



the dpsa

Department:
Public Service and Administration
REPUBLIC OF SOUTH AFRICA

PUBLIC SERVICE VACANCY CIRCULAR

PUBLICATION NO 07 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

: **NATIONAL DEPARTMENT OF TRANSPORT:** Deputy Director-General: Integrated Transport Planning with Ref No: DOT/ HRM/2025/04. Please note that the above post which was advertised on Department of Public Service and Administration (DPSA) Vacancy Circular 05 dated 07 February 2025 has been withdrawn.

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

- APPLICATIONS** : 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** : 10 March 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 07/01** : **DIRECTOR: ATMOSPHERIC POLICY REGULATIONS AND PLANNING**
REF NO: CCAQ06/2025
 This is a readvertisement, candidates who previously applied must re-apply in order for their application to be considered.
- SALARY** : R1 216 824 per annum, all-inclusive remuneration package
- CENTRE** : Pretoria
- REQUIREMENTS** : An undergraduate qualification in Natural or Physical Sciences, Environmental Development Planning or relevant qualification on (NQF 7) within the related field. A minimum of 5 years' experience at Middle/Senior Managerial level within the related field. Successful completion of the Public Service Senior Management Leadership Programme. Knowledge of environmental and development issues (globally, regionally, locally). Proven competence in the area of air quality management policies, strategies and regulations development 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. Assist in career planning and effective deployment of personnel. Ability to control and manage the budget of the directorate. Sufficient knowledge of specific computer software packages and efficient use of associated hardware. 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; Client Orientation and Customer Focus; Communication. 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 difficult persons and to resolve conflict; Character beyond reproach; Articulate; Sense of responsibility and loyalty; Initiative and creativity.

- 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 ensure 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** : CCAQ06-2025@dffe.gov.za

OTHER POSTS

- POST 07/02** : **PROJECT MANAGER: GLOBAL ENVIRONMENT FACILITY 7- HUMAN WILDLIFE CONFLICT REF NO: BC08/2025**
(5 Year Contract)

- SALARY** : R1 003 890 per annum
- CENTRE** : Pretoria
- REQUIREMENTS** : Degree/National Diploma (NQF6) in project management /environmental science or relevant qualification within the related field. A minimum of 3 years' experience required in relevant field of which three (3) should be at an entry/junior managerial level (Assistant Director Level or equivalent). Knowledge and experience with GEF policies and procedures including log frames and similar project planning tools. Experience and knowledge in project / programme management and implementation. Experience in managing large multidisciplinary projects. Knowledge in Biodiversity Management; Experience in the monitoring and evaluation of internationally funded projects. Report writing experience. Knowledge in Financial and Procurement administrative procedures. Leadership and Management; Organisational and planning skills. Innovation and proactiveness; Ability to gather and analyse information. Good interpersonal relations skills; Conflict management and resolution. Ability to work independently and in a team.

- DUTIES** : Provide strategic leadership to the project team. Act as the national representative of the project at regional and international levels. Consult with different high-level project partners from relevant institutions to ensure scheduled project activities are completed successfully. Oversee public relations for the project. Coordinate effective communication amongst stakeholders at landscape, national and international level. Ensure high-level stakeholder and policy buy-in. Monitoring inputs of partners, ensuring that project obligations are fulfilled in a timely and coordinated fashion. Manage Project Implementation Task Team and participate in Steering Committee meetings. Serve as Executive Secretary and provide support to the PSC in coordinating project implementation. Monitor progress of the project. Monitor

the financial and budgetary status of the national components of the project. Ensure that UNEP/GEF norms for monitoring and evaluation of project performance, output delivery and impact are applied. Participate in the UNEP semi-annual field supervision missions.

**ENQUIRIES
APPLICATIONS**

: Mr S Maletle Tel No: (012) 399 9511
: BC08-2025@dffe.gov.za

POST 07/03

: **SENIOR EMPLOYEE HEALTH AND WELLNESS PRACTITIONER REF NO:
CMS10/2025**

**SALARY
CENTRE
REQUIREMENTS**

: R376 413 per annum
: Bisho
: Degree in Social Work or Honors Degree (NQF8) in Psychology or relevant qualification in the related field. A minimum of 2 years' experience in Employee Health and Wellness or a related field. Professional registration with the South African Council for Social Service Professions (SACSSP) or Health Professions Council of South Africa (HPCSA). Knowledge of HIV/AIDS National Strategic Plan, DPSA EHW Strategic Framework, Health and behavioural risks in the workplace, Programme implementation, monitoring and evaluation and HR policies and procedures. Ability to work with difficult persons and to recognize and embrace Cultural diversity. Ability to gather and analyse information and to develop and apply policies.

DUTIES

: Implementation of healthy lifestyle promotion (Supporting sports codes, Nutrition, and fitness programmes). Provide proactive information (Financial wellness, resilience workshops and preparation for retirement). Circulate wellness management articles. Conduct assessments, counselling and referral services to all vulnerable employees. Implement education and awareness sessions on HIV, TB and STI. Coordinate Wellness Champion/Peer Educator meetings. Assist with the facilitation of commemorating World AIDS Day. Implement a Health and Productivity Management programme. Coordinate blood donation services and wellness clinics or health screening. Provide logistical support for any Health and Wellness event. Implementation of Employee Health and Wellness policies and administration. Submit monthly reports on the implementation of Employee Health and Wellness.

**ENQUIRIES
APPLICATIONS**

: Ms N Khumalo Tel No: (012) 399 8528
: CMS10-2025@dffe.gov.za

GOVERNMENT COMMUNICATIONS AND INFORMATION SYSTEM

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

- APPLICATIONS** : The DG of Government Communication and Information System, Private Bag X745, Pretoria 0001, hand deliver to Tshedimosetso House, 1035 cnr Francis Baard & Festival streets, Hatfield, Pretoria, or to the email address provided.
- FOR ATTENTION** : Ms P Kgopyane
- CLOSING DATE** : 07 March 2025
- NOTE** : Applicants with disabilities are encouraged to apply. The old prescribed application or employment form Z83 was withdrawn with effect from 31 December 2020. As per the Government Gazette No: 43872, any applicant who submits an application on or after 1 January 2021 must do so on the new prescribed Z83 form, obtainable from any Public Service Department or on the internet at www.gov.za/documents. Failure to submit an application on the new prescribed Z83 form will lead to disqualification. Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the fully completed and signed Z83 form and a detailed curriculum vitae. Communication regarding submission of certified copies of qualifications and other relevant documents will be limited to shortlisted candidates. Therefore, only shortlisted candidates will be required to submit certified documents on or before the day of the interview, following communication from the department. Should you be in possession of a foreign qualification, it must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA). Applicants who do not comply with the above-mentioned requirements, as well as applications received late, will not be considered. Correspondence will be limited to short-listed candidates. If you have not been contacted within three (3) months after the closing date of this advertisement, please accept that your application was unsuccessful. The successful candidate must disclose to the DG particulars of all registrable financial interests, sign a performance agreement and employment contract with the DG within three months from the date of assumption of duty and obtain a top-secret security clearance. All appointments are subject to the verification of educational qualifications, previous experience, citizenship, reference checks and security vetting. The department reserves the right to fill or not to fill the vacant post. The successful candidates will enter into an employment contract with the GCIS that will be reviewed based on performance expiration. By submitting the employment application form, you agree and consent in terms of section 11 (1) of the Protection of Personal Information Act, 2013 (POPIA), for your personal information which you provide to the Government Communication and Information System ("GCIS") being processed by the GCIS and its employees, agents, cabinet committees, and sub-contractors for recruitment purposes, in accordance with the Protection of Personal Information Act.

OTHER POSTS

- POST 07/04** : **SENIOR SUPPLY CHAIN MANAGEMENT CLERK: DEMAND AND ACQUISITION REF NO: 3/1/5/1-24/05**
Directorate: Supply Chain Management
- SALARY** : R255 450 per annum (Level 06)
- CENTRE** : Pretoria
- REQUIREMENTS** : An appropriate National Diploma (NQF Level 6) or Bachelor's Degree (NQF Level 7) in Public Management, Administration, Logistics Management, Public Finance, Accounting, Purchasing Management or equivalent related qualification as recognized by SAQA. The candidate should have at least one (1) year relevant experience in demand and acquisition management. Working on LOGIS and Procurement Integration. Excellent writing and communication skills, ability to manage and plan. Ability to interpret and apply legislation and

policies (PFMA, Preferential Procurement Policy Framework Act (PPPFA), Preferential Procurement Regulations, B-BBEE, Treasury Regulations, Contract Management, etc.). Ability to work independently without close supervision. Knowledge of the Microsoft packages (i.e. MS word, MS Excel as well as Ms Outlook). Modified Cash Standard and interpretation of financial statements. Advertisement of tenders, requests for quotations, and requests for information on eTender portal and GCIS website.

DUTIES

: The successful candidate will be responsible to advise clients with respect to Media Buying/ ToR /Specifications / Deviations, ensure tracking of media buying requests and spend, ensure that client's funds are available in the GCIS suspense account, continuously lead capacity building presentations to internal clients on media buying and other bid related matters. Ensure that all transactions relating to bids, RFQ's, deviations, 3G's as well as media buying are compliant to the relevant policies and legislation. He/she will work as entry point to check compliance of all memos submitted to SCM Bid Office initiating various procurement methodology. Further serve as a secretariat to all the committees (Bid Specification, Bid Evaluation and Bid Adjudication). Ensure the compilation of minutes for the Committee meetings indicated above and submit to the relevant official and the compilation of memos for DG's approval. Regularly update the database of RFQ Schedule/ Bid schedules / General and Special Deviations / 3G's. Also monitor and update the contract register including the operating lease contract and transversal contracts, including the monitoring of supplier performance by the end-users. Provide administrative support in the bid / formal quotation process as well as deviations. Assist in the process of consolidating the demand and procurement plan for the department, monitoring of the implementation as well as reporting to National Treasury. Attending to Enquiries, compiling submissions / reports. Performing any other duties as delegated by the respective supervisors and managers within the SCM environment. Provide effective and efficient client services. Please detail courses passed in the CV as per the academic transcript.

**ENQUIRIES
APPLICATIONS**

: Ms. Mpho Ramashi Tel No: (012) 473 0194
: may be hand delivered to Tshedimosetso House, 1035 cnr Francis Baard & Festival streets, Hatfield, Pretoria or emailed to recruitment@gcis.gov.za

NOTE

: In line with the Directive on the Professionalisation of Human Resource Management and Development in the Public Service, all shortlisted candidates will undertake a pre-entry practical exercise as part of the assessment method to determine the candidate's suitability based on the technical and generic requirements of the post.

POST 07/05

: **SENIOR SUPPLY CHAIN MANAGEMENT CLERK: LOGISTICS AND COMPLIANCE REF NO: 3/1/5/1-24/06**
Directorate: Supply Chain Management

**SALARY
CENTRE
REQUIREMENTS**

: R255 450 per annum (Level 06)
: Pretoria
: An appropriate National Diploma (NQF Level 6) or Bachelor's Degree (NQF Level 7) in Public Management, Administration, Logistics Management, Public Finance, Accounting, Purchasing Management or equivalent related qualification as recognized by SAQA. The candidate should have at least one (1) year relevant experience in logistics and compliance management. Working on LOGIS and Procurement Integration. Excellent writing and communication skills, ability to manage and plan. Ability to interpret and apply legislation and policies (PFMA, Preferential Procurement Policy Framework Act (PPPFA), Preferential Procurement Regulations, B-BBEE, Treasury Regulations, Contract Management, etc.). Ability to work independently without close supervision. Knowledge of the Microsoft packages (i.e. MS word, MS Excel as well as Ms Outlook). Modified Cash Standard and interpretation of financial statements.

DUTIES

: The successful candidate will be an entry point responsible for compliance, receive requisition from internal clients online. Verify e-requisitions for compliance in line with prescripts. Check and verify the status of suppliers on the Central Suppliers Database before accepting of e-requisitions. Approve compliant requisitions on-line using SharePoint in compliance with the turnaround time set by the department. Return non-compliant requisitions back to the client quoting the prescript that is being transgressed. Print hard copies of compliant requisitions and submit to supervisor to distribute to the relevant officials for capturing on LOGIS. Updating e-requisitions on SharePoint

immediately with the relevant order numbers to ensure that accurate record of turnaround time is reflected when printing the SharePoint turnaround time reports. Print SharePoint reports on outstanding requisition and requisitions updated with order numbers on SharePoint, daily as per the standard set by the department and provide to supervisor. Provide weekly reports on e-requisition from SharePoint as per the standard set by the department. Provide monthly reports on e-requisitions from SharePoint as per the standard set by the department. Assist with capturing of requests on LOGIS. Handling of queries and enquiries related to requisitions and or orders and provide responses also in writing for turnaround time purposes. Timeous reporting of system issues to the supervisor and to ensure that internal clients are informed timeously. Performing any other duties as delegated by the respective supervisors and managers within the SCM environment. Provide effective and efficient client services. Please detail courses passed in the CV as per the academic transcript.

ENQUIRIES
APPLICATIONS

: Ms. Mary-Jane Rabodiba Tel No: (012) 473 0172
: May be hand delivered to Tshedimoseiso House, 1035 cnr Francis Baard & Festival streets, Hatfield, Pretoria or emailed to recruitment@gcis.gov.za

NOTE

: In line with the Directive on the Professionalisation of Human Resource Management and Development in the Public Service, all shortlisted candidates will undertake a pre-entry practical exercise as part of the assessment method to determine the candidate's suitability based on the technical and generic requirements of the post.

DEPARTMENT OF HIGHER EDUCATION AND TRAINING

- APPLICATIONS** : DHET invites applicants to apply online on the New Z83 form by accessing the Departmental Website (click the 'apply now' button) or <http://z83.ngnscan.co.za/apply> and follow the easy prompts/instructions. Upload the supporting documents namely, (1) a comprehensive CV, and (2) copies of all qualifications (including matriculation), identity document, valid driver's license, and any other document (where required). These positions are being re-advertised and candidates who had previously applied should re-apply.
- CLOSING DATE** : 10 March 2025
- NOTE** : A fully completed and signed Z83 form and a detailed Curriculum Vitae will be considered. A user guide and 'how to' videos will assist in how to compete for the form and digital signature. Only shortlisted candidates will be required to submit certified documents/copies of qualifications and other relevant documents to support the application on or before the day of the interviews. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). Candidates whose appointments promote representativity in terms of race, gender, and disability will receive preference. 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. The successful candidate(s) will be required to undergo a Competency Assessment. One of the minimum entry requirements for the SMS position is the Pre-entry Certificate. No appointment will occur without successfully completing the pre-entry certificate and submission thereof. For more details on the pre-entry course visit: <https://www.thensg.gov.za/training-course/sms-pre-entry-programme/>. The candidate(s) will be required to sign an annual performance agreement, disclose his/her financial interests, and be subjected to security clearance. If you have not been contacted within three (3) months of the closing date of this advertisement, please accept that your application was unsuccessful. Shortlisted candidates will be subjected to personnel suitability checks (criminal record check, citizenship verification, qualification/study verification, and previous employment verification). Applications received after the closing date will not be considered. "DHET is committed to providing equal opportunities and affirmative action employment. It is our intention to promote representativity in terms of (race, gender, and disability) in the organization. Women and people living with disability will receive preference on all DHET positions".
- ERRATUM:** Kindly note that the following post was advertised in Public Service Vacancy Circular 06 dated 14 February 2025. The Executive Officer: National Skills Fund: (X1 Post) with Ref No: 02/02/2025 is located within the National Skills Fund and not within Branch: Chief Financial Officer.

OTHER POSTS

- POST 07/06** : **DEPUTY PRINCIPAL: FINANCE (DEPUTY DIRECTOR LEVEL) (X2 POSTS)**
Branch: Technical and Vocational and Training Colleges
- SALARY CENTRE** : R1 003 890 per annum (MMS Level 12), (all-inclusive remuneration package) Nkangala TVET College (Mpumalanga) Ref No: DHET11/02/2025
False Bay TVET College (Western Cape) Ref No: DHET12/02/2025
- REQUIREMENTS** : An appropriate bachelor's degree/advanced diploma (NQF Level 7) in Accounting or Financial Management. minimum of five (5) ten (10) years' relevant work experience of which three (3) to five (5) years' experience at the junior management level in the public or private sector. Added Advantages: An appropriate postgraduate degree in BCom Accounting or Financial Management (NQF Level 8). At least three (3) years of middle management experience, which should include leadership and experience in overall financial management and reporting roles, as well as 3 years in the Post-School Education and Training (PSET) sector as A Chartered Accountant or Associate General Accountant, registered with SAICA. Excellent knowledge and understanding of the Community Education and Training Act, Public Finance Management Act (PFMA), Treasury Regulations, PSET legislative frameworks, policies, and regulations. Possess good leadership and

experience in overall financial management, logistical services, preparations, and compilation of annual financial statements using GRAP standards and another reporting role. Excellent project management and communication skills, including analytical capability and report writing, the ability to lead a team; the ability to develop, support, and monitor the implementation of policies; the ability to work in a team environment; good computer skills; This is a management position that requires a dynamic individual with knowledge of the South African post-school education and training landscape, particularly its legislative frameworks, policies, and regulations. The candidate must have proven strategic management and leadership capabilities and be a strong communicator with the ability to interact with the TVET College management and Council, problem-solving and report-writing, and communication skills. The incumbent should be able to perform in a team environment. Good knowledge and understanding of the Continuing Education and Training (CET) Act, Public Finance Management Act (PFMA), National Treasury regulations, PSET legislative frameworks, policies, and regulations. A willingness to work irregular hours and travel extensively. A valid driver's license.

DUTIES : Assisting the Principal / Accounting Officer or Council in discharging the duties prescribed in the financial management policies of the College; establishing and maintaining financial management structures; establishing, implementing, and monitoring financial management and internal control systems. Contributing to the development of strategic, corporate, annual performance and operational plans, whichever applicable, including coordinating, analyzing and advising; overseeing the budget preparation process, providing advice and support to stakeholders and reviewing budget proposals prior to submission to the relevant approval authority; overseeing and managing the budget monitoring process, including the production of monthly and quarterly financial and performance reports and providing recommendations and advice to the relevant functionaries on how to address significant variances; Regularly monitoring the institution's controls over financial and logistical systems, supply chain management and their procedures in order to protect the integrity of financial information; overseeing and optimizing the utilization of electronic financial, logistic and management information systems; managing the finalization of interim and annual financial statements in line with standards of GRAP and reviewing thereof, and managing engagements with assurance providers (i.e. Auditor General).

