 051 407 1841.

Limpopo Provincial Office: Enquiries: Mr T Ntsewa Tel No: (015) 287 2024 Ms S Nkoana Tel No: (015) 287 2053, Mr K Mokgohloa Tel No: (015) 287 2093.

North West Provincial Office: Enquiries: Mr B Moseje Tel No: (018) 397 7057 or Mr T Bothole Tel No: (018) 397 7111.

Western Cape Provincial Office: Enquiries: Ms P Paraffin Tel No: (021) 462 5471 Ms N Jacobs Tel No: (021) 462 5471 or Mr M Maholwana Tel No: (021) 462 4011.

Eastern Cape Provincial Office: Enquiries: Mr A Ziqu Tel No: (043) 702 7007 Ms. N Dyani Tel No: (043) 702 7009 Dr M Feni Tel No (043) 702 7029 or Mr P Hattingh Tel No: (043) 702 7000.

APPLICATIONS : Direct your application using the address indicated below:

Gauteng Provincial Office: Address: The Provincial Office: Gauteng, Private Bag X6, Johannesburg, 2000 or hand deliver to 7th Floor Schreiner Chambers, Corner Pritchard and Kruis Street, Johannesburg.

Mpumalanga Provincial Office: Address: Private Bag X 11249, Nelspruit 1200 or hand deliver to physical address: 24 Brown Street, 4th Floor, Nedbank Building, Nelspruit 1200

KwaZulu-Natal Provincial Office: Address: The Provincial Office, Private Bag X 54372, Durban 4000 or hand deliver to -Provincial Office, 2 Devonshire place (off Anton Lembede Street) Durban

Northern Cape Provincial Office: Address: Department of Justice, New Public Building (Court Building), Corner Knight and Stead Street, Kimberley, 8301, 7th Floor

Free State Provincial Office: Address: Private Bag X20578 Bloemfontein 9300, or hand deliver to Physical Address 53 Colonial Building Charlotte Maxeke Street Bloemfontein 9300.

Limpopo Provincial Office: Address: Private Bag X 9526, Polokwane 0700 or hand deliver 92 Bok Street, Polokwane, 0700.

North West Provincial Office: Address: Department of Justice and Constitutional Development, Private Bag X 2033, Mmabatho, 2735 or hand deliver Regional Office North West, 22 Molopo Road, Ayob Gardens, Mafikeng

Western Cape Provincial Office: Address: Provincial Office: Private Bag X 9171, Cape Town, 8000 or hand deliver to physical address: No. 8 Riebeeck Street, 5th Floor, Norton Rose House Building, Cape Town, 8000.

Eastern Cape Provincial Office: Address: The Provincial Office Eastern Cape, Provincial Office East London, Private Bag X 9065, East London, 5200 or hand deliver to Physical Address NO 3 Phillip Frame Road, Chiselhurst, East London, 5200.

POST 05/74 : **GRADUATE INTERNSHIP – FINANCE AND SUPPLY CHAIN MANAGEMENT REF NO: GI- FINANCE &SCM (X20 POSTS)**
Duration: 24 Months

STIPEND CENTRE REQUIREMENTS : R7 450, 75 per month
: National Office and All provinces
: National Diploma or Degree in BCom SCM and BCom Law (Commercial), Logistics, Accounting, Cost Accounting, Auditing, Cost and Management Accounting, Financial Management, Public Finance, Financial Accounting, BCom Accounting

ENQUIRIES : **National Office:** Enquiries: Ms. S Fisher Tel No: (012) 315 4843 or Mr. T Moja Tel No: (012) 315 4847 or Mr. S Mofokeng Tel No: (012) 315 1456.
Gauteng Provincial Office: Enquiries: Ms R Moabelo Tel No: (011) 332 9019, Ms V Shiburi Tel No: (011) 332 9092 or Ms M Shabangu Tel No: (011) 332 9103.
Mpumalanga Provincial Office: Enquiries: Ms KN Zwane Tel No: (013) 753 9367 or Ms E Sedibe Tel No: (013) 753 9370.
KwaZulu-Natal Provincial Office: Enquiries: Ms R Naicker Tel No: (031) 372 3082 or Mr M Zulu Tel No: (031) 372 3077 and Mr M Mtolo Tel No: (031) 372 3076
Northern Cape Provincial Office: Enquiries: Mr T Ramoshebi Tel No: (053) 802 1342 Ms. I Mafungo Tel No: (053) 802 1369 or Switchboard Tel No: (053) 802 1300.
Free State Provincial Office: Enquiries: Ms D Tladi Tel No: (051) 407 1831 or Ms B Mtileni Tel No: 051 407 1841.
Limpopo Provincial Office: Enquiries: Mr T Ntsewa Tel No: (015) 287 2024 Ms S Nkoana Tel No: (015) 287 2053, Mr K Mokgohloa Tel No: (015) 287 2093.
North West Provincial Office: Enquiries: Mr B Moseje Tel No: (018) 397 7057 or Mr T Bothole Tel No: (018) 397 7111.
Western Cape Provincial Office: Enquiries: Ms P Paraffin Tel No: (021) 462 5471 Ms N Jacobs Tel No: (021) 462 5471 or Mr M Maholwana Tel No: (021) 462 4011.
Eastern Cape Provincial Office: Enquiries: Mr A Ziqu Tel No: (043) 702 7007 Ms. N Dyani Tel No: (043) 702 7009 Dr M Feni Tel No (043) 702 7029 or Mr P Hattingh Tel No: (043) 702 7000.

APPLICATIONS : Direct your application using the address indicated below:
National Office: Address: Private Bag X81, Pretoria, 0001 or Hand deliver to 329 Pretorius Street, C/o Pretorius and Sisulu Street, Pretoria, 0001
Gauteng Provincial Office: Address: The Provincial Office: Gauteng, Private Bag X6, Johannesburg, 2000 or hand deliver to 7th Floor Schreiner Chambers, Corner Pritchard and Kruis Street, Johannesburg.
Mpumalanga Provincial Office: Address: Private Bag X 11249, Nelspruit 1200 or hand deliver to physical address: 24 Brown Street, 4th Floor, Nedbank Building, Nelspruit 1200
KwaZulu-Natal Provincial Office: Address: The Provincial Office, Private Bag X 54372, Durban 4000 or hand deliver to -Provincial Office, 2 Devonshire place (off Anton Lembede Street) Durban
Northern Cape Provincial Office: Address: Department of Justice, New Public Building (Court Building), Corner Knight and Stead Street, Kimberley, 8301, 7th Floor

Free State Provincial Office: Address: Private Bag X20578 Bloemfontein 9300, or hand deliver to Physical Address 53 Colonial Building Charlotte Maxeke Street Bloemfontein 9300.

Limpopo Provincial Office: Address: Private Bag X 9526, Polokwane 0700 or hand deliver 92 Bok Street, Polokwane, 0700.

North West Provincial Office: Address: Department of Justice and Constitutional Development, Private Bag X 2033, Mmabatho, 2735 or hand deliver Regional Office North West, 22 Molopo Road, Ayob Gardens, Mafikeng

Western Cape Provincial Office: Address: Provincial Office: Private Bag X 9171, Cape Town, 8000 or hand deliver to physical address: No. 8 Riebeeck Street, 5th Floor, Norton Rose House Building, Cape Town, 8000.

Eastern Cape Provincial Office: Address: The Provincial Office Eastern Cape, Provincial Office East London, Private Bag X 9065, East London, 5200 or hand deliver to Physical Address NO 3 Phillip Frame Road, Chiselhurst, East London, 5200.

POST 05/75

: **GRADUATE INTERNSHIP – INTERNAL AUDIT AND FORENSIC REF NO: GI- IAF (X20 POSTS)**
Duration: 24 Months

STIPEND CENTRE REQUIREMENTS ENQUIRIES

: R7 450, 75 per month
: National Office and All provinces
: National Diploma or Degree in Internal Audit or Accounting.
: **National Office:** Enquiries: Ms. S Fisher Tel No: (012) 315 4843 or Mr. T Moja Tel No: (012) 315 4847 or Mr. S Mofokeng Tel No: (012) 315 1456.
Gauteng Provincial Office: Enquiries: Ms R Moabelo Tel No: (011) 332 9019, Ms V Shiburi Tel No: (011) 332 9092 or Ms M Shabangu Tel No: (011) 332 9103.
Mpumalanga Provincial Office: Enquiries: Ms KN Zwane Tel No: (013) 753 9367 or Ms E Sedibe Tel No: (013) 753 9370.
KwaZulu-Natal Provincial Office: Enquiries: Ms R Naicker Tel No: (031) 372 3082 or Mr M Zulu Tel No: (031) 372 3077 and Mr M Mtolo Tel No: (031) 372 3076
Northern Cape Provincial Office: Enquiries: Mr T Ramoshebi Tel No: (053) 802 1342 Ms. I Mafungo Tel No: (053) 802 1369 or Switchboard Tel No: (053) 802 1300.
Free State Provincial Office: Enquiries: Ms D Tladi Tel No: (051) 407 1831 or Ms B Mtleni Tel No: 051 407 1841.
Limpopo Provincial Office: Enquiries: Mr T Ntsewa Tel No: (015) 287 2024 Ms S Nkoana Tel No: (015) 287 2053, Mr K Mokgohloa Tel No: (015) 287 2093.
North West Provincial Office: Enquiries: Mr B Moseje Tel No: (018) 397 7057 or Mr T Bothole Tel No: (018) 397 7111.
Western Cape Provincial Office: Enquiries: Ms P Paraffin Tel No: (021) 462 5471 Ms N Jacobs Tel No: (021) 462 5471 or Mr M Maholwana Tel No: (021) 462 4011.
Eastern Cape Provincial Office: Enquiries: Mr A Ziqu Tel No: (043) 702 7007 Ms. N Dyani Tel No: (043) 702 7009 Dr M Feni Tel No (043) 702 7029 or Mr P Hattingh Tel No: (043) 702 7000.

APPLICATIONS

: Direct your application using the address indicated below:
National Office: Address: Private Bag X81, Pretoria, 0001 or Hand deliver to 329 Pretorius Street, C/o Pretorius and Sisulu Street, Pretoria, 0001
Gauteng Provincial Office: Address: The Provincial Office: Gauteng, Private Bag X6, Johannesburg, 2000 or hand deliver to 7th Floor Schreiner Chambers, Corner Pritchard and Kruis Street, Johannesburg.
Mpumalanga Provincial Office: Address: Private Bag X 11249, Nelspruit 1200 or hand deliver to physical address: 24 Brown Street, 4th Floor, Nedbank Building, Nelspruit 1200
KwaZulu-Natal Provincial Office: Address: The Provincial Office, Private Bag X 54372, Durban 4000 or hand deliver to -Provincial Office, 2 Devonshire place (off Anton Lembede Street) Durban
Northern Cape Provincial Office: Address: Department of Justice, New Public Building (Court Building), Corner Knight and Stead Street, Kimberley, 8301, 7th Floor
Free State Provincial Office: Address: Private Bag X20578 Bloemfontein 9300, or hand deliver to Physical Address 53 Colonial Building Charlotte Maxeke Street Bloemfontein 9300.

Limpopo Provincial Office: Address: Private Bag X 9526, Polokwane 0700 or hand deliver 92 Bok Street, Polokwane, 0700.

North West Provincial Office: Address: Department of Justice and Constitutional Development, Private Bag X 2033, Mmabatho, 2735 or hand deliver Regional Office North West, 22 Molopo Road, Ayob Gardens, Mafikeng

Western Cape Provincial Office: Address: Provincial Office: Private Bag X 9171, Cape Town, 8000 or hand deliver to physical address: No. 8 Riebeeck Street, 5th Floor, Norton Rose House Building, Cape Town, 8000.

Eastern Cape Provincial Office: Address: The Provincial Office Eastern Cape, Provincial Office East London, Private Bag X 9065, East London, 5200 or hand deliver to Physical Address NO 3 Phillip Frame Road, Chiselhurst, East London, 5200.

POST 05/76

: **GRADUATE INTERNSHIP – IT REF NO: GI – IT (X20 POSTS)**

Duration: 24 Months

SALARY
CENTRE
REQUIREMENTS
ENQUIRIES

: Stipend R6 312.25 per month

: National Office and All provinces

: Certificate in A+ and N+, ITIL Foundation is an added advantage.

: **National Office:** Enquiries: Ms. S Fisher Tel No: (012) 315 4843 or Mr. T Moja Tel No: (012) 315 4847 or Mr. S Mofokeng Tel No: (012) 315 1456.

Gauteng Provincial Office: Enquiries: Ms R Moabelo Tel No: (011) 332 9019, Ms V Shiburi Tel No: (011) 332 9092 or Ms M Shabangu Tel No: (011) 332 9103.

Mpumalanga Provincial Office: Enquiries: Ms KN Zwane Tel No: (013) 753 9367 or Ms E Sedibe Tel No: (013) 753 9370.

KwaZulu-Natal Provincial Office: Enquiries: Ms R Naicker Tel No: (031) 372 3082 or Mr M Zulu Tel No: (031) 372 3077 and Mr M Mtolo Tel No: (031) 372 3076

Northern Cape Provincial Office: Enquiries: Mr T Ramoshebi Tel No: (053) 802 1342 Ms. I Mafungo Tel No: (053) 802 1369 or Switchboard Tel No: (053) 802 1300.

Free State Provincial Office: Enquiries: Ms D Tladi Tel No: (051) 407 1831 or Ms B Mtileni Tel No: 051 407 1841.

Limpopo Provincial Office: Enquiries: Mr T Ntsewa Tel No: (015) 287 2024 Ms S Nkoana Tel No: (015) 287 2053, Mr K Mokgohloa Tel No: (015) 287 2093.

North West Provincial Office: Enquiries: Mr B Moseje Tel No: (018) 397 7057 or Mr T Bothole Tel No: (018) 397 7111.

Western Cape Provincial Office: Enquiries: Ms P Paraffin Tel No: (021) 462 5471 Ms N Jacobs Tel No: (021) 462 5471 or Mr M Maholwana Tel No: (021) 462 4011.

Eastern Cape Provincial Office: Enquiries: Mr A Ziqu Tel No: (043) 702 7007 Ms. N Dyani Tel No: (043) 702 7009 Dr M Feni Tel No (043) 702 7029 or Mr P Hattingh Tel No: (043) 702 7000.

APPLICATIONS

: Direct your application using the address indicated below:

National Office: Address: Private Bag X81, Pretoria, 0001 or Hand deliver to 329 Pretorius Street, C/o Pretorius and Sisulu Street, Pretoria, 0001

Gauteng Provincial Office: Address: The Provincial Office: Gauteng, Private Bag X6, Johannesburg, 2000 or hand deliver to 7th Floor Schreiner Chambers, Corner Pritchard and Kruis Street, Johannesburg.

Mpumalanga Provincial Office: Address: Private Bag X 11249, Nelspruit 1200 or hand deliver to physical address: 24 Brown Street, 4th Floor, Nedbank Building, Nelspruit 1200

KwaZulu-Natal Provincial Office: Address: The Provincial Office, Private Bag X 54372, Durban 4000 or hand deliver to -Provincial Office, 2 Devonshire place (off Anton Lembede Street) Durban

Northern Cape Provincial Office: Address: Department of Justice, New Public Building (Court Building), Corner Knight and Stead Street, Kimberley, 8301, 7th Floor

Free State Provincial Office: Address: Private Bag X20578 Bloemfontein 9300, or hand deliver to Physical Address 53 Colonial Building Charlotte Maxeke Street Bloemfontein 9300.

Limpopo Provincial Office: Address: Private Bag X 9526, Polokwane 0700 or hand deliver 92 Bok Street, Polokwane, 0700.

North West Provincial Office: Address: Department of Justice and Constitutional Development, Private Bag X 2033, Mmabatho, 2735 or hand deliver Regional Office North West, 22 Molopo Road, Ayob Gardens, Mafikeng

Western Cape Provincial Office: Address: Provincial Office: Private Bag X 9171, Cape Town, 8000 or hand deliver to physical address: No. 8 Riebeeck Street, 5th Floor, Norton Rose House Building, Cape Town, 8000.

Eastern Cape Provincial Office: Address: The Provincial Office Eastern Cape, Provincial Office East London, Private Bag X 9065, East London, 5200 or hand deliver to Physical Address NO 3 Phillip Frame Road, Chiselhurst, East London, 5200.

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.

- APPLICATIONS** : 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.
- CLOSING DATE** : 21 February 2025 at 16h00. Applications received after the closing date will not be considered.
- NOTE** : Applications must quote the relevant reference number and consist of: A fully completed and signed Z83 form and a recent comprehensive CV. Submission of copies of qualifications, Identity document, and any other relevant documents will be limited to shortlisted candidates only. All non-SA citizens will be required to submit proof of permanent residence in South Africa when shortlisted. Personnel suitability checks will be done during the selection process. Applicants could be required to provide consent for access to their social media accounts. Correspondence will be limited to shortlisted candidates only. If you have not been contacted within 1 month of the closing date of this advertisement, please accept that your application was unsuccessful. Department of Small Business Development is committed to the pursuit of diversity and redress. Candidates whose appointment will promote representivity in terms of race, disability, youth & gender will receive preference (as per the DSBD EE Plan). The successful candidate will be required to sign a performance agreement within 3 months of appointment, as well as completing a financial interest's declaration form within one month of appointment and annually thereafter. The Department reserves the rights not to fill or withdraw any advertised post. Note: a new application for employment (Z83) form is applicable from 01 January 2021. The new form can be downloaded online at <http://www.dpsa.gov.za/dpsa2g/vacancies.asp>.

OTHER POST

- POST 05/77** : **RISK AND ETHICS MANAGEMENT COMMITTEE MEMBERS REF NO: DSBD – REMC” (X2 POSTS)**
- SALARY** : Risk and Ethics Management committee members shall be appointed as independent contractors and not as employees of the Department. Compensation of members appointed from outside the public services is guided by the audit committee fees policy and is determined at an hourly tariff based on SAICA/AG tariffs per annum. The term of office for Risk and Ethics committee members shall be determined by the Director- General. There is a minimum of four meetings held per financial year.
- CENTRE REQUIREMENTS** : Tshwane
Applicants must be in possession of a post graduate qualification in the field of Accounting, Internal Auditing, Risk Management, Financial Management, Information Technology. Experience: Applicants must have more than 5 years' experience gained from Internal Audit, Risk Management, Information Technology, Strategy Development, Performance monitoring and evaluation, Legal and ethics management. A proven record of service or membership of one of the following Committees: Audit Committee, Risk Management Committee, but not a political office bearer. Preference will be given to applicants who are serving as professionals. Applicants may not be in the employment of the Department of Small Business Development and must have no business or personal relationship with the Department. Knowledge of the PFMA and the Treasury Regulations, and other relevant legislation/policies.
- DUTIES** : Risk and Ethics Management Committee will carry out its responsibilities as legislated by the Public Finance Management Act and Treasury Regulations and operate according to its approved charter. The Committee will meet at least four times per year. The Risk and Ethics Management Committee will fulfil its oversight responsibilities to ensure that the Department maintains effective, efficient, and transparent systems of financial, risk management, governance, internal control and ethics management. The committee will review the effectiveness of the Risk and ethics Management activities and provide direction on areas of improvement. The Risk and ethics Management

Committee will also ensure compliance with legislation and assist the Accounting Officer in the effective execution of his/her responsibilities by reporting and making recommendations to the Accounting Officer and the departmental Audit and Risk Committee. The roles and responsibilities of the Risk and Ethics Management Committee are clearly defined in the approved Departmental Charter of the Committee.

ENQUIRIES

: Enquiries for all advertised posts should be directed to the recruitment office
Tel No: (012) 394-5286/43097

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 race, disability, youth & gender will receive preference (as per the DSBD EE Plan). Candidates must submit applications to recruitment6@dsbd.gov.za and quote the reference number for the abovementioned position on the subject line (email) when applying i.ee. "REF NO: DSBD - ERMC". Note: In terms of section 77 of the Public Financial Management Act (PFMA), the Department of Small Business Development is recruiting qualified interested persons to serve as members of its Risk and Ethics Management Committee.

DEPARTMENT OF TRANSPORT

Department of Transport is an equal opportunity, affirmative action employer with clear employment equity targets. Preference will be given to candidates whose appointment will assist the department in achieving its Employment Equity targets at these specific levels in terms of the Department's Employment Equity Plan, therefore White male / female, Coloured male/ female, Indian male / female and people with disabilities are encouraged to apply.

- APPLICATIONS** : Department of Transport, Private Bag X193, Pretoria, 0001 or hand deliver at the 159 Forum Building, Cnr Struben and Bosman Street, Pretoria for attention Recruitment Unit. Room 4034 or email to: Recruitment@dot.gov.za. Note: email applications must be sent as one attachment to avoid non-delivery of the email and only quotes the name of the post you applying for on the Subject Line as directed on the post note.
- CLOSING DATE** : 21 February 2025
- NOTE** : Applications must be accompanied by a completed new Z83 form, obtainable from any Public Service Department, (or obtainable at www.gov.za). Applicants must fill in full new Z83 form part A, B, C, and D. A recent updated comprehensive CV (previous experience must be comprehensively detailed, i.e. positions held and dates). Applicants will submit certified copies of all qualifications and ID document on the day of the interviews. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). The Department reserves the right not to fill the post. All shortlisted candidates for will be subjected to undertake a technical exercise that intends to test relevant technical elements of the job; the logistics will be communicated to candidates prior to the interviews. Recommended candidates will also be required to attend a generic managerial competency assessment after the interviews also take a note that National School of Governance (NGS) has introduce compulsory SMS pre-entry certificate with effect from 01 April 2020 as Minimum Entry Requirements for Senior Management Services (submitted prior to appointment) and can be accessed through the following link: <http://www.thensg.gov.za/training-course/sms-pre-entry-programme/>. The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools. The successful candidate must disclose to the Director-General particulars of all registrable financial interests, sign a performance agreement and employment contract with the Director-General within three months from the date of assumption of duty. The successful candidate must be willing to sign an oath of secrecy with the Department. Applicants will be expected to be available for selection interviews and assessments at a time, date and place as determined by the Department. An offer letter will only be issued to the successful candidate once the following has been verified educational qualifications, previous experience, citizenship, reference checks and security vetting. Please note: Correspondence will only be entered into with short-listed candidates.

MANAGEMENT ECHELON

- POST 05/78** : **DEPUTY DIRECTOR-GENERAL: INTEGRATED TRANSPORT PLANNING**
REF NO: DOT/ HRM/2025/04
Branch: Integrated Transport Planning
- SALARY** : R1 741 770 per annum (Level 15) of which 30% may be structured according to the individual needs.
- CENTRE** : Pretoria
- REQUIREMENTS** : An undergraduate NQF level 7 in Transport Economics / Economics / Transport and Logistics Management / Transport Management / Town and Regional planning / Logistics Management and a post graduate (NQF Level 8) qualification as recognised by SAQA with 8 years' experience at a senior management level in a transport sector. Certificate of Successful completion of the National School of Government's Senior Management Service Pre-Entry Programme. Knowledge and Skills: Extensive knowledge of White paper on National Transport Policy. Extensive knowledge of National Transport Master Plan (NATMAP). Knowledge of Economic Regulation of Transport Act. Sound knowledge of Transport Just Transition Plan. Knowledge of Road Freight Strategy and freight road to rail migration plan. Knowledge of Regional

Transport Integration Strategy. Knowledge of National Logistics Crisis Committee initiatives. Communication: Verbal & Written communication - English - above average, Computer literacy. Governance related to information. Financial Management: Compiles and manages budgets, controls cash flow, institutes risk management and administers tender procurement processes in accordance with generally recognised financial practices in order to ensure the achievement of strategic organisational objectives. Strategic Capability & Leadership: Provides a vision, sets the direction for the component/unit and inspires others to plan, execute, deliver and report on the organisational mandate. Change Management: Initiates, supports and champions organisational transformation and change in order to successfully implement new initiatives and deliver on service delivery commitment. Career Pathing: Promotion to next level. Progression to next level is possible through competition for a vacant position. Compliance with the requirements of the higher post.

DUTIES

: Manage a national innovative research and development programme and monitor and evaluate the performance of the transport sector. Manage and conduct transport related research studies and provide strategic leadership in the development, implementation and management of transport innovation and technology for the transport sector. Monitor and evaluate the outcomes and impacts of policies on the performance of the transport systems. Coordinate the formulation and implementation of environmental policies and strategies for the transport sector. Ensure effective macro sector planning within national and provincial governments. Manage the development of infrastructure finance mechanisms. Provide an economic modelling and macro analysis services. Promote the development and transformation of the transport sector. Collect, analyse and publish transport statistics. Develop transport funding mechanisms and provide relevant economical advice. Ensure that the National Transport Master Plan planning process is implemented, updated, realigned and reviewed every five (5) years. Facilitate integrated transport planning through macro planning, statutory instruments, policy and coordination frameworks. Oversee Sector Planning and Coordination process. Oversee the development of Multi - modal transport planning modelling. Coordinate and facilitate the development and implementation of transport strategies in the SADC region and the continent. Coordinate transport in the SADC region and the continent as a whole. Enhance efficient flow of goods and people through the borders of the country. Facilitate good working relationship between South Africa and SADC operators. Support efficient trade through development of Regional Corridors. Facilitate the adoption of effective transport standards in region working with relevant branches and entities. Manage the development and implementation of an integrated global logistic strategy and facilitate coordination between all the modes of transport. Develop an effective global logistics strategy and implement guidelines to put in place effective integrated freight platforms. Monitor modal logistics effectiveness and make recommendations to various the modes of transport. Facilitate the development and implementation of transport strategies in the SADC region and the continent. Manage the resources of the Branch. Provide guidance and adequate support for the development of staff. Ensure compliance with all administrative requirements, regulations, rules and instructions pertaining to the branch and department. Establish and maintain governance and administrative system's continuity within the work of the branch. Develop financial reports for forecasting, trending and results analysis. Prepare and submit implementation plans. Authorise expenditure. Manage audit queries. Recommend and/or monitor budget levels. Set budget levels. Manage the assets and resources of the branch effectively. Monitor quality control of work. Ensure the compilation of the annual report and strategic plan of the branch. Monitor the planning, organising and delegation of work. Monitor, analyse & evaluate the performance of integrated cross modal transport planning. Ensure monitoring & evaluation is carried out in all areas of the branch.

**ENQUIRIES
NOTE**

: Ms Philisiwe Gcina Tel No: (012) 309 3591
 : Candidates must quote the name of the post as follows; "Deputy Director-General: ITP" on the subject line when applying using an Email. Department of Transport is an equal opportunity employer and this post will be filled in accordance with employment equity targets of the department.

PROVINCIAL ADMINISTRATION: FREE STATE
DEPARTMENT OF SOCIAL DEVELOPMENT



APPLICATIONS

: Applications should be addressed to various institution as per the applicant's need:

Mangaung Metro: Please forward your application quoting the relevant reference number, Department of Social Development, P.O. Box 695, Bloemfontein, 9300 or hand deliver to Department of Social Development, Shop No:46, Lemo Mall, Dr Belcher Road, Bloemfontein, 9301 or Email to Recruitment.mangaung@fssocdev.gov.za

Lejweleputswa: Please forward your application quoting the relevant reference number hand deliver to Department of Social Development Macholo Building, 05 Elizabeth Street, Welkom, 9460 or Email to Recruitment.lejweleputswa@fssocdev.gov.za

Thabo Mofutsanyana: Please forward your application quoting the relevant reference number, Department of Social Development, Corner of Moremoholo & Setai Street, Old FDC Building, Setsing, 9870 or Email to Recruitment.tmfutsanyana@fssocdev.gov.za

Fezile Dabi District: Please forward your application quoting the relevant reference number, P.O. Box1122, Kroonstad, 9595 or hand deliver to Department of Social Development, KGI Building, 20 Cross Street, Kroonstad or Email to Recruitment.Fdabi@fssocdev.gov.za

Xhariep District: Please forward your application quoting the relevant reference number, Department of Social Development, 15 Dawid Street Trompsburg 9913 or Email to Recruitment.Xhariep@fssocdev.gov.za

Thekolohelong Welfare Centre and Boiketlong Old Age Home: Please forward your application quoting the relevant reference number, The Department of Social Development, Private Bag x 20616, Bloemfontein 9300. Attention Ms. M.V. Mophethe – Human Resource Management (Recruitment Section) Old Standard Bank Building, or place applications in an application box at Cnr Charlotte Maxeke and West Burger Street, Old Standard Bank Building, Bloemfontein or Email to Recruitment@fssocdev.gov.za

CLOSING DATE

: 21 February 2025

NOTE

: Applications must be submitted on a duly complete New Z83 form (effective 01 January 2021) obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. Received applications using the incorrect application for employment (old Z83) will not be considered. Please ensure that the specific reference number is quoted correctly. 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. 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: should you be in possession of a foreign qualification; it must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA) when submitted. Failure to submit all the requested documents will disqualify your 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, qualification/study verification and previous employment verification). Successful candidates will also be subjected to security clearance processes. Successful candidates will be appointed on a probation period of twelve (12) months. Misrepresentation in the application documents will result in automatic disqualification and disciplinary action in the event the candidate has already been appointed. The Department reserves the right not to make appointment(s) to the advertised post(s). Persons with disability and people from previously disadvantaged groups are encouraged to apply.

OTHER POSTS

- POST 05/79** : **ASSISTANT MANAGER NURSING REF NO: DSDFS 12/25 (X1 POST)**
- SALARY** : R656 964- R686 211 per annum
CENTRE : Thekolohelong Welfare Centre
REQUIREMENTS : Appropriate Bachelor's Degree / Diploma in Nursing or equivalent qualification, Community Development Certificate (NQF Level 5) Registration with SANC as Professional Nurse. A minimum of 8 appropriate / recognizable experience in nursing as Professional Nurse with the SANC in General Nursing. At least 3 years of that period referred to above must be appropriate recognizable experience at management level. Demonstrate an in depth understanding of nursing legislation and related legal and ethical nursing practices and how this impacts on service delivery. Demonstrate a basic understanding of HR and financial policies and practices, Demonstrate a basic understanding of the legislative framework governing the public service.
- DUTIES** : Ensure that the clinical nursing practice by the nursing team (area/facility) is rendered 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 health facility. Provide a holistic nursing care to service users. Ensure effective and efficient utilisation of resources. Advocacy and promotion of Nursing ethos and Professionalism.
- ENQUIRIES** : Ms B Jikeka: Acting Centre Manager at 066 485 9596
- POST 05/80** : **PROFESSIONAL NURSE GRADE 1-3 (GENERAL NURSING – PN-A1) REF NO: DSDFS 11/25 (X1 POST)**
- SALARY** : Grade 1: R307 473 per annum
Grade 2: R375 480 per annum
Grade 3: R451 533 per annum
CENTRE : Boiketlong Old Age Home
REQUIREMENTS : Appropriate National Diploma/Degree in Nursing. Current registration with the South African Nursing Council. Candidates are expected to have the recognizable applicable experience as determined by the OSD in terms of the different grades. 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. Know nursing care processes and procedures, nursing statutes and other applicable legislations. The candidate must have good communication skills, both verbal and written and able to work in a team. Candidate must have good ethical practice and a caring attitude. Manage workplace discipline and have an in-depth knowledge and understanding of Batho-Pele principles.
- DUTIES** : Provision of 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 health care, Utilize human, material and physical resources efficiently and effectively, Material and Physical Resources.
- ENQUIRIES** : Boiketlong Old Age Home: Centre Manager: Mr. NS Tyobeka at 063 236 8558
- POST 05/81** : **SOCIAL AUXILIARY WORKER GRADE 1 (X34 POSTS)**
- SALARY** : R182 913 per annum, (plus benefits), (OSD salary package)
CENTRE : Mangaung District, Thaba Nchu Office, X1 Post (Ref No: DSDFS 06/25)
Lejweleputswa District, X8 Posts: Welkom Office X6 Posts, Boshof Office X2 Posts (Ref No: DSDFS 07/25)
Thabo Mofutsanyana District, X17 Posts: FDC Office X3 Posts, Bethlehem Office X4 Posts, Vrede Office X4 Posts, Ficksburg Office X6 Posts: (Ref No: DSDFS 08/25)
Fezile Dabi District, X4 Posts: Sasolburg Office X4 (Ref No: DSDFS 09/25)
Xhariep District, X4 Posts: Smithfield Office X2 Posts, Jagersfontein Office X1 Post, Koffiefontein Office X1 Post: Ref No: DSDFS 10/25

<u>REQUIREMENTS</u>	:	An appropriate recognised NQF level 4 (Grade 12) or equivalent qualification and Social Auxiliary Certificate. Current registration with the South African Council for Social Service Professions [SACSSP]. Knowledge and Skills: Demonstrate basic understanding of the South African social welfare context, the policy and Bethlehem Office practice of developmental social welfare services and the role of social auxiliary worker within this context. Define and demonstrate understanding of the purpose of social auxiliary work and the role and functions of a social auxiliary worker in relation to a social worker within the South African context. Consistently reflect the values and principles contained in the Bill of Rights and the social work profession's Code of Ethics in service delivery as a social auxiliary worker. Demonstrate a basic understanding of the South African judicial system and the legislation governing and impacting on social auxiliary work and social work. Demonstrate a basic understanding of human behaviour, relationship system and social issues. Implement appropriate social auxiliary work methods and techniques to address the social needs of client systems. Use appropriate resources in service delivery to client systems. Work effectively with social workers and members of multi-sectoral teams in social service delivery. Work effectively as a social auxiliary worker to address the special needs and problems experienced by at least 3 of the priority focus groups in the social welfare. Keep precise records and compile accurate reports on social needs and social auxiliary work activities and file them appropriately. Provide an efficient research and administrative support service to the social worker. Demonstrate basic knowledge of financial matters related to social auxiliary work. Demonstrate self-awareness regarding personal capacities, attitudes and skills and a willingness to develop them further under the supervision of a social worker.
<u>DUTIES</u>	:	Provide assistance and support to social workers with the rendering of a social work service with regard to the care, support, protection and development of vulnerable individuals, groups, families and communities through the relevant departmental programmes. Assist social workers to attend to any other matters that could result in, or stem from, social instability in any form. Keep abreast with new developments in the social work and social services field. Perform administrative support functions in support of social workers as required of the job.
<u>ENQUIRIES</u>	:	Mangaung District: Ms M. Phori at 071 864 5734 Lejweleputswa District: Mr Maleme at 071 853 8481 Thabo Mofutsanyana District: Ms P Litabe at 066 486 6749 Fezile Dabi District: Ms M Martins: 083 443 8343 Xhariep District: Mr T Mjacu at 062 464 8445
<u>POST 05/82</u>	:	<u>ASSISTANT COMMUNITY DEVELOPMENT PRACTITIONER GRADE 1 (X65 POSTS)</u>
<u>SALARY CENTRE</u>	:	R174 711 per annum, (plus benefits), (OSD salary package) : Mangaung District , X21 Posts: Limo Office X8 Posts, Thaba Nchu Office X7 Posts, Botshabelo Office X6 Posts: (Ref No: DSDFS 01/25) Lejweleputswa District , X7 Posts: Welkom Office X5 Posts, Boshof X2 Posts: (Ref No: DSDFS 02/25) Thabo Mofutsanyana District , X13 Posts: Bethlehem Office X9 Posts, FDC Office X4 Posts: (Ref No: DSDFS 03/25) Fezile Dabi District , X19 Posts: Sasolburg Office X3 Posts, Frankford Office X7 Posts, Kroonstad Office X9 Posts: (Ref No: DSDFS 04/25) Xhariep District , X5 Posts: Smithfield Office X3 Posts, Jagersfontein Office X1 Post, Koffiefontein Office X1 Post: (Ref No: DSDFS 05/25)
<u>REQUIREMENTS</u>	:	Grade 12 qualification, Community Development Certificate (NQF Level 5). Basic knowledge of community development/work, attitudes, and values for the engagement in the social development of communities. The ability and competence to interact with community development structures. The understanding social dynamics of communities. Communication skills.
<u>DUTIES</u>	:	Assist in the identification and facilitation in the implementation of integrated community development interventions in partnership with the community and other relevant stakeholders. This would, inter alia, include the following: Establishment of social relationships: Delimit/scoping the community, gain their trust and get to know the current community services, service delivery blockages, resources, and the state of the community. Community and Households Profiling: Assess the community's structures, households need,

background information including historical, needs profile, resources, and strengths. Strengthen and build structures that can assist in this regard. Planning and prioritization: Facilitate the planning and prioritization of the activities required to develop the community by formulating goals and objectives, assessing the available resources, set time frames and compile budgets. Support communities and perform administrative support on community development and related activities. This would, inter alia, entail the following: Assist with the liaison, co-ordination and monitoring of projects and other community development ventures and report on the progress thereof. Assist with the application of the registration of emerging local structures such as Non-Profit Organisations (NPOs) with the Department of Social Development and other appropriate authorities. Assist to monitor NPOs to ensure that they are in compliance with the NPO and PFMA Acts. Provide assistance to facilitate, coordinate and participate in various awareness campaigns, and public aimed at educating communities and other stakeholders on self-empowerment.

ENQUIRIES

: Mangaung District: Ms M. Phori at 071 864 5734
Lejweleputswa District: Mr Maleme at 071 853 8481
Thabo Mofutsanyana District: Ms P Litabe at 066 486 6749
Fezile Dabi District: Ms M Martins at 083 443 8343
Xhariep District: Mr T Mjacu at 062 464 8445

**PROVINCIAL ADMINISTRATION: KWAZULU NATAL
DEPARTMENT OF COOPERATIVE GOVERNANCE AND TRADITIONAL AFFAIRS**

- APPLICATIONS** : The Chief Director, Human Resource Management & Development, Department of Cooperative Governance and Traditional Affairs, Private Bag X9078, Pietermaritzburg, 3200 or Hand Delivered to: The Chief Registry Clerk, 2nd Floor, South Tower, Natalia, 330 Langalibalele Street, Pietermaritzburg. Applicants can also submit their Z83 and CV via e-Recruitment System on www.eservices.gov.za.
- FOR ATTENTION** : Ms E Perumal
- CLOSING DATE** : 21 February 2025. Applications received after this date will not be accepted.
- NOTE** : Applications must be submitted on the new Application for Employment Form (Z83) available from any Public Service Department and should be accompanied by a comprehensive CV. The Department discourages applications sent by registered mail 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. Failure to comply with any instruction will disqualify applicants. Appointment is subject to a positive outcome obtained from State Security on the following checks (Security Clearance, Citizenship, qualification verification, criminal records, credit records and previous employment). Faxed or late applications will not be accepted. Should applicants not receive any response from the Department within three months of the closing date, please accept that your application was unsuccessful. All shortlisted candidates for SMS posts will be subjected to a technical exercise that intends to test the relevant technical elements of the job, the logistics of which will be communicated by the Department. Following the interview and the technical exercise, the selection committee will recommend the 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 Department is an equal opportunity, affirmative action employer and is committed to empowering people with a disability. Applicants should note that this is a re-advertisement, applicants who applied previously need not reapply because their applications will be considered.

MANAGEMENT ECHELON

- POST 05/83** : **DIRECTOR: INFRASTRUCTURE DEVELOPMENT REF NO: 49/2024 (MID)**
Chief Directorate: Municipal Infrastructure
Directorate: Infrastructure Development
- SALARY** : R1 216 824 per annum (Level 13), (All-inclusive remuneration package to be structured in accordance with the rules of the Senior Management Services)
- CENTRE** : Pietermaritzburg
- REQUIREMENTS** : The ideal candidate must be in possession of a Bachelors Degree or NQF level 7 qualification as recognised by SAQA in the Built Environment coupled with 5 years middle management experience in engineering and / or project and construction management as well as an SMS Pre-entry certificate (Nyukela) as offered by the National School of Government (NSG) (Certificate submitted prior to appointment). Essential Knowledge, Skills and Competencies Required: The successful candidate must have:- Sound knowledge and understanding of the structure and functioning of government; Budget and cash flow management; Project life cycle costing and cash flow management; Infrastructure investment planning; Relevant policies (municipal grants, infrastructure development and public service); Computer literacy (MS Office suite, management information systems project management); Supply chain management; Labour intensive construction methodologies; Financial management; Project management; Analytical thinking and problem solving; Information management and reporting; Presentation; Planning; Leadership; Good communication skills (verbal & written); Good computer literacy in MS Office and a valid drivers licence.
- DUTIES** : The successful candidate will be required to manage and co-ordinate municipal infrastructure development with the following responsibilities: Manage and

facilitate municipal infrastructure development programme and project management; Administer sustainable service delivery; Manage infrastructure finance; Manage the development and implementation of policies; Manage the resources of the Directorate.

ENQUIRIES : Ms CH Jama Tel No: (033) 3556477

OTHER POSTS

POST 05/84 : **DEPUTY DIRECTOR: MUNICIPAL GOVERNANCE REF NO: 55/2024 (MG)**
Chief Directorate: Municipal Administration and Governance
Directorate: Municipal Governance

SALARY : R1 003 890 per annum (Level 12), (all-inclusive remuneration package to be structured in accordance with the rules of the Middle Management Services)

CENTRE : Pietermaritzburg

REQUIREMENTS : The ideal candidate must be in possession of a Bachelor of Laws degree (LLB) NQF level 8 qualification as recognised by SAQA, coupled with 3 years junior management experience with relevant local government knowledge post qualification, Admission as an Attorney or Advocate of the High Court and a driver's license. A certificate in legislative drafting will be an added advantage. Essential Knowledge, Skills and Competencies Required: The successful candidate must have: Knowledge of relevant legislation; the legal framework of Local Government; Awareness and understanding of the municipal environment; Policy analysis; Project management; Research and development of legislation; Practical demonstration of knowledge in Supply Chain Management; Planning; Conflict resolution; Team development; Decision making; Problem solving; Time management; Management of finances; Good communication skills (written and verbal); Communication with other Government Organisations, Private Sector; Computer literacy (MS Word, Excel); Valid drivers licence.

DUTIES : The successful candidate will be required to support and monitor efficient municipal governance and compliance with the following responsibilities: Assess and monitor the executive authorities of municipalities; Assess the municipal council institutional framework and administer the legislative processes associated therewith; Facilitate the regulating and processing of municipal electoral matters; Support, monitor and guide municipalities with their legislative authority; Drafting of legal documents; Management of resources.

ENQUIRIES : Ms NP Ngwenya Tel No: (033) 355 6311

POST 05/85 : **ASSISTANT DIRECTOR: HUMAN RESOURCE PLANNING REF NO: 75/2024 (ODOE)**
Chief Directorate: Human Resource Management and Development
Directorate: Organisational Development and Organisational Efficiency Services

SALARY : R444 036 per annum (Level 09)

CENTRE : Pietermaritzburg

REQUIREMENTS : The ideal candidate must be in possession of a National Diploma or NQF level 6 qualification in Human Resource Management or a related qualification coupled with 3 years supervisory/administrative experience in Human Resource Management. A valid driver's license. Essential Knowledge, Skills and Competencies Required: The successful candidate must have: - Knowledge: Public Service Act / Regulations, Skills Development policies and strategies; Departmental Policies; Understanding HRM practices in the Public Service; Public Service reporting procedures and work environment; Interpretation of legislation, policies and statistics. Computer based Human Resource Management Information systems; Understanding of all prescripts, practices and procedures; Interpretation and application of policies/legislation; Investigative, policy formulation and managerial skills; Problem solving and analytical thinking; Computer skills. (MS Word, Ms Excel, Ms PowerPoint, Ms Access, PERSAL); Basic Financial Management; Team building; Project management; Presentation and facilitation skills; Motivation/leadership skills; Verbal and Written communication with Departmental officials (at all levels), other government institutions, NGO's and the Private sector.

DUTIES : The successful candidate will be required to facilitate human resource practices within the Department with the following responsibilities: Coordinate

Human Resource (HR) Planning; Coordinate the Employment Equity Programme within the Department; Ensure the development, review and implementation of departmental human resource policies, strategies, procedure manuals and guidelines; Ensure coordination and implementation of Departmental internal Human Resource special projects; Ensure effective and efficient utilization of the resources within the component.

ENQUIRIES

: Mr DM Cele Tel No: (033) 260 8063

POST 05/86

: **ASSISTANT DIRECTOR: RECRUITMENT AND SELECTION REF NO: 76/2024 (HRA)**

Chief Directorate: Human Resource Management and Development
Directorate: Human Resource Administration

SALARY

: R444 036 per annum (Level 09)

CENTRE

: Pietermaritzburg

REQUIREMENTS

: The ideal candidate must be in possession of a National Diploma or NQF level 6 qualification as recognized by SAQA in Human Resources coupled with 3 years supervisory/administrative experience in Human Resources. A valid driver's license. Essential Knowledge, Skills and Competencies Required: The successful candidate must have:- Knowledge: Public Service Act / Regulations, Skills Development policies and strategies; Departmental Policies; Understanding of HRM practices in the Public Service; Public Service reporting procedures and work environment; Labour Relations Act; Investigation into and policy development processes; Interpretation of legislation, policies and statistics; Computer-based Human Resource Management Information Systems; Understanding of all prescripts, practices and procedures; Interpretation and application of policies/legislation; Investigative, policy formulation and managerial skills; Problem solving and analytical thinking skills; Strategic planning and co-ordination; Computer skills. (MS Word, Ms Excel, Ms PowerPoint, Ms Access, PERSAL); Financial Management; Team building; Communication (verbal, written and networking); Project management; Presentation and facilitation skills; Motivation/leadership skills; Negotiation skills; Communication with members of Selection Committees, Management and Senior Management and with candidates.

DUTIES

: The successful candidate will be required to provide for the Recruitment and Selection of suitable candidates for employment with the following responsibilities: Support the formulation and implementation of the departmental recruitment plan; Manage the advertising of positions in the Department; Support the provision of a recruitment and selection service; Give guidance and necessary inputs to selection committee members to ensure adherence to the Department's recruitment and selection policies; Ensure correct utilisation of the resources within the component.

ENQUIRIES

: Adv. KL Janse Van Rensburg Tel No: (033) 260 8001

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).

FOR ATTENTION

: Ms N Cele

CLOSING DATE

: 21 February 2025

NOTE

: The new Z83 form must be used effective 1st January 2021 and can be downloaded at 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) besides the references provided on CV. Candidates will be subjected to security screening and a technical assessment. Under no circumstances will be faxed or 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 POST

- POST 05/87** : **DEPUTY DIRECTOR: SCM BIDS APPEALS REF NO. KZNPT 25/06**
- SALARY CENTRE REQUIREMENTS** : R849 702 per annum, all-inclusive package
: KZN Provincial Treasury, Pietermaritzburg
: A 3-year NQF Level 7 Degree in Supply Chain Management / Commerce / Law. A minimum of 3 years' experience in junior management level in a Supply Chain Management environment and in case flow management (legal or within an SCM Bid Appeals environment). A valid driver's licence. People with disabilities without valid Driver's licences 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; and Broad Based Black Economic Empowerment Act (BBBEE); BEE Code of Good Practice. Communication; Computer literacy; Presentation; Interpersonal 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.
- DUTIES** : Manage the development and maintenance of Provincial Bid Appeal Tribunal (PBAT) and Municipal Bid Appeal (MBAT) best practices notes, procedures, guidelines and systems. Manage the provisioning of the SCM Provincial Bids Appeals Tribunal (PBAT) Secretariat Services to the Provincial Departments and Public Entities. Manage the provisioning of the SCM Municipal Bids Appeals Tribunal (MBAT) Secretariat Services to the Provincial Municipalities. Facilitate the Consolidation and compilation of reports on the outcome of PBAT and MBAT appeals. Manage the provisioning technical advice and guidance to internal and external stakeholders. Manage Human Resources of the Sub-directorate.
- ENQUIRIES** : Mr. K Bezuidenhout Tel No: (033) 897 4254

DEPARTMENT OF TRANSPORT

The Provincial Administration of KwaZulu-Natal is an equal opportunity affirmative action employer

- APPLICATIONS** : Applicants are encouraged to apply for posts through the KZN online e-Recruitment system at 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. 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** : 21 February 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). 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 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.

MANAGEMENT ECHELON

<u>POST 05/88</u>	<u>DIRECTOR: MANAGEMENT ACCOUNTING REF NO: DOT 275/2025</u>
<u>SALARY</u>	R1 216 824 per annum (Level 13), (all-inclusive remuneration package)
<u>CENTRE</u>	Inkosi Mhlabunzima Maphumulo House, Pietermaritzburg
<u>REQUIREMENTS</u>	An undergraduate qualification in a Management Accounting field (NQF Level 7) as recognised by SAQA; plus, A minimum of 5 years' experience at a middle/senior managerial level in a Financial Management or Accounting environment; plus A valid driver's licence (minimum Code B) Knowledge, Skills and Competencies Required: Knowledge of Public Finance Management Act, Provincial and National Treasury Notes and Regulations, SCM Practice Notes and Procedures, Labour Relations Act, Treasury Regulations, Management of information systems, Promotion of Equality and Prevention of Unfair Discrimination Act and any other relevant act/ legislative mandates. computer skills, strategic planning skills, organizational skills, Leadership skills, financial management skills, time management, problem solving skills, communication skills, project management skills, decision making skills, driving skills, listening skills, presentation skills, analytical thinking skills, interpersonal relations skills and language skills.

DUTIES

: Provide financial planning and budgeting services: Provide inputs into the strategic plan, annual performance plan and project planning process. Manage MTEF budgeting process and ensure departmental budget is captured in the system timeously, Manage Estimates of Provincial Revenue and Expenditure process, Ensure payrolls are submitted by paymasters timeously, Manage the roll-over of funds, Manage monthly cash flow and adjusted cash flow, Monitor expenditure. Ensure management of roll-over, adjustment estimates (ENE), and virement process: Ensure that information on the requirement for role-over requests are disseminated to responsibility and program managers. Ensure that all roll-over requests are considered, proposal developed submitted to the CFO for consideration. Ensure that the approved roll-overs are incorporated in the adjustments, budgets. Assess the need for additional funds required from the adjustment estimates process through monitoring of expenditure trends. Ensure the assessment of expenditure trends and the development of proposals on the virement or shifting of funds. Provide Monitoring and Reporting: Provide in-year monitoring & management reports, Provide inputs to budget performance reports, Provide inputs into annual reports, Monitor expenditure, Do presentation for Portfolio Committees. Manage the development and implementation of policies: Manage the implementation of National, Provincial and Departmental frameworks in relation to Financial Management, Manage the implementation of Management Accounting in the department, Monitor and evaluate compliance with implemented policies, Report on any discrepancies in regard of compliance to all relevant stakeholders, Monitor the policy and legislative framework to ensure that cognizance is taken of new developments, Develop and maintain policies and processes. Manage the effective utilization of resources: Manage human resources, Manage financial resources.

**ENQUIRIES
FOR ATTENTION
NOTE**

: Mr T Nkosi Tel No: (033) 355 8008
: Mr C McDougall
: It is the intention of this Department to consider equity targets when filling this position.

POST 05/89

: **DIRECTOR: STRATEGY & PLANNING REF NO: DOT 276/2025 (X1 POST)**
Strategic Planning Directorate

**SALARY
CENTRE
REQUIREMENTS**

: R1 216 824 per annum (Level 13), (all-inclusive remuneration package)
: Inkosi Mhlabunzima Maphumulo House, Pietermaritzburg (01 Post)
: An undergraduate relevant tertiary qualification in Public Administration, Public Management, Business Administration, Business Management, Business Leadership, Strategic Management, Public Policy, Monitoring & Evaluation and Developmental Studies (NQF level 7) as recognised by SAQA; plus, A minimum of 5 years' experience at a middle/senior managerial level in an organisational Strategy Planning and Policy development environment; plus, A valid drivers' licence (minimum code B) Knowledge, Skills and Competencies Required: Knowledge of Policies, Frameworks, Plans and Guidelines, Knowledge of Planning legislation (Provincial and National), Knowledge of Planning imperatives of all spheres of Government, Broad and in-depth knowledge of legislation and policy dealing with Strategic Management, Social Development, Performance Budgeting and Public Service Acts, Policies and Regulations, Knowledge of Technical and Administrative, Public Finance Management Act, Understanding of policy research, analysis and development processes, Knowledge of Public service reporting procedures and work environment, Knowledge of National and Provincial Practice notes, Knowledge of the Labour Relations Act, Knowledge of the Employee Performance and Management System, Knowledge of the Basic Conditions of Employment Act, Knowledge of Legislative Mandates, Knowledge of Management of Information Systems, Knowledge of the National Development Plan, Knowledge of Project management Principles, Knowledge of Provincial Growth and Development Plan, Strategic management and leadership skills, Planning skills, Ability to interpret and apply policy, Analytical and innovative thinking skills, Research skills, Advanced computer skills, Report writing skills, Workshop presentation and facilitation skills, Interpersonal Relations skills, Policy formulation skills, Financial management skills, Adaptability skills, Project management skills, Problem solving skills, Proven and well developed interpersonal and communication skills (both written and verbal), Stakeholder engagement skills, Strong communication skills, The ideal candidate should be creative, innovative, honest, visionary, teamwork orientated, maintain confidentiality,

- have sound interpersonal relations, be assertive, analytical thinker, receptive to ideas and possess leadership qualities.
- DUTIES** : Develop, manage and implement policy initiatives in response to national and provincial priorities in the policy environment, Manage the development of the Strategic Plan, APP and AOP for the department, Manage and co-ordinate integrated planning, Manage resources of the Directorate
- ENQUIRIES FOR ATTENTION NOTE** : Ms B Ntombela Tel No: (033) 392 6672
: Mr C McDougall
: It is the intention of this Department to consider equity targets when filling this position.