ENQUIRIES : Ms X Rikhotso Tel No: (012) 213 5513 / Mr R Kgare Tel No: (012) 312 5442 /Ms N Liwane Tel No: (012) 312 6365

POST 07/07 : **DEPUTY PRINCIPAL: FINANCE (DEPUTY DIRECTOR LEVEL) REF NO: DHET13/02/2025**
Branch: Community Education and Training

SALARY : R1 003 890 per annum (MMS Level 12), (all-inclusive remuneration package)
CENTRE : CET College (Bellville)
REQUIREMENTS : An appropriate bachelor's degree/advanced diploma (NQF Level 7) in Accounting or Financial Management. A minimum of five (5) to ten (10) years' relevant work experience of which three (3) to five (5) years' experience at the junior management level in the public or private sector. ADDED ADVANTAGES: An appropriate post-graduate degree in BCom Accounting or Financial Management (NQF Level 8). At least three (3) years of middle management experience, which should include leadership and experience in overall financial management and reporting roles, as well as three (3) years in the (PSET) sector as A Chartered Accountant or Associate General Accountant, registered with SAICA. Excellent knowledge and understanding of the Community Education and Training (CET) Act, Public Finance Management Act (PFMA), Treasury Regulations, Post-School Education and Training (PSET) legislative frameworks, policies, and regulations. Possesses good leadership and experience in overall financial management, supply chain management and logistical services, preparations, and compilation of annual financial statements using GRAP standards and another reporting role. Excellent project management and communication skills, including analytical capability and report writing, the ability to lead a team; the ability to develop, support, and monitor the implementation of policies; the ability to work in a team environment; good computer skills; This is a management position that requires a dynamic individual with knowledge of the South African PSET landscape, particularly its legislative frameworks, policies, and regulations. The

candidate must have proven strategic management and leadership capabilities and be a strong communicator with the ability to interact with the Community Education and Training (CET) College management and Council, problem-solving and report-writing, and communication skills. The incumbent should be able to perform in a team environment. Good knowledge and understanding of the CET Act, PFMA, National Treasury regulations, PSET legislative frameworks, policies, and regulations. A willingness to work irregular hours and travel extensively. A valid driver's license.

DUTIES : Assisting the Principal / Accounting Officer and/or Council in discharging the duties prescribed in the financial management policies of the College; establishing and maintaining financial management structures; establishing, implementing, and monitoring financial management and internal control systems. Contributing to the development of strategic, corporate, annual performance and operational plans, whichever applicable, including coordinating, analysing and advising; overseeing the budget preparation process, providing advice and support to stakeholders and reviewing budget proposals prior to submission to the relevant approval authority; overseeing and managing the budget monitoring process, including the production of monthly and quarterly financial and performance reports and providing recommendations and advice to the relevant functionaries on how to address significant variances; Regularly monitoring the institution's controls over financial and management systems, supply chain management, logistical services and their procedures in order to protect the integrity of financial information; overseeing and optimizing the utilization of electronic financial, logistic and management information systems; managing the finalization of interim and annual financial statements in line with standards of GRAP and reviewing thereof, and managing engagements with assurance providers (i.e. External Auditors and the Auditor-General South Africa.

ENQUIRIES : Ms X Rikhotso Tel No: (012) 213 5513 / Mr R Kgare Tel No: (012) 312 5442 /Ms N Liwane Tel No: (012) 312 6365

POST 07/08 : **DEPUTY PRINCIPAL: ACADEMIC SERVICES (DEPUTY DIRECTOR LEVEL) REF NO: DHET14/02/2025**
Branch: Community Education and Training Component: Western Cape CET College

SALARY CENTRE REQUIREMENTS : R1 003 890 per annum (MMS Level 12), (all-inclusive remuneration package)
: CET College (Bellville)
: An appropriate bachelor's degree/advanced diploma (NQF Level 7) in Education and Training. A relevant post-graduate qualification in Education and Training will serve as an added advantage. A minimum of five (5) to ten years with at least three (3) to five (5) years of relevant experience at the junior management level in an education and training environment. Experience in working at CET/ TVET College in the teaching and learning disciplines will also be treated as an added advantage. A sound and thorough knowledge of all the transformational issues, capacity-building processes, and the National Qualification Framework (NQF) in education and training, especially concerning curriculum management and delivery. Strategic management, conflict management, budgeting, and financial management skills. Verbal and written communication and presentation skills. Computer skills (MS Word, MS PowerPoint, MS Excel, MS Access, and MS Outlook). An understanding of DHET's strategic vision and priorities. Thorough knowledge of all policies and legislative Frameworks governing CET Colleges in South Africa. Thorough knowledge of the student/information management system concerning education and training. A willingness to work irregular hours and travel extensively. A valid driver's license.

DUTIES : Provide strategic leadership regarding the proficient delivery of Curriculum Services and programme and qualification offerings. Guide, inform, and develop the Programs and Qualifications Mix (PQM) of the college for executive approval. Ensure that modalities of curriculum delivery, accommodate the students with support and provide advice on the work of the Academic Board. Develop a system of partnership engagement with strategic stakeholders to enhance student learning and employability. Facilitate and manage the policy framework for the institution as per relevant portfolios. Manage student career guidance and placement on entry. Develop a system of Work Integrated Learning (WILL) for students and lecturers. Monitor student performance and develop Academic support interventions. Ensure that the

targets for student success as set by DHET and /or college academic Boards are met. Report on all initiatives undertaken by the college to improve student retention, attendance, performance, and certification. Formulate strategies and policies related to performance and ensure its implementation and target achievement as per the CET Monitoring and Evaluation Policy. Ensure that all the requirements for quality teaching and learning are in place, namely: Policies to implement teaching and learning, student learning resources, lecturer teaching resources, timetables for students and lecturers, learning training and professional development of the staff; and student continuous assessments. Ensure the provision of appropriate and cost-effective services. Verify the validity and reliability of registration documentation and all EMIS data and reports. Coordinate the preparation of examinations for all programmes involving assessment. Ensure current examination regulations and conventions are adhered to. Building a strong network of contacts with other institutions and industries.

ENQUIRIES : Ms X Rikhotso Tel No: (012) 213 5513 / Mr R Kgare Tel No: (012) 312 5442 /Ms N Liwane Tel No: (012) 312 6365

POST 07/09 : **DEPUTY DIRECTOR: CET CURRICULUM INSTITUTIONAL SUPPORT (DEPUTY DIRECTOR LEVEL) REF NO: DHET15/02/2025 (X2 POSTS)**
Branch: Technical and Vocational Education and Training Component: Western/Northern Regional Office

SALARY CENTRE REQUIREMENTS : R1 003 890 per annum (MMS Level 12), (all-inclusive remuneration package)
: Cape Town
: An appropriate bachelor's degree/advanced diploma (NQF level 7) in Education or a related qualification. A minimum of five (5) years of working experience in Community Education and Training or PSET Sector environment with at least three (3) to five (5) years 'of relevant experience at the junior management level is required. Sound Knowledge of Curriculum Development and Institutional Support in line with the strategic objectives of the Department of Higher Education and Training. Understanding and knowledge of prescripts and legal frameworks applicable to the CET sector. Advanced experience in the interpretation, development, and implementation of policies. Skills requirements are good and proven project management capabilities, problem-solving and financial management skills, proposal, and report writing and computer skills. Good project management and communication skills, including proposal and report writing and understanding of basic financial management systems. The ability to work with a team; the ability to develop, support and monitor the implementation of policies. The ability to work in collaboration with lecturers at CET Colleges and with other government departments and relevant role-players, and good computer skills. willingness to travel and a valid driver's license.

DUTIES : The successful candidate will be reporting to the Director: Curriculum and Institutional Support: will be responsible for implementing curriculum and institutional support in the Region; Ensuring the CET curriculum development and support for the CET Colleges; Providing CET institutional Planning; Providing advice and guidance on formal non-and formal programmes; Monitor and evaluate the implementation of developed frameworks for CET Colleges; Support monitor and verify college systems and sub-systems in relations to student admission and enrolment management, as well as data reporting; Ensure Supporting and monitoring the implementation of the National Improvement Plan for teaching and learning in CET Colleges. Ensure monitoring and evaluation of appropriate data collection and management; Provide oversight functions on governance and management areas in CET Colleges Conducting monitoring visits to pilot Centres, give advice to the department on matters related to programmes; curriculum and assessment in CET Colleges. Be a member of the National Coordinating Curriculum Committee. Provide support to the public CET College on matters relating to labour relations, change management, and implementation of IQMS and PMDS. Ensure compliance with Public Service Regulations and all administrative matters. Support the Director in managing the Directorate including assisting with planning, budgeting, and management of staff within the line function.

ENQUIRIES : Ms X Rikhotso Tel No: (012) 213 5513 / Mr R Kgare Tel No: (012) 312 5442 /Ms N Liwane Tel No: (012) 312 6365

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| <u>POST 07/10</u> | : | <u>DEPUTY PRINCIPAL: ACADEMIC SERVICES (DEPUTY DIRECTOR LEVEL) (X2 POSTS)</u> Branch: Technical and Vocational Education and Training |
| <u>SALARY CENTRE</u> | : | R1 003 890 per annum (MMS Level 12), (all-inclusive remuneration package) Taletso TVET College Ref No: DHET16/02/2025 Waterberg TVET College Ref No: DHET17/02/2025 |
| <u>REQUIREMENTS</u> | : | An appropriate bachelor's degree/advanced diploma (NQF Level 7) in Education and Training. A relevant post-graduate qualification in Education and Training will serve as an added advantage. A minimum of five (5) to ten years with at least (3) to five (5) years 'of relevant experience at the junior management level in an education and training environment. Experience in working at a TVET College in the teaching and learning disciplines will also be treated as an added advantage. A sound and thorough knowledge of all the transformational issues, capacity-building processes, and the National Qualification Framework (NQF) in education and training, especially concerning curriculum management and delivery. Strategic management, conflict management, budgeting, and financial management skills. Verbal and written communication and presentation skills. Willingness to work irregular hours and travel extensively Computer skills (MS Word, MS PowerPoint, MS Excel, MS Access, and MS Outlook). An understanding of DHET's strategic vision and priorities. Thorough knowledge of all policies and legislative Frameworks governing TVET Colleges in South Africa. Thorough knowledge of the student/information management system concerning vocational education and training. A willingness to work irregular hours and travel extensively. A valid driver's license. |
| <u>DUTIES</u> | : | Provide strategic leadership regarding the proficient delivery of Curriculum Services and programme offerings. Guide, inform and develop the Programs and Qualifications Mix (PQM) of the college for executive approval. Ensure that modalities of curriculum delivery other than full-time, and special needs learners are catered for. Support and provide advice on the work of the Academic Board. Develop a system of partnership engagement with strategic stakeholders to enhance student learning and employability. Facilitate and manage the policy framework for the institution as per relevant portfolios. Manage student career guidance and placement on entry. Develop a system of Work Integrated Learning (WILL) for students and lecturers. Monitor student performance and develop Academic support interventions where necessary. Ensure that the targets for student success as set by DHET and /or college academic Boards are met. Report on all initiatives undertaken by the college to improve student retention, attendance, performance, and certification. Formulate strategies and policies related to performance and ensure its implementation and target achievement as per the Monitoring and Evaluation tool Ensure that all the requirements for quality teaching and learning are in place, namely: Policies to implement teaching and learning, student learning resources, lecturer teaching resources, timetables for student and lecturers, learning training and professional development of the staff; and student continuous assessments. Ensure the provision of appropriate and cost-effective services. Verify the validity and reliability of registration documentation and all EMIS data and reports. Coordinate the preparation of examinations for all programmes involving assessment. Ensure current examination regulations and conventions are adhered to. Building a strong network of contacts with other institutions and industries. |
| <u>ENQUIRIES</u> | : | Ms X Rikhotso Tel No: (012) 213 5513 / Mr R Kgare Tel No: (012) 312 5442 /Ms N Liwane Tel No: (012) 312 6365 |
| <u>POST 07/11</u> | : | <u>DEPUTY PRINCIPAL: REGISTRATION SERVICES (DEPUTY DIRECTOR LEVEL) REF NO: DHET18/02/2025</u> Branch: Technical and Vocational Education and Training Colleges Component: Taletso TVET College |
| <u>SALARY CENTRE</u> | : | R1 003 890 per annum (MMS Level 12), (all-inclusive remuneration package) Mafikeng |
| <u>REQUIREMENTS</u> | : | An appropriate bachelor's degree/advanced diploma (NQF Level 7) in Education or related qualification. A relevant postgraduate qualification will be an added advantage. A minimum of five (5) to ten (10) years of relevant work experience in the post-school education and training sector with at least three (3) to five (5) years of relevant work of relevant experience at the Junior |

Management level. Advanced knowledge of the TVET college sector and applicable policies and procedures. Good knowledge of most or all the following, Student Support Services; Student Registrations; IT/TVETMIS management; Management of Examinations and Student Residences; Sound knowledge of transformational and capacity-building processes in education especially relating to curriculum management delivery; Knowledge of research and statistical analysis and projection coordination; Strategic and management, conflict management, budgeting, and financial management skills. Good monitoring, Evaluation, and reporting skills; Good verbal and written communication and presentation skills. High level of innovation and good judgment skills; Ability to form networks and uphold the highest level of professional integrity; Willingness to work irregular hours and travel extensively. Computer skills (MS Word, MS PowerPoint, MS Excel, MS Access, and MS Outlook). A willingness to work irregular hours and travel extensively. A valid driver's license.

DUTIES : Provide strategic leadership regarding the enrolment of students as this determines the allocation of staff; Responsible for the management of the student registration process at the College; manage and coordinate the compilation and implementation of all student administration policies and procedures at the College; Verify the validity and reliability of registration documentation and all EMIS data and reports; responsible for IT/FETMIS management and data analysis; coordinate the preparation of examination for all programmes involving assessment; ensure current examination regulations and conventions are adhered to; oversee the planning and implementation of student support services including functions of the SRC. Oversee the management of student residences; General managerial duties including the supervision of staff in the division; reporting; attendance of meetings (internal and external); and the incumbent will be expected to travel frequently to meetings and functions and between campuses.

ENQUIRIES : Ms X Rikhotso Tel No: (012) 213 5513 / Mr R Kgare Tel No: (012) 312 5442 /Ms N Liwane Tel No: (012) 312 6365

POST 07/12 : **DEPUTY DIRECTOR: CURRICULUM SUPPORT AND IMPROVEMENT (OCCUPATIONAL QUALIFICATIONS) REF NO: DHET19/02/2025**
Branch: Technical and Vocational Education and Training Directorate: TVET Curriculum Development and Support

SALARY CENTRE REQUIREMENTS : R1 003 890 per annum (MMS Level 12), (all-inclusive remuneration package)
: Pretoria
: An appropriate bachelor's degree / advanced diploma (NQF level 7) in education or related field as recognized by SAQA or a related qualification. A minimum of three (3) to five (5) years of TVET experience at the junior management level in a curriculum development environment is essential. A postgraduate qualification in education or related studies will be an added advantage. The successful applicant is expected to have a conceptual understanding of vocational pedagogy, didactics, and teaching and assessment methodologies. Thorough understanding of the mandates of SAQA and the quality councils in curriculum and qualifications development. Knowledge of technical education and training landscape. Verbal and written communication and presentation skills. Computer skills. A valid driver's license.

DUTIES : Provide guidance for the improvement of curriculum content and delivery based on engagement with public and private stakeholders. Monitor and manage the range and scope (PQM) of programmes offerings in TVET colleges and maintain an updated database of such occupational offerings in TVET colleges. Ensure curriculum support materials are available for all programmes in the vocational cluster – Occupational Qualifications. Maintenance of the database of curriculum documents for the vocational cluster.

ENQUIRIES : Ms X Rikhotso Tel No: (012) 213 5513 / Mr R Kgare Tel No: (012) 312 5442 /Ms N Liwane Tel No: (012) 312 6365

POST 07/13 : **DEPUTY DIRECTOR: UNIVERSITY ACADEMIC PLANNING, MONITORING AND EVALUATION REF NO: DHET20/02/2025**
Branch: University Education
Directorate: University Academic Planning, Monitoring and Evaluation

SALARY : R1 003 890 per annum (MMS Level 12), (all-inclusive remuneration package)

- CENTRE REQUIREMENTS** : Pretoria
 : An appropriate bachelor's degree/advanced diploma (NQF Level 7) in Public Administration/Management or related qualification. A minimum of (5) years' experience relevant experience in academic planning, monitoring and evaluation in Post-School Education and Training (PSET) with at least three (3) years of relevant experience at the junior management level. A relevant postgraduate qualification in an appropriate field of study will be an added advantage. Consideration will be given to candidates with experience and knowledge of the higher education sector with specific reference to strategic and institutional planning; academic planning including an understanding of the development of academic qualifications, and enrolment planning; outstanding knowledge of the higher education policy environment; knowledge of the funding of public universities and the Higher Education Management Information System; excellent project management and communication skills, including proposal and report writing; ability to lead a team and take responsibility for managing new developments and projects in relation to the Higher Education sector; good computer skills; knowledge of the national and international higher education systems will be an advantage; knowledge of the interface between human resources, infrastructure development, finance, enrolment planning, quality and academic qualifications will also be an advantage. A valid driver's license.
- DUTIES** : Facilitating the enrolment planning processes at the national level; Analysing institutional and national plans with a specific focus on enrolment planning and qualification offerings; Managing, monitoring and evaluating the applications for new academic qualifications' submissions according the Higher Education Qualifications Sub-Framework for inclusion on the PQM database of public Higher Education Institutions; Monitoring of the Higher Education sector in terms of the approved enrolment plans of universities; Managing processes towards the expansion of the higher education system including new universities, Higher Education colleges, University colleges and campuses; Managing the daily activities and the budget of the Directorate; Responding timeously to requests for briefing notes and responses to all correspondence, including parliamentary questions.
- ENQUIRIES** : Ms X Rikhotso Tel No: (012) 213 5513 / Mr R Kgare Tel No: (012) 312 5442 /Ms N Liwane Tel No: (012) 312 6365
- NOTE** : All shortlisted candidates will be required to write a competency test.
- POST 07/14** : **DEPUTY DIRECTOR: HUMAN RIGHTS, CITIZENSHIP AND VALUES REF NO: DHET21/02/2025**
 Branch: Planning, Policy, and Strategy
 Directorate: Social Inclusion and Equity
- SALARY CENTRE REQUIREMENTS** : R849 702 per annum (MMS Level 11), (all-inclusive remuneration package)
 : Pretoria
 : An appropriate bachelor's degree/advanced diploma (NQF 7) in Social Sciences or a related field. A relevant postgraduate qualification will be an added advantage. A minimum of three (3) to five (5) years' experience at the Junior Management Level in the human rights and social inclusion environment, especially in the PSET sector (dealing with issues ranging from the equity of race, class, gender, disability, youth development, religion, culture, substance abuse, and HIV/AIDS). Knowledge and understanding of the South African Higher Education and Training System, specifically of university education, skills development, technical and vocational education and training and community education and training issues; knowledge and understanding of the legislative frameworks, policies and regulations pertaining to the PSET system, specifically in relation to social inclusion and equity; extensive knowledge and understanding of social inclusion and equity, specifically applicable to the PSET system; in-depth knowledge and understanding of the legislative frameworks, policies and regulations pertaining to social inclusion and equity (of other government departments); knowledge and understanding of the PSET sector with regard to reporting requirements of PSET institutions and entities, the Department of Higher Education and Training, other government departments, and Chapter 9 institutions; and good understanding and knowledge of financial management and administration, and the application of the PFMA and other policies and regulations. Must be computer literate, with strong communication skills, both oral and written. Experience in the facilitation of workshops, conducting research and analysis,

and report writing are essential for this post. Interpersonal skills, ability to develop and maintain positive relationships with stakeholders, both internal and external (Client orientation), work independently, financial management skills. High level of reliability, Commitment, Proactive, Loyalty, Self-management, and motivation, understanding of group dynamics and its management, Honesty and integrity, Ability to act with tact and discretion. A valid driver's license.

DUTIES : Monitor and compile reports on the implementation of social inclusion-related Policy Frameworks in the PSET system. Develop policies, guidelines, norms, and standards for social inclusion in the PSET system. Monitor and report on the implementation of national, regional, and international conventions on matters related to social inclusion elements (including human rights, citizenship, and values in the PSET system). Develop and review Social Inclusion Indicators. Develop a Social Inclusion Review Implementation Model (SI-RIM) for Social Inclusion every five years. Develop a framework for the evaluation of the Policy Framework for the realization of Social Inclusion in the PSET System (2016); Develop guidelines and templates to support the collection of data to report to different Departments and Chapter 9 institutions. Develop reports to different Departments, Chapter 9 institutions, Portfolio Committees, etc. Develop speeches and speaking notes for executive managers, the Deputy Minister, and the Minister where required. Represent the Minister, Director-General, and Department in formations established by different Departments and Chapter 9 institutions on social inclusion, human rights, citizenship & and values matter. Respond to the Government's legislation and policies on equality, transformation, and empowerment as well as international and regional obligations with regard to vulnerable groups. Conduct research, analyse data, and write reports. Provide support for the observance and review of the Calendar of Significant Days. Persons with disabilities are encouraged to apply.

ENQUIRIES : Ms X Rikhotso Tel No: (012) 213 5513 / Mr R Kgare Tel No: (012) 312 5442 /Ms N Liwane Tel No: (012) 312 6365

POST 07/15 : **DEPUTY DIRECTOR: EMPLOYER DATA ANALYSIS REF NO: DHET22/02/2025**
Branch: Planning, Policy, and Strategy
Directorate: System Monitoring and Labour Market Intelligence

SALARY CENTRE REQUIREMENTS : R849 702 per annum (MMS Level 11), (all-inclusive remuneration package)
: Pretoria
: An appropriate bachelor's degree/advanced diploma (NQF level 7) in Economics, Econometrics or Statistics. A relevant postgraduate qualification in one or more of the above-mentioned disciplines will be an added advantage. A minimum of three (3) to five (5) years' experience in conducting research analysis in labour market and education and training. Knowledge and understanding of policies, legislation and regulatory frameworks governing the post-school education and training (PSET) system and skills development landscape. Formidable insights into global mandates and policies governing education and training systems. Knowledge and experience in research and management of research projects, Knowledge of sources of data or information with implications to skills planning, labour markets and education and training. Knowledge of the latest trends in skills planning, labour markets education and training research, monitoring and evaluation, and high-level report writing. Proficiency in econometric modelling and statistical data analysis using software such as EViews, Stata, and SPSS. Good understanding and experience in survey design and sampling methodology. Knowledge of a database to store and process information in a relational database such as SQL. Development of data visualizations and infographics. Understanding of key stakeholders in the PSET system and broader economy. A valid driver's license.

DUTIES : Manage research projects on labour market intelligence including the development of the research plan, proposals and terms of reference, and establishment of MOAs; Produce twenty-one Sector Briefs; Manage the updating and maintenance of the sectoral indicators database; Analyse large-scale data (e.g., Stats SA surveys) and preparation of reports and publications based on these analyses. Coordinate and facilitate employer perception interviews with SETAs; Produce a composite report with data from employer interviews; Manage the development of the Critical Skills List (CSL); Produce

ENQUIRIES : fact sheets, information briefs and policy briefs on PSET performance; Engage with the national and international community on labour market intelligence; Undertake dissemination and advocacy of reports and fact sheets produced.
Ms X Rikhotso Tel No: (012) 213 5513 / Mr R Kgare Tel No: (012) 312 5442 /Ms N Liwane Tel No: (012) 312 6365

POST 07/16 : **DEPUTY DIRECTOR: LABOUR MARKET INTELLIGENCE REF NO: DHET23/02/2025**
Branch: Planning, Policy, and Strategy
Directorate: System Monitoring and Labour Market Intelligence

SALARY CENTRE REQUIREMENTS : R849 702 per annum (MMS Level 11), (all-inclusive remuneration package)
: Pretoria
: An appropriate bachelor's degree/advanced diploma (NQF level 7) in Economics, Econometrics or Statistics. A postgraduate qualification in one or more of the above-mentioned disciplines will be an added advantage. A minimum of three (3) to five (5) years' experience in conducting research analysis in labour market and education and training. Knowledge and understanding of policies, legislation and regulatory frameworks governing the post-school education and training (PSET) system and skills development landscape. Formidable insights into global mandates and policies governing education and training systems. Knowledge and experience in research and management of research projects, Knowledge of sources of data or information with implications to skills planning, labour markets and education and training. Knowledge of the latest trends in skills planning, labour markets education and training research, monitoring and evaluation, and high-level report writing. Proficiency in econometric modelling and statistical data analysis using software such as EViews, Stata, and SPSS. Good understanding and experience in survey design and sampling methodology. Development of a database to store and process information in a relational database such as SQL. Development of data visualizations and infographics. Understanding of key stakeholders in the PSET system and broader economy. A valid driver's license.

DUTIES : Manage research projects on labour market intelligence including the development of the research plan, proposals and terms of reference, and establishment of MOAs; Produce the report on skills supply and demand in South Africa; Manage the development of the skills supply and demand projection tool; Manage the development of labour market data and Post-School Education and Training systems indicators database; Manage the updating and maintenance of the PSET system statistical indicators database; Manage the development of the national and provincial lists of Occupations In High Demand (OIHD); Manage the development of the Critical Skills List (CSL); Produce fact sheets, information briefs and policy briefs on PSET performance; Engage with the national and international community on labour market intelligence; Undertake dissemination and advocacy of reports and factsheets produced.

ENQUIRIES : Ms X Rikhotso Tel No: (012) 213 5513 / Mr R Kgare Tel No: (012) 312 5442 /Ms N Liwane Tel No: (012) 312 6365

POST 07/17 : **DEPUTY DIRECTOR (BRANCH COORDINATOR) OFFICE OF DEPUTY DIRECTOR-GENERAL REF NO: DHET24/02/2025**
Branch: Corporate Management Services

SALARY CENTRE REQUIREMENTS : R849 702 per annum (MMS Level 11), (all-inclusive remuneration package)
: Pretoria
: An appropriate bachelor's degree/advanced national diploma (NQF level 7), in Public Management/Administration or related qualification. A relevant post-graduate qualification (NQF level 8) will be an added advantage. A minimum of three (3) to five (5) years' experience at junior management level in Administration or Public Management. Knowledge and understanding of stakeholder management. Verbal and written communication and presentation skills. Advanced computer skills (MS Word, MS PowerPoint, MS Excel, MS Access, and MS Outlook). Financial and Conflict management skills. An understanding of DHET's strategic vision and priorities. A thorough knowledge of all policies and legislation governing the Post-School Education and Training sector. Ability to analyse documents, interpret policies and draft official reports.

DUTIES

Values and attitudes: client-oriented focused; Integrity and loyalty are essential. A valid driver's license.

: Provide coordination and support to the Deputy Director-General: Corporate Services. Provide support within the office of the Manager. Scrutinize documents to determine action/information/documents required. Records minutes/ resolutions and communicates/disseminates to relevant role players. Compile the agenda of meetings and ensure the circulation of accompanying memoranda. Coordinate all branch meetings including overseeing the logistics. Coordination of parliamentary inquiries with the relevant unit. Manage general support services in the office of the Manager. Manage the engagements of the Manager. Set up and maintain the system in the office that will ensure efficiency in the office. Manage the resources in the office of the Manager. Keep a record of expenditure commitments, monitor expenditure, and alert the Manager with regard to possible over and under- spending. Monitor the monthly cash flow for the Branch. Oversee responses drafted by the other staff members on inquiries received from internal and external stakeholders. Manage leave register, attendance register, and telephone accounts. Undertake policy or line function tasks required. Compile memorandum, reports, and submission of a variety of other correspondence as required. Compile presentations and basic speeches for the Manager and refer complex matters to the relevant unit for preparation. Coordinate, follow up, and compile reports to a transverse nature for the Manager and advise or sensitize the Manager on reports to be submitted. Coordinate external strategic alliances between the offices of the Manager and other stakeholders. Liaise with stakeholders to ensure the integration of programmes. Scrutinize documents to determine actions/ information/ documents required. Records minutes/ resolutions and communicates/ dissemination to relevant role players, follows up on progress made, and prepares briefing notes as well as other documents. Compile the agenda of meetings chaired by the Manager and ensure circulation of accompanying memorandum. Coordinate the performance agreement/ assessments and financial disclosures pertaining to Managers.

ENQUIRIES

: Ms X Rikhotso Tel No: (012) 213 5513 / Mr R Kgare Tel No: (012) 312 5442 /Ms N Liwane Tel No: (012) 312 6365

POST 07/18

: **DEPUTY DIRECTOR: CORPORATE SERVICES REF NO: DHET25/02/2025**
Branch: Technical and Vocational Education and Training Colleges
Component: Western/Northern Cape Regional Office

**SALARY
CENTRE
REQUIREMENTS**

: R849 702 per annum (MMS Level 11), (all-inclusive remuneration package)
: Cape Town
: An appropriate bachelor's degree/advanced national diploma (NQF level 7), in Public Management, Human Resource Management, or Social Science. A relevant postgraduate degree qualification will be an added advantage. A minimum of five (5) years' relevant work experience in corporate service with at least three (3) to five (5) years' experience at a Junior Management Level. Understanding of the Department of Higher Education and Training's strategic vision and Priorities. Knowledge of the Public service Act, employment of education Act, Labour Relations Act, and Public Finance Management Act. Knowledge of policies and legislation governing Education and Training as well as the Public Service and Employment Services in South Africa. Experience in Managing People and Projects with the ability to plan strategically. An ability to develop, support, and monitor the implementation of policies and the ability to work in a team environment, Good Project Management and Computer Skills. Willingness to work irregular Hours and Travel extensively. Computer Literacy (MS Word, MS PowerPoint, MS Excel, MS Access, and MS Outlook). Excellent verbal and written communication skills. A valid driver's license and willingness to travel.

DUTIES

: Provide strategic leadership in the areas of Human Resources, Facilities Management, Records Management, and Governance. Also accountable for the effective delivery of service in each of these areas. Coordinate and drive the preparation for annual reviews of the Regional Strategic Plan. Encourage and build an organizational climate conducive to optimal performance through implementing change management. Manages the entire human resource function. Oversee the maintenance labour peace, ensure staff commitment and productivity; Manage the collective bargaining chambers processes and administration; Develop and implement best practice policies, procedures, and internal control system to ensure effective corporative governance. Oversee

the proper and effective management of the regional office Assets and facilities. Ensure the provision of appropriate and cost-effective services. Responsible for IT and information management solutions to meet the specific needs of the college. Responsible for Communication and Marketing for the Region.

ENQUIRIES : Ms X Rikhotso Tel No: (012) 213 5513 / Mr R Kgare Tel No: (012) 312 5442 /Ms N Liwane Tel No: (012) 312 6365

POST 07/19 : **DEPUTY DIRECTOR (BRANCH COORDINATOR) OFFICE OF DEPUTY DIRECTOR-GENERAL REF NO: DHET26/02/2025**
Branch: Planning, Policy, and Strategy

SALARY CENTRE REQUIREMENTS : R849 702 per annum (MMS Level 11), (all-inclusive remuneration package)
: Pretoria
: An appropriate bachelor's degree/advanced national diploma (NQF level 7), in Public Management/Administration or related qualification. A relevant post-graduate qualification (NQF level 8) will be an added advantage. A minimum of three (3) to five (5) years' experience at junior management level in Administration or Public Management. Knowledge and understanding of stakeholder management. Verbal and written communication and presentation skills. Advanced computer skills (MS Word, MS PowerPoint, MS Excel, MS Access, and MS Outlook). Financial and Conflict management skills. An understanding of DHET's strategic vision and priorities. A thorough knowledge of all policies and legislation governing the Post-School Education and Training sector. Ability to analyse documents, interpret policies and draft official reports. Values and attitudes: client-oriented focused; Integrity and loyalty are essential. A valid driver's license.

DUTIES : Provide coordination and support to the Deputy Director-General: Planning, Policy and Strategy. Provide support within the office of the Manager. Scrutinize documents to determine action/information/documents required. Records minutes/ resolutions and communicates/disseminates to relevant role players. Compile the agenda of meetings and ensure the circulation of accompanying memoranda. Coordinate all branch meetings including overseeing the logistics. Coordination of parliamentary enquiries with relevant units. Manage general support services in the office of the Manager. Manage the engagements of the Manager. Set up and maintain the system in the office that will ensure efficiency in the office. Manage the resources in the office of the Manager. Keep a record of expenditure commitments, monitor expenditure, and alert the Manager with regard to possible over and under- spending. Monitor the monthly cash flow for the Branch. Oversee responses drafted by the other staff members on enquiries received from internal and external stakeholders. Manage leave register, attendance register and telephone accounts. Undertake policy or line function tasks required. Compile memorandum, reports, and submission of a variety of other correspondence as required. Compile presentations and basic speeches for the Manager and refer complex matters to the relevant unit for preparation. Coordinate, follow up and compile reports to a transverse nature for the Manager and advise or sensitize the Manager on reports to be submitted. Coordinate external strategic alliances between the offices of the Manager and other stakeholders. Liaise with stakeholders to ensure the integration of programmes. Scrutinize documents to determine actions/ information/ documents required. Records minutes/ resolutions and communicates/ dissemination to relevant role players, follows up on progress made, and prepares briefing notes as well as other documents. Compile the agenda of meetings chaired by the Manager and ensure circulation of accompanying memorandum. Coordinate the performance agreement/ assessments and financial disclosures pertaining to Managers.

ENQUIRIES : Ms X Rikhotso Tel No: (012) 213 5513 / Mr R Kgare Tel No: (012) 312 5442 /Ms N Liwane Tel No: (012) 312 6365

POST 07/20 : **DEPUTY DIRECTOR (BRANCH COORDINATOR): OFFICE OF DEPUTY DIRECTOR-GENERAL REF NO: DHET27/02/2025**
Branch: University Education

SALARY CENTRE : R849 702 per annum (MMS Level 11), (all-inclusive remuneration package)
: Pretoria

REQUIREMENTS : An appropriate bachelor's degree/advanced national diploma (NQF level 7), in Public Management/Administration or related qualification. A relevant post-graduate qualification (NQF level 8) will be an added advantage. A minimum of three (3) to five (5) years' experience at junior management level in Administration or Public Management. Knowledge and understanding of stakeholder management. Verbal and written communication and presentation skills. Advanced computer skills (MS Word, MS PowerPoint, MS Excel, MS Access, and MS Outlook). Financial and Conflict management skills. An understanding of DHET's strategic vision and priorities. A thorough knowledge of all policies and legislation governing the Post-School Education and Training sector. Ability to analyse documents, interpret policies and draft official reports. Values and attitudes: client-oriented focused; Integrity and loyalty are essential. A valid driver's license.

DUTIES : Provide coordination and support to the Deputy Director-General: University Education. Provide support within the office of the Manager. Scrutinize documents to determine action/information/documents required. Records minutes/ resolutions and communicates/disseminates to relevant role players. Compile the agenda of meetings and ensure the circulation of accompanying memoranda. Coordinate all branch meetings including overseeing the logistics. Coordination of parliamentary enquiries with relevant units. Manage general support services in the office of the Manager. Manage the engagements of the Manager. Set up and maintain the system in the office that will ensure efficiency in the office. Manage the resources in the office of the Manager. Keep a record of expenditure commitments, monitor expenditure, and alert the Manager with regard to possible over and under- spending. Monitor the monthly cash flow for the Branch. Oversee responses drafted by the other staff members on enquiries received from internal and external stakeholders. Manage leave register, attendance register and telephone accounts. Undertake policy or line function tasks required. Compile memorandum, reports, and submission of a variety of other correspondence as required. Compile presentations and basic speeches for the Manager and refer complex matters to the relevant unit for preparation. Coordinate, follow up and compile reports to a transverse nature for the Manager and advise or sensitize the Manager on reports to be submitted. Coordinate external strategic alliances between the offices of the Manager and other stakeholders. Liaise with stakeholders to ensure the integration of programmes. scrutinize documents to determine actions/ information/ documents required. Records minutes/ resolutions and communicates/ dissemination to relevant role players, follows up on progress made, and prepares briefing notes as well as other documents. Compile the agenda of meetings chaired by the Manager and ensure circulation of accompanying memorandum. Coordinate the performance agreement/ assessments and financial disclosures pertaining to Managers.