OTHER POSTS

- POST 05/90** : **DEPUTY DIRECTOR: AJUDICATION & ACQUISITIONS MANAGEMENT REF NO: DOT 277/2025 (X1 POST)**
Supply Chain Management Directorate

- 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, A undergraduate qualification in Supply Chain Management / Financial Management field (NQF Level 7 or higher); plus, A minimum of 3 years' junior management experience in a Finance Management/ Supply Chain Management /Asset Management environment; plus, A valid driver's licence (code B or higher). Knowledge, Skills and Competencies Required: Knowledge of Provincial and National Treasury Notes and Regulations, Knowledge of Supply Chain Management, Practice Notes and Procedures, Knowledge of Basic Accounting System, Knowledge of Public Finance Management Act, Knowledge of Public Service Regulations, Knowledge of Project Management Principles, Knowledge of National and Provincial Practices notes, Knowledge of Labour Relations Act, Knowledge of Employee 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, Knowledge of Public Service Act, Financial Management skills, Project Management skills, Project Planning skills, Client Orientation and Customer Focus skills, Report writing skills, Organisational skills, Facilitation skills, Decision making skills, Computer skills, Analytic skills, Time management skills, Problem solving skills, Teamwork skills, Leadership skills, Communication skills, Ability to work under pressure, The ideal candidate should be proactive, innovative and have honesty and integrity. He/ she should be reliable, show commitment, professionalism and must also be punctual.

- DUTIES** : Manage the functional operation of the Sub- Directorate: Supply Chain Management (Acquisition Management, Oversee the bidding process, Manage the compilation of the list of prospective providers, Develop Policies and strategies aimed at improving service delivery, Manage resources of the Sub-directorate.

- ENQUIRIES FOR ATTENTION NOTE** : Ms P Mshengu Tel No: (033) 355 8730
: Mr C McDougall
: It is the intention of this Department to consider equity targets when filling this position.

- POST 05/91** : **DEPUTY DIRECTOR: TECHNICAL TRAINING CENTRE REF NO: DOT 334/2025**
Technology Transfer Directorate

- 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 appropriate National Diploma in Civil/Mechanical Engineering or Survey (NQF Level 6 or higher); plus, Professional registration with ECSA/SACPCMP/SAGC; plus, A minimum of 3 years junior management experience in the transport sector; plus, A valid driver's licence (minimum code B). Knowledge, Skills and Competencies Required: Knowledge in Built Environment professional registration processes. Knowledge in materials

laboratory management. Knowledge of materials quality control methods and procedures. Knowledge of procurement policies, procedures and guidelines. Understanding of the Public Service and departmental policies, objectives, and implementation procedures. Knowledge of Public Service reporting procedures and adhoc environment. Knowledge and experience within a technical environment. knowledge of training requirements for Civil, Mechanical Engineering, Survey, and Construction Project Management. Knowledge of QTCO, SAQA, and the NQF would be an advantage. knowledge of SETA training requirements. Computer skills. Planning and organizing skills. Sound organizational skills. Good people skills. Good telephone etiquette skills. Written communication skills. Self-management and motivational skills. Skills in the operation of materials testing equipment. The ideal candidates should have a demonstrated interest in technical training, be innovative, receptive to suggestions and ideas, accurate, have honesty and integrity, and believe in openness and transparency. He/she should be reliable, co-operative, have courtesy, be professional, have a positive attitude and be teamwork orientated. Render material training services. Render functional technical training services. Render supervisor technical training services. Render maintenance and transversal training services, maintenance training. Render technical systems support. Render mentorship training.

DUTIES

: Render material training services. Render functional technical training services. Render supervisor technical training services. Render maintenance and transversal training services, maintenance training. Render technical systems support. Render mentorship training.

**ENQUIRIES
FOR ATTENTION
NOTE**

: Ms SN Mngomezulu Tel No: (033) 355 8609
: Mr B Hornsby
: It is the intention of this Department to consider equity targets when filling this position.

POST 05/92

: **ASSISTANT DIRECTOR: LABOUR RELATIONS (X2 POSTS)**
Labour Relations Directorate

**SALARY
CENTRE**

: R444 036 per annum (Level 09)
: Regional Support Services Ref No: DOT 279/2025 (X1 Post)
Labour Relations Support Services- Head Office Ref No: DOT 280/2025 (X1 Post)

REQUIREMENTS

: A Senior Certificate / National Certificate (Vocational) NQF Level 4; plus, Degree/ National Diploma in a Human Resource Management environment (NQF Level 6 or higher); plus, A minimum of 3 years supervisory experience in a Labour Relations environment; plus, A valid drivers' licence (minimum code B). Knowledge, Skills and Competencies Required: Understanding of policy research, analysis and development processes, Broad knowledge of Human Resource Management policy and procedures, Understanding Human Resource Management prescripts in the Public Service Regulations, Knowledge of the Labour Relations Act, 1995, Knowledge of computer based Human Resources Management Information Systems, Knowledge of Public Service reporting procedures and work environment, Knowledge of Constitutional court, Labour court and Arbitration award rulings, Knowledge of the content of Collective Agreements, Understanding of dispute resolution procedures, Understanding of "Rules for Dealing with the Grievance of Employees in the Public Service", Knowledge of Conciliations represented and outcomes monitored- number of grievances/ disputes lodged and resolved satisfactorily, Ability to interpret and apply policy, Analytical and innovative thinking skills, Basic research skills, Report writing and formulation skills, Workshop presentation and facilitation skills, Computer literacy, Good written and verbal communication skills, The ideal candidate should demonstrate an interest in Human Resource Management and related fields, be policy development and improvement orientated, teamwork orientated and be receptive to ideas and suggestions. He/ she should also be timeous, an innovative thinker, efficient, accurate, reliable and be service delivery objective orientated.

DUTIES

: Monitor and supervise the activities for the Labour Relations staff at Head Office/ Region in conjunction with Management, by planning, organizing, delegating and controlling the activities of the Directorate, Represent the Department at Bargaining Forum meetings, Give advice and guidance to employees and make recommendations to line and Senior Management on policy and procedure regarding matters associated with labour relations practices, application of discipline, complaints/ grievances and conciliations/ arbitrations dispute resolutions, Keep abreast of changes in labour related trends of employers within the labour market and to report relevant changes to Senior Management which may affect policy and procedure as well as

providing training to line managers and employees on labour related matters, Be appointed to ad-hoc task teams dealing with labour related matters and conduct ad-hoc investigations concerning labour issues within the Department, as and when delegated by the Director: Labour Relations, Interact with stakeholders (i.e trade unions/ legal practitioners/ Public Service Commission/ DPSA/ Office of the Premier) regarding labour related matters.

ENQUIRIES FOR ATTENTION NOTE : Mr SG Mpangeva Tel No: (033) 355 8723
: Mr B Hornsby
: It is the intention of this Department to consider equity targets when filling these positions. An Advanced Labour Relations Course would be an added advantage.

POST 05/93 : **ASSISTANT DIRECTOR: CUSTOMER CARE REF NO: DOT 281/2025**
Provincial Regulatory Entity
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 CENTRE REQUIREMENTS : R444 036 per annum (Level 09)
: Inkosi Mhlabunzima Maphumulo House, Pietermaritzburg
: A Senior Certificate/ National Certificate (Vocational) NQF level 4; plus, An appropriate recognized Bachelor's degree or National Diploma in Public Administration/ Public Management (NQF Level 6); plus, A minimum of 3 years supervisory experience within Public Transport Regulation / Public Transport Environment; plus, A valid driver's licence (code B or higher). Knowledge, Skills and Competencies Required: Knowledge of Public Transport Legislation and Regulations, Knowledge of Public Service Financial Management Legislations, procedures and regulations (PFMA, PSA, PSR, PPPFA, and financial manual etc.), Knowledge of Public Service Act policies and regulations, Knowledge of Batho Pele Principles, Knowledge of Public Transport Dynamics, Computer literacy, Good communication skills (written and verbal), The ideal candidate should be honest, reliable and efficient.

DUTIES : Manage the entire public counter which includes registration and licensing, cashier, back up services, issuing and upliftment of permit/ operating license, Provide administrative support to the Director: Regulation and Support and liaise with relevant stakeholders in terms of service level agreements, Co-ordinate registration and licensing services at the counter, Improve registration and administration, Supervise revenue collection, Management Registration and Administration services.

ENQUIRIES FOR ATTENTION NOTE : Ms N Hlophe Tel No: (033) 355 8098
: Mr B Hornsby
: It is the intention of this Department to consider equity targets when filling this position.

POST 05/94 : **ASSISTANT DIRECTOR: ACQUISITIONS REF NO: DOT 282/2025 (X1 POST)**
Supply Chain Management Directorate

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 Supply Chain Management /Public Administration/ Financial Management (NQF Level 6 or higher); plus, A minimum of 3 years' supervisory experience in a Finance Management/ Supply Chain Management /Asset Management environment; plus, A valid driver's licence (code B or higher). Knowledge, Skills and Competencies Required: Knowledge of Provincial and National Treasury Notes and Regulations, Knowledge of Supply Chain Management Practice Notes and Procedures. Knowledge of Basic Accounting System, Knowledge of Public Finance Management Act, Knowledge of Public Service Regulations, Knowledge of Project Management Principles, Knowledge of National and Provincial Practices notes, Knowledge of Labour Relations Act, Knowledge of Employee 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, Knowledge of Public Service Act, Financial Management skills, Project

- Management skills, Project Planning skills, Client Orientation and Customer Focus skills, Report writing skills, Organisational skills, Facilitation skills, Decision making skills, Computer skills, Analytic skills, Time management skills, Problem solving skills, Teamwork skills, Leadership skills, Communication skills, Ability to work under pressure, The ideal candidate should be proactive, innovative and have honesty and integrity. He/ she should be reliable, show commitment, professionalism and must also be punctual.
- DUTIES** : Co-ordinate (synergize), review and execute the bidding process, Co-ordinate, review and compile the list of prospective providers for quotations, Compile Reports on procurement status. Provide advice and guidance and input to Policy, Manage resources of Sub-directorate.
- ENQUIRIES FOR ATTENTION NOTE** : Ms P Mshengu Tel No: (033) 355 8730
: Mr B Hornsby
: It is the intention of this Department to consider equity targets when filling this position.
- POST 05/95** : **ENGINEERING TECHNICIAN PRODUCTION GRADE A-C (X32 POSTS)**
- SALARY** : Grade A: R371 253 per annum, (OSD)
Grade B: R419 325 per annum, (OSD)
Grade C: R472 812 per annum, (OSD)
(Salary will be determined according to post registration experience as per OSD prescripts)
- CENTRE** : **Ladysmith Region (X7 Posts):**
Cost Centre, Estcourt: Road control/Project Documentation management (Estcourt) Ref No: DOT 283/2025 (X1 Post)
Cost Centre, Dundee: Road Control /Project Documentation Management (Dundee) Ref No: DOT 284/2025 (X3 Posts)
Material Testing (Dundee) Ref No: DOT 285/2025 (X1 Post)
KZ245 Project Implementation (External) Ref No: DOT 286/2025 (X1 Post)
KZ244 Project Implementation (External) Ref No: DOT 287/2025 (X1 Post)
Durban Region (X25 Posts):
Regional Office, Durban: Road/ Pavement & Traffic Engineering (Durban) Ref No: DOT 288/2025 (X4 Posts), Project Information Ref No: DOT 289/2025 (X2 Posts), Mechanical, Durban Ref No: DOT290/2025 (X1 Post)
Cost Centre, Metro: Road Control/Project Documentation Management, Metro Ref No: DOT 291/2025 (X1 Post), Area 2 (South) Project Implementation (External), Metro Ref No: DOT 292/20254 (X2 Posts)
Cost Center, Stanger: Road Control/Project Document & Management Ref No: DOT 293/2025 (X3 Posts), Material Testing, Stanger Ref No: DOT 294/2025 (X2 Posts), KZ292/293 Project Implementation (In-House), Ndwendwe Ref No: DOT 295/2025 (X1 Post), KZ292/293 Project Implementation (External), Ndwendwe Ref No: DOT 296/2025 (X1 Post), KZ291/294 Project Implementation (In-House), Maphumulo Ref No: DOT 297/2025 (X1 Post), KZ291/294 Project Implementation (External), Maphumulo Ref No: DOT 298/2025 (X1 Post)
Cost Centre, Port Shepstone: Road Control Project Document & Management, Port Shepstone Ref No: DOT 299/2025 (X3 Posts), Material Testing, Port Shepstone Ref No: DOT 300/2025 (X1 Post), KZ216 Project Implementation (In house), Port Shepstone Ref No: DOT 301/2025 (X1 Post), KZ214/215 Project Implementation (Inhouse) Ref No: DOT 302/2025 (X1 Post)
- REQUIREMENTS** : A Senior Certificate/ National Certificate (Vocational) NQF level 4; plus, An appropriate recognised Bachelor's Degree / National Diploma in Civil Engineering; plus A minimum of 3 (three) years post qualification technical experience in a roads environment (Experience: GRADE A is 0 to12 years post registration and GRADE B is 14 years to 24 years post registration and GRADE C is 26 years and over); plus Compulsory registration with Engineering Council of South Africa as a "Professional Engineering Technician"; plus A valid driver's licence (minimum code B). Knowledge, Skills and Competencies Required: Knowledge, Skills and Competencies Required: Knowledge of Project Management. Knowledge of 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. Team work skills. Creativity skills. Customer focus and responsiveness skills. Communication skills. Computer skills. People management skills. Planning and organizing skills. Change management skills.

The ideal candidate should be innovative, receptive to suggestions and ideas, accurate, honest, have integrity and be open and transparent. She/He must also be reliable, co-operative, courteous, professional, have a positive attitude and be able to work in a team.

- DUTIES** : Render technical services. Perform administrative and related functions. Research and Development. Supervise and control technical and related personnel and assets.
- ENQUIRIES** : Ms TP Nkosi (Ladysmith) Tel No: (036) 638 4400
Ms SA Afrika (Durban) Tel No: (031) 700 2222
- FOR ATTENTION NOTE** : Mr B Hornsby
: It is the intention of this Department to consider equity targets when filling these positions.

- POST 05/96** : **GISC TECHNICIAN PRODUCTION GRADE A-C REF NO: DOT 303/2025**
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** : Grade A: R371 253 per annum, (OSD)
Grade B: R419 325 per annum, (OSD)
Grade C: R472 325 per annum, (OSD)
(Salary will be determined according to post registration experience as per OSD prescripts)

- CENTRE** : Inkosi Mhlabunzima Maphumulo House, Pietermaritzburg: Road Declaration & Mapping Directorate

- REQUIREMENTS** : A Senior Certificate/ National Certificate (Vocational) NQF level 4; plus, A National Diploma in GISc or Cartography or relevant qualification; plus A minimum of 3 (three) years post qualification technical (GISc) experience (Experience: **Grade A** is 0 to 12 years post registration and **Grade B** is 14 years to 24 years post registration and **Grade C** is 26 years and over); plus Compulsory registration with SAGC as a GISc Technician. A valid driver's licence (minimum code B). Knowledge, Skills and Competencies Required: Knowledge, Skills and Competencies Required: Knowledge and Understanding of GIS applications and spatial data queries. Knowledge of Theory, principles and practices of GIS Standards. Knowledge and capabilities of different GIS software. Knowledge and understanding of technologies such as GPS, Photogrammetry and Remote sensing. Knowledge of Projections. Knowledge of principles of cartography. Creativity skills. Self-management skills. Customer service skills. Excellent Communication skills (verbal, written and networking). Interpersonal skills. Advanced computer skills. Planning, organizing and execution skills. Language proficiency skills. Project management skills. Problem solving skills. Decision making skills. Team work skills. Analytical skills.

- DUTIES** : Perform technical GISc activities. Maintain GISc unit effectiveness. People Management. Functional requirement analysis.

- ENQUIRIES** : Ms M Vosloo Tel No: Tel No: (033) 355 8917
- FOR ATTENTION NOTE** : Mr B Hornsby
: It is the intention of this Department to consider equity targets when filling this position.

- POST 05/97** : **ADMINISTRATION CLERK (SUPERVISOR) REF NO: DOT 304/2025 (X2 POSTS)**
Security Services Directorate

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

- CENTRE** : Inkosi Mhlabunzima Maphumulo House, Pietermaritzburg (X1 Post)

- REQUIREMENTS** : A Senior Certificate / National Certificate (Vocational) NQF Level 4; plus, A minimum of 3 years' experience in a Security Management environment and or investigations; plus, A valid driver's licence (minimum Code B). Knowledge, Skills and Competencies Required: Knowledge of the Constitution of the Republic of South Africa, Knowledge of Minimum Information Security Standards of 1996, Knowledge of the Protective of Information Act, Knowledge of SSA and SAPS Directives, Knowledge of Control of Access to Public Premises and Vehicle Act, Knowledge of National Key Points Act, Knowledge of Promotion of Access to Information Act, Knowledge of Minimum Physical Security Standards of 2009, Knowledge of National Strategic Intelligence Act, Knowledge of the Public Service Act and Regulations, Knowledge of the Public Finance Management Act, Knowledge of Administrative Justice Act,

- Knowledge of Criminal Procedure Act, Knowledge of Occupational Health and Safety Act of 1993, Knowledge of the Departmental Security Policy, Knowledge of Private Security Industrial Regulatory Act, Knowledge of Electronic Security Systems, Knowledge of Control room operations, Planning and organising skills, Investigation skills, Interpersonal and Negotiation skills, Research and Data analysis skills, Report writing and Presentation skills, Supervisory skills, Diplomacy skills, Facilitation and Project Planning/ Management skills, Decision making skills, Conflict management skills, Computer literacy, The ideal candidate should be trustworthy, reliable, have integrity, manage time effectively and behave ethically.
- DUTIES** : Supervise control room operations, emergency plans and electronic security system, Control Departmental keys, Control and Maintain security registers, Compile and submit system reports to the Assistant Manager, Record and report all security breaches.
- ENQUIRIES FOR ATTENTION NOTE** : Mr B Tibe Tel No: (033) 355 8088
: Mr B Hornsby
: It is the intention of this Department to consider equity targets when filling these positions. A Diploma in Security Management (NQF level 6) and Grade 'B' PSIRA accredited certificate and registration with PSIRA will be an added advantage.
- POST 05/98** : **HUMAN RESOURCE CLERK (SUPERVISOR): RECORDS CONTROL REF NO: DOT 305/2025**
Human Resource Administration Directorate
- 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' experience in a Human Resource Management environment; plus, A valid driver's licence (minimum code B). Knowledge, Skills and Competencies Required: Knowledge of registry and records control duties. practices as well as the ability to capture data and operate computer. Knowledge and understanding of the legislative framework governing the Public Service. Knowledge of storage and retrieval procedures in terms of the working environment. Understanding of the work in records control section. Computer skills. Registry and Records Management skills. PERSAL System skills. Alphabetical and Numerical filing system skills. Communication skills. Interpersonal relations skills. The ideal candidate should have job knowledge, be flexible and teamwork orientated.
- DUTIES** : Provide registry services and counter services. Administer effective filing and record management services. Manage the operation of office machines in relation to the Human Resource section. Procurement of stationery for Human Resource Management Directorate. Supervise human resource/ staff.
- ENQUIRIES FOR ATTENTION NOTE** : Mr C McDougal Tel No: (033) 355 8940
: Mr B Hornsby
: It is the intention of this Department to consider equity targets when filling this position.
- POST 05/99** : **PROVINCIAL INSPECTOR (X67 POSTS)**
These posts are for qualified traffic officers
- SALARY CENTRE** : R255 450 per annum (Level 06)
: **Empangeni Region (X14 Posts):**
Road Traffic Inspectorate, Empangeni Ref No: DOT 306/2025 (X3 Posts)
Road Traffic Inspectorate, Nongoma Ref No: DOT 307/2025 (X1 Post)
Road Traffic Inspectorate, Mtubatuba Ref No: DOT 308/2025 (X3 Posts)
Road Traffic Inspectorate, Vryheid Ref No: DOT 309/2025 (X3 Posts)
Road Traffic Inspectorate, Ulundi Ref No: DOT 310/2025 (X4 Posts)
Durban Region (X40 Posts):
Road Traffic Inspectorate, Groutville Ref No: DOT 311/2025 (X1 Post)
Road Traffic Inspectorate, Port Shepstone Ref No: DOT 312/2025 (X8 Posts)
Road Traffic Inspectorate, Pinetown Ref No: DOT 313/2025 (X22 Posts)
Road Traffic Inspectorate, Umdloti Ref No: DOT 314/2025 (X5 Posts)
Road Traffic Inspectorate, Winkelspruit Ref No: DOT 315/2025 (X4 Posts)
Pietermaritzburg Region (X11 Posts):
Road Traffic Inspectorate, Ixopo Ref No: DOT 316/2025 (X1 Post)
Road Traffic Inspectorate, Pietermaritzburg Ref No: DOT 317/2025 (X5 Posts)

Road Traffic Inspectorate, Umzimkhulu Ref No: DOT 318/2025 (X5 Posts)

Ladysmith Region (X2 Posts):

Road Traffic Inspectorate, Dundee Ref No: DOT 319/2025 (X2 Posts)

REQUIREMENTS : A Senior Certificate; plus A valid Driving Licence (minimum Code B); plus Basic Traffic Officers Diploma; plus One year practical experience in law enforcement; plus Applicants must possess no criminal record. Knowledge, Skills and Competencies Required: Knowledge and understanding of Road Traffic and Public Transport legislation, policies and regulations. Knowledge of vehicle inspections and vehicle impoundment. Knowledge of completion of Law Enforcement documents. Knowledge of Firearm and Ammunition Act 60/2000. Knowledge of code of conduct. Knowledge of dangerous goods. Knowledge of Departmental policies. Knowledge of guidelines from Director of Public Prosecutions. Knowledge of Departmental guidelines on overload control and escort duties Transport Handbook (TRH) 11. Knowledge of operational guidelines on law enforcement equipment. Records and resource management skills. Customer relationship management skills. Literacy skills (Written and verbal communication skills in at least two of the provincial languages). Negotiation and conflict resolution skills. Driving skills. Interpretation skills. Legal evidential skills. Observation skills (moving violations / defects). Ability to work under pressure.

DUTIES : Enforce Road Traffic, Public Passenger and Transport Legislation. Examine Drivers' Licences and Motor Vehicles and monitor compliance at Driver Licence Testing Centres (DLTC) and Vehicle Testing Stations (VTS). Provide visible Traffic Control/Policing and promote/ensure crime prevention activities. Perform all administrative activities and related duties.

ENQUIRIES FOR ATTENTION NOTE : Mr V Chetty Tel No: (033) 355 8880
: Mr B Hornsby
: It is the intention of this Department to consider equity targets when filling these positions. Kindly note that the 24/7 shift system will be applicable.

POST 05/100 : **CHIEF AUXILIARY SERVICES OFFICER: ARIEL SURVEY REF NO: DOT 320/2025 (X1 POST)**
Engineering Services Directorate

SALARY CENTRE REQUIREMENTS : R255 450 per annum (Level 06)
: Inkosi Mhlabunzima Maphumulo House, Pietermaritzburg
: A Senior Certificate / National Certificate (Vocational) NQF Level 4; plus, A minimum of 3 years' experience in Geomatics/Survey field. Knowledge, Skills and Competencies Required: Knowledge of Organization- core business; structure and functions; occupational classes; policies and procedures, size, Knowledge of Survey standards, Knowledge of Road Network, Knowledge of Performance Measurement and Management, Knowledge of Quality Assurance Management, Knowledge of Social Environment, Subject Matter Expert, Skills in computer software- Pathfinder officer, TerraSync and ArcView, Map reading and navigation skills, Skills in planning and managing road logging projects, Writing skills, Communication skills, Presentation skills, Interpersonal skills, Leadership skills, Lateral thinking skills, Computer skills, Problem analysis and solving skills, The ideal candidate should be able to put people first, active, results driven, have perseverance, be flexible, and have enthusiasm. He/ she must also be able to deal with ambiguity, have good personal skills and be able to work without supervision.

DUTIES : Conduct financial audit inspections and internal/external investigations, to Compile survey drawings timeously, using Computer Aided Draughting (CAD), Assist in the management of the sections administration, Maintain Road Logging data using GIS Software, File reports, calculation and Maps, maintain survey database and procedure manuals.

ENQUIRIES FOR ATTENTION NOTE : Mr Z Njoko Tel No: (033) 395 0602
: Mr B Hornsby
: It is the intention of this Department to consider equity targets when filling this position.

POST 05/101 : **HUMAN RESOURCE CLERK (PRODUCTION) (X3 POSTS)**

SALARY CENTRE : R216 417 per annum (Level 05)
: Cost Centre, Dundee Ref No: DOT 321/2025 (X2 Posts)
: Cost Centre, Estcourt Ref No: DOT 322/2025 (X1 Post)

- 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, 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 procedure, Organizational, decision making and problem solving, Verbal and written communication skills, Ability to interpret directives, Policies and Regulations, Ability to priorities the work, Ability to operate a PC, Ability to communicate with various role players, Problem solving skills, Ability to file correctly, Ability to maintain strict level of confidentiality, The ideal candidate should be strictly confidential, be teamwork orientated and be an innovative thinker. He/ she must also be initiative, responsible and be 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 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 and exits from service for the Cost Centre, Perform all HR duties related to Zibambele contractors.
- ENQUIRIES** : Ms NS Ndebele Cost Centre, Dundee Tel No: (034) 299 8600
Ms N Magubane Cost Centre, Estcourt Tel No: (036) 342 3900
- FOR ATTENTION** : Mr B Hornsby
- NOTE** : It is the intention of this Department to consider equity targets when filling these positions.
- POST 05/102** : **HUMAN RESOURCE CLERK (PRODUCTION) Ref No: DOT 323/2025 (X2 POSTS)**
- SALARY** : R216 417 per annum (Level 05)
CENTRE : Cost Centre, Newcastle: Ladysmith Region
REQUIREMENTS : 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. Working knowledge and understanding of the Legislative framework. Knowledge of storage and retrieval procedures in terms of the working environment. Understanding of the work in registry. Computer Literacy. Planning and organisation skills. Communication skills (Verbal and written). Interpersonal relation skills. Flexibility skills. Teamwork skills. Ability to maintain a strict level of confidentiality. Ability to work under pressure. The ideal candidate should be honest, reliable, innovative, creative, loyal, friendly, efficient and responsible.
- DUTIES** : Implement Human Resource Administration practices. Address Human Resource Administration enquiries. Provide Personnel Administration clerical support services within the component. Provide Financial Administration support services in the component.
- ENQUIRIES** : Ms BW Khumalo Tel No: (034) 3284 004
FOR ATTENTION : Mr B Hornsby
NOTE : It is the intention of this Department to consider equity targets when filling this position.
- POST 05/103** : **HUMAN RESOURCE CLERK (PRODUCTION): GENERAL BENEFITS REF NO: DOT 324/2025**
Human Resource Administration Directorate
- SALARY** : R216 417 per annum (Level 05)
CENTRE : Inkosi Mhlabunzima Maphumulo House, Pietermaritzburg
REQUIREMENTS : A Senior Certificate/ National Certificate (Vocational) NQF level 4. Knowledge, Skills and Competencies Required: Knowledge of human resource management policies, procedures, practices and prescripts, Knowledge of computer based HR Information systems e.g PERSAL, Knowledge and ability to keep and maintain acts, regulations etc, Computer literacy (MS Word, MS Excel, E-mail), Ability to interpret and apply policy and regulations, Problem solving skills, Good communication skills (both verbal and written), The ideal candidate must be team work orientated, open minded i.e. receptive to

- suggestion and ideas, an innovative thinker, show initiative, be responsible and courteous.
- DUTIES** : Processing of all matters related to general benefits. Processing of leave and resultant payments and the maintenance of registers. Processing of all rank and salary related matters, Maintenance of computerized data, statistics and personal records. Provide information, guidance and assistance to other directorates with regard to the work in the Benefits Section and to ensure the correct application of policies and procedures.
- ENQUIRIES FOR ATTENTION NOTE** : Ms NP Mwelase Tel No: (033) 355 8742
: Mr B Hornsby
: It is the intention of this Department to consider equity targets when filling this position.
- POST 05/104** : **ADMINISTRATION CLERK (PRODUCTION) REF NO: DOT 325/2025 (X2 POSTS)**
Security Services Directorate
- SALARY CENTRE REQUIREMENTS** : R216 417 annum (Level 05)
: Inkosi Mhlabunzima Maphumulo House, Pietermaritzburg (X1 Post)
: A Senior Certificate / National Certificate (Vocational) NQF Level 4; plus, A valid driver's licence (minimum Code B). Knowledge, Skills and Competencies Required: Ability to conduct security assessments, Knowledge of Minimum Information Security Standards Act of 1996, Knowledge of Minimum Physical Security Standards Act of 2009 and National Key Points Act, Knowledge of control of Access to Public Premises & Vehicles Act, Knowledge of Occupational Health and Safety Act of 1993. Knowledge of Safety at Sport and Recreational Events Act of 2010 and Occupational Health and Safety South African National Standards, Computer literacy. Good planning, organising and coordinating skills. Understanding of Security Threat and Risk Assessment, Problem solving and decision-making skills. Good communication and interpersonal skills. The ideal candidate should be trustworthy, reliable, have integrity, manage time effectively and behave ethically.
- DUTIES** : Provide administrative support to the Security Services Directorate. Provide support on the development on the contingency plan. Provide a clerical support service to the Security Services Directorate. Render and provide physical and operational security services.
- ENQUIRIES FOR ATTENTION NOTE** : Mr B Tibe Tel No: (033) 355 8088
: Mr B Hornsby
: It is the intention of this Department to consider equity targets when filling these positions. A Diploma in Security Management (NQF level 6) and Grade 'B' PSIRA accredited certificate and registration with PSIRA will be an added advantage.
- POST 05/105** : **FINANCE CLERK (PRODUCTION) REF NO: DOT 326/2025**
- SALARY CENTRE REQUIREMENTS** : R216 154 per annum (Level 05)
: Cost Centre, Estcourt: Ladysmith Region
: 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, operate a computer and collate Financial statistics. Basic knowledge of and insight of the Public Service Financial legislations, procedures and Treasury regulations (PFMA, DORA, PSA, PSR, PPPFA & Financial manual). Knowledge of basic Financial Operating systems (PERSAL, BAS & Logis etc.). Job knowledge. Communication skills (verbal and written). Interpersonal relation skills. Flexibility skills. Teamwork skills. Accuracy skills. Aptitude figures skills. Planning and organisation skills. Language skills. Basic Numeracy skills. Ability to perform routine tasks. Ability to operate office equipment. Planning and Organisation skills. Ability to interpret. Research skills. Formulating and editing skills. Analytical and Innovative thinking skills. Report writing and formulation skills. Problem solving skills. Computer Literacy. The ideal candidate should be honest, reliable, innovative, creative, trustworthy, loyal, efficient, responsible and friendly. He/ she should be able to work under pressure, maintain confidentiality and work individually and part of a team.
- DUTIES** : Render Financial Accounting transactions. Perform Salary Administration support services. Perform Bookkeeping support services. Render a budget support service.

ENQUIRIES FOR ATTENTION NOTE : Ms N Magubane Tel No: (036) 3523 153
: Mr B Hornsby
: It is the intention of this Department to consider equity targets when filling this position.

POST 05/106 : **PRINCIPAL AUXILIARY SERVICES OFFICER REF NO: DOT 327/2025 (X1 POST)**

SALARY CENTRE REQUIREMENTS : R216 417 per annum (Level 05)
: Ground Survey, Regional Office, Durban
: A Senior Certificate / National Certificate (Vocational) NQF Level 4; plus, A minimum of 1 year experience in Road logging, GPS Mapping; plus, A valid driver's license (Minimum code B). Knowledge, Skills and Competencies Required: Knowledge of the Roads Act & Regulations, Knowledge of the Provincial Road System, Extensive knowledge of all principals and methods of Road Logging, Skills in operating GPS equipment, Skills in GPS computer software including Pathfinder Office and Terra Sync, Driving skills, Map reading and navigation skills, Record and manage road logging projects skills, The ideal candidate should have perseverance, be flexible, have enthusiasm, good interpersonal skills, be reliable and innovative.

DUTIES : Map accurate road and feature position for the region, Carry out road network queries, Place and replace kilometer post positions and other setting out positions as required, Advise management on technical problems, Provide training and assist with compiling procedure manuals.

ENQUIRIES FOR ATTENTION NOTE : Mr TP Khumalo Tel No: (031) 7926 166
: Mr B Hornsby
: It is the intention of this Department to consider equity targets when filling this position.

POST 05/107 : **AUXILIARY SERVICES OFFICER: MATERIALS TESTING (X9 POSTS)**

SALARY CENTRE : R183 279 per annum (Level 04)
: Durban Region
: Cost Centre, Port Shepstone Ref No: DOT 328/2025 (X3 Posts)
: Cost Centre, KwaDukuza Ref No: DOT 329/2025 (X3 Posts)
: Regional Office, Durban Ref No: DOT 330/2025 (X3 Posts)
REQUIREMENTS : 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 standards and procedures as per TMH/TRH, & COLTO., Knowledge of Public Service Regulations, Computer Literacy, Knowledge of safety, General Knowledge of Departmental Road network, Knowledge of Laboratory Equipment, Knowledge of planning, Knowledge of General Admin Functions, Communication (verbal and written) skills, Good Human Relations skills, Problems solving skills, Report writing skills, The ideal candidate should have technical skills, be reliable, teamwork orientated, flexible and have good interpersonal relations.

DUTIES : Coordinate and control the work of Tradesman Aids and give training. Ensure quality control by performing sampling and field control testing. Calculations and reporting of results. Maintenance and use of equipment.

ENQUIRIES FOR ATTENTION NOTE : Mr R Perumal Tel No: (031) 700 2222
: Mr B Hornsby
: It is the intention of this Department to consider equity targets when filling these positions.

POST 05/108 : **SENIOR AUXILIARY SERVICES OFFICER: GROUND SURVEY (X3 POSTS)**

SALARY CENTRE : R183 279 per annum (Level 04)
: Durban Region:
: Cost Centre, Port Shepstone Ref No: DOT 331/2025 (X1 Post)
: Regional Office, Durban Ref No: DOT 332/2025 (X2 Posts)
REQUIREMENTS : 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 Public Service Regulations, General Knowledge of Departmental Road network, General Knowledge of trig beacon locations and access routes, Knowledge of batter and profile construction, Writing skills, Communication skills, Interpersonal skills, Leadership skills, Lateral thinking skills, Computer skills, Map reading skills, Navigating GPS skills, The ideal

candidate should have technical skills, be reliable, be teamwork orientated, put people first, understanding the practicality of Systems, be results driven, have perseverance, be flexible and be able to work without supervision.

DUTIES : Provide assistance with Control Surveys. Provide assistance with Topographical Survey. Provide assistance with setting out. Maintain office, stores, vehicles and other general office duties.

ENQUIRIES FOR ATTENTION NOTE : Ms TM Khumalo Tel No: (031) 792 6166
: Mr B Hornsby
: It is the intention of this Department to consider equity targets when filling these positions.

POST 05/109 : **HANDYMAN: AUXILIARY SERVICES REF NO: DOT 333/2025 (X1 POST)**

SALARY CENTRE REQUIREMENTS : R155 148 per annum (Level 03)
: Cost Centre, KwaDukuza: Durban Region
: ABET; plus, A valid driver's licence (Minimum code B). Knowledge, Skills and Competencies Required: Knowledge of clerical duties, switchboard duties, registry 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, storage and retrieval procedures in terms of the working environment, Understanding of 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 communication skills, The ideal candidate should be responsible, punctual, honest, accurate, reliable, loyal, innovative, be neat and tidy, adhere to Batho Pele principles and comply with code of conduct.

DUTIES : Building maintenance. Administrative processors. Operation of tools and equipment. Safety and training.

ENQUIRIES FOR ATTENTION NOTE : Ms TC Khumalo Tel No: (032) 437 3800
: Mr B Hornsby
: It is the intention of this Department to consider equity targets when filling this position.

**PROVINCIAL ADMINISTRATION: LIMPOPO
DEPARTMENT OF EDUCATION**



- APPLICATIONS** : Applications should be addressed to: The Acting Head of Department, Department of Education, Private Bag X9489, Polokwane, 0700 or handed in at Office No. H03, Registry, Records Management Directorate at 113 Biccard Street, Polokwane.
- CLOSING DATE** : 21 February 2025 (Applications received after the closing date and faxed copies will not be considered).
- NOTE** : Applications must be submitted on the prescribed form Z83 (obtainable from any Public Service Department office i.e. effective 01 January 2021 or on the DPSA web site link: <https://www.dpsa.gov.za/newsroom/psvc/>). Should an application be received using incorrect application employment form Z83, it will be disqualified, which must be originally signed and dated by the applicant and which must be accompanied by a detailed CV only (with full particulars of the applicants' training, qualifications, competencies, knowledge & experience). Only shortlisted candidates will be required to submit certified copies of qualifications and other related documents on or before the day of the interview which should not be older than six months. Failure to comply with the above instructions will result in applications being disqualified. Applicants applying for more than one post must submit a separate form Z83 (as well as the documentation mentioned above) in respect of each post being applied for. If an applicant wishes to withdraw an application, it must be done in writing. Should an application be received where an applicant applies for more than one post on the same applications form, the application will only be considered for the first post indicated on the application and not for any of the other posts. Under no circumstances will Photostat copies or faxed copies of application documents be accepted. The successful candidates will be subjected to Personnel Suitability Checks (criminal record, citizenship & financial/asset record checks and qualification and employment verification). Successful candidates will also be subjected to security clearance processes. Applicants who do not receive confirmation or feedback within 3 (three) months after the closing date, please consider your application unsuccessful. Due to the large volume of responses anticipated, receipt of applications will not be acknowledged, and correspondence will be limited to short-listed candidates only. For more information on the job description(s) please contact the person indicated in the post details. The contents of the advertised post will also be posted on the following websites www.limpopo.gov.za/ [www.edu.gov.za /](http://www.edu.gov.za/) www.dpsa.gov.za. The Department reserves the right not to make any appointment to the posts advertised. The employment decision shall be informed by the Employment Equity Plan of the Department.

MANAGEMENT ECHELON

- POST 05/110** : **DEPUTY DIRECTOR – GENERAL CURRICULUM MANAGEMENT & DELIVERY CURRICULUM MANAGEMENT & DELIVERY REF NO: LDOE 01/01/2025**
Re-advertisement, Applicants who previously applied are encouraged to apply
- SALARY** : R1 741 770 per annum, (all-inclusive package)
- CENTRE** : Head Office, Polokwane
- REQUIREMENTS** : A relevant postgraduate qualification (NQF level 8) as recognised by SAQA. A minimum of 8 - 10 years' experience at a Senior Management level, An SMS experience in curriculum management and delivery will be an added advantage. Valid driver's license (with an exception of people with disability). Proof of completion of SMS Pre-Entry Programme must be submitted before appointment. Core & Process Competencies Strategic Capability and Leadership; People Management and Empowerment; Programme and Project Management; Financial Management; Change Management; Knowledge Management, Service Delivery Innovation; Problem Solving and Analysis; Client Orientation and Customer Focus; Communication; Public Service

Knowledge; Policy formulation and Analytic thinking. Functional Computer literacy. Knowledge & Skills Proven record of managing large sums of public funds in terms of the PFMA and related prescripts. Excellent team player with good communication and interpersonal skills. Ability to work at intergovernmental and inter-departmental levels at various spheres of government. Ability to successfully implement plans and service delivery orientation.

DUTIES : Provide strategic direction and leadership regarding Curriculum Management and Delivery in the department through the implementation of systems for monitoring effective curriculum delivery in schools. Oversee the general professionalization of teaching cohort through the professional development of teachers. Design sound education programmes for curriculum support to schools to enhance and facilitate the implementation of the National Curriculum Policy framework. Oversee the management and implementation of an integrated system of education in the province inclusive of early Childhood development. Provide regular reports to the HOD, the Executive Authority and oversight bodies on the overall performance of the system informed by provincial assessment outcomes, national and international benchmark assessment studies and the general trends in the education arena. Initiate and implement systems that are aimed at integrating curriculum delivery in schools with information technology and infrastructure development and delivery in schools. Manage the provision of examinations and assessment in the Department in line with the National Assessment Policy Framework. Oversee the development and implementation of programmes for teacher development, quality assurance, governance and management services and learner admissions. Manage the provision of Education Library, Information and Technology Services and special intervention programmes to improve the teaching of Mathematics, science and Technology. Manage the personnel and other resources within the Branch.

ENQUIRIES : Mr Lukheli TV at 081 535 3675, Mr. Ramaru TE at 067 873 7345, Mesdames Mmowa LS at 081 532 6059, Phasiwe N at 081 550 2664 and Maupi MJ at 081 530 8921.

POST 05/111 : **DISTRICT DIRECTORS (X3 POSTS)**
Chief Directorate: District Management & Support
(Re-advertisement, Applicants who previously applied are encouraged to apply)

SALARY CENTRE : R1 216 824 per annum, (all - inclusive package)
Vhembe East Ref No: LDOE 02/01/2025
Waterberg Ref No: LDOE 03/01/2025
Sekhukhune East Ref No: LDOE 04/01/2025

REQUIREMENTS : An undergraduate qualification NQF level 7 as recognized by SAQA. Any relevant education postgraduate qualification will be an added advantage. Minimum of 05 years of relevant experience at middle/senior managerial level. Valid driver's license (with an exception of people with disability). Proof of completion of SMS Pre-Entry Programme must be submitted before appointment. Process Competencies: Strategic Capability & Leadership, Programme & People Management and Empowerment, Financial Management, Change Management, Knowledge Management, Service Delivery Innovation (SDI), Problem Solving & Analysis, Communication Knowledge & Skills. The Public Sector and its regulatory and legislative framework, Education and school management regulatory and legislative framework, Education management principles, methodologies and procedures, The Public Sector management reporting requirements.

DUTIES : Manage the professional and administrative functioning of District. Manage and render corporate services for the district in accordance with policy and delegations. Co-ordinate and monitor that the allocation and utilization of financial and human resources in the district is cost effective and benefits the institutions equitably. Manage and monitor implementation of curriculum delivery and learner support. Provide leadership and direction with regard to the promotion of Early Childhood Development, education management and governance development and oversee monitoring and support of public ordinary schools and special schools. Ensure that District, Circuits, schools improvement plans and subject improvement plans are linked and coherent to the National and Provincial departmental plans. Facilitate and promote quality

of teaching and learning in the District, Including the efficient administration of public examinations.

ENQUIRIES : Mr Lukheli TV at 081 535 3675, Mr. Ramaru TE at 067 873 7345, Mesdames Mmowa LS at 081 532 6059, Phasiwe N at 081 550 2664 and Maupi MJ at 081 530 8921.

OTHER POSTS

POST 05/112 : **DEPUTY DIRECTOR: COST PLANNER REF NO: LDOE 43/01/2025**
Infrastructure Planning Management
(Re-advertisement, Applicants who previously applied are encouraged to apply)

SALARY : R849 702 per annum, (all - inclusive package)
CENTRE : Head Office, Polokwane
REQUIREMENTS : University Degree in Quantity Surveying. Three (3) years' experience within related field. Registration with SACQSP as a professional Quantity Surveyor. Valid drivers' license (with exception of people with disability Core & Process Competencies Knowledge Management, Problem – solving and analysis, Programme & Project Management, Change Management, Financial Management, Client Orientation & Customer focus, Communication. Knowledge and Skills, South African Schools Act of 1996, Regulations and Guidelines. Construction Industry Development Board Act of 2000 and Regulations. National Building Standards Act of 1977 and Regulations. Quantity Surveying Professions Act of 2000. PFMA, Treasury Regulations, Treasury Practice Notes and Circulars. Government Immovable Asset Management Act of 2007. Occupational Health and Safety Act of 1993 and Regulations.

DUTIES : Development, interpretation and customisation of quantity surveying planning and cost norms and standards. Contribute to Project Briefing documents, costing models and operational narratives. Preparation of quantity surveyor inputs to the preparation of the User Asset Management Plan, the final project list, the budgets and Infrastructure Programme Management Plan. Research/literature studies to keep up with new technologies, viability and feasibility of the geographical information management options for the Department including interaction with relevant professional development boards/councils.

ENQUIRIES : Mr Lukheli TV at 081 535 3675, Mr. Ramaru TE at 067 873 7345, Mesdames Mmowa LS at 081 532 6059, Phasiwe N at 081 550 2664 and Maupi MJ at 081 530 8921.

POST 05/113 : **ASSISTANT DIRECTOR: HUMAN RESOURCE PROVISIONING REF NO: LDOE 06/01/2025**
Corporate Services

SALARY : R444 036 per annum
CENTRE : Capricorn South Ref No: LDOE 05/01/2025
Vhembe East Ref No: LDOE 06/01/2025
REQUIREMENTS : An undergraduate qualification (NQF level 6) as recognized by SAQA. Qualification/s in Human Resource Management or Public Administration/ Public Management will be an added advantage. Five (5) years' experience of which three (3) years must be at Lower Management post /Supervisory level 7/8 within related field. Certificate/Proof for introductory PERSAL is compulsory. Valid driver's license (with exception of people with disability). Core & Process Competencies Knowledge Management, Problem – solving and analysis, Programme & Project Management, Change Management, Client Orientation & Customer focus, Communication. Knowledge and skills. Extensive knowledge of and ability to operate the PERSAL system. In – depth knowledge of the Public Service Regulatory Framework. Excellent communication (verbal and written) skills. Good interpersonal skills. Negotiation skills. Presentation skills. Planning skills. People management skills. Functional Computer literacy (MS Word, MS Excel, MS Power Point and MS Outlook). Communication (verbal and written), Interpersonal, planning and organising, financial management research Service delivery/Batho Pele oriented. Able to take the initiative, to work independently and as part of a team, and to liaise with different stakeholders at different levels.

<u>DUTIES</u>	:	Supervise and co-ordinate the HRM functions. Ensure the successful implementation of the Departmental/Public Service policies on matters related to HRM to ensure compliance to prescripts/legislation. Supervise the recruitment of Public Service and Employment of Educators' Acts staff. Supervise the transfers of Public Service and Employment of Educators' Acts staff. Supervise the secondment of Public Service and Employment of Educators' Acts staff. Inform, guide and advice line managers or employees on HR policies, legislative frameworks and directives. Approve/Authorize transactions on PERSAL according to delegations
<u>ENQUIRIES</u>	:	Mr Lukheli TV at 081 535 3675, Mr. Ramaru TE at 067 873 7345, Mesdames Mmowa LS at 081 532 6059, Phasiwe N at 081 550 2664 and Maupi MJ at 081 530 8921.
<u>POST 05/114</u>	:	<u>ASSISTANT DIRECTOR: CONDITIONS OF SERVICES: CORPORATE SERVICES</u>
<u>SALARY CENTRE</u>	:	R444 036 per annum Mogalakwena Ref No: LDOE 07/01/2025 Waterberg Ref No: LDOE 08/01/2025 Head Office Ref No: LDOE 09/01/2025
<u>REQUIREMENTS</u>	:	An undergraduate qualification (NQF level 6) as recognized by SAQA. Qualification/s in Human Resource Management or Public Administration/ Public Management will be an added advantage. Five (5) years' experience of which three (3) years must be at Lower Management post /Supervisory level 7/8 within related field. PERSAL Training/PERSAL Certificate is compulsory. Valid driver's license (with exception of people with disability) Core & Process Competencies Knowledge Management, Problem – solving and analysis, Programme & Project Management, Change Management, Client Orientation & Customer focus, Communication. Knowledge and skills. Extensive knowledge of and ability to operate the PERSAL system. In – depth knowledge of the Public Service Regulatory Framework. Excellent communication (verbal and written) skills. Good interpersonal skills. Negotiation skills. Presentation skills. Planning skills. People management skills. Functional Computer literacy (MS Word, MS Excel, MS Power Point and MS Outlook). Communication (verbal and written), Interpersonal, planning and organising, financial management research Service delivery/Batho Pele oriented. Able to take the initiative, to work independently and as part of a team, and to liaise with different stakeholders at different levels.
<u>DUTIES</u>	:	Supervise and co – ordinate the HR functions. Supervise and manage of leave of absence (annual/Vacation, sick, special, PILIR, etc) Supervise and manage termination of service. Supervise and manage allowances in line with national policies and directives. Informa, guide and advice line managers or employees on HR policies and directives. Authorise /Approve transactions on PERSAL according to departmental delegations.
<u>ENQUIRIES</u>	:	Mr Lukheli TV at 081 535 3675, Mr. Ramaru TE at 067 873 7345, Mesdames Mmowa LS at 081 532 6059, Phasiwe N at 081 550 2664 and Maupi MJ at 081 530 8921
<u>POST 05/115</u>	:	<u>ASSISTANT DIRECTOR: FINANCIAL MANAGEMENT & REPORTING SERVICES: DISTRICT FINANCE</u>
<u>SALARY CENTRE</u>	:	R444 036 per annum Capricorn South Ref No: LDOE 10/01/2025 Mogalakwena Ref No: LDOE 11/01/2025 Sekhukhune East Ref No: LDOE 12/01/2025 Sekhukhune South Ref No: LDOE 13/01/2025 Vhembe East Ref No: LDOE 14/01/2025
<u>REQUIREMENTS</u>	:	An undergraduate qualification (NQF level 6) as recognized by SAQA. Qualification/s in Financial Management / Financial Accounting/ Accounting / Commerce / Cost Management & Accounting / Auditing will be an added advantage. Five (5) years' experience of which three (3) years must be at Lower Management post /Supervisory level 7/8 within related field. Valid driver's license (with exception of people with disability). Core & Process Competencies Knowledge Management, Problem – solving and analysis, Programme & Project Management, Change Management, Client Orientation & Customer focus, communication. Knowledge and skills Knowledge Management of Financial Management, Client orientation & Customer focus,

		Communication. Knowledge and understanding of – Public Finance Management Act (PFMA) and Treasury Regulations. Knowledge of and ability to operate the PERSAL and BAS systems. Negotiation skills. Presentation skills. Planning skills. People management skills. Functional Computer literacy (MS Word, MS Excel, MS Power Point and MS Outlook). Communication (verbal and written), Interpersonal, planning and organising, financial management research. Service delivery/Batho Pele oriented. Able to take the initiative, to work independently and as part of a team, and to liaise with different stakeholders at different levels.
<u>DUTIES</u>	:	Coordinate financial planning and budgeting processes. Provide medium long term financial planning in line with MTEF processes. Compile budget estimates focuses and project planning. Monitor and reports on expenditure trends. Coordinate and provide inputs for financial reporting. Monthly reconciliation of Bank accounts, ledger accounts, revenue for the compilation of certificate. Attend and answer audit queries and ensure submission of information on request. Assist in analysing and interpreting monthly management reports in terms of financial performance per programs.
<u>ENQUIRIES</u>	:	Mr Lukheli TV at 081 535 3675, Mr. Ramaru TE at 067 873 7345, Mesdames Mmowa LS at 081 532 6059, Phasiwe N at 081 550 2664 and Maupi MJ at 081 530 8921
<u>POST 05/116</u>	:	<u>ASSISTANT DIRECTOR FINANCIAL ADMINISTRATION REF NO: LDOE 15/01/2025</u> Sub - Directorate: District Finance
<u>SALARY CENTRE REQUIREMENTS</u>	:	R444 036 per annum Vhembe West An undergraduate qualification (NQF level 6) as recognised by SAQA. Three years` experience in Financial Accounting/Financial Management at supervisory level. Experience in the relevant field will be an added advantage. Valid driver`s license (with exception of person with disability). Core & process competencies: Knowledge Management. Problem Solving and analysis, Programme & Project Management, Change Management, Financial Management, Client orientation & Customer focus, Communication. Knowledge & skills: Knowledge and understanding of – Public Finance Management Act (PFMA) and Treasury Regulations. Knowledge of and ability to operate the PERSAL and BAS systems. Organizing and Co – Ordination skills. Decision – making skills. People management skills. Diversity management skills.
<u>DUTIES</u>	:	Implement financial administration and accounting policies and processes. Reconcile information interfaced into BAS and maintenance of the relevant reports. Ensure that all transactions processed are supported by corresponding accounting documentation. Check and ensure that the accounting documents supporting transactions are complete and accurately computed. Enforce internal controls and compliance with all the enabling acts and regulations. Monitor and ensure the correctness and accuracy of expenditure monthly and effect that necessary adjustments. Manage proper financial record keeping of documents. Attend to all queries from internal and external clients. Supervision of subordinates` activities. Manage financial deductions. Authorise / approve transactions on PERSAL and BAS system.
<u>ENQUIRIES</u>	:	Mr. Lukheli TV at 081 535 3675, Mr. Ramaru TE at 067 873 7345, Mesdames Mmowa LS at 081 532 6059, Phasiwe N at 081 550 2664 and Maupi MJ at 081 530 8921
<u>POST 05/117</u>	:	<u>ASSISTANT DIRECTOR: EMPLOYMENT RELATIONS</u> Directorate: Corporate Services
<u>SALARY CENTRE REQUIREMENTS</u>	:	R444 036 per annum Sekhukhune South Ref No: LDOE 16/01/2025 Capricorn South Ref No: LDOE 17/01/2025 Capricorn North Ref No: LDOE 18/01/2025 An undergraduate qualification (NQF level 6) as recognized by SAQA. Qualification/s in EAP/Labour Relations will be added as an advantage. Five (5) years` experience of which three (3) years must be at Lower Management post /Supervisory level 7/8 within related field. Valid driver`s license (with exception of people with disability). Core & Process Competence Knowledge Management, Problem – solving and analysis, Programme & Project

Management, Change Management, Client Orientation & Customer focus, Communication. Knowledge & Skills In-depth knowledge of the public service prescripts including the Employee Health & Wellness Strategic Framework. Knowledge and experience in labour law. Understanding of how the public service functions. Presentation skills. Planning skills. People management skills. Functional Computer literacy (MS Word, MS Excel, MS Power Point and MS Outlook). Communication (verbal and written), Interpersonal, planning and organizing, financial management research Service delivery/Batho Pele oriented. Able to take the initiative, to work independently and as part of a team, and to liaise with different stakeholders at different levels.