ENQUIRIES : Ms X Rikhotso Tel No: (012) 213 5513 / Mr R Kgare Tel No: (012) 312 5442 /Ms N Liwane Tel No: (012) 312 6365

POST 07/21 : **SENIOR LEGAL ADMINISTRATION OFFICER (MR-6) REF NO: DHET28/02/2025**
Branch: Planning, Policy, and Strategy
Directorate: Legal and Legislative Services (Education Institutions)

SALARY : R556 356 per annum, (OSD Scales)
CENTRE : Pretoria

REQUIREMENTS : An appropriate LLB degree; Admission as an Advocate or Attorney (preferably but not a requirement); A minimum of (8) years post qualification legal experience and appropriate knowledge in the following legal administration spheres: constitutional law, administrative law, interpretation of statutes, the law of contract, civil procedure, labour law, the law of evidence, law of delict, commercial transactions law, post-school education, and training laws. The public sector and its legislative and regulatory framework; the Department's process and procedures, initiatives, and strategic objectives. Proven ability to provide legal advice at the senior level and interact at a high-profile level; legislation and contract drafting; ability to liaise with diverse audience range on behalf of the Department; excellent report-writing and presentation skills, both verbal and written; excellent communication and information management skills; proven computer literacy, including advanced MS Word, Excel and PowerPoint, customer focus and responsiveness; developing others;

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| <u>DUTIES</u> | : | managing interpersonal conflict and resolving problems; planning and organizing. Willingness to travel and a valid driver's license. |
| | : | Provide legal support and advice to the Department, its institutions, and statutory bodies on matters relating to legislation administered by the Department and its policies to ensure compliance; legislation formulation; contract vetting and drafting; provide litigation support, including the compilation of documents and court records, 43 attend consultations with state attorneys and legal counsel; prepare Ministerial and Director-General submissions, memoranda, legal opinions, and reports; advice and mentor juniors. |
| <u>ENQUIRIES</u> | : | Ms X Rikhotso Tel No: (012) 213 5513 / Mr R Kgare Tel No: (012) 312 5442 /Ms N Liwane Tel No: (012) 312 6365 |
| <u>POST 07/22</u> | : | <u>ASSISTANT DIRECTOR: MONITORING AND EVALUATION REF NO: DHET29/02/2025</u> Branch: Technical and Vocational Education and Training Component: Western/Northern Cape Regional Office Directorate: TVET Curriculum and Institutional Support |
| <u>SALARY CENTRE REQUIREMENTS</u> | : | R552 081 per annum (Level 10) |
| | : | Cape Town |
| | : | An appropriate bachelor's degree/ diploma/ national diploma (NQF Level 6) in Education or a related qualification. A certificate in facilitation/ assessor/moderator will be an added advantage. A minimum of three (3) to five (5) years at the Supervisory level in post-school education or a related field. Knowledge of Teaching and Learning. Knowledge of the Skills Development Act, Public Services Regulations, Public Service Act and Labour Relations Act. Knowledge of the Public TVET sector. A sound understanding of curriculum transformation issues and capacity building, interpretation, analyse and application of current legislation and departmental policies, administrative skills, Planning and organizing skills, Financial Management skills, Report writing skills, Communication and interpersonal skills, Problem-solving skills, Computer Literacy, Analytical, Client-oriented, Project Management, Team leadership and people management, Willingness to travel and a valid driver's license. |
| <u>DUTIES</u> | : | Oversee, support, monitor, and verify college systems and sub-systems about curriculum delivery in public TVET Colleges. Coordinate and consolidate status update reports from colleges on all monitoring findings and recommendations. Conduct teaching and learning support in line with national policy and process reports on time. Develop and implement intervention/support mechanisms in line with the gaps identified in teaching and learning i.e., curriculum workshops. Coordinate and consolidate status update reports from colleges on all monitoring findings and recommendations. Plan and conduct Students Support Services monitoring in line with the framework. Develop and implement interventions/support regarding the identified gaps. Ensure timely interventions regarding issues affecting students who are to be allocated NSFAS allowance. Coordinate and consolidate status update reports from colleges on all monitoring findings and recommendations. Plan and implement lecturer development support and ensure reports are generated on interventions regarding gaps identified. Plan and implement lecturer development support on new and revised curricula. Plan and conduct site-based assessment and examination monitoring for each examination cycle. Ensure Site-Based Assessment and examination monitoring reports are generated and approved timeously. Develop and implement intervention mechanisms in areas of non compliance. Analyse and report on the examination results per cycle. Coordinate and consolidate status update reports from colleges on all monitoring findings and recommendations. |
| <u>ENQUIRIES</u> | : | Ms X Rikhotso Tel No: (012) 213 5513 / Mr R Kgare Tel No: (012) 312 5442 /Ms N Liwane Tel No: (012) 312 6365 |
| <u>POST 07/23</u> | : | <u>ASSISTANT DIRECTOR: INSTITUTIONAL SUPPORT MONITORING (IRREGULARITIES REF NO: DHET 30/02/2025</u> Branch: Technical Vocational Training and Education Directorate: Examination Management and Monitoring |
| <u>SALARY CENTRE</u> | : | R552 081 per annum (Level 10) |
| | : | Pretoria |

- REQUIREMENTS** : An appropriate bachelor's degree/national diploma (NQF Level 6) in Public Administration/Management or a relation qualification. A minimum of five (5) years' experience in the administration of examinations specifically related to the handling and processing of TVET college examination irregularities with at least three (3) to five (5) years' experience at the supervisory level. The incumbent will be responsible for coordinating the administration of examination irregularities for each examination cycle, including the compilation of irregularities reports. The incumbent must be adaptable, disciplined, self-driven and able to work independently and under pressure in a diverse team. Prerequisites: Good interpersonal and communication skills. Managerial and administrative skills. Knowledge of TVET College examination systems. Willingness to work under pressure and work extra hours. Computer literacy and report writing skills. Analytical and problem-solving skills. A valid driver's license.
- DUTIES** : Coordinate the receipt of daily irregularities reports during any examination cycle. Develop and maintain mechanisms to ensure that all examination and marking centres submit daily irregularities reports, including follow-up mechanisms in cases of non-compliance. Manage the capturing of all irregularities on the IT system, including all other administrative processes related to the capturing. Compile irregularities reports for each examination cycle as per directives from quality assurance councils. Manage the performance of staff and allocation of tasks and functions. Liaising with internal and external stakeholders regarding queries related to examination irregularities. To facilitate the monitoring and support of SBA in the TVET sector.
- ENQUIRIES** : Ms X Rikhotso Tel No: (012) 213 5513 / Mr R Kgare Tel No: (012) 312 5442 /Ms N Liwane Tel No: (012) 312 6365
- POST 07/24** : **ASSISTANT DIRECTOR: LABOUR RELATIONS REF NO: DHET31/02/2025**
Branch: Technical and Vocational Education and Training
Directorate: Western/Northern Cape Regional Office
- SALARY CENTER REQUIREMENTS** : R444 036 per annum (Level 09)
: Cape Town
: An appropriate bachelor's degree/diploma (NQF Level 6) in Labour/Industrial Relations/Labour law and/or Human Resource management. A minimum of five (5) years of relevant experience within a Labour Relations portfolio within public or private entities with at least three (3) years at the supervisory level. Sound knowledge of Labour legislation and prescripts within the TVET or Public sector domain. Sound knowledge of LRA, BCEA, PSA, PSR, CET ACT 2006 and CET Amendment Act 2012. Higher Education sector and relevant public service regulations and policies Demonstrable experience in project management, collective bargaining and LR processes. Sound conflict-handling and communication skills. Good organizational and interpersonal skills. Computer literate (MS Word, MS Excel, MS PowerPoint, and Outlook). Good communication skills (written and verbal). Strategic thinking and meticulous record keeping. Willingness to travel and a valid driver's license.
- DUTIES** : Investigate misconduct cases and compile investigation reports. Management of Discipline represents the Department during the formal disciplinary hearing, provides advice on informal disciplinary hearings and ensures the implementation of disciplinary sanctions. Investigate and finalize all grievances and complaints received from employees in the department/ Colleges. Coordinate and provide support in terms of representing the Department in all disputes referred to the Public Service Sectoral Bargaining Council/General Public Service Sectoral Bargaining Council/Education Labour Relations Council and the Commission for Conciliation, Mediation and Arbitration. Manage the information and records of all activities in the Labour Relations in the region. Manage resources of the section. Monitor precautionary suspensions in the region. Render advisory services to management and employees on dispute prevention and resolution. Monitor and evaluate Labour Relations trends in the region. Facilitate training and advocacy on Labour Relations matters in the region. Attending Departmental Multi-Lateral Forums in the Region and Colleges. Ensure compliance on capturing of cases on PERSAL. Provide monthly and quarterly reports to the Head Office.
- ENQUIRIES** : Ms X Rikhotso Tel No: (012) 213 5513 / Mr R Kgare Tel No: (012) 312 5442 /Ms N Liwane Tel No: (012) 312 6365
- NOTE** : The shortlisted candidates will be required to write a computer literacy test.

POST 07/25 : **ASSISTANT DIRECTOR: FINANCIAL ACCOUNTING (X7 POSTS)**
Branch: Community Education and Training

SALARY CENTRE : R444 036 per annum (Level 09)
: These posts are based at CET Colleges Central Offices:
Free State CET College Ref No: DHET32/02/2025
KwaZulu-Natal CET College Ref No: DHET33/02/2025
Limpopo CET College Ref No: DHET34/02/2025
North- West CET College Ref No: DHET35/02/2025
Northern Cape CET College Ref No: DHET36/02/2025
Western Cape CET College Ref No: DHET37/02/2025

REQUIREMENTS : An appropriate bachelor's degree/national diploma (NQF Level 6) in Financial Management/Financial Accounting. The qualification should be coupled with a minimum of three (3) to five (5) years of supervisory work experience in financial management and accounting in a Teaching and Learning environment. and knowledge of the Continuing Education and Training (CET) Act. Knowledge and understanding of the Public Finance Management Act (PFMA). Knowledge and understanding of Treasury Regulations. Knowledge of the Skills Development Act, Public Service Regulations, Public Service Act, and the Labour Relations Act. Knowledge and experience of usage of Financial Management Systems. Experience in the Post School Education and Training (PSET) environment will be an added advantage. Good administration skills. Knowledge of the Generally Recognized Accounting Practice (GRAP) accounting framework will be an added advantage. Good computer skills (including Word, PowerPoint, and Outlook) with Excel skills. A valid driver's license.

DUTIES : Monitor and review the procedures for the receipt and safekeeping of all funds and compliance with the relevant prescripts. Ensure that the receipt and safekeeping of all funds are in accordance with the relevant policies and properly recorded. Ensure that bank reconciliations are performed timeously and are correct. Verify the validity and allocation of payments received via electronic transfers. Ensure the safeguarding of source documents. Keep proper and accurate records of debts owed to the college supported by a standard operating procedure for debt collection. Manage income and expenditure and the accurate allocation of monies received. Ensure completeness and accuracy of financial information in the financial statements. Perform the reconciliation of transactions (interface) on the payroll (PERSAL) with the accounting system (BAS). Perform the quality assurance and verification of transactions and source documents on the Financial Management System. Ensure that expenditure is in line with budget and item provisioning. Ensure that the banking details on the Financial Management System are accurate. Perform creditor reconciliation to ensure that service providers are paid timely and correctly. Assist with the compilation of monthly, quarterly, and annual financial reports. Administer payroll control and salary administration. Compilation of the General Ledgers and Trial Balances. Assist with the facilitation of audits and compilation of management reports on audit findings. Management and the implementation of audit action plans. Development and maintenance of strategies, policies, and procedures to strengthen financial controls. Completion of monthly statutory returns including SARS completion compliances. Good communication and interpersonal skills. Supervision of allocated employees. Allocate duties and do quality control of the work delivered by subordinates.

ENQUIRIES : Ms X Rikhotso Tel No: (012) 213 5513 / Mr R Kgare Tel No: (012) 312 5442 /Ms N Liwane Tel No: (012) 312 6365

POST 07/26 : **ASSISTANT DIRECTOR: MANAGEMENT ACCOUNTING REF NO: DHET38/02/2025**
Branch: Community Education and Training
Component: Mpumalanga CET College

SALARY CENTRE : R444 036 per annum (Level 09)
: Siyabuswa

REQUIREMENTS : An appropriate bachelor's degree/national diploma (NQF Level 6) in Financial Management/Cost Management/Cost Accounting. The qualifications should be coupled with three (3) to five (5) years of supervisory work experience in financial management, and cost and management accounting. Knowledge of

the Continuing Education and Training (CET) Act. Knowledge and understanding of the Public Finance Management Act (PFMA). Knowledge and understanding of Treasury Regulations. Knowledge of the Skills Development Act, Public Service Regulations and Public Service Act, and the Labour Relations Act. Knowledge of Financial Management Systems. Experience in the Post School Education and Training environment will be an added advantage. Good administration skills. Good computer skills (including Word, PowerPoint, and Outlook) with Excel skills. A valid driver's license.

DUTIES

: Coordinate the preparation and consultation for the college budget process, including the review, analysis, and quality assurance of the budget process. Develop templates for the collection of budget information from line functionaries. Analyse and interpret the requirements for the monthly cash flow and adjusted cash flow as prescribed and recommend corrective action where required. Undertake the planning and supervise the preparation and consultation process in the implementation of the mid-year/adjustments estimates process. Provide information for the preparation of the annual financial statements. Evaluate information on monthly reports produced (variance between actual versus budgeted expenditure) and recommend appropriate actions where necessary. Provide advice and guidance to role players on the use of forecasting methods and tools. Compile information for the interim and annual performance reports. Assist the identifying all the regulatory reporting requirements and budget utilization monitoring requirements. Assist with the identification of the appropriate cost accounting model to be used for financial management and planning purposes. Assist with the design and maintenance of the chart of accounts to enable reporting that will meet the various requirements in line with the set-up in the financial management system. Assist in setting up standard reporting and analysis templates to meet the needs of the various stakeholders for monthly and other regular/interval reporting through system-generated reports. For planning purposes: coordinate, review, analyse and quality assure the financial supporting information. For reporting purposes: coordinate, review, analyse and quality assure the management accounting reporting processes. Good communication and interpersonal skills. Allocate duties and perform quality controls of the work delivered by subordinates. Manage staff performance.

ENQUIRIES

: Ms X Rikhotso Tel No: (012) 213 5513 / Mr R Kgare Tel No: (012) 312 5442 /Ms N Liwane Tel No: (012) 312 6365

POST 07/27

: **ASSISTANT DIRECTOR: SUPPLY CHAIN AND ASSET MANAGEMENT (X6 POSTS)**
Branch: Community Education and Training

SALARY CENTRE

: R444 036 per annum (Level 09)
: These posts are based at CET Colleges Central Offices:
Free State CET College Ref No: DHET39/02/2025
Eastern Cape CET College Ref No: DHET40/02/2025
Gauteng CET College Ref No: DHET41/02/2025
Limpopo CET College Ref No: DHET42/02/2025
North- West CET College Ref No: DHET43/02/2025
Northern Cape CET College Ref No: DHET44/02/2025

REQUIREMENTS

: An appropriate bachelor's degree/national diploma (NQF Level 6) in Supply Chain Management/Logistics Management or a related qualification. The qualification should be coupled with a minimum of three (3) to five (5) years of supervisory work experience in the Supply Chain Management environment. Knowledge and understanding of the Public Finance Management Act (PFMA) and the Preferential Procurement Policy Framework Act (PPPFA). Knowledge of the Constitution, and other relevant legislation and regulations. Supply chain management guidelines for Accounting Officers and prescripts. Knowledge of the Treasury Regulations and Supply Chain Management Framework and Broad-Based Black Economic Empowerment Act (BBBEE). Knowledge and understanding of the Supply Chain Management cycle which includes demand, acquisition, logistics, and disposal and supplier relationship management. Good computer skills (including Word, PowerPoint, and Outlook) with Excel skills. Knowledge of one or more accounting software packages. Good communication and interpersonal skills. Good administration skills. Experience in Post post-school education and Training will be an advantage. A valid driver's license.

DUTIES : Develop, review, implement and monitor SCM policies in line with relevant legislation. Coordinate (synergies), review, research, analyses and plan the procurement of goods and services of the college. Coordinate review, collect and collate information for the annual procurement plan. Coordinate and support the compilation of tender/quotation specifications. Develop, implement, and maintain the supplier database. Ensure that the suppliers in the database are compliant with prescripts and not backlisted on the National Treasury Central Supplier Database (CSD). Review and process the requisitions for goods and services. Coordinate the safekeeping and distribution of goods. Coordinate the control of stock/inventory. Coordinate the disposal of stock/inventory. Control and safeguarding of all supply chain documentation. Monitor the implementation of the asset management plan of the college. Develop templates and standard operating procedures to facilitate the implementation of the SCM Policy. Oversee the administration of demand, acquisition, and logistics. Ensure the barcoding of all existing and new assets is recorded on the relevant asset register. Review the Fixed Asset Register which must be GRAP compliant. Maintain the electronic and manual filing systems to ensure that they are up to date and cater for all current assets, movements, and disposals. Ensure that the donated assets are captured on the Fixed Asset Register and all the supporting documents are provided by the donor. Allocate duties and do quality control of the work delivered by subordinates. Supervise and manage staff performance. Allocate duties and perform quality controls of the work delivered by subordinates.

ENQUIRIES : Ms X Rikhotso Tel No: (012) 213 5513 / Mr R Kgare Tel No: (012) 312 5442 /Ms N Liwane Tel No: (012) 312 6365

POST 07/28 : **ASSISTANT DIRECTOR: POLICY AND EVALUATION REF NO: DHET45/02/2025**
Branch: Planning, Policy, and Strategy
Directorate: Policy, Research and Evaluation

SALARY CENTRE REQUIREMENTS : R444 036 per annum (Level 09)
: Pretoria
: An appropriate bachelor's degree/national diploma (NQF Level 6) in Public Policy, or Policy Development or a related qualification. A postgraduate qualification (NQF Level 8) in Public Policy, or Policy and Development will be an added advantage. A minimum of three (3) to five (5) years of supervisory experience (SL 7 or 8) in policy development, policy analysis, and monitoring and evaluation. Good decision-making skills; good analytical skills, problem-solving, and facilitation skills, verbal and written communication skills; proven computer literacy, including advanced MS Word, MS Excel, and MS PowerPoint including report writing and presentation skills. Willingness to travel, when necessary. A valid driver's license.

DUTIES : To provide policy and evaluation support in the Department. Support the Socio-Economic Impact Assessment (SEIAS) process by providing, among others, feedback to the Presidency on DHET SEIAS assessments; facilitate DHET-DPME engagements on SEIAS and monitor the progress of SEIAS assessments in the Department. Support evaluation of departmental policies, programmes, and projects. Provide support for the policy development processes within the Department. Coordinate capacity building on policy and evaluation in the Department.

ENQUIRIES : Ms X Rikhotso Tel No: (012) 213 5513 / Mr R Kgare Tel No: (012) 312 5442 /Ms N Liwane Tel No: (012) 312 6365

POST 07/29 : **ASSISTANT DIRECTOR: RESEARCH REF NO: DHET46/02/2025**
Branch: Planning, Policy, and Strategy
Directorate: Policy, Research and Evaluation

SALARY CENTRE REQUIREMENTS : R444 036 per annum (Level 09)
: Pretoria
: An appropriate bachelor's degree/national diploma (NQF Level 6) in Social Sciences. A postgraduate qualification (NQF Level 8) in social science discipline will be an added advantage; A minimum of three (3) years' experience in writing research reports in areas pertaining to Post-School Education and Training with experience in management of large- and small-scale research projects; Knowledge of research methodologies and techniques; Experience in providing administrative and content support on

research projects; Experience in promoting research utilization. Ability to undertake research and analyse documents. Good decision-making skills; Good analytical skills, problem-solving, facilitation skills, verbal and written communication skills; Proven computer literacy, including advanced MS Word, MS Excel, and MS PowerPoint including report writing and presentation skills policy analysis, and monitoring and evaluation. Willingness to travel, when necessary. A valid driver's license.