DUTIES : Conduct investigations on grievances and disputes. Compile investigation reports and make recommendations to the Deputy Director for further processing. Represent the employer during grievance hearings. Facilitate grievance resolution during grievance meetings. Conduct trainings on grievances and disputes. Responsible to develop and implement EAP programmes. Manage all resources of the section (physical, human and financials). Develop partnership and network with stakeholders. Manage and analyse data and other wellness information for reporting purposes and produce report thereof. Co-ordinates events related to EAP in line with the departmental strategic objectives.

ENQUIRIES : Mr Lukheli TV at 081 535 3675, Mr. Ramaru TE at 067 873 7345, Mesdames Mmowa LS at 081 532 6059, Phasiwe N at 081 550 2664 and Maupi MJ at 081 530 8921

POST 05/118 : **ASSISTANT DIRECTOR: HUMAN RESOURCES DEVELOPMENT**
Sub-Directorate: Corporate Services

SALARY : R444 036 per annum
CENTRE : Vhembe West Ref No: LDOE 19/01/2025
Waterberg Ref No: LDOE 20/01/2025

REQUIREMENTS : An undergraduate qualification (NQF level 6) as recognized by SAQA. Qualification/s in Human Resources Management/ Development will be an added advantage. Five (5) years' experience of which three (3) years must be at Lower Management post /Supervisory level 7/8 within related field. Valid driver's license (with exception of people with disability). Core & Process Competencies Knowledge Management, Problem – solving and analysis, Programme & Project Management, Change Management, Client Orientation & Customer focus, Communication. Knowledge & Skills. Financial Management skills. Communication skills. Public Service Knowledge. Negotiation skills. Policy formulation and Analytical skills. Knowledge of Service Delivery Innovation skills. Functional computer literacy in (MS Word, MS Excel, MS Power Point & MS outlook.

DUTIES : Ensure the implementation of HRD in the department. Build adequate capacity on HRD in the entire department. Conduct research. Coordinate the moderation and training in the department. Coordinate the moderation of performance evaluation results, recommend and implement rewards after approval. Liaise with statutory organizations and stakeholders regarding HRD implementation in the province. Manage the performance of employees within the sub-directorate.

ENQUIRIES : Mr Lukheli TV at 081 535 3675, Mr. Ramaru TE at 067 873 7345, Mesdames Mmowa LS at 081 532 6059, Phasiwe N at 081 550 2664 and Maupi MJ at 081 530 8921

POST 05/119 : **ASSISTANT DIRECTOR: SUPPLY CHAIN MANAGEMENT REF NO: LDOE 21/01/2025**
Sub-Directorate: Finance

SALARY : R444 036 per annum
CENTRE : Vhembe West

REQUIREMENTS : An undergraduate qualification (NQF level 6) as recognized by SAQA. Qualification/s in Supply Chain Management/ Assets Management and Financial Management will be an added advantage. Five (5) years' experience of which three (3) years must be at Lower Management post /Supervisory level 7/8 within related field. Valid driver's license (with exception of people with disability) Core & Process Competencies Knowledge Management, Problem – solving and analysis, Programme & Project Management, Change Management, Client Orientation & Customer focus, Communication.

		Knowledge & Skills Knowledge of the PFMA, National Treasury Regulations, BBBEE, PPPFA, Procurement policies and procedures. Knowledge of SCM legislative frameworks and policies. Interpersonal skills. Negotiation skills. Presentation skills. Planning skills. People management skills. Communication skills (verbal and written). Functional Computer literacy (MS Word, MS Excel, MS Power Point and MS Outlook.
<u>DUTIES</u>	:	Implementation of Supply Chain Management and Asset management policies and procedures in the Department. Manage the implementation of the standardized inter control measures. Administer the BID administration process. Compliance to monthly SCM reports. Management of the SCM Database. Management of Contract appointment process. Compilation of assets management. Management of Asset disposal process in the district. Management of Human Resources in the unit including performance assessment of the official in the unit. Provide training to officials on new developments. Identify and mitigate risk within the unit. Monthly reporting on irregular expenditure. Administer demand management plans for all sub directorates and provide inputs to all programme managers during planning. Manage inventory (stock counts and reports). Management of movable and immovable assets in compliance with relevant legislation, departmental policies and procedures. Development of the movable and immovable asset management strategic plan. Management and authorization of internal transfer and physical verification of movable assts. Management of movable asset register through periodic reviews to ensure proper accountability for transfer of movable assets. Oversee and report on theft, loss, damage or mismanagement of movable the relevant authorities. Ensure implementation of policies, guidelines and procedure manuals pertaining to asset and fleet management. Ensure proper fleet management for government vehicle and subsidized vehicle. Ensure disposal of assets in line with applicable policy.
<u>ENQUIRIES</u>	:	Mr Lukheli TV at 081 535 3675, Mr. Ramaru TE at 067 873 7345, Mesdames Mmowa LS at 081 532 6059, Phasiwe N at 081 550 2664 and Maupi MJ at 081 530 8921
<u>POST 05/120</u>	:	<u>ASSISTANT DIRECTOR: SYSTEM ADMINISTRATION, CERTIFICATION & DATA PROCESSING REF NO: LDOE 22/01/2025</u> Sub-Directorate: Systems Administration, Certification & Data Processing
<u>SALARY</u>	:	R444 036 per annum
<u>CENTRE</u>	:	Head Office, Polokwane
<u>REQUIREMENTS</u>	:	An undergraduate qualification (NQF level 6) as recognized by SAQA Qualification/s Information Technology / Computer Science will be an added advantage. Five (5) years' experience of which three (3) years must be at Lower Management post /Supervisory level 7/8 within related field. Valid driver's license (with exception of people with disability). Core & Process Competencies Knowledge Management, Problem – solving and analysis, Programme & Project Management, Change Management, Client Orientation & Customer focus, Communication. Knowledge & Skills. Good interpersonal skills. Planning and report writing skills. People management skills. Budgeting and Planning skills. Team Builder and Team Worker. Knowledge of PFMA. Knowledge of Examinations systems. Comprehensive knowledge and understanding of Examination and Assessment regulations, as well as Certification Directives. Functional computer literacy in (MS Word, MS Excel, MS Power Point & MS outlook.
<u>DUTIES</u>	:	Registration of examination centres in the systems. Registration, resulting and certification of candidates for National Senior Certificate (NSC), Amended Senior Certificate (ASC), and other qualifications. Administer all processes relating to combination and re-issue of certificates. Data capturing management for NSC, SC (A) and other qualifications. Provide support, monitoring and supervision to all officials falling within the sub-directorate. Render support services to all Examinations Systems at Head Office and districts. Provide IT support and logistical services. Manage the budget and procurement of services and goods of the directorate. Coordination of examination activities across directorates in Examinations and Assessment, and the districts. Liaise with other directorates (like EMIS) to register and manage candidates across the systems.
<u>ENQUIRIES</u>	:	Mr Lukheli TV at 081 535 3675, Mr. Ramaru TE at 067 873 7345, Mesdames Mmowa LS at 081 532 6059, Phasiwe N at 081 550 2664 and Maupi MJ at 081 530 8921

POST 05/121 : **ASSISTANT DIRECTOR: PHYSICAL SECURITY SERVICES& REF NO: LDOE 23/01/2025**
Sub-Directorate: Security & Facilities Management Services

SALARY : R444 036 per annum
CENTRE : Head Office, Polokwane

REQUIREMENTS : An undergraduate qualification (NQF level 6) as recognized by SAQA. Qualification/s in Security Management/ Security Risk Management will be an added advantage. Grade B PSIRA registration and completion of Security Management Course offered by Sate Security Agency (SSA) will also be an added advantage. Five (5) years' experience in security management of which three (3) years must be at Lower Management post /Supervisory level 7/8. Valid drivers' license (with exception of person with disability). Core & Process Competence Knowledge Management, Problem – solving and analysis, Programme & Project Management, Change Management, Client Orientation & Customer focus, Communication. Sound knowledge of MISS, MPSS, National Key Points Act, Criminal Procedure Act, Control of Access to Public Premises and Vehicles Act, Labour Relations Act, PSIRA, OHS, Public Service Regulations, PFMA, Treasury Regulations, SASREA and other security related legislations. Ability to work with other stakeholders including SAPS, SSA and clients. Functional computer literacy in (MS Word, MS Excel, MS Power Point & MS outlook) Ability to work under pressure and travel extensively. Technical skills in physical and electronic access control equipment like CCTV, biometric and intruder detection systems etc. All shortlisted candidates shall undertake a pre-entry practical exercise as part of the assessment method to determine the candidate's suitability based on the post's technical and generic requirements.

DUTIES : Coordinate and manage implementation of physical security measures for the Department of Education in the province in line with the Minimum Physical Security Standards (MPSS). Conduct Threat & Risk Assessments. Contract Management: management of Security Service Providers contracted to department. Roll out of security awareness programmes. Investigate security breaches and compile investigation reports. Coordinate provision of security measures for the Department. Enforcement of compliance with Occupational Health & Safety Act (OHS). Develop and oversee implementation of the Contingency Plan. Coordinate security planning for special events hosted by the Department. Security Stakeholders' engagement. Develop Standard Operational Procedures (SOP's) that give effect to the implementation of departmental security policy and related security directives. Security Administration: Compile and consolidate monthly and quarterly reports. Supervision and management of human resources.

ENQUIRIES : Mr Lukheli TV at 081 535 3675, Mr. Ramaru TE at 067 873 7345, Mesdames Mmowa LS at 081 532 6059, Phasiwe N at 081 550 2664 and Maupi MJ at 081 530 8921

POST 05/122 : **ASSISTANT DIRECTOR: COMMUNICATION SERVICES REF NO: LDOE 24/01/2025**
Sub-Directorate: Communication and Publication Services

SALARY : R444 036 per annum
CENTRE : Head Office, Polokwane

REQUIREMENTS : An undergraduate qualification (NQF level 6) as recognized by SAQA. Qualification in Communication Science/ Marketing/ Public Relation/ Media studies and Journalism will be an added advantage. Five (5) years' experience of which three (3) years must be at Lower Management post /Supervisory level 7/8 within related field. Valid drivers' license (with exception of people with disability). Core & Process Competence Knowledge Management, Problem – solving and analysis, Programme & Project Management, Change Management, Client Orientation & Customer focus, Communication. Knowledge & Skills. Departmental Policies and Procedures. Public Finance Management Act (PFMA). Basic Knowledge of all legislations. Project Management. Batho Pele Principles. Planning and Organizing Interpersonal. Computer Literacy. Communication Skills. Problem Solving. Listening and observation. Negotiation. Event Management. Functional computer literacy in (MS Word, MS Excel, MS Power Point & MS outlook)

DUTIES : Provide public relations an media liaison services at provincial level including performing duties and responsibilities as spokesperson for DoE in the Province

(daily)Organize stake holder briefings and exhibitions for the whole province (Bi-weekly). Market the services of the DoE at Provincial level (monthly) Manage DoE internal communication such as management of notice boards, posting of information on intranet, updating staff on issues affecting the department in the media, production of internal newsletter, etc (daily). Coordinate and facilitate all internal and external events in the provinces such as Imbizo outreach. Programmer, outside broadcasts, national commemorative days etc (yearly).

ENQUIRIES : Mr Lukheli TV at 081 535 3675, Mr. Ramaru TE at 067 873 7345, Mesdames Mmowa LS at 081 532 6059, Phasiwe N at 081 550 2664 and Maupi MJ at 081 530 8921

POST 05/123 : **ASSISTANT DIRECTOR: CHANGE MANAGEMENT AND SERVICE DELIVERY IMPROVEMENT REF NO: LDOE 25/01/2025**
Sub-Directorate: Service Delivery and Organisational Transformation

SALARY CENTRE REQUIREMENTS : R444 036 per annum
: Head Office, Polokwane
: An undergraduate qualification (NQF level 6) as recognized by SAQA. Qualification/s in Social Science will be an added advantage. Five (5) years' experience of which three (3) years must be at Lower Management post /Supervisory level 7/8 within related field. Valid drivers' license (with exception of people with disability). Core & Process Competencies Knowledge Management, Problem – solving and analysis, Programme & Project Management, Change Management, Client Orientation & Customer focus, Communication. Knowledge & Skills. Public Service Regulations, Acts, policies and procedures. Public Finance Management Act (PFMA). The White Paper on the Transformation of the Public Service of 1997. Good communication and listening skills Good interpersonal relationship. Ability to handle pressure. Conflict management. Policy analysing and interpretation skills. Report writing skills. Problem analysis and analytical thinking. Honesty and confidentiality Customer care skills. Functional computer literacy in (MS Word, MS Excel, MS Power Point & MS outlook).

DUTIES : To develop the business plan in line with the strategic objectives of the Department. To coordinate the development of institutional service standards. To provide service delivery optimization program. To coordinate and manage complaints by the public and governance structures. To manage and coordinate gender mainstreaming and women empowerment.

ENQUIRIES : Mr Lukheli TV at 081 535 3675, Mr. Ramaru TE at 067 873 7345, Mesdames Mmowa LS at 081 532 6059, Phasiwe N at 081 550 2664 and Maupi MJ at 081 530 8921

POST 05/124 : **ASSISTANT DIRECTOR: PMDS REF NO: LDOE 26/01/2025**
Sub-Directorate: PMDS

SALARY CENTRE REQUIREMENTS : R444 036 per annum
: Head Office, Polokwane
: An undergraduate qualification (NQF level 6) as recognized by SAQA. Qualification/s in Human Resources Management/ Development will be an added advantage. Five (5) years' experience of which three (3) years must be at Lower Management post /Supervisory level 7/8 within related field. Valid drivers' license (with exception of people with disability). Core & Process Competencies. Knowledge Management, Problem – solving and analysis, Programme & Project Management, Change Management, Financial Management, Client Orientation & Customer focus, Communication. Knowledge & Skills. Knowledge Management, Problem Solving and analysis, Programme & Project Management, Change Management, Financial Management, Client orientation & Customer focus, Communication. Strategic Capability and Leadership skills. People Management and Empowerment skills. Financial Management skills. Client orientation & and Customer Focus skills. Communication skills. Public Service Knowledge. Negotiation skills. Policy formulation and Analytical skills. Knowledge on Programme and Project Management. Knowledge of Service Delivery Innovation. Functional computer literacy in (MS Word, MS Excel, MS Power Point & MS outlook

DUTIES : Ensure the implementation of PMDS & HRD in the department. Build adequate capacity on PMDS & HRD in the entire department. Conduct research. Coordinate the moderation and training in the department. Coordinate the

- moderation of performance evaluation results, recommend and implement rewards after approval. Liaise with statutory organizations and stakeholders regarding PMDS implementation in the province. Manage the performance of employees within the sub-directorate. Authorize /approve transactions in the PERSAL system(yearly).
- ENQUIRIES** : Mr Lukheli TV at 081 535 3675, Mr. Ramaru TE at 067 873 7345, Mesdames Mmowa LS at 081 532 6059, Phasiwe N at 081 550 2664 and Maupi MJ at 081 530 8921
- POST 05/125** : **ASSISTANT DIRECTOR: LEARNERSHIP & INTERNSHIP PROGRAMMES**
REF NO: LDOE 27/01/2025
Sub-Directorate: Corporate Services
- SALARY** : R444 036 per annum
CENTRE : Head Office, Polokwane
REQUIREMENTS : An undergraduate qualification (NQF level 6) as recognized by SAQA. Qualification/s in Human Resource Management / Public Management/ Public Administration will be an added advantage. Five (5) years' experience of which three (3) years must be at Lower Management post /Supervisory level 7/8 within related field. Valid drivers' license (with exception of people with disability). Core & Process Competencies. Knowledge Management, Problem – solving and analysis, Programme & Project Management, Change Management, Client Orientation & Customer focus, Communication. Knowledge and Skills: Customer service. Relevant Government policies and Directives. Public Service Regularity Framework. HRD processes, methods, policies and procedures. Report writing. Negotiation. Interpersonal relations. Communication. Facilitation. Computer literacy. Attention to detail. Ability to work with limited supervision. Taking initiative. Contribute positively to the core values and ethics of the department. Functional computer literacy in (MS Word, MS Excel, MS Power Point & MS outlook).
- DUTIES** : Coordinate implementation of Developmental Programmes within the Department. Facilitate the identification of mentors to support the interns and a nurturing environment. Facilitate the implementation of the Professional Developmental Programme. Conduct induction programme for interns and learners. Manage the allocated resources of the sub-directorate.
- ENQUIRIES** : Mr Lukheli TV at 081 535 3675, Mr. Ramaru TE at 067 873 7345, Mesdames Mmowa LS at 081 532 6059, Phasiwe N at 081 550 2664 and Maupi MJ at 081 530 8921
- POST 05/126** : **ASSISTANT DIRECTOR: SKILLS DEVELOPMENT & BURSARIES REF NO: LDOE 28/01/2025**
Sub-Directorate: Corporate Services
- SALARY** : R444 036 per annum
CENTRE : Head Office, Polokwane
REQUIREMENTS : An undergraduate qualification (NQF level 6) as recognized by SAQA. Qualification/s in Human Resource Development / Management/ Public Management/ Public Administration will be an added advantage. Five (5) years' experience of which three (3) years must be at Lower Management post /Supervisory level 7/8 within related field. Valid drivers' license (with exception of person with disability). Core & Process Competencies. Knowledge Management, Problem – solving and analysis, Programme & Project Management, Change Management, Client Orientation & Customer focus, Communication. Knowledge and Skills: Constitution of the Republic of South Africa, Growth and Development Summit Agreement,2003, Human Resource Development Strategy,2001, Human Resource Development Strategy for the Public Service,2002-2006, National Skills Development Strategy for NSDS 2001-2005, National Skills Development Strategy for NSDS 2006-2010, Public Service Act,103 of 1994, Public Service Regulations,2001, Skills Development Act, No 97 of 1998, Skills Development Levies Act, No 9 of 1999, The South African Qualification Act,58 of 1995, Skills & Knowledge: Talent management, Program and project management, Total quality management, People management and empowerment, Negotiation skills, Presentation/Facilitation skills, Report Writing, Time management, Communication, both formal, and informal, Creative/innovative. Functional computer literacy in (MS Word, MS Excel, MS Power Point & MS outlook).

<u>DUTIES</u>	:	Coordinate the management of bursary fund. Identify bursary and leadership programme needs. Facilitate the reviewal of leadership programme strategy. Co-ordinate and implement the competency assessment programme. Coordinate the recognition of prior learning programme.
<u>ENQUIRIES</u>	:	Mr Lukheli TV at 081 535 3675, Mr. Ramaru TE at 067 873 7345, Mesdames Mmowa LS at 081 532 6059, Phasiwe N at 081 550 2664 and Maupi MJ at 081 530 8921
<u>POST 05/127</u>	:	<u>ASSISTANT DIRECTOR: SALARIES & WAGES REF NO: LDOE 29/01/2025</u> Sub-Directorate: Financial Administration & Accounting
<u>SALARY CENTRE REQUIREMENTS</u>	:	R444 036 per annum Head Office, Polokwane An undergraduate qualification (NQF level 6) as recognized by SAQA. Qualification/s in Cost & Management Accounting/Financial Accounting will be an added advantage. Five (5) years' experience of which three (3) years must be at Lower Management post /Supervisory level 7/8 within related field. Valid drivers' license (with exception of person with disability). Core & Process Competencies. Knowledge Management, Problem – solving and analysis, Programme & Project Management, Change Management, Financial Management, Client Orientation & Customer focus, Communication. Knowledge and Skills. Planning and organising, Good interpersonal relation skills, Presentation skills, Problem Solving skills. Knowledge of the PFMA, Treasury Regulations, Knowledge of BAS and PERSAL, Knowledge on Financial Administration. Functional computer literacy in (MS Word, MS Excel, MS Power Point & MS outlook)
<u>DUTIES</u>	:	Supervise and perform salary administration support services: Allocation of salary advice, Monitor processing of salary advice, Monitor capturing of salaries, bonuses, salary adjustments and deductions, Authorise all salary related payments. Supervise the filing of all documents. Administer effective salary administration services: Compile a risk management profile for the section, develop salary administration control system, Report findings of the internal audit unit and recommend remedial actions. Monitor clearance of salary accounts. Ensure all salary related suspense accounts are cleared and reconciled on monthly basis, ensure all PERSAL exceptions are cleared on monthly basis before BAS system closure and that PERSAL & BAS expenditure is reconciled and submitted, ensure that all overpayments are reversed and recovered. Monitor rendering of general administration support services. Draw and analyse PERSAL management reports, Monitor and report on salary related processes, Compile monthly, quarterly and annual reports. Supervise the allocated resources: Maintain high standards by ensuring that the team / section produces excellent work in terms of quality / quantity and timeliness, Resolve problems of motivation and control with minimum guidance from manager Delegate functions to staff based on individual potential provide the necessary guidance and support and afford staff adequate training and development opportunities, Ensure timeously development of job description and implementation of Work Plans and Personal Development Plans (PDP's) for all employees in the sub-directorate, Manage daily employee performance and ensure timely Performance Assessments of all subordinates.
<u>ENQUIRIES</u>	:	Mr Lukheli TV at 081 535 3675, Mr. Ramaru TE at 067 873 7345, Mesdames Mmowa LS at 081 532 6059, Phasiwe N at 081 550 2664 and Maupi MJ at 081 530 8921
<u>POST 05/128</u>	:	<u>ASSISTANT DIRECTOR EXPENDITURE MANAGEMENT REF NO: LDOE 30/01/2025</u> Sub-Directorate: Financial Administration & Accounting
<u>SALARY CENTRE REQUIREMENTS</u>	:	R444 036 per annum Head Office, Polokwane An undergraduate qualification (NQF level 6) as recognized by SAQA. Qualification/s in Internal Auditing/Cost & Management Accounting/ Financial Accounting/Financial Management/Taxation/B. Com in Finance or Accounting will be an added advantage. Five (5) years' experience of which three (3) years must be at Lower Management post /Supervisory level 7/8 within related field. Valid drivers' license (with exception of people with disability). Core & Process Competencies Knowledge Management, Problem – solving and analysis, Programme & Project Management, Change Management, Financial

		Management, Client Orientation & Customer focus, Communication. Knowledge and Skills: Knowledge of the PFMA, Treasury Regulations etc. Knowledge of BAS and LOGIS. Knowledge of Financial Administration. Budget Examination and Analysis SCOA. Planning and Organising Skills, Good interpersonal relations. Presentation skills. Problem-Solving skills. Functional computer literacy in (MS Word, MS Excel, MS Power Point & MS outlook).
<u>DUTIES</u>	:	Monitor effective processing of payments: Monitor payment of suppliers. Draw invoice detailed reports. Preauthorization & final authorization of payments on LOGIS system. Update invoice tracking register (Re apetala). Draw disbursement reports and payments stubs. Facilitate creditor's reconciliation. Compile a risk management profile for the section. Supervise the allocated resources: Maintain high standards by ensuring that the team / section produces excellent work in terms of quality / quantity and timeliness. Resolve problems of motivation and control with minimum guidance from manager. Delegate functions to staff based on individual potential provide the necessary guidance and support and afford staff adequate training and development opportunities. Ensure timeously development of job description and implementation of Work Plans and Personal Development Plans (PDP's) for all employees in the sub directorate. Manage daily employee performance and ensure timely Performance Assessments of all subordinates. Ensure management, maintenance, and safekeeping of assets and to develop appropriate skills.
<u>ENQUIRIES</u>	:	Mr Lukheli TV at 081 535 3675, Mr. Ramaru TE at 067 873 7345, Mesdames Mmowa LS at 081 532 6059, Phasiwe N at 081 550 2664 and Maupi MJ at 081 530 8921
<u>POST 05/129</u>	:	<u>ASSISTANT DIRECTOR: DEMAND MANAGEMENT REF NO: LDOE 31/01/2025</u> Sub-Directorate: Procurement Management
<u>SALARY CENTRE REQUIREMENTS</u>	:	R444 036 per annum Head Office, Polokwane An undergraduate qualification (NQF level 6) as recognized by SAQA Qualification/s in Supply Chain Management / Procurement / Logistics / Finance will be an added advantage. Five (5) years' experience of which three (3) years must be at Lower Management post /Supervisory level 7/8 within related field. Valid drivers' license (with exception of people with disability). Core & Process Competencies. Knowledge Management, Problem – solving and analysis, Programme & Project Management, Change Management, Financial Management, Client Orientation & Customer focus, Communication. Knowledge and Skills Knowledge of Centralise Supplier Data (CSD) base function is essential. Knowledge, understanding and application of the following prescripts: Public Finance Management Act, PPPFA, BBBEE, and National Treasury Regulations. Supply Chain Management Circulars, Practices and Policies. Risk Management Policies and Practices. Financial Accounting. Budget preparation. Bid administration, Procurement. Organising and planning, Conflict Management, People Management Skills, Functional Computer literacy (MS Word, MS Excel, MS Power Point and MS Outlook). Decision Making. Functional computer literacy in (MS Word, MS Excel, MS Power Point & MS outlook).
<u>DUTIES</u>	:	Coordinate the Reviewal of Procurement Needs for the Department. Analyse requirements. Conduct research and develop proposal for implementation. Assess and interpret the results of the research on the market for procurement methodology. Develop Demand Management Plan. Assist in developing/ reviewal of SCM Policies and Standard Operation Procedure. Develop strategic sourcing for effective and efficient service delivery. Ensure compliance with quality requirements. Determine whether specifications should contain any special condition. Coordinate the Development of the Annual Procurement Plan. Collection information from the relevant role players. Check (engage) and analyse the information. Confirm availability of Budget. Check alignment against strategic and other objectives. Consolidate the procurement plan and submit for approval by the Head of Department (HOD). Coordinate the Compilation of Tender/Quotation Specification. Determine whether a specification for the relevant commodity exists. Facilitate Bid Specification Committee sittings. Conduct working sessions with end users. Present to the Bid Specification Committee. Draft minutes of the Bid Specification Committee. Compile a document file for the acquisition process.

Conduct briefing sessions as and when required. Ensure compilation of accurate monthly and quarterly reports and submit thereof timeously. Monitor Procurement Plan and report thereof. If not oversee the collection and collation of information and the compilation of specification/terms of reference. Compile request for proposal as required if applicable.

ENQUIRIES : Mr Lukheli TV at 081 535 3675, Mr. Ramaru TE at 067 873 7345, Mesdames Mmowa LS at 081 532 6059, Phasiwe N at 081 550 2664 and Maupi MJ at 081 530 8921

POST 05/130 : **ASSISTANT DIRECTOR: CONTRACT MANAGEMENT REF NO: LDOE 32/01/2025**
Sub-Directorate: Procurement Management

SALARY : R444 036 per annum
CENTRE : Head Office, Polokwane
REQUIREMENTS : An undergraduate qualification (NQF level 6) as recognized by SAQA Qualification/s in Supply Chain Management / Procurement / Logistics / Finance will be an added advantage. Five (5) years' experience of which three (3) years must be at Lower Management post /Supervisory level 7/8 within related field. Valid drivers' license (with exception of people with disability). Core & Process Competence Knowledge Management, Problem – solving and analysis, Programme & Project Management, Change Management, Financial Management, Client Orientation & Customer focus, Communication. Knowledge and Skills Constitution Act 108 of 1996, Supply Chain Management procedures, Government Procurement Policies, General conditions of contract, Closed Corporation Act of 1984, South African legal system Department's strategic plan, Internal policies. Verbal and written communication, Supervisory, Negotiation, Interpersonal relations, Decision-making, Problem solving, Analytical, Presentation, Training Provinces and in the workplace, Orientate customer focus, Time management, Computer Literacy (MS Word, Excel, PowerPoint, Access, Outlook & Internet). Functional computer literacy in (MS Word, MS Excel, MS Power Point & MS outlook).

DUTIES : Monitor, analyse and determine actions to ensure effective contract administration. Maintain the register of transversal contracts. Coordinate the development of Service Level Agreements and filling all signed contracts. Monitor and evaluate contract performance in line with the SLA. Monitor Compliance and control in contract management, coordinate improved service delivery. Manage resources of the Division.

ENQUIRIES : Mr Lukheli TV at 081 535 3675, Mr. Ramaru TE at 067 873 7345, Mesdames Mmowa LS at 081 532 6059, Phasiwe N at 081 550 2664 and Maupi MJ at 081 530 8921

POST 05/131 : **ASSISTANT DIRECTOR: FLEET MANAGEMENT REF NO: LDOE 33/01/2025**
Sub-Directorate: Assets & Fleet Management

SALARY : R444 036 per annum
CENTRE : Head Office, Polokwane
REQUIREMENTS : An undergraduate qualification (NQF level 6) as recognized by SAQA. Qualification/s in Fleet/ Transport Management/ Fleet / Transport Economics and Logistics Management /Public Management /Administration/ or Financial Management/ Travel Management / Tourism Management will be an added advantage. Five (5) years' experience of which three (3) years must be at Lower Management post /Supervisory level 7/8 within related field. Valid drivers' license (with exception of people with disability). Core & Process Competencies Knowledge Management, Problem – solving and analysis, Programme & Project Management, Change Management, Financial Management, Client Orientation & Customer focus, Communication. Knowledge and Skills. Public Service Financial Management Departmental Policy and Procedures Knowledge and understanding of Labour Relations Act and Basic Conditions of Employment Act, PFMA. Public Service Regulations. Public Finance Management Act. Skills. Leadership Facilitation. Research. Investigation. Computer literacy Presentation. Analytical Problem solving Verbal and written communication. Functional Computer literacy in (MS Word, MS Excel, MS Power Point and MS Outlook).

DUTIES : Monitor accounts and bookings support services in the Department in line with the relevant prescripts. Provide fleet monitoring and inspection in the

		Department. Monitor implementation of accident processes and procedures in the Department Monitor maintenance of all vehicles in the Department.
<u>ENQUIRIES</u>	:	Mr Lukheli TV at 081 535 3675, Mr. Ramaru TE at 067 873 7345, Mesdames Mmowa LS at 081 532 6059, Phasiwe N at 081 550 2664 and Maupi MJ at 081 530 8921
<u>POST 05/132</u>	:	<u>ASSISTANT DIRECTOR: PUBLICATIONS & EVENTS, GRAPHIC DESIGNER REF NO: LDOE 34/01/2025</u> Sub-Directorate: Communication
<u>SALARY</u>	:	R444 036 per annum
<u>CENTRE</u>	:	Head Office, Polokwane
<u>REQUIREMENTS</u>	:	An undergraduate qualification (NQF level 6) as recognized by SAQA. Qualification/s in Communication, Journalism and Graphics Design/Development will be an added advantage. Five (5) years' experience of which three (3) years must be at Lower Management post /Supervisory level 7/8 within related field. Valid drivers' license (with exception of people with disability). Core & Process Competencies. Knowledge Management, Problem – solving and analysis, Programme & Project Management, Change Management, Financial Management, Client Orientation & Customer focus, Communication. Knowledge and Skills Adobe creative suite (InDesign, Photoshop, Illustrator, Premier Pro) in the production of communication products, Digital media, Photography. Knowledge of the relevant legislation/ policies/ prescripts, guidelines, standards, procedures and best practices. Knowledge of global, regional and local political, economic and social affairs impacting on the South Africa Police Services. Events management. Computer competency (MS Word, Excel, Outlook, PowerPoint and emails). Communication skills (Written and Verbal), facilitation skills and report writing skills. Planning and organizing skills. Problem solving and decision making. Interpersonal relations, sound organizing skills, and project management skills. Communication and Information management, customer focus and responsiveness and ability to work long hours. Confidentiality and high-level reliability, confident and independent. integrity and honesty. Ability to work under pressure.
<u>DUTIES</u>	:	Facilitate and enhance communication services. Do Design products for awareness campaigns, Develop and implement communication campaigns and products, Design and roll out above-the-line communication campaigns and products in collaboration with relevant stakeholders (programmes, imbizos and facilities. Render graphic design, photographic and video services. Design promotional displays, marketing brochures, packing products, animations, layout method, logos for products and services. Plan, analyse and design a visual answer to a communication problem, Review and check the design to avoid errors before the final printing, take photos and videos for department, edit photos and videos for publications, manage the departmental digital library (pictures and videos). Facilitate departmental media events and functions. Oversea departmental social media accounts (Facebook, twitter, you-tube, Instagram), implement social media strategy in align with the departmental cooperate identity manual, conduct research on current social media standard trends and audience preferences. Edit, publish and share engaging content, monitor the department social media platforms and respond accordingly, stay up to date with the current technologies and trends in social media, design tools and system. Enhance department identity and brand. Develop branding initiatives, establish and maintain the image of the department, implement new features to develop brand awareness, promote departmental programmes in line with the CSPS calendar and write news diary of events.
<u>ENQUIRIES</u>	:	Mr Lukheli TV at 081 535 3675, Mr. Ramaru TE at 067 873 7345, Mesdames Mmowa LS at 081 532 6059, Phasiwe N at 081 550 2664 and Maupi MJ at 081 530 8921
<u>POST 05/133</u>	:	<u>ASSISTANT DIRECTOR: INTEGRATED MONITORING & EVALUATION REF NO: LDOE 35/01/2025</u> Sub-Directorate: Integrated Monitoring & Evaluation
<u>SALARY</u>	:	R444 036 per annum
<u>CENTRE</u>	:	Head Office, Polokwane
<u>REQUIREMENTS</u>	:	An undergraduate qualification (NQF level 6) as recognized by SAQA. Qualification/s in Monitoring and Evaluation will be added advantage. Five (5)

		years' experience of which three (3) years must be at Lower Management post /Supervisory level 7/8 within related field. Valid driver's license (with exception of people with disability). Core & Process Competencies. Knowledge Management, Problem – solving and analysis, Programme & Project Management, Change Management, Financial Management, Client Orientation & Customer focus, Communication. Knowledge and Skills. Research skills. People Management and empowerment skills. Negotiation skills. Knowledge of compiling evaluation and research reports. Ability to identify public problems needing evaluation. Willing to do field work. Functional Computer literacy (MS Word, MS Excel, MS Power Point and MS Outlook).
<u>DUTIES</u>	:	Development of monitoring and evaluation plans. Conduct M & E activities. Compile M & E Reports. Develop monitoring and evaluation tools. Develop evaluation improvement plans for evaluation findings.
<u>ENQUIRIES</u>	:	Mr Lukheli TV at 081 535 3675, Mr. Ramaru TE at 067 873 7345, Mesdames Mmowa LS at 081 532 6059, Phasiwe N at 081 550 2664 and Maupi MJ at 081 530 8921
<u>POST 05/134</u>	:	<u>ASSISTANT DIRECTOR: INTEGRATED PLANNING, RESEARCH & POLICY CO-ORDINATION REF NO: LDOE 36/01/2025 (X2 POSTS)</u> Sub-Directorate: Integrated Planning, Research & Reporting
<u>SALARY</u>	:	R444 036 per annum
<u>CENTRE</u>	:	Head Office, Polokwane
<u>REQUIREMENTS</u>	:	An undergraduate qualification (NQF level 6) as recognized by SAQA. Five (5) years' experience of which three (3) years must be at Lower Management post /Supervisory level 7/8 within related field. Valid drivers' license (with exception of people with disability). Core & Process Competencies. Knowledge Management, Problem – solving and analysis, Programme & Project Management, Change Management, Financial Management, Client Orientation & Customer focus, Communication. Knowledge and Skills. Report writing skills, Communication skills, Project Planning, Interpersonal relations, Problem – solving skills, Presentation skills. Functional Computer literacy (MS Word, MS Excel, MS Power Point and MS Outlook).
<u>DUTIES</u>	:	Coordinate research activities. Initiate research projects and draft research proposals Develop Budgets for research projects and timeframes. Collect and analyse research data. Draft Research Reports. Key Performance Areas for Policy Coordination. Coordinate policy development, implementation and evaluation. Facilitate the review of policies. Compile Policy Review Reports. Maintain Departmental Policy repository
<u>ENQUIRIES</u>	:	Mr Lukheli TV at 081 535 3675, Mr. Ramaru TE at 067 873 7345, Mesdames Mmowa LS at 081 532 6059, Phasiwe N at 081 550 2664 and Maupi MJ at 081 530 8921
<u>POST 05/135</u>	:	<u>ASSISTANT DIRECTOR: NORMS & STANDARDS FOR SCHOOL FUNDING REF NO: LDOE 37/01/2025</u> Sub-Directorate: Norms & Standards for School Funding
<u>SALARY</u>	:	R444 036 per annum
<u>CENTRE</u>	:	Head Office, Polokwane
<u>REQUIREMENTS</u>	:	An undergraduate qualification (NQF level 6) as recognized by SAQA. Qualification/s in Financial Management/Accounting will be an added advantage. Five (5) years' experience of which three (3) years must be at Lower Management post /Supervisory level 7/8 within related field. Valid drivers' license (with exception of people with disability). Core & Process Competencies. Knowledge Management, Problem – solving and analysis, Programme & Project Management, Change Management, Financial Management, Client Orientation & Customer focus, Communication. Knowledge and Skills. Sound and in-depth knowledge of relevant prescripts, application of the legislative framework governing the public service e.g Public Service Act, Labour Relations Act, PFMA, etc. Knowledge of the relevant policies/prescripts and procedures, etc. Communication skills. People management skills. Time management skills. Sound organizational skills.
<u>DUTIES</u>	:	Provide support for all subsidized schools for the utilization of funds: Verify if the schools spend as per Departmental prescript. Verify if the funds are utilized for curriculum purpose. Ensure that school financial books and finance policy are in place. Allocation of funds according to school ranking: Ensure and confirm school is allocated per quantile per school. Ensure and confirm

allocation according to the rankings. Check and verify the correctness of payment advice as per allocations to be transferred to schools. Monitor and reporting on school budgets: Ensure compliance per school according to the PFMA. Evaluation And Analysis of Annual Financial Statements: Ensure that Financial Annual Statement are audited by qualified auditor. Ensure that Financial Annual Statement are signed and stamped.

ENQUIRIES : Mr Lukheli TV at 081 535 3675, Mr. Ramaru TE at 067 873 7345, Mesdames Mmowa LS at 081 532 6059, Phasiwe N at 081 550 2664 and Maupi MJ at 081 530 8921

POST 05/136 : **ASSISTANT DIRECTOR: DONOR FUNDING AND IGR REF NO: LDOE 38/01/2025**
Sub-Directorate: Intergovernmental Relations, Donor Funding and Education Trust

SALARY : R444 036 per annum
CENTRE : Head Office, Polokwane
REQUIREMENTS : An undergraduate qualification (NQF level 6) as recognized by SAQA. Five (5) years' experience of which three (3) years must be at Lower Management post /Supervisory level 7/8 within related field. Valid drivers' license (with exception of people with disability). Core & Process Competencies. Knowledge Management, Problem – solving and analysis, Programme & Project Management, Change Management, Financial Management, Client Orientation & Customer focus, Communication. Knowledge and Skills. Report writing skills, Communication skills, Project Planning, Interpersonal relations, Problem – solving skills, Presentation skills. Functional Computer literacy (MS Word, MS Excel, MS Power Point and MS Outlook).

DUTIES : Manage Intergovernmental Relations and Donor funding functions. Participate in other intergovernmental and inter – departmental forums and sessions. Establish partnerships with National, Provincial and Local levels of government. Manage implementation of MoUs with SADC and Foreign Countries

ENQUIRIES : Mr Lukheli TV at 081 535 3675, Mr. Ramaru TE at 067 873 7345, Mesdames Mmowa LS at 081 532 6059, Phasiwe N at 081 550 2664 and Maupi MJ at 081 530 8921

POST 05/137 : **SENIOR STATE ACCOUNTANT: BUDGET REF NO: LDOE 40/01/2025**
Sub-Directorate: Finance

SALARY : R376 413 per annum
CENTRE : Head Office, Polokwane
REQUIREMENTS : An undergraduate qualification (NQF level 6) as recognized by SAQA. Qualification/s in Accounting/Business Administration will be an added advantage. Valid drivers' license (with exception of person with disability). Three (3) years relevant experience. Core & Process Competencies Knowledge Management, Problem – solving and analysis, Programme & Project Management, Change Management, Financial Management, Client Orientation & Customer focus, Communication. Knowledge and skills. Generic competencies: Finance, problem solving and client orientation and customer focus, good verbal/ and written communications skills, Decision making skills. Knowledge of: Public Finance Management Act (PFMA), Treasury Regulations, guidelines and directives, Reconciliation processes, Understanding of Government financial delegations, Management of government departments standard chart of accounts, Government Budget systems, principles and procedures, Government Financial Systems, Supply Chain Management, Financial prescripts (GAAP and GRAP), Basic Accounting System (BAS) and PERSAL System. Functional Computer literacy (MS Word, MS Excel, MS Power Point and MS Outlook).

DUTIES : Consolidate and check budget planning, monitoring and reporting, check and verify strategic budget documents required for the strategic and annual performance planning processes, Check and verify the relevant financial information required in the evaluation and development of business and project plans, Consolidate the supporting information for various financial planning processes. Supervise the budget preparation process: - Consolidate budget information for the completion of the Medium-Term Expenditure Framework (MTEF), Adjusted Estimates of National/Provincial Expenditure (AENE) and Estimates of National/Provincial Expenditure (ENE) in compliance with

National Treasury guidelines. Check and verify the monthly cash flow and adjusted cash flow against the estimates of expenditure/adjusted estimates of expenditure. Prepare, consult and implement the adjustment estimate process. Monitor the recording of adjustment on the accounting system and review the record of supporting documentation. Capture adjustment on the accounting system. Assess where rollovers are required by reviewing expenditure against budget. Assess whether the approved rollovers are updated on the accounting system. Coordinate the standardized management accounting reporting activities: - Check and monitor the capturing of management accounting information on the monthly reporting templates, consolidate, check, and verify the information in the in-year monitoring management reports for the department, collate financial and non-financial performance information to be included in the annual report. Collate and capture information on interim and annual performance reporting templates and compile draft reports required for the interim and annual performance reporting. Prepare presentations for meetings with internal governance structure and oversight bodies, attend to audit queries. Gather and submit information requested by auditors within required.

ENQUIRIES : Mr Lukheli TV at 081 535 3675, Mr. Ramaru TE at 067 873 7345, Mesdames Mmowa LS at 081 532 6059, Phasiwe N at 081 550 2664 and Maupi MJ at 081 530 8921

POST 05/138 : **CORPORATE INVESTIGATOR REF NO: LDOE 41/01/2025 (X2 POSTS)**
Sub-Directorate: Risk - Integrity Management

SALARY : R376 413 per annum
CENTRE : Head Office, Polokwane
REQUIREMENTS : An undergraduate qualification (NQF level 6) as recognized by SAQA. Qualification/s in Accounting /Auditing/ Law/Internal Auditing/Criminal Justice/Forensic Investigations will be an added advantage. A minimum of 03 - 05 years' relevant experience in a Forensic Investigations/ Commercial Crime environment. A valid driver's licence except for people with disability. Core & Process Competencies Knowledge Management, Problem – solving and analysis, Change Management, Client Orientation & Customer focus, Communication. Knowledge & Skills: Problem solving and analysis. Programme & Project Management. Change Management. Client Orientation & Focus. Knowledge, application and interpretation of the Constitution of the Republic of SA Act, Public Finance Management Act, Promotion of Access to Information Act, Annual Division of Revenue Act, Provincial Appropriation Act, Preference Procurement Policy Framework Act, Government Immovable Asset Management Act, Public Audit Act, Provincial Tax Regulation Process Act, Criminal Procedures Act, Public Service Act, Organised Crime Act, Financial Intelligence Centre Act, Prevention and Combating of Corrupt Activities Act. Lateral and innovative thinking. Investigative skills. Organizational relationships. Report writing. Interpersonal relations. Analytical and quantitative method tools. Functional Computer literacy (MS Word, MS Excel, MS Power Point and MS Outlook).

DUTIES : Develop and review of initial planning of investigation. Execution of investigations. Drafting of investigation report and review reports compiled by SCI's or CI's. Report fraud related risks to Risk and Advisory Services Unit. Assist in providing consolidated reports to the relevant stakeholders. Management of resources and staff development. Implement the risk management framework in the organisation. Participate in the development of the risk management framework. Implement the risk management plan. Advocate and promote risk management in the organisation (awareness activities). Capacity building (training and development). Develop and maintain stakeholder and client relationships. Continuous monitoring the risk environment. Collect statistical information on indicators of risks. Detect changes in the risk environment (internal and external context).

ENQUIRIES : Mr Lukheli TV at 081 535 3675, Mr. Ramaru TE at 067 873 7345, Mesdames Mmowa LS at 081 532 6059, Phasiwe N at 081 550 2664 and Maupi MJ at 081 530 8921

POST 05/139 : **ARTISAN FOREMAN (MECHANICAL) REF NO: LDOE 42/01/2025**
Sub-Directorate: Fleet Management

SALARY : R308 154 per annum

- CENTRE** : Head Office, Polokwane
- REQUIREMENTS** : Junior Certificate and N3 Certificate. Motor Mechanic Trade Test Certificate in terms of section 28 of the manpower Training act of 1981. Minimum of 05 years working experience as motor mechanics. A valid driver's licence except for people with disability. Competencies, Knowledge & Skills: Display competency in relation to core function of the post. Be proficient in English. Computer literacy.
- DUTIES** : Perform quality and cost-effective repairs and maintenance of GG Cars. Ensure a clean and safe working environment. Diagnose, strip and determine the parts required for service and repairs. Ensure safe keeping of tools and equipment's.
- ENQUIRIES** : Mr Lukheli TV at 081 535 3675, Mr. Ramaru TE at 067 873 7345, Mesdames Mmowa LS at 081 532 6059, Phasiwe N at 081 550 2664 and Maupi MJ at 081 530 8921

**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.

<u>APPLICATIONS</u>	:	Departmental Online Application System: www.mpuhealth.gov.za .
<u>CLOSING DATE</u>	:	21 February 2025
<u>NOTE</u>	:	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 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) N.B. Applicants are advised to apply as early as possible to avoid disappointments.

OTHER POSTS

<u>POST 05/140</u>	:	<u>MANAGER NURSING (PN-A9): DISTRICT HEALTH DEVELOPMENT AND SUPPORT REF NO: MPDOH/FEB/25/761</u>
<u>SALARY</u>	:	R1 094 880 - R1 251 879 per annum
<u>CENTRE</u>	:	Provincial Office, Mbombela (Nelspruit)
<u>REQUIREMENTS</u>	:	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 (2025). 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 management level IN Public Health Services. Competencies that are needed are knowledge of the District Health System, District Health Planning, and 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 needed are among others, the following: Leadership, Excellent Communication skills (verbal and written), Problem Solving, Computer Literacy, and Presentation Skills, ability to work under pressure. Valid Driver's licence.

<u>DUTIES</u>	:	Provide Support on District Health System. Provide support in development of policies related to District Health Services. Provide support to all projects supporting PHC. Provide support in district health development and district health planning. Provide support in district development and in monitoring the implementation of the District Health Systems policy in all health districts. Provide support in the establishment of sub districts and promotion of community participation by coordinating optimal functioning of clinic committees and district hospital boards. Provide support and guidance in consolidation of reports on performance of the programme.
<u>ENQUIRIES</u>	:	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 Tel No: (013) 766 3339, Mr. Mxolisi Maseko Tel No: (013) 766 3351, Mr. Samson Nyoni Tel No: (013) 766 3087 and IT related queries: Help desk Tel No: (013) 766 3018.
<u>POST 05/141</u>	:	<u>DEPUTY DIRECTOR: SECURITY AND AUXILIARY SERVICES REF NO: MPDOH/FEB/25/762</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R1 003 890 per annum, (all-inclusive remuneration package) Provincial Office, Mbombela (Nelspruit) Senior Certificate / Grade 12 plus an undergraduate qualification (NQF level 7) in Security Management / Policing as recognized by SAQA. At least a minimum of 3-5 years' experience in Security Management / Policing of which three (3) years must be at supervisory / management level (ASD). Security Manager Course offered by SSA, Vetting course, SAMTRACK will be an added advantage. Must be registered with PSIRA Grade A. Valid driver's licence.
<u>DUTIES</u>	:	Manage and provide security management and auxiliary services. Manage the provision of physical security management services. Manage auxiliary services. Manage all aspects of Security: (Security Administration, Physical, Information, Personnel, ICT) in line with MISS and MPSS. Develop security policies, Security Plan and Standard Operating Procedures (SOP). Provide guidance and leadership to subordinates at the provincial and district offices. Render advice on security matters and keep track of the developments in the security field for the purpose of reviewing security measures within the Department. Develop a plan and conduct physical security appraisals/assessments and ensure proper implementation of recommendations in consultation with relevant authorities. Develop a departmental vetting strategy and the vetting of personnel. Report/liaise with SAPS and SSA all incidents or suspected incidents of security breaches and leakages of sensitive information for investigation. Develop departmental security awareness plan. Conduct Threat Risk Assessment (TRA). Liaise with SAPS on issues involving criminal activities within the department. Implement and monitor policy procedures and code of ethics with respect to departmental security policy. Create, develop, and maintain a security training capacity for the department and conduct security training sessions for staff. Advise management about the security implications of management decisions. To manage/monitor the performance of Security service providers in terms of the SLA. To make necessary security arrangements for departmental functions with all security stakeholders. Advise on adherence to security measures and procedures and corrective measures in case of non-compliance.
<u>ENQUIRIES</u>	:	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 Tel No: (013) 766 3339, Mr. Mxolisi Maseko Tel No: (013) 766 3351, Mr. Samson Nyoni Tel No: (013) 766 3087 and IT related queries: Help desk Tel No: (013) 766 3018.
<u>POST 05/142</u>	:	<u>PRINCIPAL NETWORK CONTROLLER REF NO: MPDOH/FEB/25/763</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R1 003 890 per annum, (all-inclusive remuneration package) Provincial Office, Mbombela (Nelspruit) Senior Certificate / Grade 12 plus an undergraduate qualification (NQF level 7) in Information Communication and Technology / Information Technology or equivalent qualification related to the field as recognized by SAQA. ITI and COBIT Certification will be an added advantage. At least a minimum of 3-5 years' experience in Information Communication Technology of which three (3) years must be at supervisory / management level (ASD) directly involves managing IT systems engineers who deploy and maintain virtual infrastructure

(servers, storage, networks) on the Microsoft Azure platform. Key competencies: Applying technology, Communication and Information Management, and Continuous improvement. Skills: Analytical/Critical thinking; Complex Problem solving; Advanced comprehension, application, and synthesis of computer-based systems. Personal attributes: Excellence, Integrity, Responsiveness, Inclusivity, Creativity & Innovation, and Professionalism. Valid driver's licence.

DUTIES : Manage and perform supervisory duties daily for the IT Desktop Support Team and ensure procedures and processes are adhered to. Implement and Maintain ICT Cloud and Infrastructure Operations: Maintain and ensure ICT operational procedures and operational tasks are achieved reliably and consistently to ensure the high availability of computer systems in the department. Ensure adequate staffing levels are always maintained within the Desktop Support team. Ensure targets outlined by the SLA and KPIs are achieved. Ensure jobs assigned to the Desktop support group are managed and completed within targets outlined by the SLA. Set procedures and processes in line with standards within the IT Desktop environment. To line manage and be responsible for the personal and technical development of the Desktop Support Team, including appraisals and training plans. Quality checking and auditing of work carried out by the Desktop Support team. To propose, document and implement changes to policies or procedures in line with technological advancements. Assist in the development, maintenance, implementation, and changes to the SLAs. Act as a primary point of contact for escalation from a 63 Desktop Support level in times of major system outages, supplier issues and conflict resolution with customers. Monitor and identify any trends or irregular activities on jobs logged with the Desktop Support group that could relate to potential IT issues. Ensure that all requests from customers for assistance are handled promptly and effectively, and if necessary, escalated to the appropriate level. To assist in the technical development and enhancement of customer support systems and Desktop functionality. Install, configure, maintain, and upgrade desktop hardware and software applications. Assist Users in choice of appropriate hardware and software – desktops, laptops, PDAs, scanners, printers. Direct, plan, organise, and manage operations for stability, availability, and integrity of the organization's IT LAN Support. Manage the delivery of critical support services for day-to-day IT operations, data communications, and telecommunications according to the required time frames. Provide regular reports. Develop solutions to technical challenges. Serves as project manager and provides advanced technical guidance to customers and staff; Supports continual improvement in the delivery of customer services and departmental performance. Guide on ICT Procurement in the Department, Ensure conformance to LAN policies, procedures and standards and training for users on LAN operation.

ENQUIRIES : 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 Tel No: (013) 766 3339, Mr. Mxolisi Maseko Tel No: (013) 766 3351, Mr. Samson Nyoni Tel No: (013) 766 3087 and IT related queries: Help desk Tel No: (013) 766 3018.

POST 05/143 : **DEPUTY DIRECTOR: OFFICE OF THE CFO REF NO: MPDOH/JAN/25/764**

SALARY : R849 702 per annum, (All-inclusive remuneration package)
CENTRE : Provincial Office, Mbombela (Nelspruit)
REQUIREMENTS : Senior Certificate / Grade 12 plus an undergraduate relevant qualification (NQF Level 7) in Finance / Financial Management / Management Accounting / Auditing as recognized by SAQA. At least a minimum of 3-5 years' relevant experience at supervisory / management level (ASD). Knowledge: Departmental policies and procedures. Project Management. General management. Strategic management. Treasury Regulations. Skills: Leadership. Negotiating. Facilitation. Computer literacy. Presentation. Innovative. Analytical. Planning and organising. Verbal and written communication. Analysing and understanding Budgets. Ability to function independently and work under pressure. A valid driver's licence.

DUTIES : Receive, analyse and interpret all incoming correspondence, channel it to relevant components for attention and make follow-ups where necessary, Compile reports, act as Secretary during meetings and manage the budget of the CFO's office. Co-ordinate and facilitate the compilation of annual estimates for the CFO's Office. Assist in the development and implementation of strategic

		plans. Ensure compliance with all legal frameworks and execute any other task as directed by the CFO. Maintain confidentiality and promote the image of the CFO's office. Responsible for coordinating and consolidation of various submissions to oversight bodies. Assist in preparing and maintaining the progress of the audit action plan. Facilitate and Reconcile audit information.
<u>ENQUIRIES</u>	:	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 Tel No: (013) 766 3339, Mr. Mxolisi Maseko Tel No: (013) 766 3351, Mr. Samson Nyoni Tel No: (013) 766 3087 and IT related queries: Help desk Tel No: (013) 766 3018.
<u>POST 05/144</u>	:	<u>DEPUTY DIRECTOR: REVENUE MANAGEMENT REF NO: MPDOH/JAN/25/765</u>
<u>SALARY</u>	:	R849 702 per annum, (all-inclusive remuneration package)
<u>CENTRE</u>	:	Provincial Office, Mbombela (Nelspruit)
<u>REQUIREMENTS</u>	:	Senior Certificate / Grade 12 or equivalent qualification plus an undergraduate relevant qualification (NQF Level 7) in Finance / Financial Management / Management Accounting / Public Management as recognized by SAQA. At least a minimum of 3-5 years' experience in Financial Management and Municipal Finances at supervisory / management level (ASD). Proficiency in MS Excel, MS Word, PowerPoint and MS Project. Generic Competencies: Planning and Organising. Problem solving and decision making. Coordination. Project management. People management and empowerment. Team leadership. Client orientation and customer focus. Diversity management. Communication (verbal and written). Technical Competencies: Extensive knowledge in Financial Management and Municipal Revenue Management. Comprehensive knowledge and, the Division of Revenue Act (DoRA), the Public Finance Management Act (PFMA) and Policy Development. A valid driver's licence and extensive travelling.
<u>DUTIES</u>	:	The successful candidate will perform the following duties: Support Hospitals with the development and implementation of revenue enhancement initiatives to enhance revenue collection. Monitor and report on credibility of Hospital credit controls and debt collection policies. Monitor and report on the payment of inter-government debt to Hospitals by providing support to the districts as well as through facilitation and coordination of stakeholder relationship in resolving any disputes on Hospital debt. Manage the coordination and development of Hospital debt collection and financial recovery plans., including the debt owed to RAF and other stakeholders.
<u>ENQUIRIES</u>	:	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 Tel No: (013) 766 3339, Mr. Mxolisi Maseko Tel No: (013) 766 3351, Mr. Samson Nyoni Tel No: (013) 766 3087 and IT related queries: Help desk Tel No: (013) 766 3018.
<u>POST 05/145</u>	:	<u>ASSISTANT DIRECTOR: ENVIRONMENTAL HEALTH GRADE 1 REF NO: MPDOH/FEB/25/766</u>
<u>SALARY</u>	:	R605 550 – R670 734 per annum
<u>CENTRE</u>	:	Ehlanzeni District Office, Mbombela (Nelspruit)
<u>REQUIREMENTS</u>	:	Senior Certificate / Grade 12 or equivalent qualification plus appropriate qualification that allows for the required registration with the Health Professional Council of South Africa (HPCSA) in the relevant profession (2025). A minimum of three (3) appropriate experiences in the relevant profession after registration with the (HPCSA) as independent practice of which five (5) years must be appropriate experience in supervisory / management level. Knowledge in strategic planning, financial management and budgeting, monitoring and evaluation. The individual must be able to work under pressure. Possess a valid driver's license. Understanding Environmental Health Services related policies. Strategic leadership qualities and programme management abilities. Good communication and human relation skills. Problem solving and decision is making skills. Report writing skills. Computer literacy. Valid driver's licence.
<u>DUTIES</u>	:	Develop and implement environmental health related policies, guidelines, plans, norms and standards and procedures. Provide capacity to the sub-districts and municipalities on existing and newly promulgated legislation and norms and standards. Ensure the implementation of Chapter 3 of the National

Environmental Management Act, 1988 (Act 108 of 1998), Assist in the development and compilation of Environmental Management Plan for the National Department of Health and ensure annual compliance reporting in compliance to NEMA 1998. Facilitate the implementation of health impact assessment of the development in South Africa. Ensure the integration of health impact assessment within environmental impact assessment processes in the country. Coordinate and support the implementation of water quality monitoring and sanitation programmes by the sub-districts and municipalities. Capacitate Environmental Health Practitioners in the sub-districts and municipalities on norms and standards for health water quality monitoring for protection of public health. Coordinate the implementation of hygiene promotion programmes in the country towards the implementation of sustainable development goals. Build capacity of community health workers, health promoters and environmental health workers on hygiene behaviour change promotion. Execute any related activities as directed by the immediate supervisory / management level.

ENQUIRIES : 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 Tel No: (013) 766 3339, Mr. Mxolisi Maseko Tel No: (013) 766 3351, Mr. Samson Nyoni Tel No: (013) 766 3087 and IT related queries: Help desk Tel No: (013) 766 3018.

POST 05/146 : **ASSISTANT DIRECTOR: LOSS AND DISPOSAL MANAGEMENT REF NO: MPDOH/FEB/25/767**

SALARY CENTRE REQUIREMENTS : R552 081 per annum, (plus service benefits)
 : Provincial Office, Mbombela (Nelspruit)
 : Senior Certificate / Grade 12 or equivalent qualification plus Diploma / Degree in Finance / Financial Management / Supply Chain Management / Purchasing / Logistics / Public Administration / Public Management / Management Accounting / Economics / Auditing as recognized by SAQA. At least a minimum of 3 - 5 years' relevant experience of which three (3) years' experience must be at supervisory / managerial (level 7/8). Key Competencies: Computer literacy MS office; Sound knowledge of administration; Good interpersonal relations, communication, verbal and written skills; Problem solving; Ability to work under pressure and work independently; Teamwork; Knowledge of PFMA; Logical and innovative thinking abilities and leadership skills. Understanding of modified cash standard (mcs). Public service transformation and management issue. White paper on transformation of public service. Public service Act. public service regulations and relevant prescripts. Departmental policies and procedures. Batho Pele Principles. Labour relations and collective bargaining systems. Minimum information security standards. Skills: Administration and financial management. self- management. Budgeting and financial management. customer focus and responsiveness. Development others. Planning and organizing, decision- making, project management. Team leadership, managing Interpersonal conflict. Impact and influence. computer literacy diversity management. Networking and building bonds. A valid driver's licence.

DUTIES : Render loss and disposal management services. Coordinate and administer loss and disposal assets. Develop and implement guidelines on disposal of assets and losses. Develop and monitor the implementation of management policies, systems and processes. Co- ordinate, review and undertake the implementation of the physical asset framework and policies, monitor assets through verification (physical condition, functionality, utilization and financial performance) evaluation and reporting.

ENQUIRIES : 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 Tel No: (013) 766 3339, Mr. Mxolisi Maseko Tel No: (013) 766 3351, Mr. Samson Nyoni Tel No: (013) 766 3087 and IT related queries: Help desk Tel No: (013) 766 3018.

POST 05/147 : **ASSISTANT DIRECTOR: MOVABLE AND IMMOVABLE ASSESTS REF NO: MPDOH/FEB/25/768**

SALARY CENTRE : R552 081 per annum, (plus service benefits)
 : Provincial Office, Mbombela (Nelspruit)

<u>REQUIREMENTS</u>	:	Senior Certificate / Grade 12 or equivalent qualification plus Diploma / Degree (NQF Level 6/7) in Finance / Asset Management, Logistics / Fleet management / Financial Management / Management Accounting as recognized by SAQA. At least a minimum of 3 - 5 years' relevant experience of which three (3) years' experience must be at supervisory / managerial (level 7/8). Key Competencies: Computer literacy MS office; Sound knowledge of administration; Good interpersonal relations, communication, verbal and written skills; Problem solving; Ability to work under pressure and work independently; Teamwork; Knowledge of PFMA; Logical and innovative thinking abilities and leadership skills. A valid driver's licence.
<u>DUTIES</u>	:	To render movable and immovable assets. Develop and render assets management policies. Administer the transfers and movement of assets. Conduct physical verification of assets. Facilitate the acquisition performance and disposal of assets. Render the performance departmental assets and facilities. Facilitate recording of loss, damage or management of assets. Render asset register and registration of assets on LOGIS system. Provide movable asset management services. Develop and maintain asset register. Coordinate and administer donations and surpluses. Develop and implement guidelines on asset management donations and surpluses. Develop and monitor the implementation of asset management policies, systems and processes.
<u>ENQUIRIES</u>	:	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 Tel No: (013) 766 3339, Mr. Mxolisi Maseko Tel No: (013) 766 3351, Mr. Samson Nyoni Tel No: (013) 766 3087 and IT related queries: Help desk Tel No: (013) 766 3018.
<u>POST 05/148</u>	:	<u>SENIOR DATA TECHNOLOGIST: SERVER ADMINISTRATOR REF NO: MPDOH/FEB/25/769</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R552 081 per annum, (plus service benefits) Provincial Office, Mbombela (Nelspruit)
<u>REQUIREMENTS</u>	:	Senior Certificate / Grade 12 or equivalent qualification plus Diploma / Degree (NQF Level 6/7) in Information Communication and Technology / Information Technology or equivalent qualification related to the field as recognized by SAQA. At least a minimum of 3-5 years' experience within Information Communication Technology Environment. Experience in working within the ITIL Framework for Incident, Problem, Change, or Service Experience in the design, planning, implementation of an Enterprise Server solutions and services. Knowledge and Skills: Working knowledge of Windows Server 2016-2022, Active Directory, MS Exchange Server 2016/2019 and Microsoft Office Suites plus M365. Working knowledge of Azure and M365 Technologies, Exchange Hybrid (Exchange Online), SharePoint, OneDrive for Business and Teams Management, including knowledge of Identity and Endpoint Security or Cybersecurity Technologies, Working knowledge of Microsoft Endpoint Configuration Management (SCCM). Working knowledge of Backup solutions. LAN and WAN networking/troubleshooting skills. SAN administration. Working knowledge of Virtualization Solutions mainly Microsoft Hyper-V Technology. Knowledge IT security practices and standards. Good business analysis abilities; Good project management abilities; Sound problem-solving abilities. Knowledge of other computing technologies like open-source systems is an added advantage.
<u>DUTIES</u>	:	Develop and implement the overall strategy for all aspects of our data centres and infrastructure. Day-to-day management of departmental server infrastructure across the head office and departmental regions. Develop and implement business continuity and disaster recovery plans. Responsible for departmental security design, assessment, and remediation. Ensure effective management and availability of production, staging and development. infrastructure. Manage software licenses on a company-wide basis. Perform day-to-day Server Operations duties, commissioning and decommissioning of Servers, Manage Active Directory and Azure Identities, monitor resources accessibility. Manage Cloud Computing resources. Manage and monitor Application Servers' availability. Management of Computer resources using centralized tool like Endpoint Configuration Manager.
<u>ENQUIRIES</u>	:	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 Tel No: (013) 766 3339, Mr. Mxolisi Maseko Tel No: (013) 766 3351, Mr.

Samson Nyoni Tel No: (013) 766 3087 and IT related queries: Help desk Tel No: (013) 766 3018.

- POST 05/149** : **OPERATIONAL MANAGER (PN-A5): OPD REF NO: MPDOH/FEB/25/770**
- SALARY** : R520 560 - R596 322 per annum
CENTRE : Standerton Hospital (Gert Sibande District)
REQUIREMENTS : Senior Certificate / Grade 12 or equivalent qualification plus Basic qualification accredited with the South African Nursing Council in Terms of Government Notice 425, (i.e. Diploma / Degree in Nursing) or equivalent qualification that allows registration with the SANC as a Professional Nurse. A minimum of seven (7) years appropriate/recognizable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing (2025). A Diploma / Degree in Nursing Administration and Management will be an added advantage. Knowledge/skills: Basic computer literacy, strong Leadership, Good communication and Sound Interpersonal skills. Ability to work under pressure, manage own time, function as an effective leader of the nursing team. Implement and manage change. Willingness to work shifts and standby in accordance with the requirements of the unit and nursing services. Report writing.
- DUTIES** : The candidate will be responsible for Planning, Organizing, Managing, and coordinating as well as maintaining an optimal Nursing Services as an Operational Manager in OPD Unit. Develop / establish and maintain constructive working relationships with Nursing and stakeholders (i.e. inter-Professional, inter-sectoral and multi – disciplinary team workers). Participate in the analysis, formulation, and implementation of nursing guidelines, practices, Standards, and procedures. Effectively manage the utilization of Human, Financial and Physical resources. Maintain professional Growth / Ethical standards and self-development. Deliver a supportive service to the Nursing Service and the institution by taking overall supervision after hours and on weekends. Ensure implementation of Norms and Standards and Ideal Hospital Framework and develop Quality Improvement Plans. Manage Performance and Development of staff as well as participating in the Managers scheduled meetings. Exercise control of discipline, grievance and other labour related issues in terms of laid down policies or procedures. Manage data in the unit and ensure submission to facility information office. Identify develops and control Risk Management Systems within the unit. Provide safe therapeutic environment as laid by Nursing Acts, Occupational Health and safety Acts and all the applicable prescripts. Implementation and management of Infection Prevention and Control protocols. Uphold the Batho Pele and Patients Right Principles.
- ENQUIRIES** : 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 Tel No: (013) 766 3339, Mr. Mxolisi Maseko Tel No: (013) 766 3351, Mr. Samson Nyoni Tel No: (013) 766 3087 and IT related queries: Help desk Tel No: (013) 766 3018.
- POST 05/150** : **PROFESSIONAL NURSE GRADE 1 (PN-B1): OPERATING THEATRE REF NO: MPDOH/FEB/25/771**
- SALARY** : R451 533 – R530 376 per annum
CENTRE : Piet Retief Hospital (Gert Sibande District)
REQUIREMENTS : Senior Certificate / Grade 12 or equivalent qualification plus Basic qualification accredited with the SANC in terms of Government Notice R425 (i.e. Diploma / Degree in General Nursing) or equivalent qualification that allows registration with the SANC as Professional Nurse and Midwifery (2025), a post-basic nursing qualification, with a duration of at least 1 year, accredited with the SANC in terms of Government Notice R212 specialty in Theatre Nursing Science. Minimum of four (4) years appropriate /recognizable experience in nursing after registration as a Professional Nurse with the SANC. Recommendations: Ability to function independently and to prioritize work. Leadership and sound interpersonal skills, problem solving and decision-making skills. Good supervisory and teaching skills.
- DUTIES** : Provision of optimal, holistic specialized nursing care with set standards and within a professional/legal framework. Provide comprehensive health care services in the in-Theatre Care Unit. Ensure effective and efficient management of resources. Provide quality patient care, follow norms and

standards. Participate in quality improvement programs. Supervise and implement patient care standards. Implement and practice nursing health care in accordance with the statutory laws governing the nursing profession, labour and health care. Implement constructive working relations with nurses and other stake holders. Ensure compliance of Infection Prevention and Control policies. Ensure that equipment is functional and ready all the time. Ability to prioritize, coordinate activities of patient management according to protocols. Able to plan and organize own work and that of support personnel to ensure proper nursing care. Participate in staff development and performance management. Report patient safety incidence, challenges and deficiencies within the unit. Work effectively, co-operatively amicably with persons of diverse intellectual, cultural, racial or religious differences. Ensure adherence to Batho - Pele Principles and Patient's Right Charter.

ENQUIRIES : 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 Tel No: (013) 766 3339, Mr. Mxolisi Maseko Tel No: (013) 766 3351, Mr. Samson Nyoni Tel No: (013) 766 3087 and IT related queries: Help desk Tel No: (013) 766 3018.

POST 05/151 : **PROFESSIONAL NURSE GRADE 1 (PN-B1): ADVANCED MIDWIFERY REF NO: MPDOH/FEB/25/772**

SALARY : R451 533 – R530 376 per annum
CENTRE : Piet Retief Hospital (Gert Sibande District)
REQUIREMENTS : Senior Certificate / Grade 12 qualification or equivalent plus Basic qualification accredited with the SANC in terms of Government Notice R425 (i.e. Diploma / Degree in General Nursing) or equivalent qualification that allows registration with the SANC as Professional Nurse and Midwifery (2025), a post-basic nursing qualification, with a duration of at least 1 year, accredited with the SANC in terms of Government Notice R212 specialty in Advanced Midwifery Science. Minimum of four (4) years appropriate /recognizable experience in nursing after registration as a Professional Nurse with the SANC. Recommendations: Ability to function independently and to prioritize work. Leadership and sound interpersonal skills, problem solving and decision-making skills. Good supervisory and teaching skills.

DUTIES : Provision of optimal, holistic specialized nursing care with set standards and within a professional/legal framework. Provide comprehensive health care services in the in Advanced Midwifery Unit. Ensure effective and efficient management of resources. Provide quality patient care, follow norms and standards. Participate in quality improvement programs. Supervise and implement patient care standards. Implement and practice nursing health care in accordance with the statutory laws governing the nursing profession, labour and health care. Implement constructive working relations with nurses and other stake holders. Ensure compliance of Infection Prevention and Control policies. Ensure that equipment is functional and ready all the time. Ability to prioritize, coordinate activities of patient management according to protocols. Able to plan and organize own work and that of support personnel to ensure proper nursing care. Participate in staff development and performance management. Report patient safety incidence, challenges and deficiencies within the unit. Work effectively, co-operatively amicably with persons of diverse intellectual, cultural, racial or religious differences. Ensure adherence to Batho - Pele Principles and Patient's Right Charter.

ENQUIRIES : 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 Tel No: (013) 766 3339, Mr. Mxolisi Maseko Tel No: (013) 766 3351, Mr. Samson Nyoni Tel No: (013) 766 3087 and IT related queries: Help desk Tel No: (013) 766 3018.

POST 05/152 : **PROFESSIONAL NURSE GRADE 1 (PN-B1): OPHTHALMOLOGY REF NO: MPDOH/FEB/25/773**

SALARY : R451 533 – R530 376 per annum
CENTRE : Ermelo Hospital (Gert Sibande District)
REQUIREMENTS : Senior Certificate / Grade 12 qualification or equivalent plus Basic qualification accredited with the SANC in terms of Government Notice R425 (i.e. Diploma / Degree in General Nursing) or equivalent qualification that allows registration with the SANC as Professional Nurse and Midwifery (2025), a post-basic

nursing qualification, with a duration of at least 1 year, accredited with the SANC in terms of Government Notice R212 specialty in Ophthalmology Science. Minimum of four (4) years appropriate /recognizable experience in nursing after registration as a Professional Nurse with the SANC. Recommendations: Ability to function independently and to prioritize work. Leadership and sound interpersonal skills, problem solving and decision-making skills. Good supervisory and teaching skills.

DUTIES : Provision of optimal, holistic specialized nursing care with set standards and within a professional/legal framework. Provide comprehensive health care services in the in Ophthalmology Unit. Ensure effective and efficient management of resources. Provide quality patient care, follow norms and standards. Participate in quality improvement programs. Supervise and implement patient care standards. Implement and practice nursing health care in accordance with the statutory laws governing the nursing profession, labour and health care. Implement constructive working relations with nurses and other stake holders. Ensure compliance of Infection Prevention and Control policies. Ensure that equipment is functional and ready all the time. Ability to prioritize, coordinate activities of patient management according to protocols. Able to plan and organize own work and that of support personnel to ensure proper nursing care. Participate in staff development and performance management. Report patient safety incidence, challenges and deficiencies within the unit. Work effectively, co-operatively amicably with persons of diverse intellectual, cultural, racial or religious differences. Ensure adherence to Batho - Pele Principles and Patient's Right Charter.

ENQUIRIES : 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 Tel No: (013) 766 3339, Mr. Mxolisi Maseko Tel No: (013) 766 3351, Mr. Samson Nyoni Tel No: (013) 766 3087 and IT related queries: Help desk Tel No: (013) 766 3018.

POST 05/153 : **ASSISTANT DIRECTOR: AUXILIARY SERVICES REF NO: MPDOH/FEB/25/774**

SALARY : R444 036 per annum, (plus service benefits)
CENTRE : Provincial Office, Mbombela (Nelspruit)
REQUIREMENTS : Senior Certificate / Grade 12 or equivalent qualification plus Diploma / Degree (NQF 6/7) in Public Administration / Public Management as recognized by SAQA. At least a minimum of 3–5 years' relevant experience in Auxiliary Services of which three (3) years' experience must be at supervisory / managerial (level 7/8). Candidates should have proven supervisory skills; good planning, organizational and communications skills; Knowledge of relevant PFMA, norms and standards for healthcare establishment; ideal hospital modernization and realization framework, knowledge of Infection prevention and control as well as waste management policies and procedures. Computer literacy. Ability to work independently and under pressure. Computer literacy particularly MS, Excel, Outlook & Word. Good interpersonal relationship, networking, written and verbal communication skills at all levels. Logical and innovative thinking abilities and leadership skills.

DUTIES : Manage auxiliary services. Manage rental of office equipment. Provide telecom services. Manage and render messenger services. Render support services in the provincial office i.e. (cleaning services, hygiene, pest control, waste management, Switchboard Services, Telecommunication services, etc. Monitor and report on proper implementation of the cleanliness of the offices and maintaining the quality standard required by the institution. Assist the head office to comply with the norms and standards for healthcare establishments as well as adhering to the ideal head office modernization and realization framework. Ensure adequate waste segregation and management. Participate in inter and intra-departmental committees that deals with issues of cleaning, waste management, infection prevention and control, accommodation, quality assurance, management etc. Provide guidance to subordinates and monitoring their performance. Maintain discipline and sound labour relations practices. Handle queries and ensure that rules and regulations of the institution are carried out. Attend to Human resource matters, do record keeping and statistics, compile and submit reports. Monitor and manage customer care and operational procedures of Auxiliary and Support Services Unit. Sound inventory management and control. Plan and implement training programmes

		for staff. Fulfill duties as per job description and any other duties delegated by supervisor.
<u>ENQUIRIES</u>	:	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 Tel No: (013) 766 3339, Mr. Mxolisi Maseko Tel No: (013) 766 3351, Mr. Samson Nyoni Tel No: (013) 766 3087 and IT related queries: Help desk Tel No: (013) 766 3018.
<u>POST 05/154</u>	:	<u>ASSISTANT DIRECTOR: REVENUE MANAGEMENT (CASE MANAGEMENT) REF NO: MPDOH/FEB/25/775</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R444 036 per annum, (plus service benefits)
	:	Provincial Office, Mbombela (Nelspruit)
	:	Senior Certificate / Grade 12 plus a health-related qualification that qualifies for registration with the Health Professions Council of South Africa (HPCSA) or South African Nursing Council (SANC), augmented by relevant experience in the provision of health care services. A qualification in Nosology will be an added advantage. At least a minimum of 3 - 5 years' experience in a health environment of which three (3) years' experience must be at supervisory / managerial (level 7/8). Computer literacy in MS Word, Excel and PowerPoint, Virtual meeting platforms literacy. Ability to work independently under pressure. NB: This post is not linked to any of the Occupational Specific Dispensations. Knowledge and Skills: Knowledge of current health and Public Service legislations. Thorough understanding of diagnosis, procedures, ICD-10 coding and other health services. Knowledge of working of Medical Schemes industry. Project Management and report writing skills. Well-developed communication and presentation /interpersonal relations and management skills. Understanding of the National Uniform Patient fee Schedule and National Reference Price List will be an added advantage. Valid drivers' licence is an inherent requirement and willingness to travel to facilities.
<u>DUTIES</u>	:	Coordinate and facilitate functional case management function in the department. Implement Policies, Protocols and Procedures for Case Management. Develop guidelines relating to the charging of procedures, coding and other services in line with the National Uniform Patient Fee Schedule. Perform technical analysis and collate data on all procedures performed in the health facilities. Assist hospitals to correctly code the services and produce correct bills. Coordinate the workflow processes between clinical and admin personnel towards obtaining accurate information required for DRG coding and billing. Provide training, and guidance to staff involved in case management and coding as well as liaison with relevant role players. Capacitate billing staff in the interpretation of various procedures. Ensure that institutions perform clinical coding, clinical updates, and implement ICD10 related processes. Communicate and update clinical information for funded private, subsidized and foreign patients.
<u>ENQUIRIES</u>	:	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 Tel No: (013) 766 3339, Mr. Mxolisi Maseko Tel No: (013) 766 3351, Mr. Samson Nyoni Tel No: (013) 766 3087 and IT related queries: Help desk Tel No: (013) 766 3018.
<u>POST 05/155</u>	:	<u>ASSISTANT DIRECTOR: BOOKKEEPING SERVICES REF NO: MPDOH/FEB/25/776</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R444 036 per annum, (plus service benefits)
	:	Provincial Office, Mbombela (Nelspruit)
	:	Senior Certificate / Grade 12 or equivalent qualification plus Diploma / Degree (NQF 6/7) in Finance / Commerce / Financial Management / Management Accounting / Cost Management as recognized by SAQA. At least a minimum of 3–5 years' relevant experience in Bookkeeping Services of which three (3) years' experience must be at supervisory / managerial (level 7/8). Key Competencies: Competencies: Sound working knowledge of BAS, the PFMA, Treasury Regulations as well as the specified work field. In depth knowledge pertaining to the Standard Chart of Accounts (SCOA). Sound knowledge and understanding of the financial accounting procedures, methods and principles established for the processing of specific salary/financial transactions. Knowledge of the set policies and legislation on which decisions and operations are based. Good numerical, communication-, writing and problem-

		solving skills. Sound interpersonal and management skills. A valid driver's licence will be an added advantage.
<u>DUTIES</u>	:	To render bookkeeping services. Render reconciliation of Paymaster General Account. Manage suspense and ledger accounts. Render cashflow and petty cash management services. Reconcile sources of funding equitable shares and conditional grants. Monitor PMG account and daily bank reconciliation. Compile monthly certificate of compliance. Assist in preparation of financial statements and audit files. Monitoring of ledger accounts and correct misallocation. Performance of month end procedures such as clearing suspense account and month end closure. Safekeeping and control of financial documents. Execute HR performance management.
<u>ENQUIRIES</u>	:	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 Tel No: (013) 766 3339, Mr. Mxolisi Maseko Tel No: (013) 766 3351, Mr. Samson Nyoni Tel No: (013) 766 3087 and IT related queries: Help desk Tel No: (013) 766 3018.
<u>POST 05/156</u>	:	<u>ASSISTANT DIRECTOR: RISK PERFORMANCE AND CONTRACT MANAGEMENT REF NO: MPDOH/FEB/25/777</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R444 036 per annum, (plus service benefits) Provincial Office, Mbombela (Nelspruit) Senior Certificate / Grade 12 or equivalent qualification plus Diploma / Degree (NQF 6/7) in Finance / Financial Management / Management Accounting / Logistics / Auditing as recognized by SAQA. At least a minimum of 3–5 years' relevant experience in Risk Performance and Contract Management of which three (3) years' experience must be at supervisory / managerial (level 7/8). Key Competencies: Computer literacy MS office; Sound knowledge of administration; Good interpersonal relations, communication, verbal and written skills; Problem solving; Ability to work under pressure and work independently; Teamwork; Knowledge of PFMA; Logical and innovative thinking abilities and leadership skills. A valid driver's licence.
<u>DUTIES</u>	:	To render risk performance and contract management services. Monitor contract and cost variance. Monitor contract performance management service. Facilitate service provider contracts and service level agreements. Investigate complaints regarding noncompliance on tender processes. Provide advice regarding the invoking of contractual penalty causes or withdrawal of contracts. Ensure compliance regarding norms and standards. Monitor store efficiency and cost variance per item. Monitor cost efficiency of procurement processes. Provision of input to Contract Management policies and strategies. Administer Contract Price Adjustments/Extensions and Cancellations. Oversee and monitor contract administration. Monitor and evaluate contract performance. Ensure that signed contracts are communicated to all relevant parties to provide contract awareness, interpretations to support implementation. To ensure that contracts are properly enforced. Ensure compliance to PFMA, PPPFA, Treasury regulations and SCM policy framework. Compiling of monthly, quarterly and yearly reports. Handling the audit queries in relation to internal Audit and Auditor General. Responsible for staff development and supervision of staff. To render bookkeeping services. Render reconciliation of Paymaster General Account. Manage suspense and ledger accounts. Render cashflow and petty cash management services. Reconcile sources of funding equitable shares and conditional grants.
<u>ENQUIRIES</u>	:	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 Tel No: (013) 766 3339, Mr. Mxolisi Maseko Tel No: (013) 766 3351, Mr. Samson Nyoni Tel No: (013) 766 3087 and IT related queries: Help desk Tel No: (013) 766 3018.
<u>POST 05/157</u>	:	<u>ASSISTANT DIRECTOR: EMPLOYEE HEALTH AND WELLNESS</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R444 036 per annum, (plus service benefits) Provincial Office, Mbombela (Nelspruit) Senior Certificate / Grade 12 or equivalent qualification plus undergraduate (NQF 7) in Social Work / Science / Psychology as recognized by SAQA. At least a minimum of 3–5 years' relevant experience in Employee Health and Wellness Environment of which three (3) years' experience must be at supervisory / managerial (level 7/8). Current registration with the South African

Council of Social Service Professions (SACSSP) / Health Profession Council of South Africa (HPCSA). Knowledge and understanding of Employee Health and Wellness strategic frame for the Public Service. Knowledge of the Occupational Health and Safety Act, 1993 (Act 85 of 1993), Public Service Act, Public Service Regulations, DPSA EHW Strategic Framework, DPSA HIV/AIDS, TB and STI Policy and Framework, DPSA Health and Productivity Policy, DPSA SHERQ Policy, DPSA Wellness Management Policy and Organizing and project planning. Must have people management skills, must have ability to interpret and apply legislation, policies and strategies. Functional knowledge of mainstreaming HIV/AIDS. Knowledge in the management of injury on duty. Knowledge of the PILIR. Excellent communication (verbal and written) skills. Knowledge and application of Employee Health and Wellness Counselling skills, report writing, program design and implementation skills, good presentation skills, assessment /diagnostic skills, problem solving, project management, analytical skills, innovative, quality orientated, computer literacy, knowledge and understanding of relevant legislations and their alignment to 132 of the Public Service EHW Strategic Framework.

DUTIES : Coordinate the Employee Health and Wellness Programme in line with the overall strategy of the institution. Develop, implement and review the Employee Health and Wellness Programme Policies and Strategies. Coordinate the implementation of wellness programmes, projects and interventions. Liaise with relevant external parties for referrals and identify appropriate institutions that will assist staff. Develop and implement the Employee Health and Wellness marketing and promotion strategy. Identify departmental health risk trends and implement effective EHW Programmes to enhance the health and wellness of employees and the organization. Advise management regarding the trends that could influence overall work performance as a result of social malfunctioning. Provide the facilitation of onsite critical incident stress debriefing following traumatic incidents. Identify, manage and implement life management service or life management service or lifestyle development interventions e.g. health screenings, Stress Management Workshops, Relationships Management Workshops or training, financial management and debt control. Oversee the functioning of the sports and other physical and recreational activities. Oversee the functioning of bereavement. Monitor, evaluate and report to all stakeholders to ensure continuous improvement of the Employee Health and Wellness Programme. Conduct staff satisfaction survey, analyse, evaluate data and communicate information, statistics and results.

ENQUIRIES : 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 Tel No: (013) 766 3339, Mr. Mxolisi Maseko Tel No: (013) 766 3351, Mr. Samson Nyoni Tel No: (013) 766 3087 and IT related queries: Help desk Tel No: (013) 766 3018.

POST 05/158 : **SENIOR PERSONNEL PRACTITIONER: RECRUITMENT AND SELECTION REF NO: MPDOH/FEB/25/779**

SALARY : R376 413 per annum, (plus service benefits)
CENTRE : Provincial Office, Mbombela (Nelspruit)
REQUIREMENTS : Senior Certificate / Grade 12 or equivalent qualification plus six (6) years relevant experience in Human Resource Management or Diploma / Degree (NQF Level 6/7) in Human Resource Management / Public Administration / Public Management as recognized by SAQA. At least a minimum of three (3) years relevant experience in Human Resource Management. At least three (3) years' experience in the post of Personnel Practitioner / Principal Personnel Officer (Level 7). A minimum of (3) PERSAL courses is an inherent requirement. Knowledge of interpretation of PERSAL reports. A Good understanding and Functional knowledge of the Public Service Act, Public Service regulations, Basic condition of employment Act, Employment Equity Act, Computer literacy, Good interpersonal skills, Good written and verbal communication skills. Ability to work under pressure. Sound communication and interpersonal skills. Analytical skills on problem solving, decision making and organizational skills. Computer literacy particularly MS, Excel, outlook & Word. A valid driver's licence.

DUTIES : Implement and maintain human resource administration practices. Render administrative functions including the following: recruitment and selection of staff. HR provisioning (recruitment and selection, appointments, transfers,

verification of qualifications, secretarial functions for interviews, absorptions, probationary periods, etc.). Performance management, address human resource administration enquiries to ensure the correct implementation of human resource management practices, inform, guide, and advise the personnel on human resource administration matters to enhance the correct implementation of human resource administration practices/policies. Assist with preparation of reports on human resource administration issues and statistics. Coordinate the implementation of recruitment and selection process. Give input in the development of strategic, business and procurement plans. Consolidate monthly and quarterly reports. Ensure development of staff training needs. Facilitate financial and human resources. Employees should be able to interpret and understand regulatory framework relating to employee benefits including the OSD. Coordinate performance management system, address human resource administration enquiries to ensure the correct implementation of human resource management practices, inform, guide and advise the staff on human resource administration matters to enhance the correct implementation of human resource administration practices/policies. Assist with preparation of reports on human resource administration issues and statistics. Provide support to the Assistant Directors.

ENQUIRIES : 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 Tel No: (013) 766 3339, Mr. Mxolisi Maseko Tel No: (013) 766 3351, Mr. Samson Nyoni Tel No: (013) 766 3087 and IT related queries: Help desk Tel No: (013) 766 3018.

POST 05/159 : **ADMINISTRATIVE OFFICER: FLEET MANAGEMENT REF NO: MPDOH/FEB/25/780**

SALARY CENTRE REQUIREMENTS : R308 154 per annum, (plus service benefits)
 : Provincial Office, Mbombela (Nelspruit)
 : Senior Certificate/ Grade 12 or equivalent qualification plus three (3) years relevant experience in vehicle or fleet management or Diploma / Degree (NQF Level 6/7) in Logistics / Fleet / Transport Management as recognized by SAQA. Computer literacy. Knowledge and Experience of the Department policies, prescripts and practices. Good interpersonal as well as written and verbal communication skills. A Team Player with basic management skills, sound interpersonal relations and numerical skills. Valid driver's licence.

DUTIES : Co-ordinate transport ensure that the best and most economic use of Government motor transport is maintained. Exercise control over the maintenance and expenditure involved in the use of Government motor transport. Arrange for proper completion and regular scrutiny of all records and returns concerning Government motor transport. Ensure that the Vehicles under his/her/control are kept in good condition and that they are serviced regularly. Ensure the control of logbooks and the safe keeping of keys and petrol cards. Ensure that all instructions compiled with. Act as liaison between his/her office, Westbank and Government garage. Ensure that maintenance schedules are kept and that vehicles are properly looked after and checked on daily basis before and after each trip. Ensure availability of vehicles and co-ordinate transportation for all Hospital activities. Plan daily weekly and monthly vehicle use in line with priorities and service delivery aims. Supervision of junior personnel. Be able to work under pressure. Maybe required to work overtime.

ENQUIRIES : 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 Tel No: (013) 766 3339, Mr. Mxolisi Maseko Tel No: (013) 766 3351, Mr. Samson Nyoni Tel No: (013) 766 3087 and IT related queries: Help desk Tel No: (013) 766 3018.

POST 05/160 : **ADMINISTRATIVE OFFICER: MANAGEMENT OF LICENCES AND PETROL CARDS REF NO: MPDOH/FEB/25/781**

SALARY CENTRE REQUIREMENTS : R308 154 per annum, (plus service benefits)
 : Provincial Office, Mbombela (Nelspruit)
 : Senior Certificate/ Grade 12 or equivalent qualification plus three (3) years relevant experience in vehicle or fleet management or Diploma / Degree (NQF Level 6/7) in Logistics / Fleet / Transport Management as recognized by SAQA. Computer literacy. Knowledge and Experience of the Department policies, prescripts and practices. Good interpersonal as well as written and verbal

- communication skills. A Team Player with basic management skills, sound interpersonal relations and numerical skills. Valid driver's licence.
- DUTIES** : Co-ordinate and administer GG vehicles licences and petrol cards. Ensure that all expired licences are renewed on time to avoid GG vehicles being dormant. Ensure that GG vehicles have active petrol cards. Collecting and recording of all new petrol cards in the Petrol Card Register. Manage, update, and reconcile of all Asset Registers i.e., FNB, Government Garage and the Departmental Registers. Collecting and recording of all new licences and their expiry date in the Fleet Asset Register. Request and receiving reports for all loss, damage, and stolen petrol cards. Preparation and forward of loss, damage, or stolen petrol cards incidents to be tabled at the Accident, Damage, Theft, Loss and Disposal Committee. Processing of payment of FNB and licences accounts. Do journals to debit the institutions for fuel, oil, and maintenance from the FNB account. Request all Certificates of Fitness (COF) documents, from the institutions for the renewal of licences. Act as liaison between his/her office with Government Garage and the Department of Community, Safety, Security and Liaison. Ensure compliance with all instructions. Supervision of junior personnel. Be able to work under pressure. May be required to work overtime.
- ENQUIRIES** : 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 Tel No: (013) 766 3339, Mr. Mxolisi Maseko Tel No: (013) 766 3351, Mr. Samson Nyoni Tel No: (013) 766 3087 and IT related queries: Help desk Tel No: (013) 766 3018.
- POST 05/161** : **ADMINISTRATIVE OFFICER: PROCUREMENT MANAGEMENT (SCM) REF NO: MPDOH/FEB/25/782**
- SALARY CENTRE REQUIREMENTS** : R308 154 per annum, (plus service benefits)
: Provincial Office, Mbombela (Nelspruit)
: Senior Certificate / Grade 12 or equivalent qualification plus three (3) years relevant experience in Supply Chain Management / Financial Management or Diploma / Degree (NQF Level 6/7) in Finance / Logistics / Procurement / Supply Chain Management / Financial / Management / Management Accounting as recognized by SAQA. Knowledge of the Public Finance Management Act, Treasury Regulations, Supply Chain Management procedure. Knowledge of Basic Accounting Systems (BAS) and LOGIS will be an added advantage. Skills and Competencies Computer Literacy in (Ms Word Excel and PowerPoint). Excellent Communication Skills (verbal and written). Understanding of PFMA, Preferential Procurement Regulations. Problem Solving Skills. Ability to work individually and within a Team. Sound Organising and Planning Skills. Customer Orientation and Leadership Abilities. Valid driver's licence.
- DUTIES** : Sourcing of quotations for the procurement of goods and services. Ensure compliance with all prescripts that governs the procurement of goods and services. Manage the performance and development of the acquisition management unit. Provide Administration support to supply chain management committees and check compliance of all procurement processes. Arrange and facilitate evaluation process Compile comparative schedules for requests up to the value of R 1 000 000.00. Compilation and assessment of supply chain management reports. Attend and respond to audit queries.
- ENQUIRIES** : 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 Tel No: (013) 766 3339, Mr. Mxolisi Maseko Tel No: (013) 766 3351, Mr. Samson Nyoni Tel No: (013) 766 3087 and IT related queries: Help desk Tel No: (013) 766 3018.
- POST 05/162** : **ADMINISTRATIVE OFFICER: COLLECTIVE BARGAINING REF NO: MPDOH/FEB/25/783**
- SALARY CENTRE REQUIREMENTS** : R308 154 per annum, (plus service benefits)
: Provincial Office, Mbombela (Nelspruit)
: Senior Certificate / Grade 12 or equivalent qualification plus three (3) years relevant experience or Diploma / Degree (NQF Level 6/7) in Human Resource Management / Public Management as recognized by SAQA. Knowledge of Labour Relations, PSA, PRS, Grievance Procedures and disciplinary code, Computer literacy and report writing. Good interpersonal and communication skills, verbal and written. Budgeting and willing to work under pressure.

		Knowledge of Batho Pele Principles and customer care. Problem solving skills, analytical thinking, maintaining discipline and conflict resolution and organizing skills. Valid driver's licence will be an added advantage.
<u>DUTIES</u>	:	Render administrative and logistic support services for the Office and office of the Director Labour Relations. Grievance investigation. Misconduct investigation. Represent Department at Provincial. Bargaining chamber. Compile monthly Labour Relations reports. Conduct disciplinary hearing. Render advisory service to management and employees.
<u>ENQUIRIES</u>	:	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 Tel No: (013) 766 3339, Mr. Mxolisi Maseko Tel No: (013) 766 3351, Mr. Samson Nyoni Tel No: (013) 766 3087 and IT related queries: Help desk Tel No: (013) 766 3018.
<u>POST 05/163</u>	:	<u>STATE ACCOUNTANT: REVENUE MANAGEMENT REF NO: MPDOH/FEB/25/784</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R308 154 per annum, (plus service benefits) Provincial Office, Mbombela (Nelspruit) Senior Certificate / Grade 12 or equivalent qualification plus three (3) years relevant experience or Diploma / Degree (NQF Level 6/7) in Finance / Financial Management / Management Accounting as recognized by SAQA. Knowledge and experience of provisioning administration, focus in the following areas: LOGIS, Preferential Procurement Policy Framework (PPFFA), Public Finance Management Act (PFMA) and Treasury Regulations and general knowledge of Basic accounting system (BAS). Computer literacy. Sound interpersonal and communication skills (written and verbal). Good management and supervisory skills. Ability to work independently and tight deadlines. Valid driver's licence will be an added advantage.
<u>DUTIES</u>	:	Collect revenue and bank it, Process debtors accounts. Prepare financial reports, Develop strategic plans. Maintain and apply the filing system for medical records. Classify and reclassify patients, Compile management reports, Evaluate staff performance.
<u>ENQUIRIES</u>	:	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 Tel No: (013) 766 3339, Mr. Mxolisi Maseko Tel No: (013) 766 3351, Mr. Samson Nyoni Tel No: (013) 766 3087 and IT related queries: Help desk Tel No: (013) 766 3018.
<u>POST 05/164</u>	:	<u>PROFESSIONAL NURSE GRADE 1 (PN-A2): GENERAL NURSING REF NO: MPDOH/JAN/25/789 (X5 POSTS)</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R307 473 – R362 187 per annum Thubelihle CHC (Nkangala District) Senior Certificate / Grade 12 or equivalent plus Basic qualification accredited with the SANC in terms of Government Notice (i.e. Diploma/ Degree in General Nursing) or equivalent qualification that allows registration with the SANC as Professional Nurse (2025). Grade 1: A minimum of 1-10 years appropriate / recognizable Theatre experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. Recommendations: Ability to function independently and to prioritize work. Leadership and sound interpersonal skills, problem solving and decision-making skills. Demonstrate an understanding of Nursing legislation and related legal and ethical nursing practices.
<u>DUTIES</u>	:	Perform a clinical nursing practice in accordance with the scope of practice and nursing standards as determined by the health facility. Promote quality of nursing care as directed by the professional scope of practice and standards. Participate in the implementation of the National Core Standards and Ideal Hospital Realization Framework. Demonstrate effective communication with patients, supervisors and other clinicians, including report writing when required. Work as part of the multi-disciplinary team to ensure quality nursing care. Work effectively, co-operatively amicably with persons of diverse intellectual, cultural, racial or religious differences. Able to plan and organize own work and that of support personnel to ensure proper nursing care. Display a concern for patients, promoting and advocating proper treatment and care including awareness and willingness to respond to patient needs, requirements and expectations (Batho- Pele). Effectively manage resources allocated in your unit.

ENQUIRIES

: 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 Tel No: (013) 766 3339, Mr. Mxolisi Maseko Tel No: (013) 766 3351, Mr. Samson Nyoni Tel No: (013) 766 3087 and IT related queries: Help desk Tel No: (013) 766 3018.

**PROVINCIAL ADMINISTRATION: NORTH WEST
DEPARTMENT OF PUBLIC WORKS AND ROADS**

This Department is an Equal Opportunity Affirmative Action Employer. It is our intention to promote representatively (race, gender and disability) e.g. White, Indian, Coloured and African, in the Department through the filling of posts. People with disability are encouraged to apply. The candidates whose transfer/promotion/appointment will promote representatively will receive preference. An indication in this regard will facilitate the processing of applications.

- APPLICATIONS** : All Applications must be addressed to: Head of Department, Public Works and Roads, Private Bag X2080, Mmabatho, 2735 Or Hand delivered to Registry Office no. 133, Ground Floor, East Wing - Old Parliament Building Complex, Modiri Molema Road, Mmabatho, 2735 Or Applications may also be Email: DPWRHORecruit@nwpg.gov.za
- FOR ATTENTION** : HRM Recruitment - Mr. M.E Khauoe.
- CLOSING DATE** : 28 February 2025 (Posted Applications must have reached the Department By 16h30 pm, otherwise they will not be considered)
- NOTE** : Senior Management Pre-entry Programme Certificate: No applicant shall be recommended for appointment without producing a Certificate of completion (Nyukela) obtain via this link: <https://www.thensg.gov.za>. Compliance: It is compulsory to fill all fields on the New Amended Z83 Form (81/971431) as prescribed with effect 01 January 2021, which must be signed, dated and initialled on every page. The new amended z83 form is obtainable from any Public Service Departments or DPSA Website www.gov.za. Applicants must indicate Post name, Reference number, Centre on the Z83 Form and be accompanied by a recent updated/detailed curriculum vitae clearly indicating current position's held in a sequence period e.g. Acting position or post's according to promotions, outline the experience with respective dates, key responsibilities, competencies, personal details, including three (3) names of contactable referees. Please note: It is a responsibility of a Person in possession of a foreign qualification to furnish the Department with an evaluation certificate from South African Qualifications Authority (SAQA) only when shortlisted. Only shortlisted candidate(s) for post will be required to submit certified documents on or before the day of the interview. Failure to submit the requested information will result in your application not being considered. The e-mailed applications will be accepted or considered. Applications received after the closing date will, as a rule not be accepted. It will be expected of candidates to be available for interview process on a date, time and place as determined by the Department. Applicant's previous information as background/reference checks will be verified through contactable referees. Shortlisted candidate(s) will be required to undergo personnel suitability checks and will be subjected to security screening which include, criminal records, citizenship, financial credits, asset records, qualifications verification and vetting. The Department reserves the right not to make any appointments to the advertised posts. The successful candidate will enter into an annual performance agreement, and annually disclose his/her financial interest. All shortlisted candidates for SMS posts will be subjected to a technical competency exercise that intends to test relevant technical elements of the job. Recommend candidate(s) will be required to attend generic managerial competencies using the mandated DPSA SMS competency assessment tools. Applicant requiring additional information regarding advertised post must direct their enquiries to the relevant person indicated. NB: Communication and Correspondence will be limited to short-listed candidates only. If you do not receive any response from us within three months after closing date, please accept that your application was unsuccessful.

MANAGEMENT ECHELON

- POST 05/165** : **DIRECTOR: FINANCIAL ACCOUNTING REF NO: H/O 01/2025**
- SALARY** : R1 216 824 per annum (Level 13), an all-inclusive remuneration package
- CENTRE** : Head Office – Mahikeng
- REQUIREMENTS** : Qualifications: National Senior Certificate plus a Bachelor's Degree (NQF Level 7) in Financial Management/ Financial Accounting. Honours or Postgraduate diploma in Finance will be added advantage. Senior

Management Pre-entry Programme (Nyukela Certificate). Experience: 5 years' experience at middle/ senior managerial level. A valid driver's license. Competencies: Knowledge and understanding of - PFMA and Treasury Regulations; Ability to demonstrate knowledge of Modified Cash Standard and Accounting Manual for departments. Supply Chain Management Practices; government procurement procedures and processes; Public Service Act; Public Service Regulations and related HRM Acts, Competencies in terms of the SMS Competency Framework; Willingness to work under pressure and beyond formal working hours. Good verbal and written communication skills; Conflict Management and problem solving skills; outstanding people management skills; Good presentation skills; Advanced Computer skills.

DUTIES : Manage the administration of creditor's payments. Manage the collection of revenue, debtors and bookkeeping services. Manage the administration of the employee's salaries. Meet the reporting requirements and standards promulgated by the PFMA. Ensure adequate internal financial control arrangement and systems and managing the mitigating of potential risks. Manage the departmental budget. Manage and monitor financial reporting. Manage and maintain the departmental BAS System. Manage the budget of the Directorate. Coordinate and facilitate compilation and submission of Interim Financial Statement (IFS) / Annual Financial Statement (AFS) to relevant Treasury and Auditor General. Manage the directorate's performance and development.