DUTIES : To undertake and coordinate research on Post-School Education and Training. Maintain the Research Repository on Post-School Education and Training (PSET); Prepare and disseminate summaries on key research on PSET. Manage small, and large research projects; undertake small research projects; Support the organization of Research Colloquia and other events; Prepare the Research Bulletin on PSET; Prepare the DHET Research Plan and the list of planned and current research on PSET.

ENQUIRIES : Ms X Rikhotso Tel No: (012) 213 5513 / Mr R Kgare Tel No: (012) 312 5442 /Ms N Liwane Tel No: (012) 312 6365

POST 07/30 : **ASSISTANT DIRECTOR: INFORMATION POLICY IMPLEMENTATION REF NO: DHET47/02/2025**
Branch: Planning, Policy, and Strategy
Directorate: Management Information System

SALARY CENTRE REQUIREMENTS : R444 036 per annum (Level 09)
: Pretoria
: An appropriate bachelor's degree/national diploma (NQF Level 6) in Public Administration/Management or a related qualification specializing in Policy/Standards development. A minimum of three (3) to five (5) years of proven working experience in the development of standards, policies, Standard Operating Procedures and guidelines, project management and report writing. Intermediate knowledge of the Post-School Education and Training (PSET) sector, and a knowledge of legislation relevant to PSET is required. The desired skills for this position include, but are not limited to, an advanced capability in writing submissions, memos, and meeting minutes as well as producing high-quality reports. Additionally, excellent written and oral communication skills are required, along with proficiency in MS Word, Excel, Access, and PowerPoint, and project management skills. Having experience in data analysis would be beneficial and considered an added advantage. The candidate must have a valid driver's license and willingness to travel when required.

DUTIES : The responsibilities of the successful candidate will encompass a wide range of tasks, including but not limited to assisting in the management of forums and committees within the Directorate, contributing to the development and implementation of Standard Operating Procedures and Standards developed by the Directorate such as the Data Quality Assurance standard, Master List Standard, Data Dissemination Standard and any newly developed standards, participating in the development, review, implementation, and monitoring of the Post-School Education and Training (PSET) Information policy, and providing administrative support as required. The successful candidate will be reporting to the Deputy Director in the Information Policy Implementation Sub-Directorate.

ENQUIRIES : Ms X Rikhotso Tel No: (012) 213 5513 / Mr R Kgare Tel No: (012) 312 5442 /Ms N Liwane Tel No: (012) 312 6365

POST 07/31 : **ASSISTANT DIRECTOR: PSET SYSTEM PLANNING REF NO: DHET48/02/2025**
Branch: Planning, Policy, and Strategy
Chief Directorate: Policy, Planning, Monitoring and Evaluation
Directorate: PSET System Planning

SALARY CENTRE REQUIREMENTS : R444 036 per annum (Level 09)
: Pretoria
: An appropriate bachelor's degree/national diploma (NQF Level 6) in Public Administration/ Management /Education, or a related qualification. Specialized qualifications in planning and or skills development will be an advantage. A minimum of three (3) to five (5) years of work experience in the post-school education and training system is essential. At least three (3) years' experience in planning and in the analysis of skills needs. Experience in the public service

- will be an advantage. A good track record of working in multiple stakeholder environments is an advantage. Computer literacy. Good communication (verbal and written). Willingness to travel and a valid driver's license.
- DUTIES** : Assist in monitoring and reporting on ERRP Skills Strategy. Assist in developing steering mechanisms for PSET system planning and priority skills planning, including the development of frameworks, tools, templates, guidelines and instruments. Update and review the National Plan for PSET as needed. Monitor and report on the alignment of planning and implementation in the PSET system. Provide secretariat and technical support to the Committee for Integrated PSET System Planning, as needed.
- ENQUIRIES** : Ms X Rikhotso Tel No: (012) 213 5513 / Mr R Kgare Tel No: (012) 312 5442 /Ms N Liwane Tel No: (012) 312 6365
- POST 07/32** : **ASSISTANT DIRECTOR: AFRICA AND MIDDLE EAST REF NO: DHET49/02/2025**
Branch: Planning, Policy, and Strategy
Chief Directorate: International Relations
- SALARY CENTRE REQUIREMENTS** : R444 036 per annum (Level 09)
: Pretoria
: An appropriate bachelor's degree/national diploma (NQF level 6) in International Relations, Developmental Studies/ Public Management, or a related qualification. A minimum of least five (5) years of relevant work experience of which at least three (3) to five (5) years' experience at the supervisory level in international relations. The appointee should have a good understanding of South Africa's higher education and training policies as well as its foreign policy. Excellent communication skills (written and verbal); demonstrated client orientation and interpersonal skills; a team player with good management and administrative skills having the ability to multitask; the appointee will be expected to travel both locally and internationally; work under pressure and odd hours at times. Applicants may be required to undergo competency assessment tests. Willingness to travel and a valid driver's license.
- DUTIES** : The appointee will report to a Deputy Director and be involved in the promotion of international relations concerning higher education and training matters at both bilateral and multilateral levels in Africa and/or the Middle East; develop and monitor agreements and implementation plans on bilateral cooperation; provide strategic analysis of higher education and training in Africa and/or the Middle East in order to assist in the formulation of cooperation strategies and policy development processes; provide comprehensive status reports and synthesized political and education briefings on international collaboration programmes and projects; liaise with the Department of International Relations and Cooperation and diplomatic missions both internally and externally on bilateral and multilateral matters in higher education and training; maintain relations with education and training institutions, specialized agencies and educational non-governmental organizations working in the field of promoting South Africa's educational objectives abroad; contribute towards the maintenance of a database on international linkages and programmes of all higher education and training institutions through regular updates; manage the logistical and programmatic arrangements for the hosting of incoming international delegations, conference workshops, seminars and outgoing study visits and delegations.
- ENQUIRIES** : Ms X Rikhotso Tel No: (012) 213 5513 / Mr R Kgare Tel No: (012) 312 5442 /Ms N Liwane Tel No: (012) 312 6365
- POST 07/33** : **ASSISTANT DIRECTOR TO THE OFFICE OF DIRECTOR-GENERAL REF NO: DHET50/02/2025**
Branch: Office of The Director-General
- SALARY CENTRE REQUIREMENTS** : R444 036 per annum (Level 09)
: Pretoria
: An appropriate bachelor's degree/national diploma (NQF Level 6) in Office Management, Public Management/Public Administration, or a related qualification. A minimum of five (5) years of work experience in an executive office of which three (3) years of relevant supervisory experience should be mainly in the office of a Director-General or Deputy Director-General. The incumbent will report to the Director in the Office of the Director-General. The

primary purpose of the position is to provide high-quality administrative support to the Director-General. The position will be based in Pretoria, but the incumbent will have to travel to Cape Town when necessary. The successful candidate is expected to be a proactive individual with good time management, interpersonal and communication skills, database management, and be able to deal with people from a wide range of backgrounds and levels of seniority and have prior experience in the management of executive offices. Possess good organizational and administrative skills, excellent analytical skills, events coordination, verbal and writing skills, with high respect for confidentiality. The incumbent must be willing to undergo screening for a security clearance. Willingness to travel and a valid driver's license.

DUTIES : The candidate must have a broad understanding of the South African Higher Education and Training system. The responsibilities of the position will include but are not limited to providing general secretarial and administrative support in the office and to the Director-General such as correspondence, diary management, database telephony coverage, monitoring of e-mails and presentations, using MS Office. He/she will coordinate and organize internal and external meetings, including team meetings, video, and teleconferences, and organizing meetings. Logistics in cooperation with the in-house travel agent and external parties if needed for travel and accommodation arrangements will also be part of the work.

ENQUIRIES : Ms X Rikhotso Tel No: (012) 213 5513 / Mr R Kgare Tel No: (012) 312 5442 / Ms N Liwane Tel No: (012) 312 6365

NOTE : All short-listed candidates will be required to undertake writing/computer exercises.

POST 07/34 : **ASSISTANT DIRECTOR: GRIEVANCE, DISPUTE AND MISCONDUCT MANAGEMENT REF NO: DHET51/02/2025 (X2 POSTS)**
Branch: Corporate Management Services
Directorate: Grievance, Dispute and Misconduct Management

SALARY : R444 036 per annum (Level 09)
CENTRE : Pretoria

REQUIREMENTS : An appropriate bachelor's degree/national diploma (NQF Level 6) in Labour Relations/Industrial Relations/Labour Law/Human Resources Management or related qualification. A minimum of five (5) years of functional experience in Labour Relations with at least three (3) to five (5) years of supervisory experience level. Knowledge of Labour Relations Act; Basic Conditions of Employment Act; Public Service Act; Employment Equity Act; Public Service Regulations; Human Resources Management Policies; Public Service Coordinating Bargaining Council's Resolutions; Collective bargaining agreements; Public Service Commission; Policy/guidelines formulation; Public Finance Management Act. Skills: Management; Problem-solving; Planning and Organizing; Leadership; Interpretation of legislations/policies; Budgeting/Financial; Negotiating; Verbal and Written Communication; Presentation; Computer literacy (Microsoft Package); Interpersonal relations; Statistical Analysis and Reporting; Project management. A valid driver's license.

DUTIES : Responsible for investigating misconduct cases and compiling investigation reports. Management of Discipline, represent the Department during formal disciplinary hearings, provide advice on informal disciplinary hearings and ensure the implementation of disciplinary sanctions. Investigate and finalize all grievances and complaints received from employees in the Department / Colleges. Coordinate and provide support in terms of representing the Department in all disputes referred to the Public Service Sectoral Bargaining Council / General Public Service Sectoral Bargaining Council / Education Labour Relations Council and the Commission for Conciliation, Mediation and Arbitration. Manage the information and records of all activities in the Labour Relations in the region. Manage resources of the section. Monitor precautionary suspensions in the region. Render advisory services to management and employees on dispute prevention and resolution. Monitor and evaluate labour relations trends in the region. Facilitate training on labour relations matters Ensure compliance on capturing of cases on PERSAL.

ENQUIRIES : Ms X Rikhotso Tel No: (012) 213 5513 / Mr R Kgare Tel No: (012) 312 5442 / Ms N Liwane Tel No: (012) 312 6365

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| <u>POST 07/35</u> | : | <u>ASSISTANT DIRECTOR: BAS SYSTEM AND FINANCIAL REPORTING</u> <u>REF NO: DHET52/10/2023</u> Branch: Chief Financial Officer Chief Directorate: Financial Management |
| <u>SALARY</u> | : | R444 036 per annum (Level 09) |
| <u>CENTRE</u> | : | Pretoria |
| <u>REQUIREMENTS</u> | : | An appropriate bachelor's degree/national diploma (NQF level 6) in Accounting/ Financial Management or a related qualification. A minimum of three (3) to five (5) years of supervisory experience in financial experience. In-depth knowledge of the Basic Accounting System (BAS) and the compilation of financial statements. Other requirements will be in-depth knowledge of the requirements of the PFMA and Treasury Regulations; good interpersonal, communication and managerial skills; experience in clearing accounts; ability to work under pressure with strict deadlines; and good computer literacy skills (MS Excel and MS Word). Skills: Friendly and trustworthy, Accuracy, Confidence, Ability to work under pressure, Ability to work in a team and independently, Assertiveness and Self-starter. A valid driver's license. |
| <u>DUTIES</u> | : | Prepare the Interim and Annual Financial Statements of the Department. Provide training in the section as well as to officials in the Department on aspects of BAS and financial statements; Ensure that the financial system (BAS) is operational and report any discrepancies to National Treasury and the BAS call Centre; Maintaining the BAS code structures and security profiles and to communicate updates on a regular basis to staff in the Department; Ensure that all relevant security checks are done on a regular basis on the BAS system; Identify and institute corrective measures for financial system risk; Monitor proper integration of the financial system; Managing of staff related matters in the section and Requesting of BAS reports when required. Communications with (internal): Colleagues and managers within the Department. Communications with (external): National Treasury and the Auditor-General. |
| <u>ENQUIRIES</u> | : | Ms X Rikhotso Tel No: (012) 213 5513 / Mr R Kgare Tel No: (012) 312 5442 /Ms N Liwane Tel No: (012) 312 6365 |
| <u>POST 07/36</u> | : | <u>SENIOR PRACTITIONER: ORGANISATIONAL DEVELOPMENT REF NO: DHET54/02/2025</u> Branch: Corporate Management Services Chief Directorate: Human Resource Management and Development |
| <u>SALARY</u> | : | R376 413 per annum (Level 08) |
| <u>CENTRE</u> | : | Pretoria |
| <u>REQUIREMENTS</u> | : | An appropriate bachelor's degree/national diploma (NQF Level 6) in Management Services/Production Management /Organizational Development/ Work Study/Human Resource Management or related qualification. A job Evaluation Certificate will be an added advantage. A minimum of two (2) to three (3) years of relevant experience in Organizational Design and Job Evaluation in the Human Resource environment. Exposure to Post-Provisioning Norms (PPN) will be an added advantage. Knowledge and understanding of applicable HR legislation (Public Service Regulations, Public Service Acts, Treasury Regulations, Public Finance Management Act (PFMA), etc. and organizational Design principles, procedures, PSCBC resolutions, and DPSA directives applicable. Excellent planning and organizing skills, interpersonal and decision-making skills. Good written and verbal communication skills. Good computer literacy (MS Word and Excel). Willingness to travel and work extra hours. A driver's license is essential. |
| <u>DUTIES</u> | : | Provision of Organizational Design and Development Processes. Conducting Job Evaluation (JE) for all posts in the Department (Head Office, Technical Vocational Education and Training (TVET), and Community Education and Training (CET). Facilitate the development of Job Descriptions (JD) for all posts in the Department. Conducting work study investigation and creation of posts for the Department (Head Office, TVET, and CET. Facilitate the implementation of Post-Providing Norms (PPN). Rendering of general support services to the component. Management of all humans, financial, and other resources of the unit. Supervise Interns. |
| <u>ENQUIRIES</u> | : | Ms X Rikhotso Tel No: (012) 213 5513 / Mr R Kgare Tel No: (012) 312 5442 /Ms N Liwane Tel No: (012) 312 6365 |

- POST 07/37** : **SENIOR ADMINISTRATIVE OFFICER REF NO: DHET55/02/2025**
Branch: Technical and Vocational Education and Training
Directorate: TVET Monitoring and Evaluation
- SALARY** : R376 413 per annum (Level 08)
CENTRE : Pretoria
REQUIREMENTS : An appropriate bachelor's degree/national diploma (NQF level 6) in Public Administration/Management/ business administration and/or monitoring and evaluation or related qualification. A minimum of two (2) to three (3) years of relevant experience in rendering administrative functions. Relevant experience in monitoring evaluation and planning in government is an advantage. Applicants must have good interpersonal and communication competencies and be able to write complex reports and submissions. Effective problem-solving and financial management skills, as well as operational knowledge of and data administration skills, are essential. Applicants must be computer literate with working competence in Microsoft Office programmes such as Word, Excel, Power BI (especially), Access, PowerPoint, and Outlook. Experience and competence in general office administration and events management are also required. Knowledge of the PFMA, Public Service Act and Regulations, and corporate services (IT, HR, and finance) is an advantage.
- DUTIES** : Provide support pertaining to strategic planning and performance reporting by TVET colleges. These include but are not limited to assisting with setting up structures for reporting TVET college performance as well as administering performance reporting, executing analysis and review of reports, and compilation of related correspondence and reports. Assist with the administration of maturity assessment and reporting. Support the implementation of standard operating procedures in terms of student admission, registration, and enrolment management – these may require site visits. Assist with all monitoring and evaluation activities performed by the directorate. Assist and support key functions in the directorate for example enrolment verification and data collection and analysis. Render administrative functions such as monitoring and administration of the budget and finances of the directorate.
- ENQUIRIES** : Ms X Rikhotso Tel No: (012) 213 5513 / Mr R Kgare Tel No: (012) 312 5442 /Ms N Liwane Tel No: (012) 312 6365
- POST 07/38** : **SENIOR SUPPLY CHAIN PRACTITIONER (DEMAND AND ACQUISITION) MANAGEMENT) REF NO: DHET56/02/2025**
Branch: Chief Financial Officer
Directorate: Supply Chain Management
- SALARY** : R376 413 per annum (Level 08)
CENTRE : Pretoria
REQUIREMENTS : An appropriate bachelor's degree/national diploma (NQF Level 6) in Supply Chain Management/ Purchasing Management/ Public Management/ Public Administration/ Business Management/ Logistics Management or related qualification. A minimum of three (2) to three (3) years of work experience in Demand and Acquisition Management. Knowledge of the PFMA, PPPFA, SCM guidelines, Treasury Regulations, Supply Chain Framework Act, and B- BBEE Act. Skills in management of three Bid Committees, BSC, BEC, and BAC. Good interpersonal, verbal, and written communication skills. Customer relationship and change management skills. Ability to solve problems (decision-making) and effectively interact with stakeholders at all levels within the Department. Analytical, planning, and organizing skills. A valid driver's license.
- DUTIES** : Assist end users with the timely development of the specifications/ terms of reference for sourcing quotes and bids. Assist end users with the compilation of Demand Management Plans and Procurement Plans. Source suppliers from CSD on a rotation basis and ensure compliance with demand & acquisition management principles. Coordinate briefing sessions. Compile and update bid and contract register; compile tender (bid) documents in consultation with the Bid Committees or as required. Publication of terms of reference/specifications for bids; receive and register bids; conduct pre- administration check on bids received; store bid proposals and publish details of proposals received and awards made. Provide bid committee assistance including but not limited to secretarial function. Coordinate bid-related matters with end users. Compile contract files stemming from departmental bids; ensure safe storing of

documents and information for record and audit purposes. Prepare management information, reports, statistics, and reporting on procurement to management. Supervision of staff.

ENQUIRIES : Ms X Rikhotso Tel No: (012) 213 5513 / Mr R Kgare Tel No: (012) 312 5442 /Ms N Liwane Tel No: (012) 312 6365

POST 07/39 : **SENIOR ADMINISTRATIVE OFFICER REF NO: DHET57/02/2025**
Branch: Planning, Policy, and Strategy
Chief Directorate: Policy, Planning, Monitoring and Evaluation

SALARY CENTRE REQUIREMENTS : R376 413 per annum (Level 08)
: Pretoria
: An appropriate bachelor's degree/national diploma (NQF level 6) in Public Administration/ Management or related qualification. A minimum of two (2) to three (3) of experience in administration and secretarial support services. Knowledge of financial management systems. The ideal candidate should be proficient in MS Office, typing, and written and verbal communication skills. Computer literacy (MS Word, MS Excel, and MS PowerPoint). Report writing, planning, organizing, verbal and written communication skills. Problem-solving, administration, filing and time management, and presentation skills. Willingness to travel, when necessary. A valid driver's license.