ENQUIRIES : Mr J. Moipolai Tel No: (018) 388 1440

POST 05/166 : **DIRECTOR: COMMUNICATION REF NO: H/O 02/2025**

SALARY CENTRE REQUIREMENTS : R1 216 824 per annum (Level 13), an all-inclusive remuneration package
: Head Office – Mahikeng
: Qualifications: National Senior Certificate plus a Bachelor's Degree (NQF Level 7) in Public Relations/ Communications/ Journalism/ Media Studies. Senior Management Pre-entry Programme (Nyukela Certificate). Experience: 5 years' of experience at middle/ senior managerial level in the communication field. A valid driver's license. Competencies: Knowledge and understanding of government policies and planning systems. Knowledge of other multimedia and analytics. Government Communications. Knowledge of Adobe Illustrator, In Design, and Website Content Management. Knowledge of reprography and printing. Understanding of government procurement procedures and processes. Knowledge of digital management with deep understanding of social media platforms and channels. Competencies in terms of SMS competency framework; Good writing and editing skills. Good research and content development skills. Computer literacy. Leadership and management skill. Effective communication at all levels (both written and verbal). Report writing. Presentation Skills. Interpersonal skills. Problem solving skills and Conflict Management. Planning and organising. Analytical thinking. Willingness to travel and work beyond normal working hours.

DUTIES : Maintain and improve proactive and effective corporate communication process for internal and external stakeholders. Manage the departmental internal communications strategy, plans and policies. Manage the design of layout of all strategic documents. Manage information content both internally and externally and deliver relevant information to employees and public. Manage the department's image in the digital space, traditional media (print, electronic etc.) and all social media channels. Promote effective departmental stakeholder relations and marketing services. Oversee management, planning and execution of internal and external events. Manage the directorate's budget and employees' performance and development.

ENQUIRIES : Dr NMG Mfikwe Tel No: (018) 388 2426

POST 05/167 : **DIRECTOR: LEGAL SERVICES REF NO: H/O 03/2025**

SALARY CENTRE REQUIREMENTS : R1 216 824 per annum (Level 13), an all-inclusive remuneration package
: Head Office – Mahikeng
: Qualifications: National Senior Certificate (Grade 12) plus an LLB or relevant Legal Degree (NQF level 7). Senior Management Pre-entry Programme (Nyukela Certificate). Experience: 5 years' of experience at middle/ senior managerial level in the legal field. A valid driver's license. Competencies: Operational knowledge of, and exposure to Constitutional Law, Administrative Law, Corporate Law, the legislation and other prescripts applicable in public

administration and the Public Service. Knowledge of all legislation administered by PW&R and its Entities, Protection of Personal Information Act, Magistrates Court Act, Intergovernmental Relations Framework Act, Supreme Court Act, Promotion of Administrative Justice Act, Public Service Act, Public Finance Management Act, Financial Regulations, Government Policies, Public service regulations. Strategic capability and leadership, programme and project management, Effective communication skills (Verbal and written), financial management, service delivery and innovation, problem-solving and analysis, risk management, change management, knowledge management and people management. Project management skills. Willingness to travel and work beyond normal working hours.

DUTIES : Manage and handle the litigation matters for and against the Department. Manage drafting, review and interpretation of legislation and Departmental policies. Provide sound legal advice to Executive Authority, Accounting Officer, Department and other stakeholder. Manage the provision of contracts management services. Oversee, Monitor, Evaluate and ensure compliance for all contracts prepared by/for the department. Manage the directorate's performance and development.

ENQUIRIES : Dr NMG Mfikwe Tel No: (018) 388 2428

POST 05/168 : **DISTRICT DIRECTOR (X2 POSTS)**

SALARY CENTRE : R1 216 824 per annum (Level 13), an all-inclusive remuneration package
Bojanala District Ref No: BOJ 01/2025 (X1 Post)

REQUIREMENTS : Ngaka Modiri Molema District Ref No: NMM01/2025 (X1 Post)
Qualifications: National Senior Certificate plus a Bachelor's Degree (NQF Level 7) in any Built Environment discipline/ Public Administration/ Public Management or related field. Senior Management Pre-entry Programme (Nyukela Certificate). Experience: 5 years' of experience at middle/ senior managerial level. A valid driver's license. Competencies: Knowledge and understanding of - Public Service Act; Public Service Regulations and related HRM Acts, PFMA and Treasury Regulations; Supply Chain Management Practices; Competencies in terms of the SMS Competency Framework; Construction Industry Development Board Regulations and best practice requirements; Compliance with the Occupational Health and Safety Act; Knowledge of labour intensive mode; Willingness to work under pressure and beyond formal working hours. Good verbal and written communication skills; Outstanding people management skills; Good presentation skills; Computer literacy (MS Word, Excel, Power Point).

DUTIES : Implement infrastructure project/ programmes and condition assessments. Ensure effective and efficient implementation of planned building maintenance projects within the time and budget allocations. Manage day-to-day preventative and renovative maintenance scheduling and programming. Implement property management services. Manage the provision of roads maintenance services and maintenance of the construction plant for the District. Render oversight on Capital Expenditure (CAPEX) Projects. Manage community based programmes (i.e. EPWP) and ensure job opportunity creation in the District. Implement the Infrastructure Delivery Improvement Programme (IDIP) requirements. Implement monitoring and reporting systems and ensure implementation of appropriate remedial actions where applicable. Manage corporate support services inclusive of District budget and other resources. Ensure effective and efficient risk management within the district.

ENQUIRIES : Dr NMG Mfikwe Tel No: (018) 388 2426

OTHER POSTS

POST 05/169 : **DEPUTY DIRECTOR: ROADS PROJECTS IMPLEMENTATION REF NO: H/O 04/2025**

SALARY CENTRE : R849 702 per annum (Level 11), an all-inclusive remuneration package
Head Office – Mahikeng

REQUIREMENTS : Qualifications: National Senior Certificate plus a Bachelor's Degree (NQF Level 7) in Civil Engineering or related field. Experience: 3 to 5 years' of experience in the built environment. A valid driver's license. Knowledge: Knowledge of government policies and planning systems; Design and labour intensive construction projects; Civil engineering related projects. Knowledge of legal compliance. Technical report writing. Technical consulting. Knowledge

of Public Service Regulations. Skills: Project management. Problem solving and analysis. Decision making. Team leadership. Creativity. Change management. Financial management. Customer focus and responsiveness. Effective communication skills (Verbal and written). Computer skills. Planning and organising. People management. Report writing skills. Presentation Skills. Willingness to travel and work beyond normal working hours.

DUTIES : Ensure sound implementation of all CAPEX and OPEX road infrastructure projects and framework agreements contracts. Attend site meetings for Capex Projects. Ensure performance, Information and coordination in the Directorate. Participate in Departmental Committees. Manage day-to-day operational aspects of a project. Effectively apply methodology and enforce project standards to minimize risk on projects. Project accounting and financial management. Ensure that all physical and financial targets set for Annual Performance Plan (APP) are achieved. Register interim payment certificates. Scrutinize and analyze the account for correctness. Verify calculations. Ensure EPWP compliance in roads projects. Ensure that employment statistics are properly captured in the EPWP Reporting System. Ensure portfolio of evidence is in place. Manage projects under construction. Manage and ensure each project is implemented within allocated budget. Ensure projects are implemented according to program of Public works and Roads. Ensure the implementation of Contractor Development Programme. Ensure local beneficiation is maximized. Establish and maintain appropriate systems and guidelines to ensure effective and efficient management of projects.

ENQUIRIES : Mr S.M Manoto Tel No: (018) 388 1193

POST 05/170 : **QUANTITY SURVEYOR PRODUCTION REF NO: H/O 05/2025**

SALARY : R721 746 per annum (Grade A)
CENTRE : Head Office – Mahikeng
REQUIREMENTS : Qualifications: National Senior Certificate plus an appropriate Degree in Quantity Survey or relevant qualification. Compulsory registration with SACQSP as a professional Quantity Survey. Experience: 3 years Quantity Survey experience required. A valid driver's license. Knowledge: Programme and project management. Quantity Survey principles and methodologies. Research and development. Computer-aided engineering applications. Knowledge of legal compliance. Technical report writing. Technical consulting. Creating high performance culture. Networking. Professional judgment. Knowledge of Public Service Regulations. Skills: Decision making. Team leadership. Analytical skills. Creativity. Self-management. Financial management. Customer focus and responsiveness. Effective communication skills (Verbal and written). Computer literacy. Planning and organizing. Conflict management. Problem solving and analysis. People management. Change management. Innovation. Presentation skills. Report writing skills. Ability to work under pressure.

DUTIES : Perform quantity survey activities on buildings, structures or facilities. Co-ordinate 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 survey 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. Ensure adherence to the requirements of professional registration. Mentor, train and develop candidate quantity survey and related technical and administrative personnel to promote skills/knowledge transfer and adherence to sound architectural principles and code of practice. Manage resources, prepare and consolidate inputs for the facilitation of resource utilisation. Ensure adherence to regulations and procedures for procurement SCM and personnel human resource administration. Monitor and control expenditure. Report on expenditure and service delivery. Continuous professional development according to council guidelines. Research/literature studies on quantity survey to improve expertise. Liaise with relevant bodies/councils on quantity survey-related matters. Supervise personnel.

ENQUIRIES : Ms. E. Mati Tel No: (018) 388 4496

POST 05/171 : **CONTROL ENGINEERING TECHNICIAN REF NO: H/O 06/2025 (X2 POSTS)**

SALARY : R522 741 per annum (Grade A)
CENTRE : Head Office- Mafikeng
REQUIREMENTS : Qualifications: National Senior Certificate plus a National Diploma in Civil Engineering or relevant qualification. Compulsory registration with ECSA as a Professional Engineering Technician. Experience: 6 years post qualification technical experience. Valid driver's license. Knowledge: Project management. Technical design and analysis knowledge. Research and development. Computer-aided engineering applications. Knowledge of legal compliance. Technical report writing. Technical consulting. Knowledge of Public Service Regulations. Skills: Problem solving and analysis. Decision making. Team work. Creativity. Financial management. Customer focus and responsiveness. Effective communication skills (Verbal and written). Computer skills. Planning and organizing. Interpersonal skills. Presentation skills. Report writing skills. Ability to work under pressure.

DUTIES : Manage technical services and support in conjunction with Engineers, Technologists and associates in field, workshop and technical office activities. Ensure the promotion of safety in line with statutory and regulatory requirements. Evaluate existing technical manuals, standard drawings and procedures to incorporate new technology. Ensure quality assurance of technical designs with specifications and authorize/make recommendations for approval by the relevant authority. Provide inputs into the budgeting process. Compile and submit reports as required. Provide and consolidate inputs to the technical/engineering operational plan. Ensure the development, implementation and maintenance databases. Manage, supervise and control technical and related personnel and assets. Continuous professional development to keep up with new technologies and procedures. Research/literature studies on technical engineering technology to improve expertise. Liaise with relevant bodies/councils on engineering-related matters.

ENQUIRIES : Mr T. Chanda Tel No: (018) 388 4516

POST 05/172 : **ASSISTANT DIRECTOR: RISK MANAGEMENT REF NO: H/O 07/2025**

SALARY : R444 036 per annum (Level 09)
CENTRE : Head Office – Mahikeng
REQUIREMENTS : Qualifications: National Senior Certificate plus a National Diploma/ Bachelor's Degree in Accounting/ Auditing/ Risk Management. Experience: 3 years relevant experience in Risk Management and/or Integrity Management of which 2 years must be at supervisory level. A valid driver's license. Knowledge: Knowledge of Public Service Regulations, Public Service Act, PFMA, Treasury Regulations, and ISO31000, COSO Framework, COBIT, etc, Public Service Anti-Corruption Strategy and fraud prevention measures, Public Sector Risk Management; Public Service Integrity Management. Sound understanding of risk management principles, Code of Conduct, Combined assurance, compliance management, internal auditing, ethics and integrity management, standards and good practices. Skills: Excellent facilitation skills. Statistical and qualitative analysis. Policy development. Advanced computer proficiency in Ms Office. Service delivery innovation, problem-solving, and analysis. Client orientation and customer focus. Fairness/objectivity. Effective communication skills (Verbal and written). Ability to work independently and under pressure. Strong interpersonal skills, team work, Report writing. Willingness to travel.

DUTIES : Compile risk management strategies. Perform risk analysis, risk Identification, risk monitoring and risk reporting. Establish, communicate, and facilitate the use of the appropriate Enterprise Risk Management methodologies, tools and techniques. Assist with the development and implementation of an ethics management strategy that prevent and deters unethical conduct and acts of corruption. Implement the fraud prevention and ethics management plan. Promote integrity and ethical behaviour in the Department. Ensure follow ups on the implementation of ethics action plans identified. Identification and assessment of ethics, fraud and corruption risks. Work with individual components and units to establish, maintain, and continuously improve risk. Facilitate enterprise-wide risk assessments and monitor priority risks across the organization. Serve as secretariat of the Risk Management Committee. Supervise subordinates.

ENQUIRIES : Ms. K. Masilo Tel No: (018) 388 1116

<u>POST 05/173</u>	:	<u>ASSISTANT DIRECTOR: INTERNAL CONTROL REF NO: H/O 08/2025</u>
<u>SALARY</u>	:	R444 036 per annum (Level 09)
<u>CENTRE</u>	:	Head Office – Mahikeng
<u>REQUIREMENTS</u>	:	Qualifications: National Senior Certificate plus a National Diploma/ Bachelor's Degree in Accounting/ Auditing/ Risk Management/ Compliance. Experience: 3 years' experience in Internal Control of which 2 years should must be at supervisory level. A valid driver's license. Knowledge: Good knowledge and understanding of accounting/auditing, applicable legislations and prescripts, government systems, information management and policies and procedures. PFMA, Public Service Act and Regulations. SCM prescripts, Internal auditing. Skills: Computer Literacy. Effective communication skills (Verbal and written). Service delivery innovation. Problem solving and analytical skills. Strong Planning and coordination abilities. Proven management skills. Operational and financial plans and projects. Client orientation and customer focus. Ability to work independently and under pressure, team work, report writing. Willingness to travel.
<u>DUTIES</u>	:	Provide inputs in the development of departmental annual internal control plan. Interpret and apply relevant legislations, policies, regulations frameworks, standards and guidelines. Review of departmental policies and procedures to ensure compliance with relevant legislations, regulations, circulars and practice notes. Monitoring compliance with financial delegations' prescript/ frameworks. Identifying, investigating and addressing financial discrepancies, ensuring compliance and implementing corrective measures to prevent future unauthorised, irregular, fruitless and wasteful expenditures. Overseeing pre and post-audit (claims and payments vouchers) of documents for verification and validity. Develop and coordinate internal and external audits. Review the requested information to the relevant directorates and ensure that is submitted within a day against the audit register. Supervise subordinates.
<u>ENQUIRIES</u>	:	Ms. K. Masilo Tel No: (018)388 1116

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

CLOSING DATE : 03 March 2025
NOTE : Shortlisted candidates will be required to submit copies of their documentation for verification purposes. These candidates will be required to do a practical and attend interviews on a date and time as determined by the department. The selection process will be guided by the EE targets of the employing department. Should you experience difficulties with your online application, kindly note that technical support (challenges with online application) is only available from Monday to Friday from 08:00 to 16.00. you may contact the helpline at 0861 370 214. Otherwise, all other queries relating to the position, kindly contact the enquiries person as indicated in the advert. Please ensure that you submit your application before the closing date as no late applications will be considered.

OTHER POSTS

POST 05/174 : **ASSISTANT DIRECTOR: BID AND CONTRACT MANAGEMENT REF NO: AGR 03/2025**

SALARY : R444 036 per annum (Level 09)
CENTRE : Department of Agriculture, Western Cape Government
REQUIREMENTS : An appropriate 3 year B-Degree (equivalent or higher qualification); A minimum of 3 years supervisory level experience in Supply Chain Management, Public Management, Contract Management or related fields. Recommendation: Experience in Public Sector Supply Chain Management, application of procurement regulations and principles, contract management, secretariat functioning. Competencies: Knowledge of the following: Public Finance Management Act; National Treasury Regulations; Provincial Treasury Instructions; Legacy system requirements and functioning; Record keeping procedures; Relevant systems (LOGIS); Skills needed: Written and verbal communication; Interpersonal relations; Numeric; Research; Strategic thinking; Organising and planning; Analytical; Office administration; Proven computer literacy.

DUTIES : Manage and report on contracts; Render a secretarial service to the bid committees; Administer the bid process.

ENQUIRIES : Mr M November Tel No: (021) 808-5156
APPLICATIONS : To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>

POST 05/175 : **SENIOR AGRICULTURAL ADVISOR: HORTICULTURE (CALEDON) REF NO: AGR 06/2025**

SALARY : R444 036 per annum (Level 09)
CENTRE : Department of Agriculture, Western Cape Government
REQUIREMENTS : An appropriate 4 year BSc Agric degree majoring in Horticulture or BAgric Honours degree majoring in Horticulture on NQF level 8; Registered with SACNASP or any other recognised professional body (Proof to be submitted); A minimum of 3 years experience in agricultural extension; A valid code B driving licence Recommendation: Experience in Vegetable production. Competencies: Knowledge of the following: Production of crops and/or livestock produced in the specific area, also markets and value adding; Project management practices; Good research skills; Excellent written and verbal communication and report; Sound organizational and leadership abilities; Good understanding of the land reform, programme and project implementation; Excellent communication (written and verbal skills); Proven computer literacy in MS Office; (MS Word, MS Excel, MS Outlook, MS Power Point).

DUTIES : Duties entail the following: Compilation of project submissions and the management of project implementation; Conduct relevant project evaluation within the monitoring and evaluation framework; Deliver continuous support to all farmers, especially developing farmers across all functions, which include land reform, infrastructure development, extension and support on production and economic principles, institutional support as well as capacity building and

food security; Assist with research and demonstration trials; Provide information on markets; Facilitate workshops and planning sessions to determine needs and progress; Promote sustainable production systems; Write reports regarding implementation/technical progress; Facilitate the development of organisational skills of the developing agricultural sector; Facilitate relevant recordkeeping and technical training as well as support to projects; Participate as a member of the project team by giving technical input and for the compilation of business plans; General office administration; Ensure the implementation of Agricultural Information Management System (AIMS); Facilitate, engage and provide inputs to Implementing Agencies and relevant Commodity Project Allocation Committees in the delivery and implementation of projects; Lead, guide and provide support to lower level extension staff and admin support staff.

ENQUIRIES : Mr. Hennis Germishuys at (082) 907 2805
APPLICATIONS : To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>

POST 05/176 : **SENIOR AGRICULTURAL ADVISOR: ECONOMIST (BREDASDORP) REF NO: AGR 09/2025**

SALARY : R444 036 per annum (Level 09)
CENTRE : Department of Agriculture, Western Cape Government
REQUIREMENTS : An appropriate 4 year BSc Agric degree majoring in Agricultural Economics or BAgri Honours degree majoring in Agricultural Economics on NQF level 8; Registered with SACNASP or any other recognised professional body (Proof to be submitted); A minimum of 3 years experience in agricultural extension; A valid code B driving licence. Recommendation: Experience in agricultural production economics and agricultural economics. Competencies: Knowledge of the following: Production of crops and/or livestock produced in the specific area, also markets and value adding; Project management practices; Good research skills; Excellent written and verbal communication and report; Sound organizational and leadership abilities; Good understanding of the land reform, programme and project implementation; Excellent communication (written and verbal skills); Proven computer literacy in MS Office; (MS Word, MS Excel, MS Outlook, MS Power Point).

DUTIES : Compilation of enterprise budgets and cashflow statements; Conduct relevant project evaluation within the monitoring and evaluation framework; Deliver continuous support to all farmers, especially developing farmers across all functions, which include land reform, infrastructure development, extension and support on production and economic principles, institutional support as well as capacity building and food security; Assist with research and demonstration trials; Provide information on markets; Facilitate workshops and planning sessions to determine needs and progress; Promote sustainable production systems; Write reports regarding economical progress; Facilitate the development of organisational skills of the developing agricultural sector; Facilitate relevant recordkeeping and economical training as well as support to projects; Participate as a member of the project team by giving economical input and for the compilation of business plans; General office administration; Ensure the implementation of Agricultural Information Management System (AIMS); Facilitate, engage and provide inputs to Implementing Agencies and relevant Commodity Project Allocation Committees in the delivery and implementation of projects lead, guide and provide support to lower level extension staff.

ENQUIRIES : Mr. Hennis Germishuys at (082) 907 2805
APPLICATIONS : To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>

POST 05/177 : **LECTURER: AGRICULTURAL BUSINESS MANAGEMENT (ELSENBURG) REF NO: AGR 04/2025**

SALARY : R376 413 per annum (Level 08)
CENTRE : Department of Agriculture, Western Cape Government
REQUIREMENTS : An appropriate 4-year BSc degree (equivalent or higher qualification) in Agriculture Economics or Agribusiness; A minimum of 3 years appropriate experience in Agricultural Business Management; A valid (Code B or higher) driving licence. NB: People with disabilities that restrict driving abilities, but who have reasonable access to transport, may also apply. Recommendation:

- AgriSETA Assessor and Moderation accreditation; Working knowledge and experience in training in Plant and Animal production. Competencies: Good knowledge of the subject field and proven knowledge of Agribusiness Economics or Agribusiness management. Skills needed: Communication (written and verbal); Computer literacy; Leadership, Planning and Organising; Formal training and presentation.
- DUTIES** : Prepare lesson plans and present practical, theoretical and/or short courses; Renewal and development of course material and study guides; Assessment of students through compilation of question papers and memorandums for examination; Administrative responsibilities; Keep abreast of applicable prescripts, policies, procedures, technologies and new developments in the subject field.
- ENQUIRIES APPLICATIONS** : Ms G Jacobs Tel No: (021) 808 7000
: To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>
- POST 05/178** : **AGRICULTURAL ADVISOR: AGRICULTURAL PRODUCER SUPPORT AND DEVELOPMENT (GOODWOOD) REF NO: AGR 07/2025**
- SALARY CENTRE REQUIREMENTS** : R376 413 per annum (Level 08)
: Department of Agriculture, Western Cape Government
: An appropriate 4 year qualification (NQF 8) in Agriculture or equivalent qualification within Agricultural field as recognised by SAQA; Registered with SACNASP or any other recognised professional body (Proof to be submitted); A valid code B (or higher) driving license. NB People with disabilities that restrict driving abilities, but who have reasonable access to transport, may also apply. Competencies: Communication (written and verbal), leadership and presentation skills; Proven computer literacy in MS Office (Excel, Word, PowerPoint); Problem solving (research skills; Good time management and the ability to work under pressure (project implementation); Ability to work in a team; Prepare and deliver good presentations.
- DUTIES** : Compilation of project submissions and project implementation; Conduct relevant project evaluation within the monitoring and evaluation framework; Deliver continuous support to all farmers, especially developing farmers across all functions, which include land reform, infrastructure development, extension and support on production and economic principles, institutional support as well as capacity building of food security; Assist with research and demonstration trials under supervision; Provide information on markets; Facilitate workshops and planning sessions to determine the needs and progress; Write reports regarding technical progress; Promote sustainable production systems; Facilitate the development of organisational skills of the developing agricultural sector; Facilitate relevant training as well as to support projects; Participate as the member of the project team by giving sound and technical input for the compilation of business plans; General office administration; Ensure the implementation of Agricultural Information Management System (AIMS); Facilitate, engage and provide inputs to implementing agencies and relevant Commodity Project Allocation Committees (CPAC's) in the delivery and implementation of projects; Practise Batho Pele principles; Uphold the Core Values of the Western Cape Government.
- ENQUIRIES APPLICATIONS** : Mr D Chitepo Tel No: (021) 808 5100
: To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>
- POST 05/179** : **CENTRE MANAGER: AGRICULTURAL SKILLS DEVELOPMENT (CLANWILLIAM) REF NO: AGR 08/2025**
- SALARY CENTRE REQUIREMENTS** : R376 413 per annum (Level 08)
: Department of Agriculture, Western Cape Government
: An appropriate 3-year National Diploma/B-Degree or higher qualification Administration, Skills Development, Training, Human Resource Development or an equivalent qualification; A minimum of 3 years supervisory experience; A valid (Code B or higher) driving licence. NB: People with disabilities that restrict driving abilities, but who have reasonable access to transport, may also apply. Recommendation: Experience in the following: Delivering, coordination and or management of vocational programmes, project management and stakeholder relations. Competencies: Extended knowledge and understanding of the

following: Agricultural Industry and relevant practices / policies; Industry related training programmes(formal and non-formal) and relevant study fields including social and life skills related programmes; Relevant legislation and prescripts regulating education, training and development; Human resource management and development; Financial Management; Labour Relations practices/policies; Relevant Education and Training strategies impacting on the Agricultural Industry. Skills in the following: Communication skills (verbal/written) Interpersonal skills; Analytical skills; Negotiation skills; Persuasive skills; Planning and organisational skills; Motivation skills; Project management skills; Financial management skills; Diversity management skills. Presentation skills; Facilitation skills; Computer literacy.

DUTIES : Interpersonal skills; Analytical skills; Negotiation skills; Persuasive skills; Planning and organisational skills; Motivation skills; Project management skills; Financial management skills; Diversity management skills. Presentation skills; Facilitation skills; Computer literacy.

ENQUIRIES APPLICATIONS : Ms Gertrude Jacobs Tel No: (021) 808 7000
: To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>

POST 05/180 : **AGRICULTURAL ADVISOR: AGRICULTURAL PRODUCER SUPPORT AND DEVELOPMENT (OUDTSHOORN) REF NO: AGR 01/2025**

SALARY : R376 413 per annum (Level 08)
CENTRE : Department of Agriculture, Western Cape Government
REQUIREMENTS : An appropriate 4 year qualification (NQF 8) in Agriculture or equivalent qualification within Agricultural field as recognised by SAQA; Registered with SACNASP or any other recognised professional body (Proof to be submitted); A valid code B (or higher) driving license. NB People with disabilities that restrict driving abilities, but who have reasonable access to transport, may also apply. Competencies: Communication (written and verbal), leadership and presentation skills; Proven computer literacy in MS Office (Excel,doi 04 Word, PowerPoint); Problem solving (research skills; Good time management and the ability to work under pressure (project implementation); Ability to work in a team; Prepare and deliver good presentations

DUTIES : Compilation of project submissions and project implementation; Conduct relevant project evaluation within the monitoring and evaluation framework; Deliver continuous support to all farmers, especially developing farmers across all functions, which include land reform, infrastructure development, extension and support on production and economic principles, institutional support as well as capacity building of food security; Assist with research and demonstration trials under supervision; Provide information on markets; Facilitate workshops and planning sessions to determine the needs and progress; Write reports regarding technical progress; Promote sustainable production systems; Facilitate the development of organisational skills of the developing agricultural sector; Facilitate relevant training as well as to support projects; Participate as the member of the project team by giving sound and technical input for the compilation of business plans; General office administration; Ensure the implementation of Agricultural Information Management System (AIMS); Facilitate, engage and provide inputs to implementing agencies and relevant Commodity Project Allocation Committees (CPAC's) in the delivery and implementation of projects; Practise Batho Pele principles; Uphold the Core Values of the Western Cape Government

ENQUIRIES APPLICATIONS : Mr W Burger Tel No: (044) 803 3747
: To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>

POST 05/181 : **CIVIL ENGINEERING TECHNICIAN (PRODUCTION LEVEL): LANDCARE REF NO: AGR 05/2025 (X4 POSTS AVAILABLE IN WELLINGTON)**

SALARY : Grade A: R371 253 - Grade C: R556 080 per annum, (Salary will be determined based on post registration experience as per OSD prescribed).

CENTRE : Department of Agriculture, Western Cape Government
REQUIREMENTS : An appropriate 3-year National Diploma/B-Degree (equivalent or higher qualification) in Civil Engineering; Compulsory registration with the Engineering Council of South Africa (ECSA) as an Professional Engineering Technician; A minimum of 3 years relevant post qualification technical(engineering)

experience Recommendation: A valid driving license (Code B or higher).
 Competencies: Project Management; Technical design and analysis knowledge; Research and development; Computer-aided engineering applications; Knowledge of legal compliance; Technical report writing; Technical consulting; Skills needed: Problem solving and analysis; Decision making; Team work; Creativity; Customer focus and responsiveness; Written and verbal communication skills; Computer; People Management; Planning and organising; Change Management; Good analytical, problem solving, interpersonal and organisational; Self-motivated, Ability to work under pressure.

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

ENQUIRIES APPLICATIONS : Mr R Roscher Tel No: (021) 808 7801 / (083) 675 1315
 : To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>

POST 05/182 : **ENGINEERING TECHNICIAN (PRODUCTION LEVEL): SUSTAINABLE RESOURCE USE AND MANAGEMENT REF NO: AGR10/2025 (X2 POSTS AVAILABLE IN CALEDON AND BREDASDORP)**

SALARY : Grade A: R371 253 - R396 522 per annum
 Grade B: R419 325 - R449079 per annum
 Grade C: R472 812 - R556 080 per annum
 (Salary will be determined based on post registration experience as per OSD prescribed).

CENTRE REQUIREMENTS : Department of Agriculture, Western Cape Government
 : An appropriate 3-year National Diploma in Civil Engineering or relevant qualification; Compulsory registration with the Engineering Council of South Africa (ECSA) as an Engineering Technician; A minimum of 3 years relevant post qualification technical (engineering) experience. Recommendation: A valid driving license (Code B or higher). Competencies: Project Management; Technical design and analysis knowledge; Research and development; Computer-aided engineering applications; Knowledge of legal compliance; Technical report writing; Technical consulting; Skills needed: Problem solving and analysis; Decision making; Team work; Creativity; Customer focus and responsiveness; Written and verbal communication; Proven Computer Literacy; People Management; Planning and Organising; Change Management; Good analytical, problem solving, interpersonal and organisational.

DUTIES : Render technical services: Assist engineers, technologists and associates in field, workshop and technical office activities; Perform administrative and related functions; Compile and submit reports as required; Research and development.

ENQUIRIES APPLICATIONS : Mr G. Jephthas Tel No: (028) 425 4819
 : To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>

POST 05/183 : **ENGINEERING TECHNICIAN (PRODUCTION LEVEL): SUSTAINABLE RESOURCE USE AND MANAGEMENT (CLANWILLIAM) REF NO: AGR 11/2025**

SALARY : Grade A: R371 253 - R396 522 per annum
 Grade B: R419 325 - R449079 per annum
 Grade C: R472 812 - R556 080 per annum

(Salary will be determined based on post registration experience as per OSD prescribed).

- CENTRE REQUIREMENTS** : Department of Agriculture, Western Cape Government
: An appropriate 3-year National Diploma in Civil Engineering or relevant qualification; Compulsory registration with the Engineering Council of South Africa (ECSA) as an Engineering Technician; A minimum of 3 years relevant post qualification technical (engineering) experience. Recommendation: A valid driving license (Code B or higher). Competencies: Project Management; Technical design and analysis knowledge; Research and development; Computer-aided engineering applications; Knowledge of legal compliance; Technical report writing; Technical consulting; Skills needed: Problem solving and analysis; Decision making; Team work; Creativity; Customer focus and responsiveness; Written and verbal communication; Proven Computer Literacy; People Management; Planning and Organising; Change Management; Good analytical, problem solving, interpersonal and organisational.
- DUTIES** : Render technical services: Assist engineers, technologists and associates in field, workshop and technical office activities; Perform administrative and related functions; Compile and submit reports as required; Research and development.
- ENQUIRIES APPLICATIONS** : Ms A Petersen Tel No: (021) 808 5009
: To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>

DEPARTMENT OF CULTURAL AFFAIRS AND SPORT

- APPLICATIONS** : To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>
- CLOSING DATE** : 03 March 2025
- NOTE** : Shortlisted candidates will be required to submit copies of their documentation for verification purposes. These candidates will be required to do a practical and attend interviews on a date and time as determined by the department. The selection process will be guided by the EE targets of the employing department. Should you experience difficulties with your online application, kindly note that technical support (challenges with online application) is only available from Monday to Friday from 08:00 to 16.00. you may contact the helpline at 0861 370 214. Otherwise, all other queries relating to the position, kindly contact the enquiries person as indicated in the advert. Please ensure that you submit your application before the closing date as no late applications will be considered.

OTHER POST

- POST 05/184** : **SPORT PROMOTION OFFICER: RECREATION DEVELOPMENT REF NO: CAS 16/2024R1**
- SALARY** : R849 702 per annum (Level 11), all-inclusive salary package
- CENTRE REQUIREMENTS** : Department of Cultural Affairs and Sport, Western Cape Government
: An appropriate 3-year National Diploma/B-Degree (equivalent or higher qualification); A valid code B (or higher) driving licence. Recommendation: Appropriate experience in recreation programmes and exposure to setting-up of indigenous games structures; Experience in project management and event planning. Competencies: Knowledge of the following: Mass participation; Public Finance Management Act. Basic Budget Processes, Basic Human Resource Management, National Sport, and Recreation Plan; Relevant recreation, sport, arts and cultural affairs policies, rules, and regulations; Recreation, MOD Programme, Neighbouring School Programme School Sport, and relevant next-level participation, through culture, arts, recreation, education and sports activities and programmes; Marketing events, programmes, and people; Event Planning, Event Management and Project Management; Skills needed: Written and verbal communication; Proven computer literacy; Project management; Information management; Must be able to read and understand statistical data.
- DUTIES** : Coordinate and assist with the implementation of recreation development; Assist and coordinate the implementation of recreation programmes; Assist with the setting-up of indigenous games structures within local and district

ENQUIRIES : municipalities; Assist with the establishment of indigenous games league matches; Coordinate and implement compliance; People management.
Ms M Roberts Tel No: (021) 483 9712

DEPARTMENT OF ECONOMIC DEVELOPMENT AND TOURISM

CLOSING DATE : 03 March 2025
NOTE : All shortlisted candidates must make themselves available to be interviewed at a date, time and place as decided by the selection panel. Please ensure that you submit your application on or before the closing date as no late applications will be considered. The selection process will be guided by the EE targets of the employing department. Kindly note that technical support is only available from Monday to Friday from 8:00 to 16.00. Should you experience any difficulties with your online application you may contact the helpline at 0861 370 214. All shortlisted candidates will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the Department. Following the interview and technical exercise, the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSA directive on the implementation of competency-based assessments). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS Competency Assessment tools. The nominated candidate will be required to complete the Senior Management Pre-Entry Programme before they may be appointed into this post. The purpose of the Senior Management Pre-Entry Programme, which is a public service specific training programme applicable to all applicants who aspire to join the SMS, is to ensure that potential SMS members have a background on processes and procedures linked to the SMS. The duration of the online Pre-Entry Programme is 120 notional hours (15 days). Full details may be sourced by the following link: <https://www.thensg.gov.za/training-course/sms-preentryprogramme/> Furthermore, thanks to the huge public interest we receive many applications for our positions, and as such will not be able to respond personally to all applications. Therefore, should you not hear from us within 10 weeks from close of advert please consider your application unsuccessful.

MANAGEMENT ECHELON

POST 05/185 : **DIRECTOR: CAPE CATALYST REF NO: DEDAT 05/2025**
(1 Year Fixed Term Contract)

SALARY : R1 216 824 per annum (Level 13), all-inclusive salary package
CENTRE : Department of Economic Development and Tourism, Western Cape Government

REQUIREMENTS : Relevant B-degree (on NQF level 7) as recognised by SAQA; Management experience in an economic development research environment 5 years' middle or senior management experience; and The successful completion of the Senior Management Pre-entry Programme (see paragraph 4 in notes below). Recommendation: A valid code B drivers' license; Additional qualifications in the built environment, infrastructure, legal will be considered beneficial. Competencies: Knowledge of the following: Proven knowledge of and working experience with the legislation, regulatory frameworks, policies and best practices that have a bearing on the line functions; Proven knowledge and understanding of information systems that aid in the management of knowledge and information pertaining to the line function. Proven knowledge and understanding of programme and project management. Proven knowledge and understanding of procurement and tendering processes. Proven knowledge and understanding of policy development, and strategy management, monitoring and review processes. Proven knowledge and understanding of modern systems of governance and administration. Proven knowledge and understanding of public service procedures, processes and systems. Proven knowledge and understanding of the global, regional and local political, economic and social affairs impacting on the provincial government of the Western Cape. Proven knowledge and understanding of Constitutional, legal and institutional arrangements governing the South African public sector. Proven knowledge and understanding of public finance, human resources and discourse management processes. Proven knowledge and understanding of the Public Finance Management Act, National and

Provincial Treasury Regulations, other financial policies, prescripts, directives and collective agreements. Proven knowledge and understanding of the functioning of the province and the activities of sister departments. Proven knowledge and understanding of the policies of the government of the day. Basic knowledge and understanding of Labour Relations legislation and regulations. Proven knowledge and understanding of performance management in general.

DUTIES : Line Management Set up and undertake portfolio management of project offices for each catalytic infrastructure project. Manage/direct all projects relating to each of the infrastructure initiatives i.e. development of clusters, skills, business support, marketing etc from project & policy initiation through to development and oversight. Manage all stakeholders (3 spheres of government, private sector, parastatals, etc.) and interdependencies of other mandated departments. Oversee and manage legal and financing arrangements as well as the establishment of entities (PPP, Licencing Companies, special purpose entities) related to projects. Oversee and monitor & evaluate the ongoing operations of economic infrastructure initiatives and related projects including reporting as well as quality assurance. Strategic Management (including change management); Define and review on a continual basis the purpose, objectives, priorities and activities of the Directorate. Drive the Directorate's strategic planning process. Drive the development and management of the strategic and business plans for the Directorate. Evaluate the performance of the Directorate on a continuing basis against pre-determined key measurable objectives and standards. Report to the Chief Director Financial Management on a regular basis on the activities of the Directorate and on matters of substantial importance relating to operational management support. Monitor and ensure compliance with relevant legislation and prescripts in respect of adequate and appropriate record keeping of the activities of the Directorate, and of the resources (people, finances and assets) employed by it. Foster and promote a culture of innovation within the Directorate, and the Department. Diligently perform all duties assigned to the post of Director. People Management Participate in the recruitment of employees in the numbers and grades appropriate to ensure the achievement of the Directorate's Business Plan. Motivate, train and guide employees within the Directorate, to achieve and maintain excellence in service delivery. Actively manage the performance, evaluation and rewarding of employees within the Directorate. Monitor information capacity building within the Directorate. Ensure involvement in the compilation of a workforce plan, a service delivery improvement programme, and an information resources plan for the Directorate. Promote sound labour relations within the Directorate. Actively manage and promote the maintenance of discipline within the Directorate. Financial Management Manage participation in the budgeting process at Directorate level. Ensure the preparation of the Annual and Adjustment Budgets for the Directorate. Assume direct accountability for the efficient, economic and effective control and management of the Directorate's budget and expenditure. Assume direct accountability for ensuring that the correct tender and procurement procedures are adhered to in respect of purchases for the Directorate. Assume direct accountability for ensuring contracts are managed effectively and efficiently for the Directorate. Ensure that all spending is aligned with the strategic objectives of the Directorate and Department. Report to the Chief Director and relevant oversight role players/committees on all aspects of the Directorate's finances. Assume overall accountability for the management, maintenance and safekeeping of the Directorate assets. Assume direct accountability for ensuring that appropriate risk management procedures are in place and adhered to for the Directorate. Ensure that full and proper records of the financial affairs of the Directorate are kept in accordance with any prescribed norms and standards.

ENQUIRIES : Olivia Dyers Tel No: (021) 483 9918
APPLICATIONS : To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>

POST 05/186 : **DIRECTOR: OIL, GAS AND MARITIME SECTOR REF NO: DEDAT 06/2025**
 (3 Year Fixed Term Contract)

SALARY : R1 216 824 per annum (Level 13), all-inclusive salary package
CENTRE : Department of Economic Development and Tourism, Western Cape Government

<u>REQUIREMENTS</u>	:	An undergraduate qualification (NQF level 7) in Economics or Logistics as recognised by SAQA; 5 years' middle management or senior experience; and the successful completion of the Senior Management Pre-entry Programme (see paragraph 4 in notes below). Competencies: Strategic Capability and Leadership Project and Programme Management; Change Management; People Management and Empowerment; Financial Management.
<u>DUTIES</u>	:	Line Management: Strategic Management (including change management); People Management; Financial Management.
<u>ENQUIRIES</u>	:	Ms Ilse van Schalkwyk Tel No: (021 483 9494)
<u>APPLICATIONS</u>	:	To apply submit your application online only: via http://www.westerncape.gov.za/jobs or https://westerncapegov.erecruit.co
<u>POST 05/187</u>	:	<u>DIRECTOR: ECONOMIC DEVELOPMENT INTEGRATION REF NO: DEDAT 07/2025</u>
<u>SALARY</u>	:	R1 216 824 per annum (Level 13), all-inclusive salary package
<u>CENTRE</u>	:	Department of Economic Development and Tourism, Western Cape Government
<u>REQUIREMENTS</u>	:	Relevant B-degree (on NQF level 7) as recognised by SAQA; 5 years' middle or senior management experience in an economic development research environment; and the successful completion of the Senior Management Pre-entry Programme (see paragraph 4 in notes below). Recommendation: A valid code B drivers' license; Additional qualifications/certifications in facilitation, design-thinking, data visualisation, and legal will be considered beneficial. Competencies: Knowledge of the following: Proven knowledge of and working experience with the legislation, regulatory frameworks, policies and best practices that have a bearing on the line functions. Proven knowledge and understanding of information systems that aid in the management of knowledge and information pertaining to the line function. Proven knowledge and understanding of programme and project management. Proven knowledge and understanding of procurement and tendering processes. Proven knowledge and understanding of policy development, and strategy management, monitoring and review processes. Proven knowledge and understanding of modern systems of governance and administration. Proven knowledge and understanding of public service procedures, processes and systems. Proven knowledge and understanding of the global, regional and local political, economic and social affairs impacting on the provincial government of the Western Cape. Proven knowledge and understanding of Constitutional, legal and institutional arrangements governing the South African public sector. Proven knowledge and understanding of public finance, human resources and discourse management processes. Proven knowledge and understanding of the Public Finance Management Act, National and Provincial Treasury Regulations, other financial policies, prescripts, directives and collective agreements. Proven knowledge and understanding of the functioning of the province and the activities of sister departments. Proven knowledge and understanding of the policies of the government of the day. Basic knowledge and understanding of Labour Relations legislation and regulations. Proven knowledge and understanding of performance management in general.
<u>DUTIES</u>	:	Line Management Manage, facilitate and oversee the integration and execution plans of provincial economic delivery of various economic stakeholders to achieve policy objectives. Manage the convening and coordination of the WC economic policy transversally. Drive coordination of the development and implementation of key transversal economic projects and programmes within the economic agenda of the WCG. Oversee the reporting requirements to demonstrate the value of initiatives aligned to the economic policy. Provide critical collaboration and oversight support to policy delivery teams. Manage and foster intra- and intergovernmental relations internally and externally with economic stakeholder's partners. Strategic Management (including change management) Define and review on a continual basis the purpose, objectives, priorities and activities of the Directorate. Drive the Directorate's strategic planning process. Drive the development and management of the strategic and business plans for the Directorate. Evaluate the performance of the Directorate on a continuing basis against pre-determined key measurable objectives and standards. Report to the Chief Director Financial Management on a regular basis on the activities of the Directorate and on matters of substantial importance relating to operational

management support. Monitor and ensure compliance with relevant legislation and prescripts in respect of adequate and appropriate record keeping of the activities of the Directorate, and of the resources (people, finances and assets) employed by it. Foster and promote a culture of innovation within the Directorate, and the Department. Diligently perform all duties assigned to the post of Director. People Management Participate in the recruitment of employees in the numbers and grades appropriate to ensure the achievement of the Directorate's Business Plan. Motivate, train and guide employees within the Directorate, to achieve and maintain excellence in service delivery. Actively manage the performance, evaluation and rewarding of employees within the Directorate. Monitor information capacity building within the Directorate. Ensure involvement in the compilation of a workforce plan, a service delivery improvement programme, and an information resources plan for the Directorate. Promote sound labour relations within the Directorate. Actively manage and promote the maintenance of discipline within the Directorate. Financial Management Manage participation in the budgeting process at Directorate level. Ensure the preparation of the Annual and Adjustment Budgets for the Directorate. Assume direct accountability for the efficient, economic and effective control and management of the Directorate's budget and expenditure. Assume direct accountability for ensuring that the correct tender and procurement procedures are adhered to in respect of purchases for the Directorate. Assume direct accountability for ensuring contracts are managed effectively and efficiently for the Directorate. Ensure that all spending is aligned with the strategic objectives of the Directorate and Department. Report to the Chief Director and relevant oversight role players/committees on all aspects of the Directorate's finances. Assume overall accountability for the management, maintenance and safekeeping of the Directorate assets. Assume direct accountability for ensuring that appropriate risk management procedures are in place and adhered to for the Directorate. Ensure that full and proper records of the financial affairs of the Directorate are kept in accordance with any prescribed norms and standards.

ENQUIRIES : Olivia Dyers Tel No:(021) 483 9918
APPLICATIONS : To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>

OTHER POSTS

POST 05/188 : **DEPUTY DIRECTOR: OIL GAS AND MARITIME REF NO: DEDAT 03/2025**
 (3 Year Contract Position)

SALARY : R849 702 per annum (Level 11), all-inclusive salary package
CENTRE : Department of Economic Development and Tourism, Western Cape Government

REQUIREMENTS : An appropriate 3-year B-Degree in Economics and or BCom Logistics; A Minimum of 3 years' relevant management experience. Competencies: Knowledge of the following: HRM processes; Labour relations; Financial management; Project management; Public Service procedures; Applicable policies and procedures; Relationship management; Skills needed: Applied Strategic Thinking; Creative Thinking; Decision Making; Computer Literacy; Problem-solving; Service Delivery Innovation; Impact & Influence, networking; Organisation and Effectiveness; Self-management; Team membership; Communication (written and verbal).

DUTIES : To develop operational Oil, Gas and Maritime sector programmes derived from the strategic framework for Trade and Sector Development (TSD); Maintain networks with key stakeholders and ensure horizontal and vertical alignment with the sector; Support and implement the market growth and promotion of the sector; Identify sector specific blockages and participate in the unblocking of opportunities in order to achieve strategic outcomes; Co-develop and support programmes to improve sector competitiveness and development; To act as a project manager for the various Oil, Gas and Maritime programmes being designed and developed through national and provincial; Human Resource Management; Financial Management.

ENQUIRIES : Ms I Van Schalkwyk Tel No: (021) 483 9494
APPLICATIONS : To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>

POST 05/189 : **DEPUTY DIRECTOR: ECONOMIC DEVELOPMENT INTEGRATION REF NO: DEDAT 11/2025**

SALARY CENTRE : R849 702 per annum (Level 11), all-inclusive salary package
: Department of Economic Development and Tourism, Western Cape Government

REQUIREMENTS : An appropriate 3-year B-Degree in Economics and or BCom Logistics; A Minimum of 3 years' relevant management experience. Recommendation: Experience in the following: Economic development project delivery; Stakeholder management and public entities; A valid code B driving license. Competencies: Knowledge of the following: Business and management principles involved in strategic planning, resource allocation, human resources modelling, leadership technique, production methods and coordination of people and resources; Principles and processes for providing customer and personal services, including needs assessment, meeting quality standards and evaluation of customer satisfaction; Project management Legislative and regulatory requirements, policies and standards related to economic development; Public management and administration; Political sciences and public policy; Relationship management; Skills needed: Written and verbal communication; Decision making; Problem analysis; Proven computer literacy (MS Office); Ability to work independently and as part of a team.

DUTIES : Coordinate the integration of strategic initiatives in support of the G4J economic development strategy; Manage and facilitate stakeholder relations in the G4J context; Manage the human resources of the Sub directorate to achieve the predetermined performance indicators and service delivery imperatives, motivated, competent, appreciated and performance orientated staff and sound labour relations; Plan the Subdirectorate's budget and manage income and expenditure through responsible implementation of policies, practices and decisions in order to achieve unit objectives effectively and efficiently.

ENQUIRIES APPLICATIONS : Mr F Abrahams Tel No: (021) 483 2006
: To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>

POST 05/190 : **ASSISTANT DIRECTOR: ENTERPRISE DEVELOPMENT REF NO: DEDAT 02/2025**

SALARY CENTRE : R444 036 per annum (Level 09)
: Department of Economic Development and Tourism, Western Cape Government

REQUIREMENTS : An appropriate 3-year B-Degree (or higher qualification) in Economics or related field; A minimum of 3 years experience in Enterprise or SMME or related environment. Recommendation: A postgraduate qualification; A valid driving licence (Code B or higher) NB: People with disabilities that restrict driving abilities, but who have reasonable access to transport, may also apply. Competencies: Knowledge of the following: Understanding of business analysis and financial interpretation as a tool for SMME development; Government processes and procedures; Finance products and incentives in both the public and private; Experience in project management; Skills needed: Computer Literacy; Communication skills (written and verbal); Problem-solving; Network and building bonds; Impact and influence.

DUTIES : Support the development of initiatives to enable small business access to non-financial and financial support; Support the implementation of initiatives to provide market access opportunities; Support the implementation of initiatives to enhance entrepreneurship (social and business) ; Support the development of initiatives to improve the enable environment for business through government interaction; Support the development of initiatives to identify gaps and /or blockages for service delivery improvement and refer to the relevant components; Facilitate building and strengthening partnerships to provide small businesses with business development services(eg: leveraging of funding and supplier development).

ENQUIRIES APPLICATIONS : Mr S Davids Tel No: (021) 483 9112
: To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>

POST 05/191 : **ASSISTANT DIRECTOR: FINANCIAL SERVICES AND ICT SECTOR REF NO: DEDAT 04/2025**

SALARY CENTRE : R444 036 per annum (Level 09)
: Department of Economic Development and Tourism, Western Cape Government

REQUIREMENTS : An appropriate 3-year B-Degree (or higher qualification) in Economics or BCom Investment Management; A minimum of 3 years experience in Project Management relating to Sector Development and Investment Management. Recommendation: A postgraduate qualification; A valid driving licence (Code B or higher) NB: People with disabilities that restrict driving abilities, but who have reasonable access to transport, may also apply. Competencies: Knowledge of the following: Project Management; Strategic Planning; Skills needed: Applied Strategic Thinking; Creative Thinking; Decision Making; Computer Literacy; Problem Solving Legal Administration; Self-delivery innovation; Stakeholder management; Organisation communication; Self-Management; Team Membership; Investment facilitation & management. Communication (written and verbal).

DUTIES : Facilitate the implementation of sector strategies, policies, programmes and projects; Maintain networks with key stakeholders and support horizontal and vertical alignment; Support and implement the market growth, Investment, and related promotion of the prioritised sectors; Participate in the unblocking of opportunities to achieve strategic outcomes; Provide an administrative service to support programmes, the Directorate and the Chief- directorate; Provide support relating to the investment facilitation role and function of the Chief Directorate and Department.

ENQUIRIES APPLICATIONS : Mr K Morudi Tel No: (021) 483 9026
: To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>

POST 05/192 : **ASSISTANT DIRECTOR: TOURISM SECTOR REF NO: DEDAT 08/2025**

SALARY CENTRE : R444 036 per annum (Level 09)
: Department of Economic Development and Tourism, Western Cape Government

REQUIREMENTS : An appropriate 3-year National Diploma/B-Degree (equivalent or higher qualification) in Commerce/Tourism/Law or Public Administration; A minimum of 3 years administrative experience (Project management relating to tourism, economic development, public administration or law; the tourism industry; Regulatory environment); A valid (Code B) or higher driving licence. NB: People with disabilities that restrict driving abilities, but who have reasonable access to transport, may also apply. Recommendation: Experience in the following: Project management; Stakeholder management; Coordination of meetings (in-person and virtual) and events; Researching and tracking of tourism trends and Compiling information for newsletters experience. Competencies: Knowledge of the following: Tourism Second Amendment Act (3 of 2014)and applicable policies and procedures; Skills needed: Analytical thinking; Planning and Organisational; Problem-solving; Decision making; Creative thinking; Accuracy and numeracy; Computer literacy in MS Office Package(Word, Excel, PowerPoint); Communication (written and verbal);Presentation; Leading and supervising; Working with people; Networking Ability to work independently and as part of a team' Ability to analyse, conceptualise and implement policy

DUTIES : Stakeholder engagements; Project Management; Setting up meetings with stakeholders; Minute taking; Assisting the public with tourism related enquiries; Report writing; Data management.

ENQUIRIES APPLICATIONS : Ms L Cambourisn Tel No: (021) 483 6527
: To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>

POST 05/193 : **ASSISTANT DIRECTOR: SUPPLY CHAIN MANAGEMENT REF NO: DEDAT 10/2025**

SALARY CENTRE : R444 036 per annum (Level 09)
: Department of Economic Development and Tourism, Western Cape Government

REQUIREMENTS : An appropriate B-Degree/Advanced Diploma (NQF 7 or higher qualification); A minimum of 3 years supervisory experience in a supply chain management

working environment. Competencies: Knowledge of the following: Supply Chain Management; Application of relevant procurement legislation/policies; LOGIS and IPS/e-PS. Skills needed: Computer literacy in MS Office Package (Word, Excel, PowerPoint); Communication (written and verbal); Presentation; Planning and organising; Problem solving. Ability to: Work independently and as part of a team; Work under pressure and to cope with a high workload.

DUTIES : Coordination and plan the procurement needs of the department; Coordinate and execute the quotation and bidding processes; Ensure prevention of fraud and abuse of the SCM system interventions; Monitor, analyse and determine actions to ensure compliance with contract management; Manage commitments and accounting; Staff supervisory functions; Service delivery and standards.

ENQUIRIES : Mr J Lombard Tel No: (021) 483 9274
APPLICATIONS : To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>

POST 05/194 : **STATE ACCOUNTANT: ASSURANCE SERVICES REF NO: DEDAT 01/2025**

SALARY : R376 413 per annum (Level 08)
CENTRE : Department of Economic Development and Tourism, Western Cape Government

REQUIREMENTS : An appropriate 3-year B-Degree or equivalent qualification; A minimum of 1 year experience in internal control and governance environment. Recommendation: Tertiary qualification in Internal Auditing or Accounting. Competencies: Knowledge in the following: Report writing; Interpersonal relations; Aptitude of figures; Skills needed: Communication (written and verbal); Computer literacy in MS Office Package (Word, Excel, PowerPoint); Flexibility; Teamwork; Accuracy; Ability to work independently and as part of a team.

DUTIES : Execute internal control services by ensuring proper governance; Render assurance services; Provide fraud and losses management services; Assist with Policy formulation, drafting of internal control policy and training.

ENQUIRIES : Mrs B Mott Tel No: (021) 483 9088
APPLICATIONS : To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>

POST 05/195 : **ADMINISTRATOR: BUSINESS REGULATION REF NO: DEDAT 09/2025**

SALARY : R376 413 per annum (Level 08)
CENTRE : Department of Economic Development and Tourism, Western Cape Government

REQUIREMENTS : An appropriate 3-year tertiary qualification (National Diploma/B-Degree or higher qualification); A minimum of 3 years administrative experience and alternative dispute resolution experience; A valid (Code B or higher) driving licence. Competencies: Knowledge of the following: Dynamics within the Western Cape Province; Consumer Protection & Education sector, including policies, dominant issues, role-players and service providers; Provincial and national legislation within the regulatory environment; Provincial and national policies and strategies to address consumer challenges; Alternative dispute resolution process; Understanding of the synergy between Office of the Consumer Protector, Strategic Partners and Industry bodies in the environment of consumer protection; Software programmes; Skills needed: Numeracy; Proven Computer Literacy; Negotiation; Analytical; Communication skills (verbal and written); Interpersonal; Conflict resolution; Administration.

DUTIES : Provide administration of consumer complaints; Conduct mediation and/reconciliation of consumer complaints; Develop partnerships and facilitate stakeholder engagement; Conduct exploration of consumer complaints developments.

ENQUIRIES : Ms L Brown Tel No: (021) 483 5497
APPLICATIONS : To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>

WESTERN CAPE EDUCATION DEPARTMENT (WCED)

APPLICATIONS : Applications must be submitted by using the following URL <https://wcedonline.westerncape.gov.za/home/>, via Google Chrome or Mozilla Firefox. The applicants are advised to read the foreword available on the

WCED website before applying for the post/s. Applications must be made via the department's on-line E-Recruitment system.

CLOSING DATE
NOTE

: 28 February 2025
: The on-line system will automatically generate a Curriculum Vitae, applicants are therefore required to ensure that their profiles are fully completed. 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. All applicants must be SA Citizens/Permanent Residents or Non-SA Citizens with a valid work permit. Applicants will be expected to be available for selection interviews and competency assessments at a time, date and place as determined by Western Cape Education Department (WCED). The Department reserves the right to conduct pre-employment security screening and appointment is subject to positive security clearance outcome. Applicants must declare any/pending criminal, disciplinary or any other allegations or investigations against them. Should this be uncovered post the interview the application will not be considered for the post and in the unlikely event that the person has been appointed such appointment will be terminated. If you have not been contacted within 3 months of the closing date of this advertisement, please accept that your application was unsuccessful.

MANAGEMENT ECHELON

POST 05/196

: **CHIEF DIRECTOR: INSTITUTIONAL MANAGEMENT, GOVERNANCE, EARLY CHILDHOOD DEVELOPMENT AND PARTIAL CARE, & SPECIALISED EDUCATION REF NO: 1**
Branch: Institution Development and Coordination
Job Purpose: To provide IM & G policy direction, Coordination of ECD and manage special and inclusive education support services.

SALARY

: R1 436 022 per annum. An all-inclusive salary package consists of a basic salary, and the employer's contribution to the Pension Fund. The remainder of the package may be structure according to your personal needs.

CENTRE
REQUIREMENTS

: Cape Town
: An undergraduate qualification (NQF level 7) as recognised by SAQA. At least 5 years of experience at a senior managerial level. Successful completion of the Certificate for entry into the Senior Management Service (SMS), Valid driver's licence. Knowledge of: Advanced knowledge of public policy analysis and public policy development processes, advanced knowledge of strategy development, strategy management and strategy monitoring and review processes, advanced knowledge of modern systems of governance and administration, advanced knowledge of public finance, people management, advanced knowledge of public communication, public education, public participation and public discourse management processes, knowledge of public management theory and practice, knowledge of global, regional and local political, economic and social affairs impacting on the provincial government of the Western Cape, knowledge of Constitutional, legal and institutional arrangements governing the South African public sector. Skills: Strong conceptual and formulation skills, strong leadership skills in complex situations, team building and strong interpersonal skills, excellent verbal and written communication skills, outstanding planning, organising and people management skills, computer literacy. Personal attributes: A highly developed interpretative and conceptualisation/ formulation ability, the ability to render advice and guidance in an objective and dedicated manner, the ability to multi-task, deal with ambiguity and manage under rapidly changing and pressurised circumstances, the ability to persuade and influence, the ability to lead and direct teams of professionals and service providers.

DUTIES

: Manage the planning, coordination, and evaluation of IMG in respect of schools, Develop policy and guidelines on school management and governance issues in respect of curriculum management, learner management, leadership & management, and governance. Provide policy and guidelines for building capacity of SGB's and RCL's. Develop systems, standards, and practices for IMG. Develop provincial norms and standards for public ordinary school, Independent Schools and ABET Centres. Ensure quality in institutional management and governance through qualitative and quantitative assessment. Provide policy and management framework for school sport and culture programmes and activities. Plan, manage and

coordinate Specialised Education support services and Inclusive education. Develop policy in respect of special education support services. Plan the delivery of special education in line with inclusive education policy framework. Manage the establishment and development of education resources centres and full-service schools. Manage the deployment and development of resources allocated to ELSEN schools/ education resource centres. Manage the planning, monitoring, and evaluation of ECD. Develop provincial norms and standards for ECD Centres. Formulate, manage and monitor implementation of ECD and partial care, out of centre programmes. Participate in policy formulation and an implementation framework. Support the design, manage and evaluate pilot and special projects in ECD. Manage and support interdepartmental committees. Manage and support Conditional Grants in ECD, including non-financial data from ECD and partial care facilities. Support the management of the norms and standards for ECD partial programmes. Support and manage the ministerial and public complaints and investigations. Ensure and manage the centralised registration of partial care facilities and ECD programmes. Develop policy, guidelines and coordinate the implement NSNP and HIV operations.

ENQUIRIES : Mr AJE Meyer Tel No: (021) 467 2105

POST 05/197 : **CHIEF DIRECTOR: ASSESSEMENT AND EXAMINATIONS REF NO: 2**
 Directorate: Assessment Management
 Job Purpose: To ensure compliance with National policy frameworks and standards in respect of assessments and examinations.

SALARY : R1 436 022 per annum. An all-inclusive salary package consists of a basic salary, and the employer's contribution to the Pension Fund. The remainder of the package may be structure according to your personal needs.

CENTRE REQUIREMENTS : Cape Town
 : An undergraduate qualification (NQF level 7) as recognised by SAQA. At least 5 years of experience at a senior managerial level. Successful completion of the Certificate for entry into the Senior Management Service (SMS), Valid driver's licence. Knowledge of: Advanced knowledge of public policy analysis and public policy development processes, advanced knowledge of strategy development, strategy management and strategy monitoring and review processes, advanced knowledge of modern systems of governance and administration, advanced knowledge of public finance, people management, advanced knowledge of public communication, public education, public participation and public discourse management processes, knowledge of public management theory and practice, knowledge of global, regional and local political, economic and social affairs impacting on the provincial government of the Western Cape, knowledge of Constitutional, legal and institutional arrangements governing the South African public sector. Skills: Strong conceptual and formulation skills, strong leadership skills in complex situations, team building and strong interpersonal skills, excellent verbal and written communication skills, outstanding planning, organising and people management skills, computer literacy. Personal attributes: A highly developed interpretative and conceptualisation/ formulation ability, the ability to render advice and guidance in an objective and dedicated manner, the ability to multi-task, deal with ambiguity and manage under rapidly changing and pressurised circumstances, the ability to persuade and influence, the ability to lead and direct teams of professionals and service providers.

DUTIES : Develop and maintain provincial examination and assessment systems that are aligned to all national and provincial policies. Develop electronic examination and assessment systems in line with current policies to effectively meet the demands of 21st century education. Ensure timeous appointment and training of moderation and marking officials for the various internal and external examinations and assessments. Ensure the training of school principals and invigilators in the management of the examinations. Ensure the Management of examination and assessment concessions, appeals, and accommodations for all grades via the CEMIS system. Provide guidance and support to schools to ensure the credibility of school-based assessment. Ensure the development of teachers in the different types of assessment. Ensure support to districts and schools in the identification and management of examination and assessment irregularities. Ensure that decentralization of selected examination functions to districts. Devise strategies to provide support and incentivize schools to improve examination and assessment results. Manage the planning and

administration of examinations and certification throughout the education system. Ensure the management and administration of all external examinations, the resulting and certification thereof. Provide a provincial printing services and ensure timeous examination printing, sealing and distribution of examination material. Ensure that the machinery and equipment are serviced, upgraded and are of the highest standard. Coordinate and manage the marking of examination answer scripts through the identification of marking centres and the appointment of personnel to perform the functions. Provide client support services and ensure accurate registration of candidates and registration and audit of examination centres in line with Umalusi requirements. Plan, manage and coordinate the development and implementation of examination and assessment information systems. Manage the development, implementation and review of policies to govern the implementation and use of examination and assessment information systems. Manage and monitor the development of new IT systems and the optimal implementation of existing systems in the Chief Directorate, in collaboration with Ce-I and SITA. Oversee the provision of user management services. Drive training, capacity-building and knowledge sharing practices across the Directorates.

- ENQUIRIES** : Mr B Loriston Tel No: (021) 467 2541
- POST 05/198** : **DIRECTOR: CURRICULUM FET REF NO: 3**
Directorate: Assessment Management
- SALARY** : R1 216 824 per annum. An all-inclusive salary package consists of a basic salary, and the employer's contribution to the Pension Fund. The remainder of the package may be structure according to your personal needs.
- CENTRE** : Cape Town
- REQUIREMENTS** : An undergraduate qualification (NQF level 7) as recognised by SAQA. At least 5 years of experience at a middle/senior managerial level. Successful completion of the Certificate for entry into the Senior Management Service (SMS), Valid driver's licence. Knowledge of: Advanced knowledge of public policy analysis and public policy development processes, advanced knowledge of strategy development, strategy management and strategy monitoring and review processes, advanced knowledge of modern systems of governance and administration, advanced knowledge of public finance, people management, advanced knowledge of public communication, public education, public participation and public discourse management processes, knowledge of public management theory and practice, knowledge of global, regional and local political, economic and social affairs impacting on the provincial government of the Western Cape, knowledge of Constitutional, legal and institutional arrangements governing the South African public sector. Skills: Strong conceptual and formulation skills, strong leadership skills in complex situations, team building and strong interpersonal skills, excellent verbal and written communication skills, outstanding planning, organising and people management skills, computer literacy. Personal attributes: A highly developed interpretative and conceptualisation/ formulation ability, the ability to render advice and guidance in an objective and dedicated manner, the ability to multi-task, deal with ambiguity and manage under rapidly changing and pressurised circumstances, the ability to persuade and influence, the ability to lead and direct teams of professionals and service providers. Job Purpose: To manage the development and coordination of the FET curriculum policy frameworks, subjects, learning/teaching programmes and learning/teaching support. To enable effective curriculum delivery in schools through appropriate systems and guidelines for subject advisers in districts to support and develop teachers in the classroom.
- DUTIES** : Manage curriculum development initiatives and research within subject contexts according to national and provincial needs in FET. Contribute to national curriculum policy development. Manage the support, monitoring and evaluation of provincial interventions. Develop policy documents, guidelines and learner and professional learning materials in support of subject areas. Oversee the implementation of support initiatives in collaboration with the Education District offices. Manage the planning, development and provision of e-Support and e-Resources for the different subject areas. Collaborate with relevant role players to ensure the roll-out of e-Learning initiatives. Define and review on a continual basis the purpose, objectives, priorities and activities of the Directorate. Participate in the Branch, Chief Directorate and Directorate's

strategic planning processes. Be actively involved in the development and management of the strategic and business plans for the Directorate. Evaluate the performance of the Directorate on a continuing basis against predetermined key measurable objectives and standards. Report to the Chief Director: Curriculum Management and Teacher Development on a regular basis on the activities of the Directorate, and on matters of substantial importance to the Administration. Monitor and ensure compliance with relevant legislation and prescripts in respect of adequate and appropriate record keeping of the activities of the Directorate, and of the resources employed by it. Participate in the recruitment of appropriate staff to ensure the achievement of the Directorate's Business Plan. Motivate, develop and guide staff professionally within the Directorate, to achieve and maintain excellence in service delivery. Manage the performance, evaluation and rewarding of staff within the Directorate. Monitor information capacity building within the Directorate. Develop a human resource plan, a service delivery improvement programme, and an information resources plan for the Directorate. Promote sound labour relations within the Directorate as well as a work ethic aligned to the values of the Western Cape Government. Manage and promote the maintenance of discipline and professionalism within the Directorate. Participate in the budgeting process at Branch, Chief Directorate and Directorate level. Prepare the Annual and Adjustment Budget's for the Directorate. Take responsibility for the efficient, economic and effective control and management of the Directorate's budget and expenditure • Ensure that the correct tender and procurement procedures are adhered to in respect of purchases for the Directorate. Accept overall responsibility for the management, maintenance and safekeeping of the Directorate's assets. Ensure that full and proper records of the financial affairs of the Directorate are kept in accordance with any prescribed norms and standards.

ENQUIRIES : Mr. J Benjamin Tel No: (021) 467-2368

DEPARTMENT OF HEALTH AND WELLNESS

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

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

OTHER POSTS

POST 05/199 : **HEAD CLINICAL UNIT (MEDICAL) GRADE 1 (NEONATOLOGY)**
Chief Directorate: Metro Health Services
(This is a joint staff appointment with UCT)

SALARY : R1 976 070 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 : Mowbray Maternity Hospital
REQUIREMENTS : Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Medical Sub-Specialist in Neonatology. Registration with a professional council: Registration with HPCSA as a Medical Sub-Specialist in Neonatology. Experience: A minimum of 3 year's appropriate experience as a Medical Specialist after registration as a Medical Specialist in Neonatology. Inherent requirements of the job: Valid (Code B/EB) driver's licence. It will be expected of the Head: Clinical Unit to work commuted overtime, limited to 12 hours, if operational requirements so demand. Computer literate in MS package. Competencies (knowledge/skills): Ideal Hospital framework, the Regulated Norms and Standards, EDL, Standard Treatment Guidelines and evidence-based clinical care. Clinical service delivery in accordance with the Level 2 and NICU package of care for Neonatology and experience in driving continuous quality improvement, clinical risk identification and mitigation, and managing medico-legal matters. Proven experience with supervising staff, training junior doctors, and managing financial and other resources, and ability to develop staff of quality and provide leadership with regards to issues of diversity,

		transformation and equity. Track record in training of both under-graduate and post-graduate healthcare personnel.
<u>DUTIES</u>	:	Fulfil the role and duties of Head of the Neonatology Department in rendering an efficient and cost-effective specialised Neonatology service to patients managed by the Mowbray Maternity Hospital, including the delivery of outreach and support services. Ensure clinical governance and quality management for the Neonatology service at Mowbray Maternity Hospital and respond to medical and legal incidents as they arise. Ensure the rational use of resources (including laboratory investigations, medication, consumables and equipment) and manage human and capital resources in the Neonatal Functional Business Unit. Deliver effective and efficient management of the Neonatology Department and provide strategic leadership, planning and decision making as a member of the Hospital Executive Management. Plan and partake in the training of staff including Registrars, Medical Officers, Community Service Medical Officers, and Interns. Participate in the functioning of the Department of Paediatrics.
<u>ENQUIRIES</u>	:	Ms JC Joemat Tel No: (021) 659-5544
<u>APPLICATIONS</u>	:	Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	:	Short listed candidates will be subjected to a practical, written; oral and competency assessment. No payment of any kind is required when applying for this post.
<u>CLOSING DATE</u>	:	21 February 2025
<u>POST 05/200</u>	:	<u>SENIOR REGISTRAR (SUB-SPECIALTY) PAEDIATRIC INTENSIVE CARE</u> (24-Month Contract)
<u>SALARY</u>	:	R1 271 901 per annum, (A portion of the package can be structured according to the individual's personal needs.)
<u>CENTRE</u>	:	Red Cross War Memorial Children's Hospital, University of Cape Town
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as Medical Specialist in Paediatrics, Anaesthesia, Emergency Medicine or Paediatric Surgery. Registration with a professional council: Registration with the HPCSA as Medical Specialist in Paediatrics, Anaesthesia, Emergency Medicine or Paediatric Surgery. Inherent requirements of the job: FCPaed and/MMed (Paed). A valid driver's licence. Participate in commuted overtime within the Department of Paediatrics and Child Health Competencies (knowledge/skills): Experience in general paediatrics Good interpersonal and communication skills Ability and willingness to supervise medical officers and rotating registrars. Ability to work under pressure and maintain a high standard of professionalism. Ability to work in a multi-disciplinary team.
<u>DUTIES</u>	:	Clinical service delivery: in-patient and 16 hours per week commuted overtime. Teaching: undergraduate students, nursing staff and rotating registrars / medical officers Research: Register for a MPhil in Paediatric Critical Care with the University of Cape Town and conduct a research project. Involvement with existing research projects. Administration: Monthly Registrar duty rosters and weekly Morbidity and Mortality meetings. Competency to complete administrative tasks required of the position.
<u>ENQUIRIES</u>	:	Dr S Salie, email: shamiel.salie@uct.ac.za
<u>APPLICATIONS</u>	:	Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	:	No payment of any kind is required when applying for this post. "Candidates who are not in possession of the stipulated registration requirements may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable on health professionals who apply for the first time for registration with the relevant council (including individuals who must apply for change in registration status)". Appointment as Senior Registrar will be for a maximum contract period of 2 years. Senior Registrars will function across health facilities, as per an agreed programme. Consideration will be given to existing employees who are already on higher salary packages to retain their existing salary position, as personal. As such they are entitled to receive pay progression. Appointment as Senior Registrar will be on contract. Employees in service who opt to continue with their pension benefits as Senior Registrar,

will be required to resign after completion of their registrarship should they not be successful for advertised Medical Sub-Specialist positions. The Department of Health is guided by the principles of Employment Equity. Candidates with disability are encouraged to apply and an indication in this regard will be appreciated. Specific Senior Registrar posts within the Department will be identified as part of the Affirmative Action programme to create a representative Specialist cadre in line with applicable procedures. Preference will be given to SA citizens/permanent residents with a valid identity document. Senior Registrars will be required to register as post-graduates with Stellenbosch University/ University of Cape Town according to the yearbook and guidelines. 21 February 2025

CLOSING DATE

:

POST 05/201

:

MEDICAL SPECIALIST: GRADE 1 TO 3 (PSYCHIATRY)
(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 REQUIREMENTS

:

Red Cross War Memorial Children's Hospital, University Of Cape Town
Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Medical Specialist in Psychiatry. Registration with the Health Professions Council: Registration with the HPCSA as Medical Specialist in Psychiatry. Experience: **Grade 1:** None after registration with the HPCSA as Medical Specialist in Psychiatry. **Grade 2:** A minimum of 5 years' appropriate experience as Medical Specialist after registration with the HPCSA as Medical Specialist in Psychiatry (or recognised foreign Health Professional Council in respect of foreign qualified employees). **Grade 3:** A minimum of 10 years' appropriate experience as Medical Specialist after registration with the HPCSA as Medical Specialist in Psychiatry (or recognised foreign Health Professional Council in respect of foreign qualified employees). Inherent requirement of the job: Valid driver's licence. Willingness to travel within the District and Metro Region Commuted overtime is compulsory. Competencies (knowledge/skills): Ability to comprehensively manage all child and adolescent psychiatry cases including intensive management of tertiary level patients. Proven leadership abilities. Experience in supervision of staff. Experience in effectively manage of allocated resources. Proven experience in teamwork. Proven knowledge/skills and experience in principles of service planning, organizing, implementation, monitoring and evaluation. Proven ability to adhere to all departmental requirements and protocols. Proven knowledge of public health and public mental health policies, guidelines and related prescript to manage resources effectively. Research experience as a primary investigator or research supervisor. Computer literacy.

DUTIES

:

Provide comprehensive, high-quality child and adolescent mental health clinical services. Lead and oversee relevant daily clinical operations of a multidisciplinary mental health team in a tertiary setting. Provide outreach and support to referrers and referring institutions, as required. Conduct ward rounds/ multidisciplinary clinical meetings. Manage and effectively/efficiently use allocated resources. Effective and efficient administration of clinical services. Adhere to requirements for all people management matters. Create a learning environment for students and junior colleagues both under- and postgraduate as required. Do appropriate clinical audits and research within the department to stay abreast of clinical developments.

ENQUIRIES APPLICATIONS

:

Dr P Gaselano Tel No: (021) 685-4103, Email: papani.gasela@uct.ac.za
Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").

NOTE

:

No payment of any kind is required when applying for this post. Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable 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** : 21 February 2025
- POST 05/202** : **MEDICAL SPECIALIST GRADE 1 TO 3 (PAEDIATRICS)**
Chief Directorate: Metro 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)
- CENTRE REQUIREMENTS** : New Somerset 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 as a Medical Specialist in Paediatrics with the Health Professions Council of South Africa. Experience: **Grade 1:** None after registration with the HPCSA as a Medical Specialist in Paediatrics. **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 Paediatrics. **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 Paediatrics. Inherent requirements of the job: A Valid (Code B/EB) driver's licence and willingness to travel. Willingness to do teaching, outreach and perform overtime duties in paediatrics and neonatology. Competencies (knowledge/skills): Have a good understanding of regional and district level child health services and programmes. Awareness of statutory framework, including Healthcare 2030, Best Practice Criteria, National Core Standards, EDL, Standard Treatment Guidelines. Experience in inpatient, outpatient and emergency care of critically ill patient in Paediatrics and Neonatology. Experience with children with neurodevelopment disorders. Experience in teaching and training of undergraduate medical students. Leadership-, interpersonal- and organisational skills.
- DUTIES** : Clinical service delivery, in Paediatrics and Neonatology, at specialist level. Ensure effective and efficient clinical governance and management within the Paediatric department with regards to clinical, human and financial resources. Conduct academic teaching in Paediatrics and Neonatology, on the UCT joint platform. Participation in appropriate outreach programmes. Effective management and administration of a wide range of "Portfolios" and develop, conduct and supervise research projects.
- ENQUIRIES APPLICATIONS** : Dr P Nongena Tel No: (021) 402- 6417
Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
- NOTE** : No payment of any kind is required when applying for this post. Shortlisted candidates will be subjected to a written/practical and oral assessment. Candidates who are not in possession of the stipulated registration requirements may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration with their relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable 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 a similar vacant post within the Chief Director Metro Health Services, for a period of 3 months from date of advert.
- CLOSING DATE** : 21 February 2025
- POST 05/203** : **MEDICAL OFFICER GRADE 1 TO 3 (PAEDIATRICS)**
Chief Directorate: Rural Health Services
- 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** : Worcester Regional Hospital

- REQUIREMENTS** : Minimum educational qualification: Appropriate qualification that allows registration with the Health Professional Council of South Africa (HPCSA) as Medical Officer. Registration with a professional council: Registration with the HPCSA as Medical Officer. Experience: **Grade 1:** None after registration as Medical Practitioner with the HPCSA in respect of SA qualified employees. 1-year relevant experience after registration as Medical Practitioner with a recognised foreign Health Professional Council in respect of foreign qualified employees, of who is not required to perform Community Service as required in South Africa. **Grade 2:** A minimum of 5 years appropriate experience as Medical Practitioner after registration with the HPCSA as a Medical Practitioner in respect of SA qualified employees. A minimum of 6 years relevant experience after registration as Medical Practitioner with a recognised foreign Health Council in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa. **Grade 3:** A minimum of 10 years appropriate experience as a Medical Practitioner after registration with the HPCSA as a Medical Practitioner in respect of SA qualified employees. A minimum of 11 years relevant experience after registration as Medical Practitioner with a recognised foreign Health Professional Council in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa. Inherent requirements of the job: Participate in the after-hours call system. Competencies (knowledge/skills): Proven experience in principles of planning, organizing and implementation. Proven knowledge of public health policies, guidelines and related prescript to manage resources effectively. Competent and willing to work across disciplines if required.
- DUTIES** : Ensure an efficient and cost-effective clinical service of high quality with a patient centered focus and addressing the burden of disease in the Worcester Geographical Service area (GSA). Ensure compliance by means of maintaining high quality clinical records. Financial management by effective and efficient use of resources. Adhere to requirements for all HR matters and Code of Conduct.
- ENQUIRIES** : Dr S Camp Tel No: (023) 348-1100
- APPLICATIONS** : Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
- NOTE** : No payment of any kind is required when applying for this post. Shortlisted candidates will be subjected to a practical test. Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable on health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status). The pool of applicants will be considered for similar vacant posts within Worcester Regional Hospital for a period of 3 months from date of advert.
- CLOSING DATE** : 21 February 2025
- POST 05/204** : **REGISTRAR (PLASTIC SURGERY)**
(5-Year Contract)
- SALARY** : R949 146 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 Practitioner. Registration with a professional council: Registration with the HPCSA as a Medical Practitioner. Inherent requirement of the job: Valid driver's licence (Code B/EB). Commuted overtime is compulsory. FCS (SA) part 1A and part 1B. Each Registrar will be appointed in a specific training complex but could be required to work across the platform on request. Competencies (knowledge/skills): Knowledge, expertise and experience with regards to providing services in Plastic Surgery. Appropriate and sufficient clinical experience since obtaining the degree of MBChB and after completion of internal rotations. Ability to work in a team under pressure. Research experience. Experience in registrar General Surgery or as a medical officer in Plastic Surgery.

- DUTIES** : Clinical governance. Leadership. Teaching. Clinical Service: operative. Clinical Service: patient care. Research.
- ENQUIRIES** : Ms R Alexander, email: rabia.alexander@uct.ac.za
- APPLICATIONS** : Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
- NOTE** : No payment of any kind is required when applying for this post. *Preference will be given to SA citizens/permanent residents with a valid identity document*. No payment of any kind is required when applying for this post. "Candidates who are not in possession of the stipulated registration requirements may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable to health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for a change in registration status). ii) Other: Registrars will be required to register as post-graduates with the applicable University in the Western Cape according to the requirements for the discipline in the yearbook and guidelines." No payment of any kind is required when. Please ensure that you attach an updated CV.
- CLOSING DATE** : 21 February 2025
- POST 05/205** : **MEDICAL OFFICER GRADE 1 TO 3 (X2 POSTS)**
Chief Directorate: Metro Health Services
- 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** : Symphony Way Community Day Centre (X1 Post)
Durbanville Community Day Centre (X1 Post)
- REQUIREMENTS** : Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Medical Practitioner. Registration with a professional council: Registration with the Health Professions Council of South Africa (HPCSA) as a Medical Practitioner. Experience: **Grade 1:** None after registration as Medical Practitioner with the HPCSA in respect of SA qualified employees. 1-year relevant experience after registration as Medical Practitioner with a recognised foreign Health Professional Council in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa. **Grade 2:** A minimum of 5 years' appropriate experience as Medical Practitioner after registration with the HPCSA as a Medical Practitioner in respect of SA qualified employees. A minimum of 6 years' relevant experience after registration as Medical Practitioner with a recognised foreign Health Professional Council in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa. **Grade 3:** A minimum of 10 years' appropriate experience as a Medical Practitioner after registration with the HPCSA as a Medical Practitioner in respect of SA qualified employees. A minimum of 11 years' relevant experience after registration as Medical Practitioner with a recognised foreign Health Professional Council in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa. Inherent requirements of the job: Valid driver's licence. Willingness to travel and perform relief duties when required. Competencies (knowledge/skills): Experience in general medical and surgical conditions on PHC level. Experience of South African TB and HIV care guidelines (including drug resistant TB and HIV in children). Computer literacy (MS Excel, Word, Outlook etc.) and good interpersonal, organizational and teamwork skills. Ability and willingness to do outreach services to clinics throughout the Northern/Tygerberg Sub-District, guiding health care colleagues in managing difficult PHC cases, and Knowledge of Basic Life Support and ACLS.
- DUTIES** : Practicing cost-effective holistic patient care. Forensic and social service provision. Effective management and utilization of physical and financial resources and Clinical governance. Training and development. Effective data management. Quality of Care and Code of Conduct.
- ENQUIRIES** : Dr. L Snynders Tel No: (021) 204 9400 (Symphony Way and Durbanville CDC)

<u>APPLICATIONS</u>	:	Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	:	No payment of any kind is required when applying for this post. Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable to health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status)". The pool of applicants will be considered for other vacant similar posts within the Chief Directorate: Metro Health Services, for a period of 3 months from date of advert. Shortlisted candidates will be subjected to a written/practical and oral assessment.
<u>CLOSING DATE</u>	:	21 February 2025
<u>POST 05/206</u>	:	<u>DEPUTY DIRECTOR: (SYSTEMS DEVELOPMENT), ADMIN (HEALTH SYSTEMS)</u> Directorate: Information Technology
<u>SALARY</u>	:	R849 702 per annum, (A portion of the package can be structured to the individual's personal needs).
<u>CENTRE</u>	:	Head Office, Cape Town
<u>REQUIREMENTS</u>	:	Minimum educational qualification: An appropriate 3-year tertiary qualification Diploma/Degree. Inherent requirement of the job: Valid (Code B/EB) driver's licence. Experience: Appropriate experience in Information Management, Systems Development and Technology. Competencies (knowledge/skills): Ability to lead IT teams and communicate effectively. Understanding of the software development lifecycle, with experience in different phases such as design, development, testing, deployment, and ongoing maintenance. Knowledge and experience in Agile Methodologies. Knowledge and experience in enterprise architecture standards and frameworks. Understanding and implementing best practices in systems development. Familiarity with healthcare regulations and IT systems, or a strong willingness to learn and adapt to the healthcare domain. Experience in Financial and Resource Management. Proficiency in Microsoft Office Suite and experience with Systems Development tooling e.g. Azure Dev Ops or similar.
<u>DUTIES</u>	:	Perform a leadership role for the Systems Development component within Directorate Information Technology. Plan, implement, monitor, and evaluate projects in accordance with the IT Annual Operational Plan, and align with the strategic IT vision of the Department of Health and Wellness. Ensure synergy between other sub-directorates in the IT Directorate and Chief Directorate Strategy. Develop operational plans and co-ordinate strategic focused workshops for sub-directorate staff. Ensure continuous improvement on Business Analysis and Development projects. Apply technology policies and strategies across the development teams. Implement technology frameworks and project frameworks such as Agile. Management of finance for the sub-directorate and management of resources across the development teams. Facilitate collaboration between teams.
<u>ENQUIRIES</u>	:	Ms N Jamal, Email Address: Nabila.Jamal@westerncape.gov.za
<u>APPLICATIONS</u>	:	Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	:	No payment of any kind is required when applying for this post.
<u>CLOSING DATE</u>	:	21 February 2025
<u>POST 05/207</u>	:	<u>CLINICAL PSYCHOLOGIST GRADE 1 TO 3</u> Overberg District
<u>SALARY</u>	:	Grade 1: R827 211 per annum Grade 2: R961 806 per annum Grade 3: R1 113 600 per annum (A portion of the package can be structured according to the individual's personal needs).
<u>CENTRE</u>	:	Theewaterskloof Sub-district
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Appropriate qualification that allows registration as a Clinical Psychologist with the Health Professions Council of South Africa (HPCSA). Registration with a professional council: Registration

with the Health Professions Council of South Africa in the category: Clinical Psychologist. Experience: **Grade 1:** None after registration as with the HPCSA as a Psychologist in respect of RSA qualified employees. 1 Year relevant experience after registration with the HPCSA as a Psychologist 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 8 years relevant experience after registration with the HPCSA as Psychologist in respect of RSA qualified employees. Minimum of 9 years relevant experience after registration with the HPCSA as Psychologist 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 16 years relevant experience after registration with the HPCSA as Psychologist in respect of RSA qualified employees. A minimum of 17 years relevant experience after registration with the HPCSA as Psychologist in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. Competencies (knowledge/skills): Knowledge and/or experience in counselling, psychometric assessments, and identification of mental health challenges. Work within your professional scope of practice and know when to refer for more specialized mental health interventions, must be abreast of the Mental Health Care Act and other laws and policies pertaining to the field and have a sound knowledge of professional ethics. Computer literacy (i.e., MS Word, PowerPoint and Excel). Good intra- and interpersonal skills aimed at professional relational development, maintenance of good professional relations and effective conflict resolution. Adaptable and innovative in a high-pressured environment and to work independently and in different clinical settings. Good communication skills.

DUTIES : Ensure that mental health services include treatment, prevention, promotion and protection of mental health care users and other vulnerable groups through relevant intervention programs and strategies. Ensure that quality mental health services are provided according to professional standards and ethical principles. Establish Referral pathways and coordination with all stakeholders. Include Suicide and Substance use disorders prevention. Inter-sectoral and inter-disciplinary collaboration and coordination. Provide supervision, mentoring and support to lay health workers and Registered Counsellors, as part the sub district and district mental health teams.

ENQUIRIES : Dr RJ Liebenberg Tel No: (028) 212-1070
APPLICATIONS : Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").

NOTE : Shortlisted candidates could be subjected to a competency test. No payment of any kind is required when applying for this post. Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview." This concession is only applicable 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 : 21 February 2025

POST 05/208 : **ASSISTANT MANAGER NURSING (HEAD OF NURSING SERVICES)**
Garden Route District

SALARY : R656 964 per annum, (Plus a non-pensionable rural allowance of 8% of basic annual salary)

CENTRE : Riversdale Hospital
REQUIREMENTS : Minimum educational qualification: Basic R425 qualification (i.e. Diploma/Degree in Nursing with midwifery) or equivalent qualification that allows registration with the SANC as a Professional Nurse and Midwife. Registration with a professional council: Current registration with the SANC as a Professional Nurse and Midwife. Experience: A minimum of 8 years appropriate/recognizable experience in nursing after registration as a Professional Nurse with midwifery with the SANC. At least 3 years of the period referred to above must be appropriate/recognizable experience at management level. Inherent requirements of the job: Valid driver's licence (Code B/EB) and willingness to travel. Willingness to deal with after-hours calls. Competencies (knowledge/skills): Computer literacy (MS Word, Excel,

PowerPoint, Outlook, Internet). Good communication (written and verbal) skills with ability to manage conflict and knowledge of legislation relative to the Health Care Service and policies of the Department of Health. Ability to work effectively and amicably at management level with people of diverse backgrounds and beliefs. Good organisational, interpersonal-, creative problem solving- and research skills, as well as the ability to manage own work (and that of the units which report to the post), and to ensure appropriate interventions to enhance all services at the institution.

DUTIES : Provide guidance, leadership towards the realization of strategic goals and objectives of the division and monitor the implementation of policies, programmes, regulations, practices, procedures, and standards pertaining to nursing care. Provide professional, technical and management support, co-ordinate and monitor quality patient care through proper management of nursing care programs. Advocate and ensure the promotion of nursing ethos and professionalism. Provide effective support to Nursing -, Administration- and Support services and maintain professional self-development. Utilize information technology and other management information systems to manage nursing information for the enhancement of service delivery, human-, financial-, and physical resources. Supervisory and mentorship role to the Operational Managers of the hospital.

ENQUIRIES : Dr G van Tonder Tel No: (028) 713-8640
APPLICATIONS : Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").

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

CLOSING DATE : 21 February 2025

POST 05/209 : **CLINICAL PROGRAMME COORDINATOR GRADE 1 (COMPREHENSIVE HEALTH)**
 Central Karoo District

SALARY : R520 560 per annum, (Plus a 12% rural allowance of your annual basic salary)
CENTRE : Central Karoo District Office

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 Professional Nurse. (This dispensation is only applicable for posts of Clinical Programme Coordinator where it is an inherent requirement of the post, incumbent to maintain registration with the SANC). Registration with a professional council: Registration with the SANC as a Professional Nurse and Midwife. Experience: A minimum of 7 years appropriate/recognisable experience in nursing after registration as Professional Nurse with SANC in General Nursing. Inherent requirement of the job: Valid (Code B/EB) driver's licence and willingness to travel in the district as well as in the province. Competencies (knowledge/skills): Good psychosocial, health assessment, interpersonal, planning, organisational and training skills. Good interpersonal relations, leadership and communication skills (verbal and written). Appropriate knowledge of the Maternal-Child-Women's-Health, HIV/AIDS/STI/TB, and Chronic Conditions. Computer literacy (MS Word, Excel and PowerPoint). Ability to work independently and in a multi-disciplinary team.

DUTIES : Ensure implementation, coordination, monitoring and evaluation of the District Child health services and strategies. Support the implementation of the HIV/AIDS/STI/TB services, establish linkages with integrated management of chronic conditions, Maternal Women, Youth and Men's Health and the 1st 1000 day's strategies within the Laingsburg and Prince Albert sub districts and the Beaufort West Sub District. Support the internal and external interface strengthening with the focus on the COPC Model. Monitor and evaluate programme goals and targets including the collection, validation and interpretation of statistical data. Support the Laingsburg and Prince Albert sub-districts and the Beaufort West Sub District to achieve and maintain Ideal Health status (PHC facilities and District Hospitals). Support the Laingsburg and Prince Albert sub districts and the Beaufort West Sub District to with all other quality-related services.

ENQUIRIES : Ms J Nel Tel No: (023) 414 - 3590
APPLICATIONS : Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").

NOTE : No payment of any kind is required when applying for this post. The pool of applicants will be considered for similar vacant posts within Central Karoo District for a period of 3 months from date of advert. Candidates will be subjected to a practical/written assessment.

CLOSING DATE : 21 February 2025

POST 05/210 : **PROFESSIONAL NURSE GRADE 1 TO 2 (SPECIALTY: ONCOLOGY)**

SALARY : Grade 1: R451 533 (PN-B1) per annum

Grade 2: R553 545 (PN-B2) per annum

CENTRE : Groote Schuur Hospital

REQUIREMENTS : Minimum educational qualification: Basic R425(Degree/Diploma in nursing) or equivalent qualification that allows registration with SANC as Professional Nurse. A post-basic nursing qualification, with duration of at least 1 year, accredited with the SANC in Medical and Surgical Nursing Science: Oncology Nursing: General. Registration with a professional council: Registration with the SANC as a Professional Nurse Experience: **Grade 1:** A minimum of 4 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. **Grade 2:** A minimum of 14 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. At least 10 years of the period referred to above must be appropriate/recognisable experience in the specific speciality after obtaining the 1-year post-basic qualification as mentioned above. Inherent requirement of the job: Work shifts and after-hours including weekends, public holidays and night duty. Rotate to other departments within the oncology unit. Competencies (knowledge/skills): Sound knowledge and understanding of nursing and health service-related acts, legislation, policies and practices. Problem-solving, report writing, liaison and facilitation skills. Basic computer skills in MS Word, Excel, Outlook and use of Internet. Ability to lift and turn patients, stand for long hours and lift heavy equipment.

DUTIES : Provide an optimal, holistic, specialised Nursing Care within set standards and within a professional, legal framework as a Professional Nurse in Oncology wards/units. Maintain a constructive working relationship with nursing and other stakeholders. Utilise human, material and physical resources efficiently and effectively. Participate in research and training and development of community, staff and students to achieve optimal health care and rehabilitation of Oncology patients. Deliver an effective outreach service. Assist with administrative duties, e.g. data collation and reporting

ENQUIRIES : Mrs A Meiring Tel No: (021) 404 3172

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

NOTE : No payment of any kind is required when applying for this post. Candidates who are not in possession of the required qualification will be appointed into the general stream, and they will be required to obtain the necessary qualification within a predetermined period of time. Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable to candidates who apply for the first time for registration in the post basic qualification in: Medical & Surgical Nursing Science: Oncology Nursing: General. The pool of applicants will be considered for similar vacant posts within Groote Schuur Hospital for a period of 3 months from date of advert.

CLOSING DATE : 21 February 2025

POST 05/211 : **PROFESSIONAL NURSE GRADE 1 TO 2: SPECIALTY (WARD C SPINAL REHABILITATION)**

Chief Directorate: Metro Health Services

SALARY : Grade 1: R451 533 (PN-B1) per annum

Grade 2: R553 545 (PN-B2) per annum

CENTRE : Western Cape Rehabilitation Centre

REQUIREMENTS : Minimum educational qualification: Basic R425 (Degree/Diploma in nursing) or equivalent qualification that allows registration with SANC as Professional Nurse. A Post basic nursing qualification, with duration of at least 1 year,

accredited with SANC in Medical and Surgical Nursing Science: Critical care. Registration with a professional council: Registration with SANC as a Professional Nurse. Experience: **Grade 1:** A Minimum of 4 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. **Grade 2:** A minimum of 14 years appropriate/recognisable experience in nursing after registration with the SANC as Professional Nurse in General Nursing. At least 10 years of the period referred to above must be appropriate/recognisable experience in Medical and Surgical Nursing Science: Critical care. Inherent requirements of the job: Willingness to work shifts and after-hours including weekends, public holidays and night duty. Willingness to rotate to other wards within Western Cape Rehabilitation Centre. Competencies (knowledge/skills): Sound knowledge and understanding of nursing and health service-related acts, legislation, policies and practices. Problem solving report writing, liaison and facilitation skills. Basic computer skills in MS package. Ability to lift and turn patients. Ability to think and function independently and to work in a multidisciplinary team.

DUTIES : Effective and efficient holistic Clinical management of the ward. Provide support for an efficient and effective specialized rehabilitation service. Maintain Professional Growth and self- development. Participate in training and development of staff to achieve optimal health care to patients. Utilize Financial and People Management.

ENQUIRIES : Sr Burgess Tel No: (021) 370-2412

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

NOTE : Shortlisted candidates will be subjected to a practical, written and oral assessment. 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 or are currently busy 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 interview. This concession is only applicable to candidates who apply for the first time for registration in the post basic qualification in: Medical & Surgical Science: Critical care nursing.

CLOSING DATE : 21 February 2025

POST 05/212 : **CLINICAL NURSE PRACTITIONER GRADE 1 TO 2 (PRIMARY HEALTH CARE)**
Garden Route District

SALARY : Grade 1: R451 533 per annum
Grade 2: R553 545 per annum
(Plus, a non-pensionable rural allowance of 8% of your annual basic salary)

CENTRE : Albertinia Clinic, Hessequa Sub-District

REQUIREMENTS : Minimum educational qualification: Basic R425 qualification (i.e., diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council as Professional Nurse and Midwife. Post-basic qualification, with duration of at least 1-year, in Curative Skills in Clinical Nursing Science: Health Assessment, Treatment and Care accredited with the SANC (R48). Registration with a professional council: Registration with the SANC as a Professional Nurse and Midwife. Experience: Grade 1: A minimum of 4 years appropriate/recognizable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. -Grade 2: A minimum of 14 years appropriate/recognizable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. At least 10 years of the period referred to above must be appropriate/recognizable experience after obtaining the 1-year post-basic qualification in the specific specialty. Inherent requirement of the job: Valid (Code B/EB) driver's licence. Willingness to work overtime when necessary and to work at other clinics in the Sub-district. Competencies (knowledge/skills): NIMART training or experience. Good communication skills (Verbal and written). 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 programmes. Quality of service Plan and implement Health Promotion and Prevention activities in facility and Community. Link to

the community structures and NPO's. Collect data and submit reports. Provide PHC services to the surrounding communities. Assist with the management of Human Resources, Finance, SCM, Strategy and Health support and Infrastructure and equipment management under supervision.

ENQUIRIES APPLICATIONS : Ms E. Braaf Tel No: (028) 713-8644
: Applicants apply online: www.westerncape.gov.za/health-jobs (click "online applications")

NOTE : No payment of any kind is required when applying for this post. Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable to candidates who apply for the first time for registration in the post basic qualification in: Curative Skills in Clinical Nursing Science: Health Assessment, Treatment and Care accredited with the SANC (R48). The pool of applicants will be considered for similar vacant posts within the Hessequa Sub District for a period of 3 months from date of advert. Candidates will be subjected to a practical/ oral assessment.

CLOSING DATE : 21 February 2024

POST 05/213 : **ASSISTANT DIRECTOR: HRM (HR PLANNING AND EMPLOYMENT PRACTICES)**
West Coast District

SALARY CENTRE REQUIREMENTS : R444 036 per annum
: West Coast District Office, Malmesbury
: Minimum educational qualification: An appropriate 3-year National Diploma/Degree in a Human Resource related field. Experience: Relevant experience in HR Planning, Establishment Administration, Recruitment & Selection Administration and Performance Management. Appropriate previous experience in a supervisory or managerial position. Inherent requirement of the job: Valid driver's licence (Code B/EB/C1). Willingness to travel and essential skills to do after hour's work. Competencies (knowledge/skills): Sound and relevant knowledge regarding the Governmental or departmental policies and legislation. Supervisory skills. Computer skills (MS Office, Excel and PowerPoint). Sound and relative knowledge of Human Resource policies and practices. Ability to meet needs and to recognize and respond to problematic matters. Leadership capabilities, managerial and organization skills. Good numerical skills. Ability to manage conflict and function under pressure.

DUTIES : Responsible for the effective management of HR Planning, Establishment Control, Recruitment and Selection, and Compensation management within the District and Conduct training in this regard. Responsible for the effective management of the Staff Performance Management System in the District. Give support and guidance to the institutions in the District regarding the HR Planning process. Manage the staff establishment within the parameters of the approved post structure, i.e. the creation/abolishment of posts, the Approved Post List and the HF2 process. Responsible for the investigation of grievances/disputes linked to recruitment and selection and performance management. Serve as nodal point for maintaining and reporting on integrated HR information and provide input to the District Health Plan. Effective management and development of subordinates.

ENQUIRIES APPLICATIONS : Mr R van Staden Tel No: (022) 487-9208
: Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").

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

POST 05/214 : **RADIOGRAPHER GRADE 1 TO 3 (DIAGNOSTIC)**

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

CENTRE REQUIREMENTS : Red Cross War Memorial Children's Hospital, Rondebosch
: 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 40 - hours per week which includes after hour services on weekends and night duty rotations as determined by the department. Knowledge of Picture Archiving and Communication Systems and Radiology Information Systems. Maintain HPCSA registration. Competencies (knowledge/skills): Adhere to all departmental requirements and protocols. Knowledge of radiation protection, quality assurance and equipment safety. Provide paediatric radiography service independently and as part of a team. Knowledge of Digital Radiography imaging modalities and medical imaging workflow. Good computer skills (MS Word, Excel and PowerPoint). Good interpersonal skills and perform effectively as part of a multidisciplinary team. Comply with National Core Standards requirements. Good time management.

DUTIES

: Provide a radiographic service for paediatric patients and produce diagnostic images of high quality. Provide optimal patient care. Imaging of paediatric patients in specialized areas. Perform CT Scan imaging, Digital Radiography, Fluoroscopy, Theatre, DR Mobiles, Panorex Imaging and Lodox. Optimal use and care of equipment and daily quality checks. Participate in personal, departmental and hospital in-service and training programs. Provide relief duty in absence of the colleagues and provide support to supervisor.

ENQUIRIES APPLICATIONS

: Mrs C Pietersen Tel No: (021) 658 5104
 : Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").

NOTE

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

CLOSING DATE

: 21 February 2025

POST 05/215

CHIEF FOOD SERVICES MANAGER (CATERING SERVICES)

Chief Directorate: Metro Health Services

SALARY CENTRE REQUIREMENTS

: R376 413 per annum
 : Alexandra Hospital
 : Minimum educational qualification: Appropriate 3-year National Diploma/Degree in Food Service Management (or equivalent qualification). Experience: Appropriate experience in a large-scale Hospital Food Service environment. Appropriate management and supervisory experience. Inherent requirement of the job: Willingness to work shifts, weekends, and public holidays. Willingness to be on standby. Competencies (knowledge/skills): Knowledge of hygiene and safety procedures in an industrial Food Service Unit. The ability to create spreadsheets, word documents and presentations in Microsoft Office. Knowledge and skills with regard to managing the operation of an industrial Food Service Unit. Problem solving, decision making and time management skills. Sound numerical skills. Computer literacy (Microsoft Office).

DUTIES

: Plan and develop the strategic management of the Food Services Unit. Manage an operational Food Service Unit. Manage risks within the Food

Service Unit. Manage all related Human Resource Manage matters of the Food services Unit. Manage all related Finance matters of the Foodservices Unit.

ENQUIRIES : Ms G Engelbrecht Tel No: (021) 503 5017
APPLICATIONS : Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").

CLOSING DATE : 21 February 2025

POST 05/216 : **SENIOR PERSONNEL PRACTITIONER: EMPLOYEE RELATIONS**
Chief Directorate: Emergency Clinical Services Support

SALARY : R376 413 per annum
CENTRE : Office of the Chief Director: Emergency Clinical Services Support
REQUIREMENTS : Minimum educational qualification: Appropriate 3-year National Diploma / Degree or equivalent. Experience: Appropriate Experience in Labour Relations within the Public Service context. Inherent requirements of the job: Valid (Code B/EB) driver's licence. Willingness to travel. Competencies (knowledge/skills): In-depth understanding and ability to interpret of relevant legislation pertaining to labour relations. Good interpersonal, negotiation, decision-making, conflict management and presentation skills. Ability to work independently and under pressure. Good communication (verbal and written).

DUTIES : Handle misconduct and grievances matters. Render advice on misconduct and grievance matters. Draft submissions for mandates and represent the employer in disciplinary hearings and arbitrations. Assist with preliminary investigations and preparation for conciliations and arbitrations. Facilitate the effective functioning of the IMLCs. Compilation of Labour Relations statistics and implementation of appropriate interventions. Provide appropriate Labour Relations training to all employees.

ENQUIRIES : Mr. X Xontana Tel No: (021) 815-8784
APPLICATIONS : Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").

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

POST 05/217 : **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 requirements 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 : Ms R Diedericks at (067) 026 15 15
APPLICATIONS : Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").

NOTE : No payment of any kind is required when applying for this post.

CLOSING DATE : 21 February 2025

POST 05/218 : **COMMUNICATION OFFICER**
Directorate: Communications

SALARY : R376 413 per annum
CENTRE : Head Office, Cape Town (Stationed at Groote Schuur Hospital)
REQUIREMENTS : Minimum educational qualification: Appropriate three-year National Diploma/Degree in Communication, Journalism, Public Relations, or Marketing. Experience: Appropriate experience in a communication, public relations or media environment, which include building and managing client and stakeholder relationships; developing visual communication products; media, reputation and response management; internal communication and brand management; and developing and executing communication campaigns. Inherent requirements of the job: Valid Code B/EB driver's licence. Willing to occasionally work outside regular office hours and to travel for work. Competencies (knowledge/skills): Strong interpersonal skills. Brand and reputation management. Ability to engage with stakeholders from all levels. Media liaison. Written and visual content development.

DUTIES : Communication management, including developing and executing an annual communication plan, managing the hospital's brand, photography, and proactive storytelling to manage the hospital's image and reputation. Stakeholder management, including working with the Groote Schuur Hospital Board and Trust, and the hospital management team to support the annual operational plan. Reputation management and media liaison, including handling media queries, writing media releases, media monitoring, risk management, and event management. Develop and test communication and promotional material, including reports, newflashes, newsletters, position statements, and social media posts. People, event, and project management.

ENQUIRIES : Ms M Champion Tel No: (021) 483- 3245
APPLICATIONS : Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").