DUTIES : Responsible for overall general administration in the Chief Directorate including coordination of meetings. Provide office administration support, including filing, tracking, and processing of documents and correspondence. Performance of administrative tasks such as taking minutes, and typing correspondence such as reports, letters, and internal memos. Provide clerical support in the development of strategic plans and annual performance plans. Provide clerical duties and support, File copies of all documentation. Logistic arrangements as required.

ENQUIRIES : Ms X Rikhotso Tel No: (012) 213 5513 / Mr. R Kgare Tel No: (012) 312 5442 /Ms N Liwane Tel No: (012) 312 6365

POST 07/40 : **PRINCIPAL COMMUNICATION OFFICER REF NO.: DHET58/02/2025**
Branch: Corporate Management Services
Directorate: Marketing and Public Relations

SALARY CENTRE REQUIREMENTS : R376 413 per annum (Level 08)
: Pretoria
: An appropriate bachelor's degree/national diploma (NQF Level 6) in Communication/Marketing/Public Relations or related qualification. A minimum of two (2) to three (3) years of working experience in a marketing/communication environment. Knowledge of social media practices and channels. Understanding of the importance of brand guidelines and applying them across a range of channels. Knowledge and understanding of stakeholder management. Knowledge of events management. Knowledge and understanding of digital marketing. Excellent written and verbal communication skills with a keen eye for detail. A good understanding of National government administrative policies, procedures, and planning. Graphic Design Knowledge will be an added advantage. Skills: Administrative, Planning and organizing, Report writing, Communication and interpersonal, Problem-solving, Computer literacy, Analytical, Planning and organizing, and People management. A valid driver's license.

DUTIES : Develop and implement comprehensive communication plans to promote the Department's programs, policies, and events. Coordinating and planning all marketing and communication strategies, budgets, projects, and events in line with National government administrative policies, procedures, and planning. Create engaging and informative content for press releases, articles, social media, website updates, and other communication platforms. Manage media relations, including cultivating relationships with journalists, responding to media inquiries, and organizing press conferences. Monitor media coverage and provide regular reports and analysis to management. Manage social media pages and generate reports for senior management. Coordinate public awareness campaigns and outreach activities to increase public understanding of higher education and training initiatives. Support internal communication efforts to ensure consistent messaging and alignment with organizational goals. Ensure the provisioning of public relations and media liaison services. Manage all events including exhibition participation, official functions, and

special marketing events. Ensure the provision of photographic services at events and drafting of articles. Manage the marketing of the department through branding at these events. Maintain the Department's social media channels. Stay up to date with industry trends, best practices, and emerging communication technologies to continually enhance the Department's communication strategies.

ENQUIRIES : Ms X Rikhotso Tel No: (012) 213 5513 / Mr R Kgare Tel No: (012) 312 5442 /Ms N Liwane Tel No: (012) 312 6365

POST 07/41 : **SENIOR ADMINISTRATIVE OFFICER: ADMINISTRATION SUPPORT AND IT PROCUREMENT REF NO: DHET59/02/2025**
Branch: Technical and Vocation Education and Training
Directorate: National Examinations and Assessment

SALARY : R376 413 per annum (Level 08)

CENTRE : Pretoria

REQUIREMENTS : An appropriate bachelor's degree/national diploma (NQF Level 6) in Public Administration/ Management or a related qualification. A minimum of two (2) to three (3) years of working experience rendering administrative functions. Relevant administrative experience in examinations will be an added advantage. The candidate must have good interpersonal and communication skills in terms of liaising with college officials, good knowledge of the Public Financial Management Act (PFMA), Excellent organization, record keeping, and electronic and manual filing skills, good knowledge of budget, good knowledge of public service procurement frameworks and policies, good report writing skills, Computer literacy (MS Word, Ms Excel, and Ms PowerPoint). Must be able to work independently as well as in a team and be willing to work overtime. A valid driver's license.

DUTIES : Responsible for administrative support with respect to all National Examinations of all TVET Colleges for the Public, Private, and Correctional Services. Facilitation and coordination of procurement and provisioning of goods and services within the Directorate; Facilitate and coordinate the processing of invoices for transversal contracts; Render administrative support with regards to shuttle, accommodation, and flight bookings for the Directorate; Checking and finalization of the S&T Claims, telephone, and fax account; Administration of the Chief Directorate' GG vehicle, messengers, registry and other support services. Supervise registration of new Private and Public TVET Colleges; Responsible for the administration of the conduct of examinations, the extraction and evaluation of data from the compliance tools; Liaising with Provincial Officials and College officials with regards to registration; Compiling weekly statistics and maintaining an electronic database; Provide administrative support to Colleges with regard to examination concessions, state of readiness and monitoring of examinations; Filing and preparation of the files with the compliance tools related to monitoring and evaluation visits for inspection and verification by the Quality Assurors; Processing of claims for AET and Nated claims; Human Resources Management and Leave controls.

ENQUIRIES : Ms X Rikhotso Tel No: (012) 213 5513 / Mr R Kgare Tel No: (012) 312 5442 / Ms N Liwane Tel No: (012) 312 6365

POST 07/42 : **SENIOR ADMINISTRATION OFFICER: ADMINISTRATION SUPPORT REF NO: DHET 60/02/2025**
Branch: Technical Vocational Training and Education
Directorate: Examination Management and Monitoring

SALARY : R376 413 per annum (Level 08)

CENTRE : Pretoria

REQUIREMENTS : An appropriate bachelor's degree/national diploma (NQF Level 6) in Public Administration/ Management or a related qualification. A minimum of two (2) to three (3) years of working experience in the administrative field. Relevant experience in examinations is required. The applicant must also have the following skills: Good interpersonal and communication skills – liaising with college officials, General correspondence, extracting, compiling, recording data and responding to queries, Computer literacy, especially the use of MS Word and Excel, Excellent organizational, record keeping and electronic and manual filing skills, Must be able to work independently as well as in a team; as well as being willing to work extra hours and under pressure. A valid driver's license.

- DUTIES** : Facilitation and coordination of procurement and provisioning of goods and services within the Directorate. Facilitation and Coordination of the processing of invoices for transversal contracts i.e. courier speed services and Minolta, rendering administrative support with regards to shuttle, accommodation and flight bookings for the Directorate, Checking and finalization of the S&T Claims, telephone and fax account. Administration of the Chief Directorate's GG vehicles, messengers, registry, and other support services. Supervise registration of new Private and Public TVET Colleges. Responsible for the administration of the conduct of examinations – the extraction and evaluation of data from the Compliance tools. Liaising with Provincial Officials and College officials with regard to registration. Compiling weekly statistics and maintaining an electronic database. Provide administrative support to colleges with regard to examination concessions, state of readiness and monitoring of examinations. Filing and preparation of the files with the compliance tools related to monitoring and evaluation visits for inspection and verification by the Quality Assurors. Processing of claims for AET and Nated claims Human Resource Management and Leave controls. The applicant will be responsible for the administrative support in respect of all National examinations of all TVET Colleges for the Public, Private and Correctional Services centres to achieve the following goals.
- ENQUIRIES** : Ms X Rikhotso Tel No: (012) 213 5513 / Mr R Kgare Tel No: (012) 312 5442 /Ms N Liwane Tel No: (012) 312 6365
- POST 07/43** : **SENIOR ADMINISTRATIVE OFFICER: COORDINATION AND COMMUNICATION REF NO: DHET 61/02/2025**
Branch: Corporate Management Services
Chief Directorate: Human Resource Development Council (HRDC)
- SALARY CENTRE REQUIREMENTS** : R376 413 per annum (Level 08)
: Pretoria
: An appropriate bachelor's degree/national diploma (NQF level 6) in Public Administration/ Management or a related qualification. A minimum of two (2) to three (3) years of relevant work experience in providing effective administrative and logistical support for the provision of administration, coordination, and communication services. Competencies required: Office administration, communication skills, stakeholder management, general logistics and procurement skills event coordination, and computer literacy. Good (verbal and written) communication skills.
- DUTIES** : The Senior Administration Officer: Administration, Coordination and Communication Services will assist in the following duties: Prepare and manage correspondence, reports, and documents. Organize and coordinate meetings, conferences, and travel arrangements. Assist with the day-to-day work of the Programme. Organize internal and external events. Handle incoming mail and other material. Keep an accurate record of the correspondence. Process Subsistence and transport claims and cell phone claims on behalf of the Programme officials. Communicate verbally and in writing to answer inquiries and provide information. Liaison with internal and external contacts. Effectively operate office equipment and manage office space. Follow up on messages on behalf of the Director and make sure that people respond. Manage the leave register of the Directorate. Copy and distribute documents as requested. Ensure the smooth running of the Directorate.
- ENQUIRIES** : Ms X Rikhotso Tel No: (012) 213 5513 / Mr. R Kgare Tel No: (012) 312 5442 /Ms N Liwane Tel No: (012) 312 6365
- POST 07/44** : **SENIOR ADMINISTRATION OFFICER: PLANNING, MONITORING, EVALUATION AND REPORTING REF NO: DHET62/02/2025**
Branch: Corporate Management Services
Chief Directorate: Human Resource Development Council Secretariat
- SALARY CENTRE REQUIREMENTS** : R376 413 per annum (Level 08)
: Pretoria
: An appropriate bachelor's degree/national diploma (NQF level 6) in Public Administration/ Management or a related qualification. A minimum of two (2) to three (3) years of relevant work experience in executing the planning, monitoring, evaluation, and reporting. Competencies required: planning and organizational skills, project management and report writing, ability to conduct

- desktop research and write reports, good interpersonal skills, computer skills, and must have understanding and knowledge of monitoring and evaluation issues in the country, knowledge of public sector regulations, systems and processes and ability to interact professionally and work as a team. Good oral and written communication skills.
- DUTIES** : To provide support in determination of HRDC-related monitoring and evaluation; To provide support in overlooking the work of HRDC and producing quarterly and annual reports; to participate in planning, reporting, monitoring and evaluation system; To liaise with various Standing Committees on issues of planning, reporting, monitoring and evaluation; To perform administrative duties; To provide support in monitoring and works of the Standing Committees and other programmes within the HRDC Secretariat; To liaise with various institutions departments and other organizations dealing with monitoring and evaluation issues; To liaise in providing inputs on monitoring and reporting value chain including planning and reporting; To provide support in the development of reports for human resources and skills required in priority and emerging sector.
- ENQUIRIES** : Ms X Rikhotso Tel No: (012) 213 5513 / Mr R Kgare Tel No: (012) 312 5442 /Ms N Liwane Tel No: (012) 312 6365
- POST 07/45** : **PERSONAL ASSISTANT TO THE DEPUTY DIRECTOR-GENERAL REF NO: DHET63/02/2025**
Branch: Planning, Policy, and Strategy
- SALARY CENTRE REQUIREMENTS** : R308 413 per annum (Level 07)
: Pretoria
: An appropriate bachelor's degree/national diploma (NQF Level 6) in Public Management/ Governance/ Public Policies or related qualification. A minimum of two (2) to three (3) years of employment experience in rendering administrative and secretarial support. Good interpersonal and communication skills to interface with people from diverse backgrounds. Reasonable experience in using computer applications MS Word, Excel, PowerPoint, and Outlook. Good organizational and basic events management skills. Ability to create and manage databases and presentations. An understanding of financial matters would be an advantage.
- DUTIES** : Provide effective administrative functions in the office of the Deputy Director-General (DDG). Manage and administer the DDG's diary and itinerary. Type and prepare all the necessary documentation for the DDG. Ensure the safekeeping and filing of all documentation and records in the office of the DDG. Ensure the smooth running of the DDGs' office by handling all correspondence and queries requiring the attention of the DDG. Respond to enquiries received from internal and external stakeholders. Redirect queries that do not need DDGs' attention. Handle and manage cash flow in the office of the DDG including petty cash. Perform routine duties in the office of the DDG including telephone, travel arrangements, hotel bookings and arranging appointments and meetings with stakeholders. Maintain the professional image of the Deputy Director-General's office.
- ENQUIRIES** : Ms X Rikhotso Tel No: (012) 213 5513 / Mr R Kgare Tel No: (012) 312 5442 / mk Ms N Liwane Tel No: (012) 312 6365
- POST 07/46** : **CHIEF ADMINISTRATIVE CLERK REF NO: DHET64/02/2028**
Branch: Planning, Policy, and Strategy
Chief Directorate: Strategic Planning and Reporting
- SALARY CENTRE REQUIREMENTS** : R308 154 per annum (Level 07)
: Pretoria
: An appropriate national senior certificate/grade 12/NCV certificate (Level 4).An appropriate bachelor's degree/national diploma in Public Administration/management or a related qualification will be an added advantage. A minimum of three (3) to five (5) years of work experience in administration. Strong administrative and organizational skills and computer literacy. Research skills. Report writing skills. Ability to work independently, as well as in a team, Good interpersonal skills, good verbal and written communication skills, attention to detail, initiative, and self-motivation. Knowledge of relevant legislation/policies/prescripts and procedures e.g., PFMA, Batho Pele. Basic knowledge of financial administration.

- DUTIES** : The successful candidate will be expected to render general administrative support for the Directorate, minute taking, recording, organizing, capturing, and retrieving correspondence and data. Draft letter submissions and other documents. Handle outgoing and incoming correspondence. Update schedules, registers, and statistics. Handle routine enquiries. Distribute documents/packages to various stakeholders as required. Keep and maintain the filing system for the Directorate and ensure an effective information system.
- ENQUIRIES** : Ms X Rikhotso Tel No: (012) 213 5513 / Mr R Kgare Tel No: (012) 312 5442 /Ms N Liwane Tel No: (012) 312 6365
- POST 07/47** : **LABOUR RELATIONS OFFICER: GRIEVANCE, DISPUTE AND MISCONDUCT MANAGEMENT REF NO: DHET65/02/2025 (X2 POSTS)**
Branch: Corporate Management Services
Directorate: Grievance, Disputes and Misconduct Management
- SALARY CENTRE REQUIREMENTS** : R308 154 per annum (Level 07)
: Pretoria
: Appropriate bachelor's degree/national diploma (NQF Level 6) in Labour Relations/Industrial Relations/Labour Law/Human Resource Management or a related qualification. A minimum of one (1) to two (2) to functional experience in the Labour Relations portfolio. Knowledge of labour legislation and prescripts within the TVET or Public sector domain. Demonstrable experience in project management and LR processes. Willingness to work beyond the normal working hours when the need arises. Sound conflict-handling and communication skills. Excellent organizational and interpersonal skills. Must be computer literate (MS Word, MS Excel, MS PowerPoint, and Outlook). Good communication skills, both written and verbal. Strategic thinking and meticulous record keeping as well as a valid light vehicle driver's license.
- DUTIES** : Facilitate workplace relations in the Department by developing, implementing, and maintaining policies, labour relations prescripts, guidance, and clear procedure manuals. - Interpreting and ensuring compliance with Department policies, prescripts guidelines and provisions of the collective bargaining agreements. Investigate misconduct cases. Coordinate departmental disciplinary hearings. Represent the Department in dispute resolution processes e.g., at Bargaining Council or CCMA. Advise line managers and employees on labour relations matters. Compile submissions and or reports on disciplinary, appeals, precautionary suspensions, and dispute matters. Administer the case management system. Compile the Labour Relations statistical report and submit it to DPSA and or OPSC and management. Arranging meetings and taking minutes during the meetings. Arrange Labour Relations workshops and assist in conducting training.
- ENQUIRIES** : Ms X Rikhotso Tel No: (012) 213 5513 / Mr R Kgare Tel No: (012) 312 5442 /Ms N Liwane Tel No: (012) 312 6365
- NOTE** : Shortlisted candidates will undergo a computer test.
- POST 07/48** : **PERSONNEL PRACTITIONER: HRM&D CORPORATE SERVICES REF NO: DHET66/02/2025**
Branch: Technical and Vocational Education and Training
Component: Limpopo Regional Office
- SALARY CENTRE REQUIREMENTS** : R308 154 per annum (Level 07)
: Polokwane
: An appropriate bachelor's degree/national diploma (NQF 6) in Human Resource Management/Human Resource Development/Administration or equivalent qualification. The Personnel Administration PERSAL Certificate is essential. A minimum of one (1) to two (2) years of experience in a Human Resource Management environment. Knowledge of Human Resource Management Legislation, Regulations, and Policies. Personnel Administration PERSAL system. Good facilitation skills, organizational, coordination, presentation, and report writing skills. Knowledge of Performance Management and Development processes, Public Service Regulations, other HR legislation, prescripts, and the PERSAL system. Good communication skills (verbal and non-verbal), negotiation, team building, problem-solving, conflict resolution, and the ability to work under pressure. Computer Literacy in Ms. Office (MS Word, Excel, PowerPoint, and Outlook). Willingness to travel and a valid driver's license.