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

POST 05/219 : **SENIOR ADMINISTRATIVE OFFICER (LABOUR RELATIONS)**
Chief Directorate: Emergency and Clinical Support Services

SALARY : R376 413 per annum
CENTRE : Emergency Medical Services, People Management
REQUIREMENTS : Minimum educational qualification: Appropriate 3-year National Diploma/Degree. Experience: Appropriate experience in labour relations. Appropriate supervisory experience. Inherent requirement of the job: Valid Code B/EB driver's Licence. Willingness to travel. Competencies (knowledge/skills): Computer literacy (MS Office package). Ability to work under pressure and to meet deadlines. Ability to maintain confidentiality. Ability to work independently and in a team. Good business writing skills.

DUTIES : Provide expert advice and support with regards to all Labour Relations matters. Perform supervisory functions. Facilitate and investigate Grievances. Facilitate the Management of Discipline. Facilitate the effective functioning of the IMLC's. Maintain and report on labour relations statistics. Facilitation of training for all staff with regards to labour relations issues. Assist with preparation for conciliation and arbitration and represent where required.

ENQUIRIES : Mr W Breuning Tel No: (021) -9489908
APPLICATIONS : Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").

NOTE : No payment of any kind is required when applying for the post. Shortlisted candidate will be expected to undergo a practical assessment.
CLOSING DATE : 21 February 2025

POST 05/220 : **ADMINISTRATIVE OFFICER: SUPPLY CHAIN MANAGEMENT (STORES)**

SALARY : R308 154 per annum
CENTRE : Red Cross War Memorial Children's Hospital, Rondebosch
REQUIREMENTS : Minimum educational qualification: Senior Certificate with Mathematics or Accounting as a passed subject or Senior Certificate with experience/competencies that focus on the Key Performance Areas (KRA's) of

the post. Experience: Appropriate experience in Inventory management, procurement processes, systems, and LOGIS in a hospital environment. Inherent requirement of the job: Willingness to work overtime when required. Competencies (knowledge/skills): Extensive knowledge in Inventory (stores) management, procedures, and warehouse management. Computer literacy (MS Word, Excel, PowerPoint, and Outlook). Be able to manage and supervise Warehouse staff. Ability to apply the Disciplinary code. Knowledge of the Public Finance Management Act (PFMA), National and provincial Treasury Regulations, and the Accounting Officer's System of the Department of Health, including delegations. Good leadership abilities. Good organizational skills. Conflict Management.

DUTIES : Inventory control and warehouse management. Perform LOGIS system controller functions. Ensure the store is ESL-compliant. Ensure all documents are audit compliant. Assisted with the reporting of the annual and interim financial statements, as well as the monthly inventory reporting. Assist end-users with Supply Chain Management processes and related queries, provide guidance identify shortcomings within the institution, and provide the necessary support. Manage all related people management functions within the component.

ENQUIRIES : Ms A Cupido Tel No: (021) 658-5414
APPLICATIONS : Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").

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

POST 05/221 : **ADMINISTRATIVE OFFICER: FINANCE ADMIN**
 Central Karoo District

SALARY : R308 154 per annum
CENTRE : Beaufort West Hospital
REQUIREMENTS : 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 focuses on the Key Performance Areas (KPA's) of the post. Experience: Appropriate experience in Supply Chain Management (warehouse and asset management) and Finance processes. Appropriate working experience in LOGIS system & EPS. Inherent requirement of the job: Valid (Code B) driver's licence and willingness to drive. Competencies (knowledge/skills): Computer literacy (MS Word, Excel and Power point) Public Finance Management Act (PFMA), National Treasury Regulations, Provincial Treasury Instructions, Accounting Officer System and Delegations. Good leadership abilities. The ability to meet deadlines and complete tasks under extreme pressure.

DUTIES : Inventory control and warehouse management. Perform LOGIS system controller functions. Ensure that all transactions comply with legislative requirements (audit compliance). Manage the LOGIS system and the approval of transactions and drawing of related reports. Handle audit queries with regards to SCM. Assist with financial procedures and reporting on Annual and Interim Financial Statements. Asset management of the Central Karoo District.

ENQUIRIES : Ms E Abrahams Tel No: (023) 414 8200
APPLICATIONS : Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").

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

POST 05/222 : **ADMINISTRATIVE OFFICER: SUPPORT SERVICES**
 Overberg District

SALARY : R308 154 per annum
CENTRE : Swellendam Hospital
REQUIREMENTS : Minimum educational qualification: Senior Certificate (or equivalent). Experience: Appropriate working experience within support services, fleet management, contract management and supervisory experience. Inherent requirements of the job: Valid (Code B/EB) driver's license and willingness to travel. Willingness to travel and perform duties in the Swellendam and Cape Agulhas Sub-districts. Willingness to be on standby, work overtime after hours, including weekends and public holidays. Competencies (knowledge/skills): Computer literacy (i.e. MS Word, PowerPoint, Excel and emails). Knowledge

of Human Resources, Supply Chain, Fleet Management, Waste Management, Maintenance policies and prescripts and Service Level Agreements. Good communication, interpersonal and organising skills, ability to manage and supervise multiple teams and ability to work under pressure.

DUTIES : Administration and effective management of contracts with service providers, such as Security Services, Cleaning & Gardening Services, Pest Control, Healthcare Waste Management and Telecom Services within the two sub-districts. Administration and effective management of maintenance department, workshop teams and infrastructure within the two sub-districts. Administration and effective management of the fleet, transport services and drivers within the two sub-districts. Administration and effective management of the food service units, laundries and housekeeping departments within the two sub-districts. Supervision, performance management, applying the disciplinary code, training & development, roster and duty planning of various support service staff within the two sub-districts. Support to supervisor and management. Support colleagues by performing standby and overtime duties and managing and monitoring the budget related to support services.

ENQUIRIES : Ms N Wege Tel No: (028) 514 8400
APPLICATIONS : Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").

NOTE : No payment of any kind is required when applying for this post. Candidates may be subjected to a practical assessment.

CLOSING DATE : 21 February 2025

POST 05/223 : **PROFESSIONAL NURSE GRADE 1 TO 3 (GENERAL NURSING) (CHILDRENS' WARD)**
 Garden Route District

SALARY : Grade 1: R307 247 per annum
 Grade 2: R375 480 per annum
 Grade 3: R451 530 per annum
 (Plus, a non-pensionable rural allowance of 8% of your annual basic salary)

CENTRE : Oudtshoorn Hospital, Oudtshoorn and Kannaland Sub-district
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. Registration with a professional council: Registration with the SANC as a Professional Nurse and Midwife. Experience: **Grade 1:** None after registration as Professional Nurse with the SANC in General Nursing. **Grade 2:** A minimum of 10 years appropriate/recognizable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. **Grade 3:** A minimum of 20 years appropriate/recognizable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. Inherent requirements of the job: Willing to work shifts, including weekends, public holidays and night duty. Willingness to rotate to other departments. Competencies (knowledge/skills): Basic computer skill in Ms Word. The ability to function independently under pressure. Knowledge of Nursing Practices, Infection Prevention Control, control measures and practices. Excellent communication skills (both written and verbal).

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

ENQUIRIES : Mr CB Olivier Tel No: (044) 203-7203
APPLICATIONS : Applicants apply online: www.westerncape.gov.za/health-jobs (click "online applications")

NOTE : No payment of any kind is required when applying for this post. 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

: 21 February 2024

POST 05/224

: **PHARMACIST ASSISTANT (POST-BASIC) GRADE 1 TO 3**
Central Karoo District

SALARY

: Grade 1: R250 947 per annum
Grade 2: R290 436 per annum
Grade 3: R313 308 per annum

**CENTRE
REQUIREMENTS**

: Support & Outreach Beaufort West PHC, Beaufort West Sub-district
: Minimum educational qualification: As required by the training facility and the South African Pharmacy Council (SAPC) plus a Post-Basic Pharmacist Assistant qualification that allows registration with the SAPC as a Pharmacist Assistant (Post-Basic) (Institutional). Registration with a professional council: Current registration with the SAPC as a Pharmacist Assistant (Post Basic) (Institutional). Experience: **Grade 1:** None after registration with the SAPC as Pharmacist Assistant (Post-Basic) (Institutional). **Grade 2:** A minimum of 5 years appropriate experience as Pharmacist Assistant after registration as a Pharmacist Assistant (Post-Basic) (Institutional). with the SAPC. **Grade 3:** A minimum of 13 years appropriate experience as Pharmacist Assistant after registration as a Pharmacist Assistant (Post-Basic) (Institutional) with the SAPC. Inherent requirement of the job: Have a valid driver's license and willingness to travel. Willingness to work at other clinics in the Sub-district. Competencies (knowledge/skills): Good knowledge of institutional pharmacy practices and procedures. Good numeric skills. Knowledge and/or experience in handling pharmaceutical supplies particularly in clinic environment, including appropriate cold chain practices. Knowledge of Drug Supply Management Principles. Knowledge of Good Pharmacy Practice. Meticulous and attention to detail. Appropriate knowledge of Essential Medicines Lists and Treatment guidelines and the WCGHW Provincial Code List of Approved Medicines to enable the candidate to work as an Indirectly Supervised Pharmacist's Assistant in Primary Health Care Dispensaries. Proficient in the use of MS Office applications (including Excel, Word, Outlook and Teams) and dispensing /stock control programs of which Wellsky (JAC) will be an advantage. Ability to work under pressure.

DUTIES

: Assist with reading and preparation of a prescription, the selection, manipulation or compounding of the medicine, the labelling and supply of the medicine in an appropriate container following the interpretation and evaluation of the prescription by a pharmacist. Assist with the provision of instructions regarding the correct use of medicine supplied and information to individuals to promote health. Assist with the distribution, control of and ordering of medicine and scheduled substances. Assist with the compounding or manufacturing of a non-sterile or sterile medicine or scheduled substance according to a formula and standard operating procedures approved. Assist with financial expenditure mainly regarding medicine procurement, storage and use. Support and assistance in collation of statistics. Assist with general daily operations in the pharmacy/Dispensary/Medicine room and administrative tasks. All duties to be conducted within scope of practice.

**ENQUIRIES
APPLICATIONS**

: Mr D Ekar Tel No: (023) 814 - 0500
: Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").

NOTE

: No payment of any kind is required when applying for this post. "Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview." This concession is only applicable 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)" Pharmacist Assistants who do not comply with registration in either of the advertised categories may apply on condition that registration in the required category is obtained within 12 months. The appointment will be subject to a 12-month probationary period. Should the employee not meet the conditions of their appointment within the agreed

timeframes, the probationary period may be extended, or the employee may be dismissed. The pool of applicants will be considered for similar vacant posts within Central Karoo District for a period of 3 months from date of advert. Candidates will be subjected to a written/practical and oral assessment.

CLOSING DATE

:

21 February 2025

POST 05/225

:

ADMINISTRATION CLERK: ADMISSIONS

Garden Route District

SALARY

:

R216 417 per annum

CENTRE

:

Georgeweg CC, Mossel Bay Sub-District

REQUIREMENTS

:

Minimum educational qualification: Senior Certificate (or equivalent). Experience: Appropriate administrative and data capturing experience. Appropriate experience in data management and systems management: Sinjani, Tier.net and PHCIS systems. Inherent requirement of the job: Valid (Code B/EB) driver's license and willingness to drive. Willingness to rotate in the Sub District according to the needs of the service. Competencies (knowledge/skills): Good interpersonal and communication skills. Computer literate (Windows, Excel) Appropriate course in Basic Routine Health Information System for Data Capturers will be to your advantage.

DUTIES

:

Capturing of all data according system programs (Tier.net, Sinjani, PHCIS, Healthnet etc.) Responsible for allocated services points data compiling and reports on all programs. Administration functions and all components of reception management. Register patients on the Patient Administration System (PHCIS) and Healthnet bookings. Responsible for folder Hygiene in reception (i.e., file, retrieve, archive, and dispose folders).

ENQUIRIES

:

Ms A Lamprecht Tel No: (044) 604-6106

APPLICATIONS

:

Applicants apply online: www.westerncape.gov.za/health-jobs (click "online applications")

NOTE

:

No payment of any kind is required when applying for this post. Candidates may be subjected to a competency test. The pool of applicants will be considered for similar vacant posts within Mossel Bay Sub District for a period of 3 months from date of advert.

CLOSING DATE

:

21 February 2025

POST 05/226

:

STAFF NURSE GRADE 1 TO 3

Central Karoo District

SALARY

:

Grade 1: R209 112 per annum

Grade 2: R248 613 per annum

Grade 3: R290 805 per annum

CENTRE

:

Laingsburg Hospital

REQUIREMENTS

:

Minimum educational qualification: Qualification that allows registration with the SANC as a Staff Nurse. Registration with a professional council: Registration with the SANC as a Staff Nurse. Experience: **Grade 1:** None. **Grade 2:** A minimum of 10 years appropriate/recognisable experience in nursing after registration as Staff Nurse with the SANC. **Grade 3:** A minimum of 20 years appropriate/recognisable experience in nursing after registration as Staff Nurse with the SANC. Inherent Requirements of the Job: Willingness to work shifts, night duty, overtime, public holidays and weekends. Good communication skills. Self- discipline and motivation.

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. Participate in infection prevention and control.

ENQUIRIES

:

Mr G Samuels Tel No: (023) 814-2015

APPLICATIONS

:

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

NOTE

:

No payment of any kind is required when applying for this post. Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable 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 Laingsburg Sub District for a period of 3 months from date of advert.
- CLOSING DATE** : 21 February 2025
- POST 05/227** : **TELKOM OPERATOR (TELEPHONE SERVICES)**
Chief Directorate: Metro Health Service
- SALARY** : R183 249 per annum
CENTRE : New Somerset Hospital
REQUIREMENTS : Minimum educational qualification: General Education and Training Certificate (GETC)/Grade 9 (Std. 7). Experience: Appropriate experience in the operating of a switchboard. Inherent requirement of the job: The ability to work, day and night shifts, on weekends and public holidays Physically able to hear and speak clearly. Competencies (knowledge/skills): The ability to operate switchboard equipment effectively and efficiently. Excellent telephone etiquette. Able to communicate effectively.
- DUTIES** : Handling of all incoming and outgoing calls as well as telephonic enquiries. Ensure effective and efficient communication, both internally and externally between staff, clientele and the general public. Processing and distribution of monthly telephone accounts. Keep monthly statistics. Provide clerical and administrative support to the supervisor. Monthly update of the telephone extension list. Receive and ensure accurate distribution of faxes and other messages.
- ENQUIRIES** : Mr J Roberts Tel No: (021) 402-6461
APPLICATIONS : Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
- NOTE** : No payment of any kind is required when applying for this post. Shortlisted candidates will be subjected to a written/practical and oral assessment. The pool of applicants will be considered for similar vacant posts within the Chief Director: Metro Health Services, for a period of 3 months from date of advert.
- CLOSING DATE** : 21 February 2025
- POST 05/228** : **NURSING ASSISTANT: GRADE 1 TO 3**
Central Karoo District
- SALARY** : Grade 1: R165 177 per annum
Grade 2: R192 675 per annum
Grade 3: R227 070 per annum
- CENTRE** : Laingsburg Hospital
REQUIREMENTS : Minimum educational qualification: Qualification that allows registration with SANC as a Nursing Assistant. Registration with a professional council: Registration with SANC as a Nursing Assistant. Experience: **Grade 1:** None. **Grade 2:** A minimum of 10 years appropriate/recognizable experience in nursing after registration with the SANC as a Nursing Assistant. **Grade 3:** A minimum of 20 years appropriate/recognizable experience in nursing after registration with the SANC as a Nursing Assistant. Inherent requirement of the job: Willingness to work shifts, night duty, overtime, public holidays and weekends. Willingness to rotate between facilities. Good communication skills. Self- discipline and motivation.
- DUTIES** : Provide quality basic nursing care. Provide elementary clinical nursing care. Assist Patients with activities of daily living which includes Patient Hygiene, Nutritional status, mobility and elimination needs. Maintaining professional growth, Ethical standards and Self-development. Record Keeping.
- ENQUIRIES** : Mr G Samuels Tel No: (023) 814-2015
APPLICATIONS : Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
- NOTE** : No payment of any kind is required when applying for this post. Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable 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 Laingsburg Sub District for a

period of 3 months from date of advert. Candidates will be subjected to a practical/written assessment.

- CLOSING DATE** : 21 February 2025
- POST 05/229** : **CLEANER**
Garden Route District
- SALARY CENTRE REQUIREMENTS** : R131 265 per annum
Knysna CDC, Knysna/Bitou Sub District
Minimum educational qualification: Basic literacy and numeracy. Experience: Appropriate Experience in the field of domestic and clinic cleaning services. Inherent requirements of the job: Physical able to lift and/or move heavy objects and supplies. Ability to operate machinery and equipment used in domestic and clinic cleaning services. Competencies (knowledge/skills): Good interpersonal skills. Appropriate knowledge of the correct methods of handling and disposal of refuse/waste products and to adhere to policies and cleaning procedures. ability to operate machinery and equipment. Knowledge of legislation and policies of the Department of Health and Wellness relevant to cleaning practise.
- DUTIES** : General cleaning, housekeeping and maintenance (i.e dust/sweep/ polish/ scrub/ mop/ clean windows/ walls/equipment/machinery and refuse removal.) Ensure effective Waste management, Linen Management etc. Effective and efficient utilization and storage of cleaning materials and equipment. Provide optimal support to the supervisor and colleagues with general housekeeping duties and services. Adhere to general hygienic and safe environment in terms of standards and procedures.
- ENQUIRIES APPLICATIONS** : Sr J. A. Stander Tel No: (044) 302 - 8400
Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
- NOTE** : No payment of any kind is required when applying for this post. Candidates will be subjected to a practical/written assessment.
- CLOSING DATE** : 21 February 2025
- POST 05/230** : **HOUSEHOLD AID**
Cape Winelands District
- SALARY CENTRE REQUIREMENTS** : R131 265 per annum
Montagu Hospital, Langeberg Sub-district
Minimum educational qualification: Basic literacy and numeracy. Experience: Appropriate household experience in a Hospital/ Clinic or similar environment. Appropriate experience in Food Service. Inherent requirements of the job: Ability and willingness to work shifts including weekends, public holidays and night duty. Incumbent must be physically fit to lift heavy objects and be on their feet the entire day. Competencies (knowledge/skills): Knowledge of hygiene, Occupational Health, HACCP and safety principles.
- DUTIES** : General household tasks which include serving of patient's meals and beverages, cleaning of the ward kitchens, responsible for the crockery and cutlery of the ward kitchen. Willingness to help in other work areas. Assist in the receipt and storage of all provisions and stock. Weigh, dish and distribute food to various wards. Clean all areas, utensils and equipment in the Food Service Department. Adhere to Health and Safety prescripts, elementary control measures and standard operational procedures. Financial management and human resource support to supervisor.
- ENQUIRIES APPLICATIONS** : Mr G Petersen Tel No: (023) 626-8551
Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
- NOTE** : No payment of any kind is required when applying for this post. The pool of applicants will be considered for similar vacant posts within Montagu Hospital for a period of 3 months from date of advert."
- CLOSING DATE** : 21 February 2025
- POST 05/231** : **DENTAL SPECIALIST GRADE 1 TO 3 (SESSIONAL) (12 SESSIONS P/WEEK) (PROSTHODONTICS: ORAL/DENTAL TRAINING HOSPITAL)**
Chief Directorate: Metro Health Services
(3-Year Contract)
- SALARY** : Grade 1: R612 per hour

		Grade 2: R698 per hour Grade 3: R809 per hour
<u>CENTRE REQUIREMENTS</u>	:	Oral Health Centres, Tygerberg/Mitchell's Plain Platform Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Dental Specialist in Prosthodontics. Registration with a professional council: Registration with the HPCSA as Dental Specialist in Prosthodontics. Experience: Grade 1: None after registration with the HPCSA as Dental Specialist in Prosthodontics. Grade 2: Minimum of 5 years' appropriate experience as Dental Specialist after registration with the HPCSA (or a recognized foreign Health Professional Council in respect of a foreign qualified employee) as a Dental Specialist in Prosthodontics. Grade 3: Minimum of 10 years' appropriate experience as Dental Specialist after registration with the HPCSA (or a recognized foreign Health Professional Council in respect of a foreign qualified employee) as a Dental Specialist in Prosthodontics. Inherent requirement of the job: Valid Driver's licence.
<u>DUTIES</u>	:	Screening of patients on arrival. Record patient details. Identify problems to provide diagnosis. Treat emergency and main complaints. Restore function and aesthetics. Liaise with the multidisciplinary team (where needed). Record keeping. Responsible for compiling stats.
<u>ENQUIRIES APPLICATIONS</u>	:	Dr. CCA Cloete Tel No: (021) 937-3092 Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	:	No payment of any kind is required when applying for this post. Candidates who are not in possession of the stipulated registration requirements may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable to candidates who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status)". The pool of applicants will be considered for other vacant Sessional Dental Specialist in the speciality Prosthodontics 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.
<u>CLOSING DATE</u>	:	21 February 2025
<u>POST 05/232</u>	:	<u>MEDICAL SPECIALIST GRADE 1 TO 3 (INTERNAL MEDICINE) (PHYSICIAN) (SESSIONAL) (20 SESSIONS)</u> Chief Directorate: Metro Health Services (3 Year Contract)
<u>SALARY</u>	:	Grade 1: R612 per hour Grade 2: R698 per hour Grade 3: R809 per hour
<u>CENTRE REQUIREMENTS</u>	:	Karl Bremer Hospital 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 Health Professional Council of South Africa (HPCSA) as a 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 after registration with the HPCSA (or recognized foreign Health Professional Council in respect of foreign qualified employees) as a Medical Specialist in Internal Medicine. Grade 3: A minimum of 10 years of appropriate experience after registration with the HPCSA (or recognized foreign Health Professional Council in respect of foreign qualified employees) as a Medical Specialist in Internal Medicine. Inherent requirements of the job: Valid (Code B/EB) driver's licence and willingness to travel. Must be flexible to accommodate changes in schedule. Competencies (knowledge/skills): Appropriate experience in Internal Medicine. Excellent clinical expertise and clinical governance. Excellent skills and in teaching and training at undergraduate and postgraduate level. Good leadership, communication, interpersonal, analytical and problem-solving skills.

- DUTIES** : Provide specialist clinical services and comprehensive medical care to in-patients and out-patients. Academic teaching and training. Provide outreach services at primary and district level. Management of relevant clinical governance and administrative requirements. Complete and submit required medical reports and documentation for legal and administrative purposes. Complete the required CPD activities to maintain registration with the HPCSA.
- ENQUIRIES APPLICATIONS** : Dr R Ortel Tel No: (021) 918-1733
- NOTE** : Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
- NOTE** : No payment of any kind is required when applying for this post. Candidates who are not in possession of the stipulated registration requirements may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable to health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for a change in registration status). Candidate may be subjected to a practical assessment The pool of applicants will be considered for other Medical Officer posts within the Chief Directorate: Metro Health Services for a period of 3 months from the date of advert.
- CLOSING DATE** : 21 February 2025
- POST 05/233** : **MEDICAL OFFICER GRADE 1 TO 3 (PSYCHIATRY) (SESSIONAL) (20 SESSIONS)**
Chief Directorate: Metro Health Services
(3 Year Contract)
- SALARY** : Grade 1: R457 per hour
Grade 2: R521 per hour
Grade 3: R603 per hour
- CENTRE REQUIREMENTS** : Karl Bremer Hospital, Northern/Tygerberg Sub-structure
- CENTRE REQUIREMENTS** : Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Medical Practitioner. Registration with a professional council: Registration with the Health Professional Council of South Africa (HPCSA) as Medical Practitioner. Experience: **Grade 1:** None after registration as a Medical Practitioner with the HPCSA in respect of SA qualified employees. 1-year relevant experience after registration as Medical Practitioner with recognized Foreign Health Professional Council in respect of foreign qualified employees, of who is not required to perform Community Service as required in South Africa. **Grade 2:** A minimum of 5 years appropriate experience as a Medical Practitioner after registration with the HPCSA as a Medical Practitioner in respect of SA qualified employees. A minimum of 6 years relevant experience after registration as a Medical Practitioner with a recognized foreign Health Council in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa. **Grade 3:** A minimum of 10 years of 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 a Medical Practitioner with a recognized foreign Health Professional Council in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa. Inherent requirements of the job: Valid (Code B/EB) driver's licence. Medical Officer will be expected to be on standby, including weekends as per rotation schedule. Must be flexible to accommodate changes in schedule. Willingness to travel. Competencies (knowledge/skills): Appropriate experience in Psychiatry. Excellent clinical expertise and clinical governance. Excellent skills and in teaching and training at undergraduate and postgraduate level. Good leadership, communication, interpersonal, analytical and problem-solving skills.
- DUTIES** : Clinical services- Provide a clinical service to in- and outpatients. Clinical care coordination - Coordinate, plan and ensure adherence to and promotion of good clinical care outcomes of mental health care users. Clinical service administration- Assist with related clinical administrative tasks. Teaching and Training of in-service psychiatric programmes to undergraduate students, interns and peers in clinical areas.
- ENQUIRIES** : Dr R Ortel Tel No: (021) 918-1733

- APPLICATIONS** : Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
- NOTE** : No payment of any kind is required when applying for this post. Candidates who are not in possession of the stipulated registration requirements may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable to health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for a change in registration status). Candidates will be subjected to a practical assessment. The pool of applicants will be considered for other Medical Officer posts within the Chief Directorate: Metro Health Services for a period of 3 months from the date of advert.
- CLOSING DATE** : 21 February 2025

DEPARTMENT OF INFRASTRUCTURE

- CLOSING DATE** : 03 March 2025
- NOTE** : Shortlisted candidates will be required to submit copies of their documentation for verification purposes. These candidates will be required to do a practical and attend interviews on a date and time as determined by the department. The selection process will be guided by the EE targets of the employing department. Should you experience difficulties with your online application, kindly note that technical support (challenges with online application) is only available from Monday to Friday from 08:00 to 16.00. you may contact the helpline at 0861 370 214. Otherwise, all other queries relating to the position, kindly contact the enquiries person as indicated in the advert. Please ensure that you submit your application before the closing date as no late applications will be considered.

OTHER POSTS

- POST 05/234** : **CONTROL ARCHITECTURAL TECHNOLOGIST: ARCHITECTURAL SERVICES REF NO: DOI 04/2025**
- SALARY** : Grade A: R873 840 per annum, (Salary will be determined based on post registration experience as per OSD prescript)
- CENTRE REQUIREMENTS** : Department of Infrastructure, Western Cape Government
Bachelor of Technology in Architecture (B.Tech) or relevant qualification; A minimum of six years post qualification Architectural Technologist experience required.; Compulsory registration with SACAP as a Senior Architectural Technologist; A valid code B driving licence. Recommendation: Experience and working knowledge of CAD programs. Competencies: Knowledge of the following: Human Settlements environment and programmes; Technical design and analysis; Research and development; Computer-aided Architectural applications; Legal compliance; Technical report writing; Technical consulting; Networking; Professional judgment; People management; Proven computer literacy; Written and verbal communication.
- DUTIES** : Manage technological advisory services; Monitor and evaluation of technological designs; Manage administrative and related functions; Research and development; Guide and manage technologists reporting to the post.
- ENQUIRIES APPLICATIONS** : Mr S Gqoboka Tel No: (021) 483 3973
To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>
- POST 05/235** : **QUANTITY SURVEYOR (PRODUCTION LEVEL): HEALTH INFRASTRUCTURE REF NO: DOI 06/2025**
- SALARY** : Grade A: R721 476 - R774 267 per annum, (OSD as prescribed)
- CENTRE REQUIREMENTS** : Department of Infrastructure, Western Cape Government
An appropriate Degree in Quantity Surveying or relevant qualification; A minimum of 3 years post qualification Quantity Surveying experience; Compulsory registration with the South African Council of Quantity Survey Professionals (SACQSP) as a Professional Quantity Surveyor; A valid code B (or higher) driving license. Competencies: Knowledge of the following: Programme and project management; Quantity Survey principles and

- methodologies; Research and development; Computer-aided engineering applications; Legal compliance; Technical report writing; Technical consulting; creating high performance culture; Networking; Professional judgement; Skills in the following: Decision making; Team leadership; Analytical; Creativity; Self-management; Financial management; Customer focus and responsiveness; Written and verbal communication; Proven computer literacy; Planning and organising; Conflict management; Problem solving and analysis; People management; Change management; Innovation.
- DUTIES** : Perform quantity surveying activities on buildings, structures or facilities; Co-ordinate professional teams on all aspects regarding quantity surveying; Ensure adherence to quantity determination standards; Provide quantity surveying 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; Ensure adherence to the requirements of professional registration; Human capital development; Mentor, train and develop candidate quantity surveyors and related technical and administrative personnel to promote skills/knowledge transfer and adherence to sound quantity surveying principles and code of practice; Supervise quantity surveying work and processes; Administer performance management and development; Office administration and budget planning; Manage resources, prepare and consolidate inputs for the facilitation of resource utilisation; Ensure adherence to regulations and procedure for procurement, SCM and personnel human resource administration; Monitor and control expenditure; Report on expenditure and service delivery; Research and development; Continuous professional development according to council guidelines; Research/literature studies on quantity survey to improve expertise; Liaise with relevant bodies/councils on quantity survey-related matters.
- ENQUIRIES APPLICATIONS** : Mr E du Plooy at email: Etienne.duPlooy@westerncape.gov.za
: To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>
- POST 05/236** : **TOWN AND REGIONAL PLANNER (PRODUCTION): MUNICIPAL HUMAN SETTLEMENT PLANNING REF NO: DOI 07/2025**
- SALARY CENTRE REQUIREMENTS** : Grade A: R721 476 - R774 267 per annum, (OSD as prescribed)
: Department of Infrastructure, Western Cape Government
: An appropriate B-Degree in Urban/Town and Regional Planning or equivalent qualification; Compulsory registration with SACPLAN as a professional Town and Regional Planner on appointment; A minimum of 3-years post qualification Town and Regional Planning experience required; A valid Code B driving licence. Competencies: Knowledge of the following: Application of relevant legislation; Contract Administration; Programme and Project Management; Formulation of policies in a multi-disciplinary professional environment; Financial Management; Research and planning; Public service procedures; Skills needed: Interpret and apply relevant policies and procedures; Problem-solving; Sound Budgeting; Facilitation; Presentation.
- DUTIES** : Influence forward planning through the IDP and sectoral plans; Render technical support in project planning for the district area; Undertake transversal planning for region; Management of staff.
- ENQUIRIES APPLICATIONS** : Mr D Alli Tel No: (021) 483 4145
: To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>
- POST 05/237** : **PROJECT SUPPORT MANAGER REF NO: DOI 01/2025 (X2 POSTS)**
- SALARY CENTRE REQUIREMENTS** : R444 036 per annum (Level 09)
: Department of Infrastructure, Western Cape Government
: An appropriate 3-year National Diploma/B-Degree (equivalent or higher qualification); A minimum of 3 years experience in project management and contract administration, contract and compliance monitoring, and service level agreement administration; A valid (Code B or higher) driving licence. NB: People with disabilities that restrict driving abilities, but who have reasonable access to transport, may also apply. Recommendation: Experience in property development. Competencies: Knowledge of the following: Applicable

legislative and regulatory requirements, policies and standards; Principles and processes; Projects monitoring methods, tools and techniques; Business and management principles involved in strategic planning, resource allocation, leadership techniques, production methods and coordination of people and resources; Relationship management; Written and verbal communication; Applied strategic thinking; Creative thinking; Decision making; Problem analysis ; Technical proficiency; Problem-solving ; Proven computer literacy.

DUTIES : Provide the following support to the Chief Directorate-Economic Hub: Technical support; Provide Administrative/Strategic and logistical support to the Senior Manager; Provide Budgetary and Projects Support related to Special Projects; Administrative/Strategic and logistical support to the Senior Manager; Project Management; Prepare Motivations and facilitate process for the nomination and appointment of service providers; Develop report formats templates and outline deliverables to guide consultants; Monitor and evaluate the achievement of milestones within given time constraints; Office administration; Attend all workshops pertaining to Economic Hub's projects; Answer and report on relevant enquiries; Compilation of reports at the request of the Senior Manager on project related enquiries; Update Quarterly Reports and other Reports; Assist the Senior Manager in compiling budgets and reporting on expenditure.

ENQUIRIES APPLICATIONS : Ms L Mabuntane Tel No: (021) 483 5788
 : To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>

POST 05/238 : **ENGINEERING TECHNICIAN (PRODUCTION LEVEL): PLANT MANAGEMENT REF NO: DOI 10/2025 (X2 POSTS)**

SALARY : Grade A: R419 325 per annum - Grade C: R472 812 per annum, (OSD as prescribed)

CENTRE REQUIREMENTS : Department of Infrastructure, Western Cape Government
 : An appropriate 3-year National Diploma in Megatronics/ Mechanical Engineering or relevant qualification; Compulsory registration with the Engineering Council of South Africa (ECSA) as an Engineering Technician: Mechanical/Mechatronics; A minimum of 3 years relevant post qualification technical (engineering) experience. A valid driving license(Code B or higher). Recommendation: Exposure to the fleet maintenance industry: Procurement; Economic life schedules; Oils analysis programmes and Heavy load transport normal/abnormal. Competencies: Knowledge of the following: Technical: Project Management; Technical design and analysis; Research and development; Computer-aided engineering applications; AutoCAD drawing; Legal compliance; Technical report writing; Technical consulting; Generic: Problem solving and analysis; Decision making; Team work; Creativity; Customer focus and responsiveness; Communication (written and verbal); Computer skills; People Management; Planning and Organising; Change Management; Good analytical.

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

ENQUIRIES APPLICATIONS : Mr M Subailey Tel No: (021) 959 7700
 : To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>

POST 05/239 : **ENGINEERING TECHNICIAN (PRODUCTION LEVEL): RADIO COMMUNICATIONS -BELLVILLE REF NO: DOI 39/2024 R1 (X2 POSTS)**

SALARY : Grade A: R419 325 per annum - Grade C: R472 812 per annum (OSD as prescribed)

CENTRE : Department of Infrastructure, Western Cape Government

REQUIREMENTS : An appropriate 3 year National Diploma/B-Degree (or higher qualification) in Radio Communications, Electrical Engineering, Public Safety or relevant qualification; Compulsory registration with ECSA as an Engineering Technician; A minimum of 3 years post qualification experience; A valid(Code B or higher) driving licence. NB: People with disabilities that restrict driving abilities, but who have reasonable access to transport, may also apply. Recommendation: Radiotrian artisan additional qualification. Competencies: Extensive knowledge of the following: Project Management; Technical design and analysis; Computer-aided engineering applications; Legal compliance; Technical report writing; Technical consulting; Decision-making; Customer focus and responsiveness; People Management; Computer literacy Skills: Planning and organising; Communication skills(written, verbal and presentation).

DUTIES : Render technical services; Manage Radio Subscriber; Procure equipment spare part and control stock thereof; Administrate radio user interference and network affiliation; Research and development; Support Control Engineering Radio Technician with management of workshop.

ENQUIRIES : Ms M Van Wyngaardt Tel No: (021) 959 7700 and email address: Marilise.vanwyngaardt@westerncape.gov.za

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

POST 05/240 : **LOSS CONTROL/FRAUD OFFICER: FRAUD AND LOSSES CONTROL REF NO: DOI 05/2025**

SALARY : R376 413 per annum (Level 08)

CENTRE : Department of Infrastructure, Western Cape Government

REQUIREMENTS : An appropriate 3-year National Diploma/B-Degree (equivalent or higher qualification); A minimum of 2 years experience in Finance or Risk Management; A valid driving licence (Code B or higher). Note: People with disabilities that restrict driving abilities but have reasonable access to transport may also apply. Recommendation: Loss Control and basic investigation experience. Competencies: Advanced knowledge of the following: The WCG Loss Control System; Management of Losses and Claims, PFMA, NTR, PTI, Government Motor Transport Handbook Version 1 of 2019; Departmental Security policy; Prescription Act 68 of 1969 and the process to recover losses, AFS and IFS reporting. Skills needed: Investigation; Organising; Planning; Problem solving; Analytical; Communication (Written and verbal). Ability to: Assess evidence w.r.t losses and claims; Analyse reports from various professionals and experts Monitor and prevent prescription; Adhere to strict financial and legal deadlines/timeframes and work under pressure.

DUTIES : Claims against the State (Public Liability Claims) and Claims by the State(RCD Claims recoverable); Thefts (Losses or damages through criminal acts or omissions); Assist in the management of all types of losses; Assist to investigate collisions and compiling BAS Payments and Journals for Damages & Losses and, Theft and Losses; Register of cases on the WCG Loss Control System and ensuring that the electronic register is updated regularly with the required information; Compiling referrals to the State Attorney via Legal Services; Drafting of write-off submission, Submissions to Higher Authority and Memorandums to Management

ENQUIRIES : Ms LD Atkins Tel No: (021) 483 3743

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

POST 05/241 : **OCCUPATIONAL HEALTH AND SAFETY OFFICER: OCCUPATIONAL HEALTH AND SAFETY REF NO: DOI 14/2025**

SALARY : R376 413 per annum (Level 08)

CENTRE : Department of Infrastructure, Western Cape Government

REQUIREMENTS : An appropriate 3-year National Diploma/B-Degree (equivalent or higher qualification) in Safety Management or related field; A minimum of 1 year

relevant experience; Compulsory registration with SACPCMP as an Occupational Health and Safety Officer; A valid driving licence (Code B).NB: People with disabilities that restrict driving abilities, but who have reasonable access to transport, may also apply. Recommendation: Experience in the following: Mechanical workshop environment in light to heavy construction vehicles and machinery; Work activities in a roads sign manufacturing. Competencies: Knowledge of the following: Occupational Health and Safety Act and regulations (Act 85 of 1993); Routine Road Maintenance activities; Contract Administration; Legislation pertaining to Occupational Health and Safety Act, Basic Conditions of Employment Act, Compensation for Occupational Injuries and Diseases Act, Environment Conservation Act; Road Ordinance Act; South African Road Traffic Signs Manual; Operation of road maintenance and road construction machinery and equipment; Skills needed: Written and verbal communication; Interpretation of Acts, regulations, specifications and conditions pertaining to Occupational Health and Safety; Proven computer literacy (MS Office); Problem solving; Conflict management.

DUTIES : Ensure compliance with the Occupational Health and Safety Act within the component; Ensure the reduction of the severity or seriousness of possible injuries; Create awareness and ensure health and safety plans are in place; Provide an administrative function with regards to occupational health and safety.

ENQUIRIES : Ms H Kleinhans Tel No:(021) 959 7700
APPLICATIONS : To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>

POST 05/242 : **PERSONAL ASSISTANT: LOGISTICS AND MOVABLE ASSET MANAGEMENT REF NO: DOI 08/2025**

SALARY : R308 154 per annum (Level 07)
CENTRE : Department of Infrastructure, Western Cape Government
REQUIREMENTS : Grade 12 (Senior Certificate or equivalent qualification) plus an accredited secretarial diploma and/or administrative qualification on the level of NQF level 5 or relevant higher tertiary qualification (a certificate of completion should be provided); A minimum of 3 years experience in rendering a support service to management/ senior management. Recommendations: Willing to work irregular hours, Working knowledge and proven track record of working on all Microsoft suite applications. Competencies: Knowledge of the following: Relevant legislation, policies, prescripts and procedures; Office Administration; Database Management; Information and Records Management; procurement processes; Financial administration; Functioning, systems and processes of government; General information support systems such as GoFin/BAS and ECM/SharePoint. Skills needed: Written and verbal communication skills; Proven computer literacy; Organisational; Client liaison and networking; Report writing; Research; Problem solving; Good telephone etiquette; High-level of reliability; Ability to communicate well with people at different levels and from different backgrounds; Ability to act with tact and discretion; Ability to do research and analyse documents and situations; Good grooming and presentation; Self-management and motivation.

DUTIES : Provides a secretarial or receptionist support service to the manager; Renders administrative support services; Provides support to manager regarding meetings; Supports the manager with the administration of the manager's budget; Studies the relevant public service and departmental prescripts/policies and other documents and ensure that the application thereof is understood properly.

ENQUIRIES : Ms O.A Samuels Tel No: (021) 483 0465
APPLICATIONS : To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>

POST 05/243 : **ARTISAN (PRODUCTION LEVEL): CENTRAL MECHANICAL WORKSHOP (FITTER ANDTURNER)- BELLVILLE REF NO: DOI 11/2025**

SALARY : Grade A: R230 898 - R256 263 per annum
Grade B: R270 915 - R300 675 per annum
Grade C: R314 751 - R386 775 per annum
(Salary will be determined as per OSD prescripts)
CENTRE : Department of Infrastructure, Western Cape Government

- REQUIREMENTS** : Appropriate Trade Test Certificate (Fitter and Turner); A valid (Code B or higher) driving licence. Recommendation: Experience in repair and maintenance of road construction plant and vehicles spare parts or similar lathe experience. Competencies: Knowledge of the following: Technical analysis; Legal compliance; Technical report writing; Team leadership; Problem solving analysis; The following skills: Decision making; Team work; Analytical; Creativity; Self-management; Customer focus and responsiveness; Planning and organising; Proven computer literacy; Conflict Management; Written and verbal communication skills.
- DUTIES** : Design: Produce designs according to client specification and within limits of production capability; Production: Produce objects with material and equipment according to job specification and recognise standards; Maintenance: Inspect equipment and/or facilities for technical faults; Perform administrative and related functions: Compile and submit reports; Maintain expertise: Continuous individual development to keep up with new technologies and procedures.
- ENQUIRIES** : Mr E Louw Tel No: (021) 959 7700
APPLICATIONS : To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>
- POST 05/244** : **SUPPLY CHAIN MANAGEMENT CLERK: LEGAL SUPPORT REF NO: DOI 13/2025**
- SALARY** : R216 417 per annum (Level 05)
CENTRE : Department of Infrastructure, Western Cape Government
REQUIREMENTS : Grade 12 (Senior Certificate or equivalent qualification). Recommendation: Basic knowledge of SCM procedures and legislative framework (relevant experience). Competencies: Good understanding of the following: Job Knowledge. Skills in the following: Typing; Mathematical; Computer skills; Communication planning and organising; Interpersonal relations language; Flexibility; Teamwork and Good verbal and written communication.
- DUTIES** : Providing clerical support to gather, update, compile, scan maintain documentation, and update registers during the process of continuously monitoring the alignment of Departmental SCM documentation such as: Delegations Framework, Accounting Officers System, Instruction notes and circulars, SCM strategy and related policies and procedures. with the relevant legislative framework; Monitoring and reporting on changes in the SCM legislative environment, consolidating all requests for departmental inputs to changes in legislation, and keeping a dashboard of SCM guidelines, instructions and legislative requirements; Render Legal Support by keeping records and updating registers; Gathering and verifying information, compiling documents such as minutes, letters, reports and responses for PAIA applications, cession applications, conflict of interest case restriction and vetting applications and SCM related legal matters; Assisting in annual risk assessment and development of SCM risk response plan; Perform administrative activities relating to SCM legal support; (tracking recommendations/reporting on remedial actions, disputes and investigations) Provide administrative support; Logistical arrangements for meetings and contractor information sessions
- ENQUIRIES** : Ms A Jansen Van Rensburg Tel No:(021) 483 2018
APPLICATIONS : To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>
- POST 05/245** : **SUPPLY CHAIN MANAGEMENT CLERK: LEGAL SUPPORT REF NO: DOI 16/2025**
- SALARY** : R216 417 per annum (Level 05)
CENTRE : Department of Infrastructure, Western Cape Government
REQUIREMENTS : Grade 12 (Senior Certificate or equivalent qualification). Recommendation: Basic knowledge of SCM procedures and legislative framework (relevant experience). Competencies: Good understanding of the following: Job Knowledge. Skills in the following: Typing; Mathematical; Computer skills; Communication planning and organising; Interpersonal relations language; Flexibility; Teamwork and Good verbal and written communication.
- DUTIES** : Providing clerical support to gather, update, compile, scan maintain documentation, and update registers during the process of continuously monitoring the alignment of Departmental SCM documentation such as:

Delegations Framework, Accounting Officers System, Instruction notes and circulars, SCM strategy and related policies and procedures. with the relevant legislative framework; Monitoring and reporting on changes in the SCM legislative environment, consolidating all requests for departmental inputs to changes in legislation, and keeping a dashboard of SCM guidelines, instructions and legislative requirements; Render Legal Support by keeping records and updating registers; Gathering and verifying information, compiling documents such as minutes, letters, reports and responses for PAIA applications, session applications, conflict of interest case restriction and vetting applications and SCM related legal matters; Assisting in annual risk assessment and development of SCM risk response plan; Perform administrative activities relating to SCM legal support; (tracking recommendations/reporting on remedial actions, disputes and investigations) Provide administrative support; Logistical arrangements for meetings and contractor information sessions.

ENQUIRIES : Ms A Jansen Van Rensburg Tel No: (021) 483 2018
APPLICATIONS : To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>

DEPARTMENT OF LOCAL GOVERNMENT

CLOSING DATE : 03 March 2025
NOTE : Shortlisted candidates will be required to submit copies of their documentation for verification purposes. These candidates will be required to do a practical and attend interviews on a date and time as determined by the department. The selection process will be guided by the EE targets of the employing department. Should you experience difficulties with your online application, kindly note that technical support (challenges with online application) is only available from Monday to Friday from 08:00 to 16.00. you may contact the helpline at 0861 370 214. Otherwise, all other queries relating to the position, kindly contact the enquiries person as indicated in the advert. Please ensure that you submit your application before the closing date as no late applications will be considered.

OTHER POSTS

POST 05/246 : **DEPUTY DIRECTOR: DISTRICT AND LOCAL PERFORMANCE MONITORING REF NO: LG 04/2025**

SALARY : R849 702 per annum (Level 11), all-inclusive salary package
CENTRE : Department of Local Government, Western Cape Government
REQUIREMENTS : An appropriate 3-year National Diploma/B-Degree (equivalent or higher qualification); A minimum of 3 years management level experience. Recommendation: A valid (Code B or higher) driving licence. NB: People with disabilities that restrict driving abilities, but who have reasonable access to transport, may also apply. Competencies: Knowledge of the following: Constitutional legislative an inter-governmental dispensation in South Africa; COGTA prescribed reporting procedures and national and provincial treasury directives; Financial and administrative systems and procedures of municipalities; Programmes and project planning and management; Council and political dynamics; Local government legislation; Skills needed: Analytical thinking; Conflict management; Organisational; Budgeting; Information systems and database interrogation; Negotiation; Written and verbal communication; Ability to analyse data with a view to make assumptions and forecasts; Interpret annual financial statements; Analyse municipal budgets and financial management systems.

DUTIES : Develop and maintain a comprehensive municipal monitoring tool; Collect, validate and evaluate municipal data and information relating to municipal performance; Ensure the development of a database and disseminate of information relevant stakeholders; Draft the annual municipal performance report in terms of the municipal systems act; Management of human resources and performance in the sub-directorate

ENQUIRIES : Dr S Greyling Tel No:(021) 483 6126
APPLICATIONS : To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>

POST 05/247 : **COMMUNITY DEVELOPMENT WORKER: PORTERVILLE (WEST COAST)**
REF NO: LG 01/2025

SALARY : R255 450 per annum (Level 06)
CENTRE : Department of Local Government, Western Cape Government
REQUIREMENTS : Senior Certificate (Grade 12 or equivalent qualification); Minimum of 6months relevant experience. Recommendation: Community Development Learnership Certificate; A valid (Code B or higher) driving licence. NB: People with disabilities that restrict driving abilities, but who have reasonable access to transport, may also apply. Competencies: Knowledge of the following: Applicable policies, legislation, guidelines, standards, procedures and best practices in the public services; Composition of communities in the Western Cape and their functioning; Facilitating skills to public participation in policy making and service delivery; The following skills: Project organisation, interpersonal, report writing and reporting; Proven computer literacy (MS Office); Self-management and adherence to timelines; Written and verbal communication skills.

DUTIES : Develop and maintain a comprehensive municipal monitoring tool; Collect, validate and evaluate municipal data and information relating to municipal performance; Ensure the development of a database and disseminate of information relevant stakeholders; Draft the annual municipal performance report in terms of the municipal systems act; Management of human resources and performance in the sub-directorate

ENQUIRIES : Mr M Bell Tel No: (021) 483 3039
APPLICATIONS : To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>

POST 05/248 : **COMMUNITY DEVELOPMENT WORKER: MACASSAR REF NO: LG 02/2025**

SALARY : R255 450 per annum (Level 06)
CENTRE : Department of Local Government, Western Cape Government
REQUIREMENTS : Senior Certificate (Grade 12 or equivalent qualification); Minimum of 6months relevant experience. Recommendation: Community Development Learnership Certificate; A valid (Code B or higher) driving licence. NB: People with disabilities that restrict driving abilities, but who have reasonable access to transport, may also apply. Competencies: Knowledge of the following: Applicable policies, legislation, guidelines, standards, procedures and best practices in the public services; Composition of communities in the Western Cape and their functioning; Facilitating skills to public participation in policy making and service delivery; The following skills: Project organisation, interpersonal, report writing and reporting; Proven computer literacy (MS Office); Self-management and adherence to timelines; Written and verbal communication skills.

DUTIES : Develop and maintain a comprehensive municipal monitoring tool; Collect, validate and evaluate municipal data and information relating to municipal performance; Ensure the development of a database and disseminate of information relevant stakeholders; Draft the annual municipal performance report in terms of the municipal systems act; Management of human resources and performance in the sub-directorate

ENQUIRIES : Mr M Bell Tel No: (021) 483 3039
APPLICATIONS : To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>

POST 05/249 : **COMMUNITY DEVELOPMENT WORKER: GRABOUW REF NO: LG 03/2025**

SALARY : R255 450 per annum (Level 06)
CENTRE : Department of Local Government, Western Cape Government
REQUIREMENTS : Senior Certificate (Grade 12 or equivalent qualification); Minimum of 6months relevant experience. Recommendation: Community Development Learnership Certificate; A valid (Code B or higher) driving licence. NB: People with disabilities that restrict driving abilities, but who have reasonable access to transport, may also apply. Competencies: Knowledge of the following: Applicable policies, legislation, guidelines, standards, procedures and best practices in the public services; Composition of communities in the Western Cape and their functioning; Facilitating skills to public participation in policy making and service delivery; The following skills: Project organisation,

interpersonal, report writing and reporting; Proven computer literacy (MS Office); Self-management and adherence to timelines; Written and verbal communication skills.

DUTIES : Develop and maintain a comprehensive municipal monitoring tool; Collect, validate and evaluate municipal data and information relating to municipal performance; Ensure the development of a database and disseminate of information relevant stakeholders; Draft the annual municipal performance report in terms of the municipal systems act; Management of human resources and performance in the sub-directorate

ENQUIRIES : Mr M Bell Tel No:(021) 483 3039
APPLICATIONS : To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>

POST 05/250 : **COMMUNITY DEVELOPMENT WORKER: RIVERSDALE (HESSEQUA) REF NO: LG 05/2025**

SALARY : R255 450 per annum (Level 06)
CENTRE : Department of Local Government, Western Cape Government
REQUIREMENTS : Senior Certificate (Grade 12 or equivalent qualification); Minimum of 6months relevant experience. Recommendation: Community Development Learnership Certificate; A valid (Code B or higher) driving licence. NB: People with disabilities that restrict driving abilities, but who have reasonable access to transport, may also apply. Competencies: Knowledge of the following: Applicable policies, legislation, guidelines, standards, procedures and best practices in the public services; Composition of communities in the Western Cape and their functioning; Facilitating skills to public participation in policy making and service delivery; The following skills: Project organisation, interpersonal, report writing and reporting; Proven computer literacy (MS Office); Self-management and adherence to timelines; Written and verbal communication skills.

DUTIES : Develop and maintain a comprehensive municipal monitoring tool; Collect, validate and evaluate municipal data and information relating to municipal performance; Ensure the development of a database and disseminate of information relevant stakeholders; Draft the annual municipal performance report in terms of the municipal systems act; Management of human resources and performance in the sub-directorate

ENQUIRIES : Mr M Bell Tel No: (021) 483 3039
APPLICATIONS : To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>

POST 05/251 : **COMMUNITY DEVELOPMENT WORKER: KHAYELITSHA REF NO: LG 06/2025**

SALARY : R255 450 per annum (Level 06)
CENTRE : Department of Local Government, Western Cape Government
REQUIREMENTS : Senior Certificate (Grade 12 or equivalent qualification); Minimum of 6months relevant experience. Recommendation: Community Development Learnership Certificate; A valid (Code B or higher) driving licence. NB: People with disabilities that restrict driving abilities, but who have reasonable access to transport, may also apply. Competencies: Knowledge of the following: Applicable policies, legislation, guidelines, standards, procedures and best practices in the public services; Composition of communities in the Western Cape and their functioning; Facilitating skills to public participation in policy making and service delivery; The following skills: Project organisation, interpersonal, report writing and reporting; Proven computer literacy (MS Office); Self-management and adherence to timelines; Written and verbal communication skills.

DUTIES : Develop and maintain a comprehensive municipal monitoring tool; Collect, validate and evaluate municipal data and information relating to municipal performance; Ensure the development of a database and disseminate of information relevant stakeholders; Draft the annual municipal performance report in terms of the municipal systems act; Management of human resources and performance in the sub-directorate.

ENQUIRIES : Mr M Bell Tel No: (021) 483 3039
APPLICATIONS : To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>

POST 05/252 : **COMMUNITY DEVELOPMENT WORKER: KRAAIFONTEIN REF NO: LG 07/2025**

SALARY : R255 450 per annum (Level 06)
CENTRE : Department of Local Government, Western Cape Government
REQUIREMENTS : Senior Certificate (Grade 12 or equivalent qualification); Minimum of 6months relevant experience. Recommendation: Community Development Learnership Certificate; A valid (Code B or higher) driving licence. NB: People with disabilities that restrict driving abilities, but who have reasonable access to transport, may also apply. Competencies: Knowledge of the following: Applicable policies, legislation, guidelines, standards, procedures and best practices in the public services; Composition of communities in the Western Cape and their functioning; Facilitating skills to public participation in policy making and service delivery; The following skills: Project organisation, interpersonal, report writing and reporting; Proven computer literacy (MS Office); Self-management and adherence to timelines; Written and verbal communication skills.

DUTIES : Develop and maintain a comprehensive municipal monitoring tool; Collect, validate and evaluate municipal data and information relating to municipal performance; Ensure the development of a database and disseminate of information relevant stakeholders; Draft the annual municipal performance report in terms of the municipal systems act; Management of human resources and performance in the sub-directorate

ENQUIRIES : Mr M Bell Tel No: (021) 483 3039
APPLICATIONS : To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>

POST 05/253 : **COMMUNITY DEVELOPMENT WORKER: MFULENI REF NO: LG 08/2025**

SALARY : R255 450 per annum (Level 06)
CENTRE : Department of Local Government, Western Cape Government
REQUIREMENTS : Senior Certificate (Grade 12 or equivalent qualification); Minimum of 6months relevant experience. Recommendation: Community Development Learnership Certificate; A valid (Code B or higher) driving licence. NB: People with disabilities that restrict driving abilities, but who have reasonable access to transport, may also apply. Competencies: Knowledge of the following: Applicable policies, legislation, guidelines, standards, procedures and best practices in the public services; Composition of communities in the Western Cape and their functioning; Facilitating skills to public participation in policy making and service delivery; The following skills: Project organisation, interpersonal, report writing and reporting; Proven computer literacy (MS Office); Self-management and adherence to timelines; Written and verbal communication skills.

DUTIES : Develop and maintain a comprehensive municipal monitoring tool; Collect, validate and evaluate municipal data and information relating to municipal performance; Ensure the development of a database and disseminate of information relevant stakeholders; Draft the annual municipal performance report in terms of the municipal systems act; Management of human resources and performance in the sub-directorate

ENQUIRIES : Mr M Bell Tel No: (021) 483 3039
APPLICATIONS : To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>

POST 05/254 : **COMMUNITY DEVELOPMENT WORKER: SALDANHA REF NO: LG 09/2025**

SALARY : R255 450 per annum (Level 06)
CENTRE : Department of Local Government, Western Cape Government
REQUIREMENTS : Senior Certificate (Grade 12 or equivalent qualification); Minimum of 6months relevant experience. Recommendation: Community Development Learnership Certificate; A valid (Code B or higher) driving licence. NB: People with disabilities that restrict driving abilities, but who have reasonable access to transport, may also apply. Competencies: Knowledge of the following: Applicable policies, legislation, guidelines, standards, procedures and best practices in the public services; Composition of communities in the Western Cape and their functioning; Facilitating skills to public participation in policy making and service delivery; The following skills: Project organisation,

interpersonal, report writing and reporting; Proven computer literacy (MS Office); Self-management and adherence to timelines; Written and verbal communication skills.

DUTIES : Develop and maintain a comprehensive municipal monitoring tool; Collect, validate and evaluate municipal data and information relating to municipal performance; Ensure the development of a database and disseminate of information relevant stakeholders; Draft the annual municipal performance report in terms of the municipal systems act; Management of human resources and performance in the sub-directorate

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

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

POST 05/255 : **COMMUNITY DEVELOPMENT WORKER: LAINGSBURG REF NO: LG 10/2025**

SALARY : R255 450 per annum (Level 06)

CENTRE : Department of Local Government, Western Cape Government

REQUIREMENTS : Senior Certificate (Grade 12 or equivalent qualification); Minimum of 6months relevant experience. Recommendation: Community Development Learnership Certificate; A valid (Code B or higher) driving licence. NB: People with disabilities that restrict driving abilities, but who have reasonable access to transport, may also apply. Competencies: Knowledge of the following: Applicable policies, legislation, guidelines, standards, procedures and best practices in the public services; Composition of communities in the Western Cape and their functioning; Facilitating skills to public participation in policy making and service delivery; The following skills: Project organisation, interpersonal, report writing and reporting; Proven computer literacy (MS Office); Self-management and adherence to timelines; Written and verbal communication skills.

DUTIES : Develop and maintain a comprehensive municipal monitoring tool; Collect, validate and evaluate municipal data and information relating to municipal performance; Ensure the development of a database and disseminate of information relevant stakeholders; Draft the annual municipal performance report in terms of the municipal systems act; Management of human resources and performance in the sub-directorate

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

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

WESTERN CAPE MOBILITY DEPARTMENT

CLOSING DATE : 03 March 2025

NOTE :

All shortlisted candidates must make themselves available to be interviewed at a date, time and place as decided by the selection panel. Please ensure that you submit your application on or before the closing date as no late applications will be considered. The selection process will be guided by the EE targets of the employing department. Kindly note that technical support is only available from Monday to Friday from 8:00 to 16.00. Should you experience any difficulties with your online application you may contact the helpline at 0861 370 214. All shortlisted candidates will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the Department. Following the interview and technical exercise, the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSA directive on the implementation of competency-based assessments). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS Competency Assessment tools. The nominated candidate will be required to complete the Senior Management Pre-Entry Programme before they may be appointed into this post. The purpose of the Senior Management Pre-Entry Programme, which is a public service specific training programme applicable to all applicants who aspire to join the SMS, is to ensure that potential SMS members have a background on processes and procedures linked to the SMS. The duration of the online Pre-Entry Programme is 120 notional hours (15 days). Full details may be sourced by the following link: <https://www.thensg.gov.za/training-course/sms-preentryprogramme/> Furthermore, thanks to the huge public interest we receive many applications

for our positions, and as such will not be able to respond personally to all applications. Therefore, should you not hear from us within 10 weeks from close of advert please consider your application unsuccessful.

MANAGEMENT ECHELON

- POST 05/256** : **CHIEF DIRECTOR: TRAFFIC MANAGEMENT REF NO: WCMD 06/2025**
- SALARY** : R1 436 022 per annum (Level 14)
- CENTRE** : Western Cape Mobility Department, Western Cape Government
- REQUIREMENTS** : An appropriate Degree (NQF 7) or higher qualification as recognised by SAQA; A minimum of 5 years experience at a Senior Managerial level; A valid driving licence/ Alternative mode of transport for a person with disabilities; Completion of Certificate for entry into the SMS (Senior Management Service) upon appointment. Recommendation: Post-graduate qualification in Public Management/ Alternate Dispute Resolution Qualification/ Law related. Experience on a Senior Management level in Traffic Law Enforcement/ Road Safety Management. Competencies: Extensive knowledge and working experience of all legislation, regulatory frameworks, policies and best practices; Proven knowledge of the following: Information Systems; Procurement and tendering processes; Policy development, and strategy management, monitoring and review processes; Modern systems of governance and administration; Global, Regional and Local political, economic and social affairs impacting on the provincial government of the Western Cape; Public Finance Management Act, National and Provincial Treasury Regulations, other financial policies, prescripts, directives, and collective agreements; Core Competencies: Strategic Capability and leadership, People Management and Empowerment, Programme and Project Management, Financial Management and Change Management; Skills: Accounting Finance and Audit; Information Technology; Formal Training; Economic, Statistical and Financial Analysis; Legal Administration; Strategic Planning; Knowledge Management; Collaborative Relationship Building; Business Acumen; Interpersonal; Presentation; Client Orientation.
- DUTIES** : Line management will entail the following: To manage an effective Traffic Law Enforcement Service; Provide lifelong quality outcomes-based learning programmes to traffic policing agencies; Ensure integration of all Road Safety interventions and greater voluntary compliance by road users with road rules and regulations; Strategic Management; Change Management; People Management; Actively participate and oversee the Financial Management practices of the chief directorate.
- ENQUIRIES** : Mr. D Jacobs Tel No: (021) 483 3900
- APPLICATIONS** : To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>

OTHER POSTS

- POST 05/257** : **SYSTEM SUPPORT COORDINATOR: ICT MANAGEMENT SERVICES REF NO: WCMD 02/2025**
- SALARY** : R444 036 per annum (Level 09)
- CENTRE** : Western Cape Mobility Department, Western Cape Government
- REQUIREMENTS** : 3-year National Diploma/B-degree (equivalent or higher qualification); A minimum of 3 years experience in an ICT/ management environment; A valid (Code B) or higher driving licence. NB: People with disabilities that restrict driving abilities, but who have reasonable access to transport, may also apply. Recommendation: Experience in an ICT/ management environment. Competencies: Knowledge of the following: Information Systems Technology and Software; Working procedures in terms of the working environment; Configuration Management processes; Data Management; Network Hardware, Protocols, and Standards; Public Management and Administration; Skills needed: Written and verbal communication skills; Proven computer literacy; Analytical thinking; interpersonal skills; Effective supervisory abilities; Policy formulation expertise; Office planning proficiency; Politically correct and sensitive skills; Management capabilities; Innovative thinking; Ability to interpret and apply policy; Systematic approach; Planning and organisational skills; Leadership qualities; Human Resource Development abilities; Capacity to work under pressure; Self-motivated; Professional approach to service

delivery; Value-adding mindset; Presentation skills; Problem-solving and analytical skills.

DUTIES : Oversee and manage the GMT ICT component and resources responsible for ICT products, installation, troubleshooting and maintenance of GMTICT systems and information and project management; Ensure the management of the ICT (GMT) projects; Manage GMT ICT SLA's with external service providers; Manage Human Resources; Determine and Communicate Financial requirements associated with ICT Procurement and Projects.

ENQUIRIES : Mr C. Kriegler Tel No: (021) 467 4745

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

POST 05/258 : **STATE ACCOUNTANT: MANAGEMENT ACCOUNTING REF NO: WCMD 04/2025**

SALARY : R376 413 per annum (Level 08)

CENTRE : Western Cape Mobility Department, Western Cape Government

REQUIREMENTS : 3-year National Diploma/B-degree (equivalent or higher qualification); A minimum of 3 years experience in an ICT/ management environment; A valid (Code B) or higher driving licence. NB: People with disabilities that restrict driving abilities, but who have reasonable access to transport, may also apply. Recommendation: Experience in an ICT/ management environment. Competencies: Knowledge of the following: Information Systems Technology and Software; Working procedures in terms of the working environment; Configuration Management processes; Data Management; Network Hardware, Protocols, and Standards; Public Management and Administration; Skills needed: Written and verbal communication skills; Proven computer literacy; Analytical thinking; interpersonal skills; Effective supervisory abilities; Policy formulation expertise; Office planning proficiency; Politically correct and sensitive skills; Management capabilities; Innovative thinking; Ability to interpret and apply policy; Systematic approach; Planning and organisational skills; Leadership qualities; Human Resource Development abilities; Capacity to work under pressure; Self-motivated; Professional approach to service delivery; Value-adding mindset; Presentation skills; Problem-solving and analytical skills.

DUTIES : Oversee and manage the GMT ICT component and resources responsible for ICT products, installation, troubleshooting and maintenance of GMTICT systems and information and project management; Ensure the management of the ICT (GMT) projects; Manage GMT ICT SLA's with external service providers; Manage Human Resources; Determine and Communicate Financial requirements associated with ICT Procurement and Projects.

ENQUIRIES : Mr C. Kriegler Tel No: (021) 467 4745

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

POST 05/259 : **PRINCIPAL PROVINCIAL INSPECTOR: LECTURER REF NO: WCMD 08/2025 (X2 POSTS)**

SALARY : R376 413 per annum (Level 08)

CENTRE : Western Cape Mobility Department, Western Cape Government

REQUIREMENTS : Grade 12 (Senior certificate or equivalent qualification); Must be in possession of a Basic Traffic Diploma; A minimum of 6-10 years relevant experience in a traffic training and development and/or traffic law enforcement working environment; A valid code A and EC driving licence; No criminal record. Competencies: Knowledge of the following: Operational functioning of the Directorate Traffic Training and Development; National Qualifications Framework(NQF); South African Qualifications Authority (SAQA); Outcome-based education (OBE) principles; Departmental Workplace Skills Plan (WSP);National Road Traffic Amendment Act, 2008 (Act 64 of 2008); National Road Traffic Regulations, 2000; National Road Traffic Regulations, 2000;Criminal Procedure Act, 1977 (Act 51 of 1977); Skills needed: Computer literacy; Written and verbal communication; Research; Interpersonal; Training and Facilitation; Presentation; Mentoring and Coaching; Interpretation; Observation; Planning; Organising; Monitoring; People Management; Decision-making; Results and Quality Management Problem-solving; Writing and Reporting; Motivational; Analytical Operational; Innovation.

DUTIES : Plan and coordinate traffic officer training; Provide inputs to improve learning material, facilitation techniques and resources; Facilitation of training in accordance with outcome-based education (OBE) principles; Assessment of learners; Supervisory functions.

ENQUIRIES APPLICATIONS : Ms J Tweedie Tel No: (021) 983 1500
: To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>

POST 05/260 : **ADMINISTRATIVE OFFICER: NATIS TRAINING REF NO: WCMD 26/2024 R1**

SALARY CENTRE REQUIREMENTS : R376 413 per annum (Level 08)
: Department of Infrastructure, Western Cape Government
: An appropriate 3-year National Diploma/B-Degree (equivalent or higher qualification); A minimum of 3 years relevant NaTIS and administrative experience; A valid code B or higher driving license, or alternative mode of transport for people with disabilities. Recommendation: Certificate in Occupationally Directed Education Training and Development Practices (ODETD). Competencies: Knowledge of the following: National Road Traffic Act, 1996 (Act 93 of 1996) and the National Road Traffic Regulations, 2000; National and Provincial NaTIS Security Policy; National Traffic Information System (NaTIS); Skills in the following: Numeracy; Computer Literacy; Language skills; Project Management; Accounting, Finance and Audit; Economic Financial and Statistical Analysis; Presentation; Legal Administration; Proven Facilitation skills; People Management.

DUTIES : Supervise and coordinate the activities relating to NaTIS training; Facilitate training for NaTIS users in the Western Cape; Supervise all the activities relating to the auditing of NaTIS transactions and other key tasks performed by internal NaTIS users; Supervisory functions

ENQUIRIES APPLICATIONS : Mr BD Ellie Tel No: (021) 483 2828
: To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>

POST 05/261 : **ADMINISTRATIVE OFFICER: ENATIS SUPPORT CENTRE REF NO: WCMD 01/2025 (X2 POSTS)**

SALARY CENTRE REQUIREMENTS : R308 154 per annum (Level 07)
: Western Cape Mobility Department, Western Cape Government
: An appropriate 3-year National Diploma/B-degree (equivalent or higher qualification); A minimum of 1 year administrative support experience in an eNaTIS Support Centre working environment. Competencies: Knowledge of the following: National Road Traffic Act, 1996 (Act 93 of 1996) and the National Road Traffic Regulations, 2000; National and Provincial eNaTIS Security Policy; National Traffic Information System(eNaTIS); Principles and processes for providing customer and personal services; Principles in planning, resource allocation, human resources, leadership, production methods and coordination of people; General office administration and database management; General support systems; Information and Record Management/Administration; Administrative procedures and processes; Computer-based information systems; Procurement processes; Financial administration; Understand the functioning, systems and processes of government; Skills needed: Written and verbal communication; Proven computer literacy; Project Management; Accounting, Finance and Audit; Economic, Financial and Statistical Analysis; Legal Administration; Applied Strategic Thinking; Creative Thinking; Decision Making; Problem Analysis; Technical Proficiency; Problem-solving.

DUTIES : Handle eNaTIS hardware, network and software calls; Administer aspects related to the roll-out of new eNaTIS software releases; Facilitate the establishment and relocation of NaTIS sites; Update the NaTIS asset register; Handle driving licence enrolment units hardware, network and software calls.

ENQUIRIES APPLICATIONS : Mr BD Ellie Tel No: (021) 483 2828
: To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>

POST 05/262 : **PERSONAL ASSISTANT: FLEET SERVICES REF NO: WCMD 03/2025**

SALARY CENTRE : R308 154 per annum (Level 07)
: Western Cape Mobility Department, Western Cape Government

REQUIREMENTS : Grade 12 (Senior Certificate or equivalent qualification) plus an accredited secretarial diploma and/or administrative qualification on the level of NQF level 5 or relevant higher tertiary qualification; A minimum of 3 years experience in rendering a support service to management/ senior management. Competencies: Knowledge of the following: Relevant legislation, policies, prescripts and procedures; Office Administration; Database Management; Information and Records Management; Procurement processes; Financial administration; Functioning, systems and processes of government; General information support systems such as GoFin/BAS and ECM Livelink/SharePoint; Skills needed: Written and verbal communication; Computer literacy; Client liaison and networking; Report Writing; Research Problem Solving; Good telephone etiquette; High level of reliability; Ability to communicate well with people at different levels and from different backgrounds; Ability to act with tact and discretion; Ability to do research and analyse documents and situations; Good grooming and presentation; Self-management and motivation

DUTIES : Provides a secretarial/receptionist support service to the Director; Renders administrative support services; Provides support to Director regarding meetings; Supports the Director with the administration of the Director's budget; Studies the relevant public service and departmental prescripts/policies and other documents and ensure that the application thereof is understood properly.

ENQUIRIES : Mr A Janse Van Rensburg Tel No: (021) 467 4701
APPLICATIONS : To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>

POST 05/263 : **ADMINISTRATION CLERK: GOVERNMENT MOTOR TRANSPORT: MANAGEMENT SUPPORT SERVICES REF NO: WCMD 09/2025**

SALARY : R308 154 per annum (Level 07)
CENTRE : Western Cape Mobility Department, Western Cape Government
REQUIREMENTS : Grade 12 (Senior Certificate or equivalent qualification); A valid (Code B or higher) driving licence. NB: People with disabilities that restrict driving abilities, but who have reasonable access to transport, may also apply. Recommendation: Relevant administrative support experience in a government motor transport environment, supporting an ICT management services section. Competencies: A good understanding of the following: Legislative framework governing the public service; Working procedures in terms of the working environment; Proficiency in administrative duties, data entry, computer operations and statistics collection; Skills needed: Computer literacy; Written and verbal communication; Planning and organising; Interpersonal relations

DUTIES : ICT goods and services procurement; Compile and maintain governance documents and registers; Prepare monthly and quarterly ICT reports; Serve as secretariat for ICT management services meetings; General administration.

ENQUIRIES : Mr C Kriegler Tel No: (021) 467 4745
APPLICATIONS : To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>

DEPARTMENT OF THE PREMIER

CLOSING DATE : 03 March 2025
NOTE : All shortlisted candidates must make themselves available to be interviewed at a date, time and place as decided by the selection panel. Please ensure that you submit your application on or before the closing date as no late applications will be considered. The selection process will be guided by the EE targets of the employing department. Kindly note that technical support is only available from Monday to Friday from 8:00 to 16.00. Should you experience any difficulties with your online application you may contact the helpline at 0861 370 214. All shortlisted candidates will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the Department. Following the interview and technical exercise, the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSA directive on the implementation of competency-based assessments). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS Competency Assessment tools. The nominated

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

MANAGEMENT ECHELON

<u>POST 05/264</u>	:	<u>CHIEF DIRECTOR: POLICY AND STRATEGY REF NO: DOTP 03/2025</u>
<u>SALARY</u>	:	R1 436 022 per annum (Level 14)
<u>CENTRE</u>	:	Department of the Premier, Western Cape Government
<u>REQUIREMENTS</u>	:	A qualification at NQF level 7 as recognised by SAQA; A minimum of 5 years relevant senior management level experience. Recommendation: A relevant Masters Degree and experience of working in a policy and strategy environment, preferably in the Public Sector. Competencies: Proven working knowledge and relevant working experience of the following: Legislation, regulatory frameworks, policies and best practices that have a bearing on the line functions; Information systems; Procurement and tendering processes; Policy development, and strategy management, monitoring and review processes; Modern systems of governance and administration; Global, regional and local political, economic and social affairs impacting on the provincial government of the Western Cape; The functioning of the Province and the activities of sister departments. Core Competencies: Strategic Capability and leadership, People Management and Empowerment, Programme and Project Management, Financial Management and Change Management. Skills: Networking and network formation skills; Conceptual and formulation skills; Leadership skills with specific reference to the ability to display thought leadership in complex applications; Team building and strong interpersonal skills; Planning, organising and people management skills.
<u>DUTIES</u>	:	Provide strategic management, advice and guidance in respect of the following functional areas: Facilitate the conducting of high-level policy analysis: Transversal coordination, management and promotion of innovative and evidence-based policy and strategy development, planning, implementation, and review. Facilitate the research and analysis of the provincial policy environment and identify critical areas for provincial government intervention, including futures capability. Analyse national and provincial policies, strategies and laws, and prepare provincial responses. Analyse on-going national policy and strategy developments, and sensitise Cabinet, Sector Committees and departments on its implications for the province. Facilitate the development of transversal provincial policies as may be required (including stakeholder consultation as required). Ensure that WCG legislation, policies and strategies align with the Provincial Strategic Plan and long-term plans. Facilitate the periodic review of the Provincial Strategic Plan in line with prescribed strategic planning and budgetary processes. Initiate and manage transversal futures modelling research. Ensure that WCG legislation, policies and strategies align and comply with human rights principles and with international, constitutional and national human rights obligations, policies and strategies. Support the provincial executive in respect of provincial human social development strategy: Facilitate and coordinate the collation of the Provincial Strategic Plan for the Human Development (HD) Social Sector. Advise in consultation with Provincial Treasury on the macro prioritisation of the provincial budget in line with provincial strategic priorities for the HD Social Sector. Facilitate the initiation of new integrated government programmes and projects in pursuance of provincial strategic priorities for the HD Social Sector as required. Advise on the alignment of HD Social Sector and departmental strategic plans, as well as integrated development plans, with provincial strategic priorities. Continuously assess progress with the implementation of HD Sector provincial programmes, projects and plans, and advise on the management of blockages. Advise the Premier, Cabinet and departments on performance variances, and recommend

corrective actions for the HD Sector. Coordinate support for the Premier and DG in their participation in intergovernmental structures and forums for the HD Social Sector. Support the provincial executive in respect of provincial economic strategy: Facilitate and coordinate the collation of the Provincial Strategic Plan for the Economic Sector. Advise in consultation with Provincial Treasury on the macro prioritisation of the provincial budget in line with provincial strategic priorities for the Economic Sector. Facilitate the initiation of new integrated government programmes and projects in pursuance of provincial strategic priorities for the Economic Sector as required. Advise on the alignment of Economic Sector and departmental strategic plans, as well as integrated development plans, with provincial strategic priorities. Continuously assess progress with the implementation of Economic Sector provincial programmes, projects and plans, and advise on the management of blockages. Advise the Premier, Cabinet and departments on performance variances, and recommend corrective actions for the Economic Sector. Coordinate support for the Premier and DG in their participation in intergovernmental structures and forums for the Economic Sector. Manage integrated provincial strategic planning: Advise on the alignment of departmental strategic and annual performance plans as well as integrated development plans with provincial strategic priorities. Facilitate the development and periodic review of the provincial strategic plan in line with prescribed strategic planning and budgetary processes. Advise, in consultation with the Provincial Treasury, on the policy prioritisation of the provincial budget in line with provincial strategic priorities. Change Management, People Management, Financial Management
 Ms L Esterhuysen Tel No: (021) 483 5856
 To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>

**ENQUIRIES
 APPLICATIONS**

POST 05/265

**DIRECTOR: TRANSVERSAL WORK ORGANISATION CAPACITY
 ENABLEMENT REF NO: DOTP 01/2025**

**SALARY
 CENTRE
 REQUIREMENTS**

R1 216 824 per annum (Level 13)
 Department of the Premier, Western Cape Government
 An appropriate Degree at NQF 7 level in Social Sciences/ Industrial Psychology/ Public and Business Management Science or related. A minimum of five (5) years' experience in an OD or related environment on middle management level. Recommendation: Extensive experience in process modelling and re-engineering would be preferred. Competencies: Advanced knowledge of organisation Development discipline, with emphasis on OD strategy and organisational behaviour. Proven knowledge and understanding of other relevant national and provincial legislation, policy, prescripts, regulations, codes, directives, standards, collective agreements, best practices, procedures, etc. Proven knowledge and understanding of global, regional and local political, economic and social affairs impacting on the Western Cape Government. Proven knowledge and understanding of constitutional, legal and institutional arrangements governing the South African public sector. Proven knowledge and understanding of public finance, people management and discourse management processes. Proven knowledge and understanding of the Public Finance Management Act, National and Provincial Treasury Regulations, other financial policies, prescripts, directives and collective agreements. Proven knowledge and understanding of the functioning of the Province and activities of sister departments. Proven knowledge and understanding of the policies of the government of the day Basic knowledge and understanding of labour relations legislation and regulations. Proven knowledge and understanding of the staff performance management system.

DUTIES

Line Management: Ensuring the provision of macro transversal and strategic work organisation (structure and process design) capacity enablement interventions. Ensuring the provision of job design services. Ensure legally sound contracts. Ensuring the facilitation of prescribed transversal service delivery initiatives. Strategic Management: Defining and reviewing on a continual basis the purpose, objectives, priorities and activities of the Directorate. Driving the Directorate's strategic planning process. Driving the development and management of the strategic and business plans for the Directorate. Evaluating the performance of the Directorate on a continuing basis against pre-determined key measurable objectives and standards. Reporting to the Chief Director on a regular basis on the activities of the Directorate and on matters of substantial importance relating to Digital

government and ICT. Monitoring and ensuring compliance with relevant legislation and prescripts in respect of adequate and appropriate record keeping of the activities of the Directorate, and of the resources (people, finances and assets) employed by it. Fostering and promoting a culture of innovation within the Directorate, Chief Directorate and the Branch. Diligently perform all duties assigned to the post of Director. Ensuring new, innovative and adaptive design approaches are embedded to improve service delivery; Financial Management: Manage participation in the budgeting process at Directorate level. Ensure the preparation of the annual and adjustment budgets for the Directorate. Assume direct accountability for the efficient, economic and effective control and management of the Directorate's budget and expenditure. Ensure that all spending is aligned with the strategic objectives of the Directorate, Directorate, Branch and Department. People Management Participate in the recruitment of employees in the numbers and grades appropriate to ensure the achievement of the Directorate's strategic and business plans. Motivate, train and guide employees within the Directorate, to achieve and maintain excellence in service delivery. Actively manage the performance, evaluation and rewarding of employees within the Directorate.

**ENQUIRIES
APPLICATIONS**

: Mr JP Nel Tel No: (021) 466 9702
 : To apply submit your application online only: via
 : <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>

POST 05/266

: **DIRECTOR: INTERNAL AUDIT REF NO: DOTP 02/2025**

**SALARY
CENTRE
REQUIREMENTS**

: R1 216 824 per annum (Level 13)
 : Department of the Premier, Western Cape Government
 : An appropriate B-degree at NQF 7 as recognised by SAQA, majoring in
 : Accounting and Auditing. A minimum of five (5) years experience in appropriate
 : internal audit or other relevant management experience. Recommendation:
 : Certified Internal Auditor. Competencies: Advanced knowledge of internal audit
 : discipline, with emphasis on IA strategy and organisational behaviour. Proven
 : knowledge and understanding of other relevant national and provincial
 : legislation, policy, prescripts, regulations, codes, directives, standards,
 : collective agreements, best practices, procedures, etc. Proven knowledge and
 : understanding of global, regional and local political, economic and social affairs
 : impacting on the Western Cape Government. Proven knowledge and
 : understanding of constitutional, legal and institutional arrangements governing
 : the South African public sector. Proven knowledge and understanding of public
 : finance, people management and discourse management processes. Proven
 : knowledge and understanding of the Public Finance Management Act, National
 : and Provincial Treasury Regulations, other financial policies, prescripts,
 : directives and collective agreements. Proven knowledge and understanding of
 : the functioning of the province and activities of sister departments. Proven
 : knowledge and understanding of the policies of the government of the day.
 : Basic knowledge and understanding of labour relations legislation and
 : regulations. Proven knowledge and understanding of the staff performance
 : management system.

DUTIES

: Line Management: Review the analysis and assessment of the departmental
 risk areas for multiple departments included in the directorate, ensuring that
 high-level risk areas are included in the risk profile and audit universe. Review
 the Risk-based 3-Year Rolling Strategic and 1-year Operational Internal Audit
 plan for the departments included in the cluster Review the engagement
 objectives, key controls and gaps, ensuring that they are appropriately aligned
 to the control objectives and specific risks in terms of: Safeguarding of assets;
 Reliability and Integrity of financial and operational information; Compliance to
 laws, regulations and contracts; and Effectiveness and efficiency of operations.
 Achievement of Objectives Review interventions designed subsequent to the
 client's assessment of service quality (ASQ) for appropriateness and
 adequacy. Review the final reports for multiple departments to ensure quality
 of reports are aligned to quality standards Engage with executive management
 on issues raised on quality of audits and services rendered. Drive the design
 of methods to instill project management principles and its application in all
 departmental teams. Contribute to the design of the Internal Audit Activity's
 Quality Assurance and Improvement Programme. Provide input and drive the
 development and maintenance of the Internal Audit Methodology which is client
 centric and in conformance with the International Standards for the
 Professional Practice of Internal Auditing. Strategic Management: Defining and

reviewing on a continual basis the purpose, objectives, priorities and activities of the Directorate. Driving the Directorate's strategic planning process. Driving the development and management of the strategic and business plans for the Directorate. Evaluating the performance of the Directorate on a continuing basis against pre-determined key measurable objectives and standards. Reporting to the Chief Director on a regular basis on the activities of the Directorate and on matters of substantial importance relating to Digital government and ICT. Monitoring and ensuring compliance with relevant legislation and prescripts in respect of adequate and appropriate record keeping of the activities of the Directorate, and of the resources (people, finances and assets) employed by it. Fostering and promoting a culture of innovation within the Directorate, Chief Directorate and the Branch. Diligently perform all duties assigned to the post of Director. Regular liaison with stakeholders Internal Audit Progress meetings and progress reports to multiple departments Quarterly and adhoc reporting to Executive Management Attend and present reports at the quarterly Audit Committee meetings Liaison with the Auditor General as part of integrated assurance Specific departmental strategic planning and executive management meetings Financial Management: Manage participation in the budgeting process at Directorate level. Ensure the preparation of the annual and adjustment budgets for the Directorate. Assume direct accountability for the efficient, economic and effective control and management of the Directorate's budget and expenditure. Ensure that all spending is aligned with the strategic objectives of the Directorate, Directorate, Branch and Department. People Management Participate in the recruitment of employees in the numbers and grades appropriate to ensure the achievement of the Directorate's strategic and business plans. Motivate, train and guide employees within the Directorate, to achieve and maintain excellence in service delivery. Actively manage the performance, evaluation and rewarding of employees within the Directorate.

**ENQUIRIES
APPLICATIONS**

: Ms B Cairncross Tel No: (021) 483 6837
 : To apply submit your application online only: via
<http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>

OTHER POSTS

POST 05/267

: **PROJECT OFFICE MANAGER: PROJECT OFFICE REF NO: DOTP 06/2025**

**SALARY
CENTRE
REQUIREMENTS**

: R849 702 per annum (Level 11), all-inclusive salary package
 : Department of the Premier, Western Cape Government
 : An appropriate 3-year tertiary qualification (National Diploma/B-Degree or higher qualification) in Project Management; Business Administration or Information Technology or relevant field; A minimum of 3 years experience in ICT environment. Recommendation: A valid (code B or higher) driving license; Project Management Certificate. Competencies: Knowledge of the following: Portfolio, programme and project management best practice, theory and methodology (PMBOK, Prince 2);Enterprise ICT programmes/projects; Supply Chain Management; Budgeting and Cash Flow; Human Resource Management practices; Applicable legislation such as the PFMA, Public Service Act and Regulations, SITA Act and Regulations, Access to Information Act, Telecommunications Act, Electronic Communications and Transactions Act etc; Financial and administrative management; Budgetary procedures and control; Skills needed: Written and verbal communication; Research and technical writing; Innovative problem solving; Analytical capability; Strategic thinking and planning; Project management; Presentation; Conflict resolution.

DUTIES

: Portfolio Management: Oversee the programmes and projects, ensuring that all projects align with the organisation's strategic goals, deliver the intended value and benefits; Portfolio Governance: Establish and maintain portfolio and project management standards, methodologies, and best practices; Resource Management: Optimise the allocation of resources across portfolio to maximise efficiency and effectiveness; Stakeholder Engagement: Collaborate with stakeholders to understand their needs and expectations. Provide regular updates on project status, risks, and issues, and ensure effective communication throughout the project lifecycle; Risk Management: Identify, assess, and mitigate portfolio and /or project risks. Develop contingency plans and ensure that risk management practices are integrated into project planning and execution; Performance Monitoring: Track and report on portfolio performance metrics. Use data-driven insights to identify areas for

improvement and implement corrective actions as needed; Continuous Improvement: Foster a culture of continuous improvement by promoting lessons learned and best practices. Encourage innovation and the adoption of new tools and techniques to enhance project delivery.

**ENQUIRIES
APPLICATIONS**

: Mr G Mohamed Tel No: (021) 483 4828
: To apply submit your application online only: via
http://www.westerncape.gov.za/jobs or https://westerncapegov.erecruit.co

POST 05/268

: **BUSINESS ANALYST: PLANNING AND DEVELOPMENT REF NO: DOTP
08/2025**

**SALARY
CENTRE
REQUIREMENTS**

: R849 702 per annum (Level 11), all-inclusive salary package
: Department of the Premier, Western Cape Government
: An appropriate 3-year tertiary qualification (National Diploma/B-Degree or higher qualification) in Information Technology; A Minimum of 5 years experience in Business analysis and in ICT planning. Recommendation: A valid (code B or higher) driving license; Business analysis certification; Experience in digital transformation planning and implementation. Competencies: Knowledge of the following: Digital government environment; Business Process Re-engineering; Business Systems Analysis; Business mapping and modelling; Enterprise systems development; Functional design and user requirement specifications; Business case development; Applicable legislation such as the PFMA, Public Service Act and Regulations, SITA Act and Regulations, Access to Information Act, Telecommunications Act, Electronic Communications and Transactions Act etc; Skills needed: Computer literacy (working knowledge of the MS Office suite); Written and verbal communication; Analytical and problem-solving; Strategic thinking and planning; Presentation and workshop facilitation; Negotiation and conflict management; Project management.

DUTIES

: Development, management and reporting on WCG Digital Government Strategy and Digital Transformation Plan and outputs; Development of Departmental IT Plans including capability mapping; Develop, support and maintenance of Applications Portfolio Management Strategy roadmap and inventory; Strategic alignment and stakeholder engagement across all spheres of government, as well as across the sector; Co-ordinate and manage the analysis of business needs, user requirements, objectives and goals for approved ICT programmes/projects.

**ENQUIRIES
APPLICATIONS**

: Ms A Basha Tel No: (021) 483 2933
: To apply submit your application online only: via
http://www.westerncape.gov.za/jobs or https://westerncapegov.erecruit.co

POST 05/269

: **DEPUTY DIRECTOR: FORENSIC INVESTIGATIONS CLUSTER B REF NO:
DOTP 09/2025**

**SALARY
CENTRE
REQUIREMENTS**

: R849 702 per annum (Level 11), all-inclusive salary package
: Department of the Premier, Western Cape Government
: A 3-year B-Degree (or higher qualification) in the field of Forensics/Commerce/Law/ Auditing; A minimum of 6 years functional (forensic investigations) experience or a minimum of 3 years management experience in conducting forensic investigations in a forensic services/commercial crime environment; A valid code B driving licence. Recommendation: Experience in forensic investigations within the public sector; Qualification of B.Com/Honours in Forensic Accountancy; Certified Fraud Examiner(CFE) or Certified Forensic Practitioner (CFP). Competencies: Knowledge of the following: National, provincial and departmental legislation, policies and procedures; PFMA; Skills needed: Communication (written and verbal); Well developed; Well developed analysing, problem-solving and fact-finding; Proven computer literacy ; Good interviewing skills and ability to take statements during investigations; The ability to develop and maintain networks; Factual and legal analysis skills/abilities; Planning, organizing and people management.

DUTIES

: Planning and execution of forensic investigations; Conduct investigation by means of thorough fact finding and evidence retrieval within allocated timeframes; Project managing multiple investigations at the same time, prioritising each investigation based on priority and quality assurance at all stages of the investigation. Manage the team of investigators, providing clear guidance to and mentoring of team; Drafting and/or reviewing of factual reports containing appropriate findings and recommendations and subsequent follow-

up of recommendations made; Testify in disciplinary hearings and in criminal trials; Perform fraud prevention and detection functions; Develop and maintain professional relationships with all stakeholders.

ENQUIRIES
APPLICATIONS

: Ms P Thaba Tel No: (021) 483 4701
: To apply submit your application online only: via
http://www.westerncape.gov.za/jobs or https://westerncapegov.erecruit.co

POST 05/270

: **SERVICE MANAGER: BROADBAND SERVICE LEVEL AND CONTRACT**
MANAGEMENT REF NO: DOTP 10/2025

SALARY
CENTRE
REQUIREMENTS

: R849 702 per annum (Level 11), all-inclusive salary package
: Department of the Premier, Western Cape Government
: An appropriate 3-year tertiary qualification (National Diploma/B-degree); A minimum of 6 years' experience in ICT projects of which 3 years must be management experience. Recommendation: Relevant working experience in connectivity or VOIP projects. Competencies: Knowledge of the following: Public Service Acts, policies and regulations; CT Training, Infrastructure and Security; HR matters; Finance; Business and Systems analysis; Technical standards and procedures; Project Management; Skills needed: Strategic Planning and co-ordination; Excellent communication (verbal and written) skills; Report writing; Presentation and workshop facilitation; Negotiation and conflict management.

DUTIES

: Line Management: Manage a team of professionals and service providers that perform and deliver services to clients; Management of service levels of concluded broadband-related contracts; Contract management of concluded broadband-related contracts: Financial Management: Active participation in the budgeting process at Directorate and Chief Directorate Level; assistance in the efficient, economic and effective control and management of the Directorate's budget and expenditure: Strategic Management: Define and review on a continual basis the purpose, objectives, priorities and activities of the component; Participation in the Branch, Chief Directorate and Directorate's strategic planning process; Active involvement in the development and management of the strategic and business plans for the Directorate: Human Resource Management: Participation in the recruitment of staff in the numbers and grades appropriate to ensure the achievement of the Directorate's Business Plan; Motivate, train and guide staff within the Directorate, to achieve and maintain excellence in service delivery; Actively manage the performance, evaluation and rewarding of staff within the Directorate; Monitor information capacity building within the Directorate; Clients and Stakeholder Liaison: Strategic alignment and stakeholder engagement across all spheres of government, as well as across National Departments and agencies e.g. State Information Technology Agency (SITA) and other departments/provincial administrations; Private sector organisations and NGO's; Local Municipalities.

ENQUIRIES
APPLICATIONS

: Mr M Cloete Tel No: (021) 483 7320
: To apply submit your application online only: via
http://www.westerncape.gov.za/jobs or https://westerncapegov.erecruit.co

POST 05/271

: **STATE LAW ADVISOR: LEGISLATION REF NO: DOTP 12/2025**

SALARY
CENTRE
REQUIREMENTS

: LP 7: R884 268 per annum, all-inclusive salary package, (OSD as prescribed)
LP 8: R1 037 820 per annum, all-inclusive salary package, (OSD as prescribed)
: Department of the Premier, Western Cape Government
: LLB-Degree with admission as an Advocate or Attorney; **LP 7:** A minimum of 5 years' appropriate practical post qualification legal experience; **LP 8:** A minimum of 9 years' appropriate practical post qualification legal experience. Recommendation: Proven experience in a legal advisory capacity; General experience in parliamentary processes; Proven experience in research methods and computer literacy. Competencies: Knowledge of the following: Constitutional and Administrative Law, public sector legislation, Interpretation of Statutes and relevant legislation and case law. Excellent legal writing and legislative drafting skills; Excellent written and verbal communication skills in at least English; well-developed innovative problem-solving and analytical skills; sound organising and planning skills.

DUTIES

: Researching, formulating, drafting and editing legislation; Providing legal technical comments on draft legislation; Providing legal advice (including formal written opinions) on substantive legal issues; and scrutinising, drafting

and editing legal documents, memoranda, submissions and legal technical correspondence.

ENQUIRIES : Ms A Vosloo Tel No: (021) 483 4353 or Anita.Vosloo@westerncape.gov.za
APPLICATIONS : To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>

POST 05/272 : **CHIEF NETWORK TECHNOLOGIST: ICT SCHOOLS SUPPORT REF NO: DOTP 04/2025**

SALARY : R444 036 per annum (Level 09)
CENTRE : Department of the Premier, Western Cape Government
REQUIREMENTS : An appropriate 3-year tertiary qualification (National Diploma/B-Degree or higher qualification) in IT or related; A Minimum of 3 years experience in network infrastructure management. Recommendation: A valid (code B or higher) driving license; ITIL v3 or higher certified. NB: People with disabilities that restrict driving abilities, but who have reasonable access to transport, may also apply. Competencies: Knowledge of the following: Networks; ICT Infrastructure; Technical standards/ procedures; Needs and priorities of stakeholders; Managerial functions; Service Level Agreements; National & International IT policies and Trends; Financial management; Project management HR matters; Skills needed: Computer; Planning and organising; Organising; Research; Creativity; Decision making; Planning and co-ordination; Problem solving and Conflict management.

DUTIES : Plans, organises and controls activities of staff and contractors who are responsible for the development of ICT infrastructure; Quality control; Develop and maintain network infrastructure; Prepares documentation including training manuals; Liaison with client departments.

ENQUIRIES : Mr L Lategan Tel No: (021) 435 4000
APPLICATIONS : To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>

POST 05/273 : **WEB DEVELOPER: E-GOVERNMENT FOR CITIZENS REF NO: DOTP 05/2025**

SALARY : R444 036 per annum (Level 09)
CENTRE : Department of the Premier, Western Cape Government
REQUIREMENTS : An appropriate 3-year tertiary qualification (National Diploma/B-Degree or higher qualification); A minimum of 3 years experience in web development environment. Recommendation: A valid (code B or higher) driving license. NB: People with disabilities that restrict driving abilities, but who have reasonable access to transport, may also apply. Competencies: Knowledge of the following: An understanding of the Drupal 10 architecture, including its core modules, themes, and configuration management system; Strong PHP programming skills, including object-oriented programming and PHP frameworks; Solid understanding of HTML, CSS, and JavaScript; Database design principles and SQL for querying; Understanding of web servers such as Apache or Nginx; Understanding of deployment processes such as Composer; API integration; Skills needed: Proficiency in programming languages, database systems, software development methodologies, and version control systems; Ability to analyse problems, identify root causes, and develop innovative solutions; Strong analytical skills to understand requirements and propose effective solutions and Communication (Written and Verbal).

DUTIES : Open-Source Development; Systems Analysis and Specification Development; Infrastructure Maintenance and Administration; Quality Control and Documentation; Client Engagement and Collaboration; Project Management and Governance; Technical Support and Troubleshooting.

ENQUIRIES : Mr R Fakier at Riyaad.Fakier@westerncape.gov.za
APPLICATIONS : To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>

POST 05/274 : **CHIEF ANALYST DEVELOPER: 1 POST-HEALTH AND SOCIAL DEVELOPMENT-1 POST ECONOMIC GOVERNANCE AND ADMINISTRATION REF NO: DOTP 11/2025**

SALARY : R444 036 per annum (Level 09)
CENTRE : Department of the Premier, Western Cape Government

<u>REQUIREMENTS</u>	:	An appropriate 3-year National Diploma/B-Degree (equivalent or higher qualification); A minimum of 3 years experience in software development and analysis. Recommendation: Experience in the following: Software Development (SDLC) – Oracle PL/SQL, Oracle Forms, Oracle APEX and Oracle Reports; Microsoft .NET, Microsoft Power BI; JavaScript; Systems Analysis and Design principles (SDLC); Web Development experience; A valid (Code B or higher) driving license. Note: People with disabilities that restrict driving abilities but have reasonable access to transport may also apply. Competencies: Knowledge of the following: Information technology systems; Technical standards/procedures; Managerial functions; Needs and priorities of stakeholders; Service level agreements; National and Internal IT policies and trends; Financial Management; Project Management; Skills needed: Planning and organising; Full spectrum of development; Communication (written and verbal); Good decision making.
<u>DUTIES</u>	:	Plans, organises and controls activities of staff responsible for the development of program application and the analysis of systems; Ensure competency of subordinates through training; Systems analysis: Develops functional and technical specifications to meet the business needs of the client; Software development: Constructs and implements application programs; Quality control: Ensures technical and functional standards are observed; Prepares system documentation including training manuals; Liaison with clients.
<u>ENQUIRIES</u>	:	Ms E De Bruyn Tel No: (021) 483 6634
<u>APPLICATIONS</u>	:	To apply submit your application online only: via http://www.westerncape.gov.za/jobs or https://westerncapegov.erecruit.co
<u>POST 05/275</u>	:	<u>ORGANISATIONAL DEVELOPMENT PRACTITIONER: ORGANISATIONAL DESIGN REF NO: DOTP 13/2025 (X2 POSTS)</u>
<u>SALARY</u>	:	R376 413 per annum (Level 08)
<u>CENTRE</u>	:	Department of the Premier, Western Cape Government
<u>REQUIREMENTS</u>	:	An appropriate 3-year tertiary qualification (National Diploma/B-Degree or higher) in Social Sciences/ Humanities/ Industrial Psychology/ Public Management and Business Management; A minimum of 1 year relevant experience. Recommendation: A valid Code B (or higher) driving licence. Competencies: Knowledge of the following: Latest advances in public management and industrial psychology theory and practice; Statutory framework governing the broad management of the Public Service; Policies of the government of the day (national and provincial); Provincial government functions and services; Intergovernmental relations; Organisation development theory, practice and techniques; Systems theory; Key elements/determinants of organisational performance as they relate to the field of organisation development including diagnostic and intervention processes and techniques; Key elements of organisational behaviour (such as leadership styles, interpersonal relations, power and politics, decision making, conflict, problem solving and ethics); The Equate/Evaluate Job Evaluation System; Group dynamics (roles and stages of group development); Project management; Benchmarking; Appreciative inquiry; Research methods /statistics (action research, quantitative and qualitative). Skills needed: Communication (written and verbal); Research; Analytical; Diagnostic; Conceptual, interpretive and formulation; Networking; Planning and organising; Project management; Intervention design; Innovative problem-solving; Benchmarking and Facilitation. Abilities: Function as a self-managing employee; Team player (including the ability to function in multi-functional teams); Interpretive and conceptualisation/formulation; Render advice and guidance in an objective yet dedicated manner; Multi-task, including simultaneous execution of two or more projects; Function under rapidly changing and pressurised circumstances.
<u>DUTIES</u>	:	Provide a Organisation Development service by executing and implementing Org Design and OD interventions by means of facilitation, group problem solving, capacity building and other appropriate OD techniques including areas Job evaluation, business process redesign and change management interventions; Contribute to the rendering of macro and transversal organisation design services; Document and report on OD interventions; Contribute to the facilitation of mandatory transversal service delivery and Batho Pele initiatives; Contribute to the optimisation, enablement and maintain organisation development methodologies, tools and techniques and provide input into the Directorate's information management system and database with specific reference to OD interventions.

ENQUIRIES : Mr D Heynes Tel No: (021) 466 9555
APPLICATIONS : To apply submit your application online only: via
http://www.westerncape.gov.za/jobs or https://westerncapegov.erecruit.co

POST 05/276 : **SUPPLY CHAIN MANAGEMENT CLERK: ASSET MANAGEMENT REF NO:
DOTP 07/2025**

SALARY : R216 417 per annum (Level 05)
CENTRE : Department of the Premier, Western Cape Government
REQUIREMENTS : Grade 12 (Senior Certificate or equivalent qualification). Recommendation:
Relevant experience in an asset management environment; storeroom
environment; inventory management environment. A valid Code B (or higher)
driving licence. Note: People with disabilities that restrict driving abilities but
have reasonable access to transport may also apply. Competencies:
Knowledge of the following: Public Finance Management Act (PFMA); Supply
Chain Management Prescripts; Financial Accounting; Asset Management
framework; Relevant systems (Asset Management sections) or any Other Asset
Management system. Skills in the following: Computer literacy in MS Office
Package (Word, Excel, PowerPoint, outlook); Written and verbal
Communication; Client and goal oriented; Ability to work independently and as
part of a team.

DUTIES : Assist with asset disposal; Barcoding of Assets; Perform physical asset
verifications; Attend to asset movements; Updating of the asset register;
Arrange meetings; Provide support to line function (Customer Care).

ENQUIRIES : Mr W Brits Tel No: (021) 483 8187
APPLICATIONS : To apply submit your application online only: via
http://www.westerncape.gov.za/jobs or https://westerncapegov.erecruit.co

POST 05/277 : **HUMAN RESOURCE CLERK: SERVICE CONDITIONS REF NO: DOTP
14/2025**

SALARY : R216 417 per annum (Level 05)
CENTRE : Department of the Premier, Western Cape Government
REQUIREMENTS : Grade 12 (Senior Certificate or equivalent qualification). Recommendation:
Relevant human resource management experience; PERSAL Introduction
certificate. Competencies: Good understanding of the following: Legislative
framework that governs Human Resource; Service Conditions; Ability to work
well under pressure with strict confidentiality requirements; Meet deadlines;
Skills in the following: Computer literacy in MS Office Package; Ability to work
independently and as part of a team; Communication (written and verbal).

DUTIES : Administer various service conditions and service benefits i.e Leave
Administration, Leave Audits, Leave payments, Capturing of leave, Pilir
Administration and ad hoc duties; Responsible for updating of databases;
Liaison with call Centre and CRU managers/other departments; Drafting of
formal correspondence, letters, i.e. memorandums, e-mails, etc)

ENQUIRIES : Ms W Oliphant Tel No: (021) 483 4245
APPLICATIONS : To apply submit your application online only: via
http://www.westerncape.gov.za/jobs or https://westerncapegov.erecruit.co

DEPARTMENT OF SOCIAL DEVELOPMENT

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

CLOSING DATE : 03 March 2025
NOTE :

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

OTHER POST

- POST 05/278** : **REGISTRY CLERK: LOGISTICAL SERVICES (CAPE WINELANDS/OVERBERG REGION) REF NO: DSD 03/2025**
- SALARY CENTRE REQUIREMENTS** : R216 417 per annum (Level 05)
: Department of Social Development, Western Cape Government
: Grade 12 (Senior Certificate or equivalent qualification). Recommendation: A valid code B (or higher) driving license. Note: People with disabilities that restrict driving abilities but have reasonable access to transport may also apply. Competencies: A good understanding of the following: Registry duties, practices as well as the ability to capture data, and operate computer; Legislative framework governing the Public Service; Storage and retrieval procedures in terms of the working environment; Work in registry; Skills needed: Proven computer literacy; Written and verbal communication; Planning and organising; Problem-solving.
- DUTIES** : Provide registry counter services: Attend to clients; Handle telephonic and other enquiries received; Receive and register hand delivered mail/files; Handle incoming and outgoing correspondence: Receive all mail; Sort, register and dispatch mail; Distribute notices on registry issues; Render an effective filing and record management service; Opening and close files according to record classification system; Filing/storage, tracing(electronically/manually) and retrieval of documents and files; Complete index cards for all files; Operate office machines in relation to the registry function; Open and maintain franking machine register; Process documents for archiving and/ disposal: Electronic scanning of files; Sort and package files for archives and distribution.
- ENQUIRIES** : Ms E Heydenrych Tel No: (023) 348 5400