- DUTIES** : Monitor and coordinate Recruitment and Selection processes. Implement and execute effective Human Resource functions. Formulate advertisements. Coordinate and manage employment equity and render an effective HR advisory service to management and employees. Provide training and support to subordinates. Manage and support the performance of subordinates. Allocate and control delegated work and provide monthly statistics and reports. Control and provide administrative services and ensure compliance with applicable legislation. Implementation and monitoring of appointments, transfers, translations, allowances GEHS, and Terminations. Perform other duties requested by supervisor.
- ENQUIRIES** : Ms X Rikhotso Tel No: (012) 213 5513 / Mr R Kgare Tel No: (012) 312 5442 /Ms N Liwane Tel No: (012) 312 6365
- POST 07/49** : **PERSONAL ASSISTANT TO THE CHIEF DIRECTOR (EXECUTIVE OFFICER) REF NO: DHET67/02/2025**
Branch: Skills Development
Component: National Skills Authority
- SALARY CENTRE REQUIREMENTS** : R308 154 per annum (Level 07)
: Pretoria
: An appropriate bachelor's degree/national diploma (NQF level 6) in Office Management/ Public Management/Administration or a related qualification. A minimum of one (1) to two (2) years of employment experience in rendering administrative and secretarial support to the Senior Manager. Good interpersonal and communication skills to interface with people from diverse backgrounds. Sound knowledge of the Skills Development Act, Skills Development Levies Act, National Skills Development Strategy, Public Financial Management Act, South African Qualification Authority Act, and National Qualification Framework. Reasonable experience in using computer applications MS Word, Excel, PowerPoint, and Outlook. Good organizational and basic events management skills. Willingness to travel and a valid driver's license.
- DUTIES** : The successful candidate will be responsible for the following duties: Perform scheduling activities coordinate the Executive Officer's diary and schedule meetings and engagements both internally and externally and domestically and internationally. Coordinate the Executive Officer's travel and logistical arrangements including flights, hotel bookings, visa and transfers, requisitions, and travel claims. Arrange meetings for the Executive Officer including venues and catering as required. Prepare meeting agendas and circulate them to the required people. Record, finalize, and distribute meeting minutes to the required people. Provide and distribute documentation packs to meetings with the Executive Officer. Answer all telephone calls courteously and with speed, performing screening and directing them to the relevant offices. Send emails and letters on behalf of the Executive Officer. Maintain a database of any individuals and their contact details that the Executive Officer may require to speak to, ensuring speedy connectivity. Liaise with external stakeholders as required for information and planning. File, register, and track all documentation. Prioritize all correspondence timeously and finalize memos and letters before acquiring a signature from the Executive Officer. Maintain an efficient filing and document control system for the Office of the Executive Officer. Collect and coordinate the documents that relate to the Office of the Executive Officer's budget. Participate as an active member of the NSA. Act professionally as the contact person of the Office of the Executive Officer.
- ENQUIRIES** : Ms X Rikhotso Tel No: (012) 213 5513 / Mr R Kgare Tel No: (012) 312 5442 /Ms N Liwane Tel No: (012) 312 6365
- POST 07/50** : **CHIEF SECURITY OFFICER REF NO: DHET68/02/2025**
Branch: Skills Development
Chief Directorate: National Artisan Development
- SALARY CENTRE REQUIREMENTS** : R308 154 per annum (Level 07)
: Olifantsfontein
: The requirements for Chief Security Officer: An appropriate national senior certificate/grade 12 certificate plus a national diploma in Security Management. The candidate must have a PSIRA. Certificate Grade C and a valid driver's license. A minimum of three years of supervisory experience in security. Knowledge of legislation relevant to the post, Departmental Policies and

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| | | procedures, Batho Pele Principles. and good knowledge of MISS and MPSS. Good knowledge of administration and report writing skills. Good knowledge of the control of the Access to Public Premises and Vehicle Act. Computer literacy (MS Word, Excel, PowerPoint). Report writing, planning, organizing, verbal and written communication skills, and problem-solving skills. Administrative skills. |
| <u>DUTIES</u> | : | Provide effective and efficient security services, Manage and ensure effective implementation of access control procedures, Manage and provide effective security services to business units and management support services, Manage and control client services to visitors and stakeholders, Control and manage the leave policy of the Department, Compile monthly report and submit to the Manager of the section, Perform administrative tasks, attend meetings of Occupational and Safety, Manage all assets and consumables, Conduct investigations and produce a preliminary report on all incidents. |
| <u>ENQUIRIES</u> | : | Ms X Rikhotso Tel No: (012) 213 5513 / Mr R Kgare Tel No: (012) 312 5442 /Ms N Liwane Tel No: (012) 312 6365 |
| <u>POST 07/51</u> | : | <u>STATE ACCOUNTANT: CORPORATE SERVICES REF NO: DHET69/02/2027</u> Branch: Technical and Vocational Education and Training Component: Limpopo Regional Office |
| <u>SALARY CENTRE REQUIREMENTS</u> | : | R308 154 per annum (Level 07) Polokwane An appropriate bachelor's degree/national diploma (NQF Level 6) in Financial Management /Accounting or a related qualification. A minimum of one (1) to two (2) years of relevant experience in Budget Management. Other Skills/ Requirements: Knowledge and experience in BAS, and PERSAL. Thorough knowledge of PFMA, Treasury Regulations and financial management policies and procedures. Must be computer literate (Microsoft Word, PowerPoint, and Excel). Candidates must have work experience in Budget processes, Accounts Payable and Supply Chain Management processes. Sound accounting skills. Ability to work under pressure and meet deadlines. Willingness to travel and a valid driver's license. |
| <u>DUTIES</u> | : | The successful candidate will be responsible for compiling and monitoring the of budget the Limpopo Regional Office. Assist in the coordination and preparation of the budget by providing technical support to the programmes for the MTEF budget process. Compile monthly, quarterly, and annual expenditure reports. Monitor budget spending by setting policies and procedures. Ensure that misallocations are cleared monthly. Quality checks all requisitions and ensures SCOA allocation is committed in the relevant items and corrected where needed. Provide technical support and advice to Limpopo Regional Office Staff, programme managers and institutions. Assist in preparing audit packs for internal and external audit purposes. Basic knowledge of supply chain duties and practices as well as the ability to capture data, operate computers and collect statistics. Provide efficient procurement services to the Region. Ensure compliance with policies and procedures that regulate and govern Supply Chain Management. Ensure that all appropriate procedures are followed pertaining to the procurement of stock and services. Maintain proper updates of the Procurement Register for requisitions made. Prepare monthly Procurement Reports and monitor procurement plans. Perform any other finance-related functions as required by the supervisor. |
| <u>ENQUIRIES</u> | : | Ms X Rikhotso Tel No: (012) 213 5513 / Mr R Kgare Tel No: (012) 312 5442 /Ms N Liwane Tel No: (012) 312 6365 |
| <u>POST 07/52</u> | : | <u>STATE ACCOUNTANT: SALARY PAYMENTS AND DEDUCTIONS REF NO: DHET70/02/2025</u> Branch: Chief Financial Officer Chief Directorate: Financial Management |
| <u>SALARY CENTRE REQUIREMENTS</u> | : | R308 154 per annum (Level 07) Pretoria An appropriate bachelor's degree/national diploma (NQF level 6) in Accounting/ Financial Management or related qualification. A minimum of one (1) to two (2) years of appropriate experience in Government Financial Accounting; the PERSAL and BAS system, knowledge and understanding of the PFMA and Treasury Regulations; knowledge and understanding of the Basic Accounting System (BAS); good communication (verbal and written) |

- skills; computer literacy; problem-solving skills; planning and organizing skills; analytical skills; liaison skills; client orientation skills; financial management skills; presentation skills; customer care skills. Skills: Friendly and trustworthy; Accuracy; Confidence; Ability to work under pressure; Ability to work in a team and independently; Assertiveness; and Self-starter.
- DUTIES** : Check and authorize salary related transactions on PERSAL and BAS for Departmental officials, Control the payment of supplementary claims such as overtime, sessional allowances and advances, Control the instating of maintenance orders, Control the cancellation of deductions such as insurance policies, Check and authorize Local and Foreign travel and subsistence claims, Control payments of salary claims, Control the correctness of the distribution of PERSAL Item Analysis reports to Financial Institutions and the filing of these reports on a monthly basis, Control the clearing, reconciling and reporting on the state of salary related ledger accounts, Control leave and lump sum payments, Control the compilation of the Monthly BAS/PERSAL interface reconciliations, Follow up and resubmit PERSAL exceptions on BAS, Debtor control: Check and approve salary related debt calculations and transactions to be effected on the BAS and control debt documentation, Manage and respond to enquiries related to this function and Supervise the work performance of subordinates by inter alia, allocating and controlling work and maintaining office discipline. Requesting of BAS reports when required Filing of claim-related documents. Communications with (internal): Colleagues and officials of the department (both permanent and on contract). Communications with (external): Insurance companies, the pension fund, medical aid schemes, and the Auditor-General.
- ENQUIRIES** : Ms X Rikhotso Tel No: (012) 213 5513 / Mr R Kgare Tel No: (012) 312 5442 /Ms N Liwane Tel No: (012) 312 6365
- POST 07/53** : **STATE ACCOUNTANT: INSPECTORATE REF NO: DHET71/02/2025**
Branch: Chief Financial Officer
Chief Directorate: Financial Management
- SALARY CENTRE REQUIREMENTS** : R308 154 per annum (Level 07)
: Pretoria
: An appropriate bachelor's degree/national diploma (NQF level 6) in Accounting/ Financial Management or related qualification. A minimum of one (1) to two (2) years of appropriate experience in Government Financial Accounting; the PERSAL and BAS system, knowledge and understanding of the PFMA and Treasury Regulations; knowledge and understanding of the Basic Accounting System (BAS); good communication (verbal and written) skills; computer literacy; problem-solving skills; planning and organizing skills; analytical skills; liaison skills; client orientation skills; financial management skills; presentation skills; customer care skills. Skills: Friendly and trustworthy; Accuracy; Confidence; Ability to work under pressure; Ability to work in a team and independently; Assertiveness; and Self-starter.
- DUTIES** : Assist in the provision of financial training to officials of the Department; Check transactions of the Department; Update and review all financial policies and procedures; Ensure the implementation of policies and procedures; Liaise with regional offices on financial matters; Assist in the performance of regular inspections to various sites of the Department; Requesting of BAS reports when required and filing of claim related documents, communications with (internal): Colleagues and officials of the department (both permanent and on contract). Communications with (external) Auditor-General.
- ENQUIRIES** : Ms X Rikhotso Tel No: (012) 213 5513 / Mr R Kgare Tel No: (012) 312 5442 /Ms N Liwane Tel No: (012) 312 6365
- POST 07/54** : **ADMINISTRATION CLERK REF NO: DHET72/02/2025**
Branch: Office of Director-General
Chief Directorate: Executive Support and Coordination
- SALARY CENTRE REQUIREMENTS** : R216 417 per annum (Level 05)
: Pretoria
: An appropriate National Certificate/ Senior Certificate/Grade 12 certificate (Vocational) (NCV) level 4 certificate. A minimum of one (1) to two (2) years of relevant Clerical/ Administrative work experience is required. An appropriate national diploma in Public Management or Public Administration will be an added advantage. Knowledge of administrative and/or clerical duties in the

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| | | Deputy Director-General's office or higher office; ability to capture data; operating a computer; collecting statistics. Knowledge of procedure in terms of the working environment and the legislative framework governing the Public Service; Computer literacy and the use of the following computer applications: MS Word, Excel, PowerPoint, and Outlook. Planning and organizing; Good verbal and written communication; client orientation and customer focus, working independently or with limited supervision, accountability, ethical conduct, and professional writing and report writing skills. |
| <u>DUTIES</u> | : | The incumbent will be responsible for rendering general clerical support services: record, organize, store, capture and retrieve correspondence and data (line function); update registers statistics; handle routine enquiries; make photocopies and receive or send facsimiles; distribute documents/ packages to various stakeholders as required; keep and maintain the filing system for the component; type letters and/or other correspondence when required; keep and maintain the incoming and outgoing document register of the component. Provide supply chain clerical support services within the component; liaise with the external and internal stakeholders in relation to the procurement of goods and services; obtain quotations, and complete procurement forms for the purchasing of standard office items; stock control of office stationery. Keep and maintain an asset register of the component: maintain a leave register; keep and maintain personnel records; keep and maintain an attendance register; arrange travelling and accommodation. Provide financial administration support services in the component: Capture and update expenditure in the component; check the correctness of substance and travel claims of the officials and submit for approval; handle telephone accounts and petty cash for the component. |
| <u>ENQUIRIES</u> | : | Ms X Rikhotso Tel No: (012) 213 5513 / Mr R Kgare Tel No: (012) 312 5442 /Ms N Liwane Tel No: (012) 312 6365 |
| <u>POST 07/55</u> | : | <u>ADMINISTRATION CLERK: PLANNING, MONITORING, EVALUATION AND REPORTING REF NO: DHET73/02/2025</u> Branch: Skills Development Component: Human Resources Development Council (HRDC) |
| <u>SALARY CENTRE REQUIREMENTS</u> | : | R216 417 per annum (Level 05) Pretoria An appropriate national senior certificate/ Grade 12 and/or NCV certificate (Level 4). A minimum of one (1) year to two years of relevant work experience in rendering administrative functions. An appropriate bachelor's degree/national diploma in Public Administration/Management or related qualification will be an added advantage. An understanding of planning, reporting, monitoring, and evaluation of programmes. competencies required: planning and organizational skills, report writing, good interpersonal skills, computer skills; knowledge of monitoring and evaluation issues in the country, knowledge of public service regulations, systems and processes, good communication skills, and ability to interact professionally and work as a team. Good oral and written communication skills. |
| <u>DUTIES</u> | : | Provide administration, logistical, and operational support to the smooth functioning of the HRDC Strategic planning and review sessions. Assist in managing the reporting function of the HRDC Secretariat. Participate in preparation to produce the annual performance and operational plans. Assist in the management activities and functions of, Monitoring and Evaluation of the work of HRDC. |
| <u>ENQUIRIES</u> | : | Ms X Rikhotso Tel No: (012) 213 5513 / Mr R Kgare Tel No: (012) 312 5442 /Ms N Liwane Tel No: (012) 312 6365 |
| <u>POST 07/56</u> | : | <u>SECRETARY TO THE DIRECTOR CET CURRICULUM AND INSTITUTIONAL SUPPORT REF NO: DHET74/02/2025</u> Branch: Community Education Training Component: Limpopo Regional Office |
| <u>SALARY CENTRE REQUIREMENTS</u> | : | R216 417 per annum (Level 05) Polokwane An appropriate national senior certificate/grade 12 and/or / NCV certificate (Level 4). A minimum of one (1) to two (2) years of employment experience in rendering administrative and secretarial support services. An appropriate bachelor's Degree/National Diploma (NQF Level 6) in Secretarial, |

Administration, or equivalent qualification in secretarial functions will be an added advantage. Knowledge of relevant legislation, prescripts, policies, and procedures, Basic Financial Management, and understanding of supply chain processes. Knowledge of Records Management of documents. Good interpersonal and communication skills to interface with people at different levels and diverse backgrounds. Good telephone etiquette and experience in using computer applications MS Word, Excel, PowerPoint, and Outlook. Maintain confidentiality at all times. Good organizational and basic events management skills. Ability to create spreadsheets and manage basic databases and presentations. Basic knowledge of financial administration, including budgets, and managing cash flow.

DUTIES

: Provide secretarial/receptionist support services to the Director, including support in the planning and managing of day-to-day office activities. Schedule meetings and workshops; Manage and administer the Director's diary and itinerary; Prepare all necessary documentation for the Director. Perform routine duties in the office of the Director including telephone, travel arrangements, hotel bookings; and arranging appointments and meetings with stakeholders; Render office management support services including the keeping of records of all documents received and processed; obtain inputs, collate and compile reports, e.g. progress, monthly and management reports; scrutinize routine submissions/ reports and make notes and/or recommendations for the Director; Provide communication support services to the Director, including handle all correspondence and queries requiring the attention of the Director. Respond to inquiries received from internal and external stakeholders; and interface with internal and external clients; Handle the procurement of standard items like stationery, refreshments etc. Provide document management support including records, safekeeping, and file all documentation and records in line with the relevant legislation and policies. Provide personnel administrative support to the Director including leave, planning, reporting, and scheduling of meetings. Provide financial administration support to the Director, including handling and managing budgets, cash flow, and petty cash.

: Ms X Rikhotso Tel No: (012) 213 5513 / Mr R Kgare Tel No: (012) 312 5442 /Ms N Liwane Tel No: (012) 312 6365

ENQUIRIES

POST 07/57

: **SECRETARY TO THE DIRECTOR: SKILLS AND CORPORATE MATTERS**
REF NO: DHET75/02/2025
 Branch: Planning, Policy, and Strategy
 Chief Directorate: Legislative and Legal Services

SALARY
CENTRE
REQUIREMENTS

: R308 154 per annum (Level 05)
 : Pretoria
 : An appropriate national senior certificate/grade 12/NCV certificate (Level 4). An appropriate bachelor's degree national diploma (NQF Level 6) in Secretarial, Administration, or equivalent qualification in secretarial functions will be an added advantage. A minimum of one (1) to two (2) years of employment experience in rendering administrative and secretarial support services. Knowledge of relevant legislation, prescripts, policies, and procedures, Basic Financial Management, and understanding of supply chain processes. Knowledge of Records Management of documents. Good interpersonal and communication skills to interface with people at different levels and diverse backgrounds. Good telephone etiquette and experience in using computer applications MS Word, Excel, PowerPoint, and Outlook. Maintain confidentiality at all times. Good organizational and basic events management skills. Ability to create spreadsheets and manage basic databases and presentations. Basic knowledge of financial administration, including budgets, and managing cash flow.

DUTIES

: Provide secretarial/receptionist support services to the Director, including support in the planning and managing of day-to-day office activities. Schedule meetings and workshops; Manage and administer the Director's diary and itinerary; Prepare all necessary documentation for the Director. Perform routine duties in the office of the Director including telephone, travel arrangements, hotel bookings; and arranging appointments and meetings with stakeholders; Render office management support services including the keeping of records of all documents received and processed; obtain inputs, collate and compile reports, e.g. progress, monthly and management reports; scrutinize routine submissions/ reports and make notes and/or recommendations for the Director; Provide communication support services to the Director, including

- handle all correspondence and queries requiring the attention of the Director. Respond to inquiries received from internal and external stakeholders; and interface with internal and external clients; Handle the procurement of standard items like stationery, refreshments etc. Provide document management support including records, safekeeping, and file all documentation and records in line with the relevant legislation and policies. Provide personnel administrative support to the Director including leave, planning, reporting, and scheduling of meetings. Provide financial administration support to the Director, including handling and managing budgets, cash flow, and petty cash.
- ENQUIRIES** : Ms X Rikhotso Tel No: (012) 213 5513 / Mr R Kgare Tel No: (012) 312 5442 / Ms N Liwane Tel No: (012) 312 6365
- POST 07/58** : **ADMINISTRATION CLERK REF NO: DHET76/02/2025**
Branch: Technical and Vocational Education and Training
Directorate: TVET Monitoring and Evaluation
- SALARY CENTRE REQUIREMENTS** : R216 417 per annum (Level 05)
: Pretoria
: An appropriate national senior certificate/grade 12/NCV certificate (Level 4). An appropriate bachelor's degree/national diploma (NQF level 6) in Office or Public Administration or equivalent qualifications will be an added advantage. A minimum of one (1) to two (2) employment experience in monitoring, evaluation, and planning in government as well as performance reporting by TVET colleges is an advantage. Applicants must have good interpersonal and communication competencies and be able to write minutes, reports, and submissions. Effective problem-solving skills and operational knowledge of data administration skills are essential. Applicants must be computer literate with working competence in Microsoft Office 365 programmes such as Word, Excel (especially), Access, PowerPoint, and Outlook. Experience and competence in general office administration and events management are also required.
- DUTIES** : Provide administrative support pertaining to strategic planning and performance reporting by TVET colleges. Provide administrative support pertaining to the implementation of the maturity model for TVET colleges. Administratively support student admission, registration, and enrolment management at TVET colleges, and deploying for site visits may be required. Administratively support all monitoring and evaluation activities performed by the directorate. These include but are not limited to data and information management, receiving and tracking of performance report submissions within the current systems and data surveys; generating and communicating reports, executing analysis and review of reports and compilation of related correspondence and reports. Execute general office administration duties.
- ENQUIRIES** : Ms X Rikhotso Tel No: (012) 213 5513 / Mr R Kgare Tel No: (012) 312 5442 / Ms N Liwane Tel No: (012) 312 6365
- POST 07/59** : **SECRETARY TO THE DIRECTOR TO TVET MONITORING AND EVALUATION REF NO: DHET77/02/2025**
Branch: Technical and Vocational Education and Training
Directorate: TVET Monitoring and Evaluation
- SALARY CENTRE REQUIREMENTS** : R216 417 per annum (Level 05)
: Pretoria
: An appropriate national senior certificate/ Grade 12 and/or NCV certificate (Level 4. An appropriate bachelor's degree/national diploma in public or business administration or a related qualification will be an added advantage. A minimum of one (1) to two (2) employment experience in rendering administrative and secretarial support. Good interpersonal and communication skills to interface with people from diverse backgrounds. Reasonable experience in using computer applications Ms Word, Excel, PowerPoint, Outlook, and Access. Good organizational and basic events management skills. The capability to create systems to manage data and information, presentations, and financial matters, will be an added advantage.
- DUTIES** : The successful candidate will be responsible for the following duties: Provide administrative support in the Director's office. Manage and administer the Director's diary and itinerary. Type and prepare all the necessary documentation and records in the office of the Director in line with the relevant legislation and policies. Ensure the smooth running of the Director's office by

handling all correspondence and queries requiring the attention of the Director. Respond to inquiries received from internal and external stakeholders. Obtain inputs, collate, and compile reports and minutes. Clarify instructions and notes on behalf of the Director. Perform routine duties in the office of the Director, including telephone, travel arrangements, accommodation bookings, arranging appointments and meetings with stakeholders and procurement. Interface with internal and external clients. Support key functions of the directorate and participate in related activities.

ENQUIRIES : Ms X Rikhotso Tel No: (012) 213 5513 / Mr R Kgare Tel No: (012) 312 5442 /Ms N Liwane Tel No: (012) 312 6365

POST 07/60 : **ADMINISTRATION CLERKS (ADMINISTRATION SUPPORT AND REGISTRATIONS OF CENTRES, AND CLAIMS REF NO: DHET78/02/2025 (X2 POSTS))**

Branch: Technical Vocational Training and Education
Directorate: Examination Management and Monitoring

SALARY CENTRE REQUIREMENTS : R216 417 per annum (Level 05)
: Pretoria

: An appropriate national senior certificate/grade 12/NCV certificate (Level 4). An appropriate bachelor's degree/national diploma (NQF level 6) in Office or Public Administration or equivalent qualifications will be an added advantage. A minimum of one (1) to two (2) employment experience in Administration. Relevant experience in examinations will be an added advantage. The applicants must also have the following skills: Good interpersonal and communication skills – liaising with college officials. General correspondence – extracting, compiling, recording data and responding to queries. Computer literacy, especially the use of MS Word and Excel. Excellent organizational, record-keeping and electronic and manual filing skills. Good Financial skills, and analytical thinking. Knowledge of the Public Financial Management Act (PFMA). General Public service procurement frameworks and policies will be required. Must be able to work independently as well as in a team; as well as being willing to work extra hours.

DUTIES : Facilitation and Coordination of IT procurement and provisioning of goods and services within the Directorate. Facilitate and coordinate the processing of invoices for transversal contracts i.e. courier and photocopying services. Render administrative support with regard to bookings of flights, accommodation, and Shuttle for the Directorate. Checking and finalization of the S&T Claims, and telephone account. Administration of the Chief Directorate's GG vehicles, registry, and other support services. Compiling weekly statistics and maintaining an electronic database. Processing of examination concessions for colleges in provinces. Registration of examination centres. Provide administrative support to colleges with regard to examination concession, registration and monitoring of examinations. Liaising with Provincial Officials and College officials with regard to registration and concessions. Filing and preparation of the files with the compliance tools related to monitoring and evaluation visits for inspection and verification by the Quality Council Assurors. Perform administrative duties to ensure that payment for moderation and marking processes are efficient and proceed within stipulated timeframes for the NCV, Report 190/191, and CET examinations per year. Ensure correctness of claims that were processed/quality control of claims. Maintain claims control register. Interact with moderators, markers and marking centre managers to ensure that claims for marking of answer books are submitted within stipulated timeframes and regulations.

ENQUIRIES : Ms X Rikhotso Tel No: (012) 213 5513 / Mr R Kgare Tel No: (012) 312 5442 /Ms N Liwane Tel No: (012) 312 6365

POST 07/61 : **HUMAN RESOURCE CLERK: HRM SUPPORT REF NO: DHET79/02/2025**

Branch: Skills Development
Chief Directorate: National Artisan Development

SALARY CENTRE REQUIREMENTS : R216 417 per annum (Level 05)
: Olifantsfontein

: An appropriate national senior certificate/grade 12/NCV certificate (Level 4). An appropriate bachelor's degree/national diploma (NQF Level 6) in Human Resources Management/Public Administration/Management or related qualification will be an advantage. A minimum of one (1) to two (2) years of

- work experience in rendering HR administrative functions. Knowledge of the PERSAL System and understanding of HR prescripts and policies. Experience in human resource management in the recruitment and conditions of service in the Public Service. Skills: Computer literacy (MS Word, Excel, PowerPoint). Report writing, planning, organizing, verbal and written communication skills. Problem-solving, administration, filing, and time management skills.
- DUTIES** : Coordinate training of all staff within Chief Directorate: INDLELA. Management of Internship Programme for the Chief Directorate: INDLELA. Implementation of the Performance Management Development System (PMDS). Verify employee information on the PERSAL System. Maintain staff records.
- ENQUIRIES** : Ms X Rikhotso Tel No: (012) 213 5513 / Mr R Kgare Tel No: (012) 312 5442 /Ms N Liwane Tel No: (012) 312 6365
- POST 07/62** : **HUMUN RESOURCE CLERK: CORPORATE SERVICES REF NO: DHET80/02/2025**
Branch: Technical and Vocational Education and Training
Component: KwaZulu-Natal Regional Office
- SALARY CENTRE REQUIREMENTS** : R216 417 per annum (Level 05)
: Pietermaritzburg
: An appropriate national senior certificate/grade 12 (Vocational) (NCV) certificate (Level 4) certificate. An appropriate bachelor's degree/national diploma in Human Resource Management/ Public Management will be an added advantage. A minimum of one (1) to two (2) years of working experience in a Human Resource Management environment. Knowledge of Human resources or Public Administration processes. Computer Literacy. Knowledge of Human Resource functions as well as the ability to capture data, operate computers and collate administration statistics. Basic knowledge and insight into human resource prescripts. Knowledge and understanding of PERSAL. Knowledge of registry duties and importance. Flexibility and teamwork. To have good interpersonal and communication skills, listening skills, and analytical skills. Be customer-orientated and client-focused. Be able to conduct him/herself ethically and accountably. Able to work under pressure and be able to deal with confidential information and apply good judgement. To work independently and to meet deadlines.
- DUTIES** : Implementation of Human Resource practices i.e., Recruitment and Selection, Conditions of service- attend employee benefits. Serve as secretariat during selection and interview periods. Administration of Performance and Development system, Probationary periods adhered to and to assist on Pillar processes. Render registry services. Adhere to Government Prescripts. Assist in leave management. Coordinate and facilitate training and induction programmes. Liaise with external training providers. Conduct training needs analysis. Advise employees regarding career development. Assist with skills development audits. Administer Internships/Learnerships programmes. Facilitate needs-directed courses, seminars, and workshops. Serve as a secretary during training committee meetings. Perform other related functions as requested by the supervisor.
- ENQUIRIES** : Ms X Rikhotso Tel No: (012) 213 5513 / Mr R Kgare Tel No: (012) 312 5442 /Ms N Liwane Tel No: (012) 312 6365
- POST 07/63** : **TRADESMAN AIDS: ASSESSMENT REF NO: DHET81/02/2025 (X3 POSTS)**
Branch: Skills Development
Chief Directorate: Indlela
- SALARY CENTRE REQUIREMENTS** : R155 148 per annum (Level 03)
: Olifantsfontein
: An appropriate national senior certificate/grade 12 and/or NCV certificate (Level 4) or a related qualification. Six (6) months of trade-related experience. Knowledge of the Occupational Health and Safety Act. Basic knowledge of cleaning material. Knowledge to prepare material and tools for assessment tasks. Communication, reading, and writing skills. Technical background knowledge of the trade. Skill to use cleaning material. Good knowledge of performing minor maintenance and repairs on assessment aids and machinery.
- DUTIES** : Provide candidates with necessary tools, materials, and/or other services where needed. Properly prepare material and tools for assessment tasks a day before assessment. Safeguard workshop/assessment area, machines, tools,

and consumable material. Maintain cleanliness and general good housekeeping within the workshop/assessment area. Perform minor maintenance and repairs on assessment aids and machinery and carry out safety activities in the workshop/assessment area. Transport allocated assets etc. from asset management to the workshop when required as well as transporting redundant assets etc. from the workshop to asset management when required.

ENQUIRIES : Ms X Rikhotso Tel No: (012) 213 5513 / Mr R Kgare Tel No: (012) 312 5442 /Ms N Liwane Tel No: (012) 312 6365

POST 07/64 : **PHOTOCOPIER OPERATOR REF NO: DHET82/02/2025**
Branch: Corporate Management Services
Directorate: Information Knowledge Management and Records Management

SALARY : R131 265 per annum (Level 02)
CENTRE : Pretoria

REQUIREMENTS : An appropriate national senior/grade 12/ NCV Certificate (Level 4). Knowledge of the places in which the function will be performed. Knowledge to capture forms on the database. Knowledge of equipment; Planning and organizing. Basic level knowledge of repetitive tasks and knowledge of facilities policies. Basic level of organizational and time management skills. Communication (Verbal and written), people management, office management and administration, analytical, computer literacy, problem- solving, and discipline. Basic level of interpersonal relations, administration, and communication skills. Computer literacy. Filing and recordkeeping.

DUTIES : Responsible for making copies of documents, Duplicate documents, and operating high-volume photocopier machines; Binding and sorting of documents; performing minor maintenance and reporting malfunctioning of the photocopier; Making requisitions for photocopier material and keeping stationery for copies; providing counter services.

ENQUIRIES : Ms X Rikhotso Tel No: (012) 213 5513 / Mr R Kgare Tel No: (012) 312 5442 /Ms N Liwane Tel No: (012) 312 6365

DEPARTMENT OF JUSTICE AND CONSTITUTIONAL DEVELOPMENT

- APPLICATIONS** : 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.
- CLOSING DATE** : 10 March 2025
- NOTE** : The application must include only completed and signed new Form Z83, obtainable from any Public Service Department or on the internet at www.gov.za 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.

OTHER POSTS

- POST 07/65** : **DEPUTY DIRECTOR: MAINSTREAMING YOUTH AND PERSONS WITH DISABILITIES REF NO: 25/20/DG**
- SALARY** : R849 702 – R1 000 908 per annum, (all-inclusive remuneration package). The successful candidate will be required to sign a performance agreement.
- CENTRE** : National Office, Pretoria
- REQUIREMENTS** : An undergraduate qualification (NQF level 6) in Public Management, Disability Studies, Law, Social Sciences and Public Policy as recognized by SAQA; A minimum of 3 year's experience at management (Assistant Director) level; Knowledge of relevant Legal Frameworks, Constitution and interpretation of statutes; Knowledge and understanding of legislative framework governing the Public Service: Financial Management and regulatory framework guidelines, Public Service Act, Public Service Regulations, Treasury Regulations, Departmental Financial Instructions and Public Finance Management Act. Skills and Competencies: Applied strategic thinking; Applied technology; Budgeting and financial management; Communication and information management; Continuous improvement; Diversity management; Impact and influence; Interpersonal skills; Conflict management; Problem solving and decision making skills; Planning and organizing; Project management; Team leadership.
- DUTIES** : Key Performance Areas: Develop programmes for gender mainstreaming, youth and persons with Disabilities; Implement Departmental programmes in line with legislation for the promotion and empowerment of Women, Youth and Persons with Disabilities; Manage the advancement and promotion of empowerment and participation of Women, Youth and Persons with Disabilities; Coordinate and facilitate statutory reporting and compliance; Manage human, finance and other resources.
- ENQUIRIES** : Ms. P Leshilo Tel No: (012) 357 8240

- APPLICATIONS** : Quoting the relevant reference number, direct your application to: Postal address: The Human Resource: Department of Justice and Constitutional Development; Private Bag X81, Pretoria, 0001 or Physical Address: Application Box, First Floor, Reception, East Tower, Momentum Building, 329 Pretorius Building, Pretoria, 0001.
- POST 07/66** : **DEPUTY DIRECTOR: GENDER EQUITY AND THE LAW REF NO: 25/22/DG**
- 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) as recognized by SAQA in Social Sciences, LLB; A minimum of 3 years' experience at management (Assistant Director) level; Knowledge of relevant Legal Frameworks, Constitution and interpretation of statutes; Knowledge and understanding of the legislative framework governing the Public Service: Financial Management and regulatory framework guidelines, Public Service Act, Public Service Regulations, Treasury Regulations, Departmental Financial Instructions and Public Finance Management Act. Skills and Competencies: Applied strategic thinking; Applied technology; Budgeting and financial management; Communication and information management; Continuous improvement; Diversity management; Impact and influence; Interpersonal skills; Conflict management; Problem solving and decision making skills; Planning and organizing; Project management; Team leadership.
- DUTIES** : Key Performance Areas: Develop interventions for gender equality and women empowerment; Review Departmental policies in line with legislation for the promotion of gender equality for Women, Youth and Persons with Disabilities; Coordinate capacity building on the mainstreaming of programs promoting gender equality and Women, Youth, and Persons with Disabilities empowerment; Coordinate and facilitate statutory reporting and compliance; Manage human, finance and other resources.
- ENQUIRIES APPLICATIONS** : Mr S Maeko Tel No: (012) 315 1996
: Quoting the relevant reference number, direct your application to: Postal address: The Human Resources: Department of Justice and Constitutional Development, Private Bag X81, Pretoria, 0001 or Physical address: Application Box, First Floor Reception, East Tower, Momentum Building, 329 Pretorius Street, Pretoria.
- POST 07/67** : **ASSISTANT DIRECTOR: MAINSTREAMING YOUTH AND PERSONS WITH DISABILITIES REF NO: 25/21/DG**
- SALARY** : R444 036 – R523 056 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 Public Management, Disability Studies, Law, Social Sciences and Public Policy as recognized by SAQA; 3-5 years' experience of which at least 2 years must be at supervisory level; Knowledge of Government prescripts and court processes; Understanding Public Service Regulations and Public Finance Management Act; Skills and Competencies: Applied strategic thinking; Applying technology; Budgeting and financial management; Communication and information management; Continuous improvement; Citizen focus and responsiveness; Diversity management; Impact and influence; Interpersonal skills; Conflict skills; Problem solving skills; Network and building bonds; Planning and organising; Decision making skills; Project management.
- DUTIES** : Key Performance Areas: Coordinate programmes for gender mainstreaming, youth and persons with disabilities; Review Departmental programmes in line with legislation for the promotion and empowerment of Women, Youth and Persons with Disabilities; Advance and promote the empowerment and participation of Women, Youth and Persons with Disabilities; Facilitate statutory reporting and compliance; Provide effective people management.
- ENQUIRIES APPLICATIONS** : Mr. S. Maeko Tel No: (012) 315 1996
: 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.

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| <u>POST 07/68</u> | : | <u>ASSISTANT DIRECTOR: INTERNAL CONTROL REF NO: 25/18/FMS</u> |
| <u>SALARY</u> | : | R444 036 – R532 602 per annum. The successful candidate will be required to sign a performance agreement. |
| <u>CENTRE</u> | : | National Office: Pretoria |
| <u>REQUIREMENTS</u> | : | An appropriate Bachelor's Degree in Financial Accounting/Financial Management/Supply Chain Management at NQF level 7 as recognized by SAQA; A minimum of 3 years' relevant experience at a supervisory level in the internal control environment; Knowledge of the Public Finance Management Act (PFMA), Supply Chain Management Framework, National Treasury Regulations, Supply Chain Management acquisition practices. Skills and Competencies: Computer literacy (MS Word, Excel, PowerPoint, Outlook); Planning and organizing skills; Good interpersonal relations; Communication (written and verbal) skills; Ability to work independently in a highly pressurized environment; Creative and analytical skills; Accuracy and attention to detail; Ability to analyse and solve problems; Report writing skills; Presentation and Facilitation skills. |
| <u>DUTIES</u> | : | Key Performance Areas: Facilitate and assist with the assessment, detection, analysis, rectification and prevention of non-compliance with prescripts (DFI Treasury Regulations, Delegations and PFMA); Maintain the accuracy or correctness of Unauthorized, Irregular, Fruitless and Wasteful Expenditure checklists and Lead Schedules for the Provinces/National Office; Verify that all unauthorized, irregular, fruitless and wasteful expenditure cases are assessed and investigated; Review Departmental policies and procedures to identify and prevent internal control weaknesses; Provide effective people management. |
| <u>ENQUIRIES</u> | : | Ms. A. van Ross Tel No: (012) 315 1094 |
| <u>APPLICATIONS</u> | : | 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 07/69</u> | : | <u>ASSISTANT DIRECTOR: ASSET VERIFICATION AND ACCOUNTING AND REPORTING (X2 POSTS)</u> |
| <u>SALARY</u> | : | R444 036 – R523 056 per annum. The successful candidate will be required to sign a performance agreement. |
| <u>CENTRE</u> | : | National Office: Pretoria: Ref No: 25/15/FMS: Asset Verification (X1 Post) Ref No: 25/16/FMS: Accounting and Reporting (X1 Post) |
| <u>REQUIREMENTS</u> | : | An appropriate Bachelor's Degree in Financial Management/Auditing/Cost Management at (NQF level 7) as recognized by SAQA; A minimum of 3 years' related financial or Asset Management experience at a supervisory level; Knowledge and understanding of the Supply Chain Management Framework, Supply Chain Management acquisition practices and National Treasury Regulations. Skills and Competencies: Budgeting and financial management; Concern of others; Creative thinking; Customer service orientation; Computer literacy (MS Word, Excel, PowerPoint, Outlook, etc); Planning and organizing skills; Research and analytical skills; Communication (written and verbal) skills; Accuracy and attention to detail; Ability to analyse and solve problems; Report writing skills; Presentation and Facilitation skills. |
| <u>DUTIES</u> | : | Key Performance Areas: Monitor and review the posting of expenditure for all moveable assets (Tangible and intangible assets); Monitor and review the capturing of movable assets in asset management registers; Prepare monthly asset reconciliation and inputs to notes to the interim and annual financial statements (IFS & AFS); Monitor and report on the implementation of the movable asset verification plan; Monitor the implementation and compliance with asset management policy and procedures and other relevant prescripts; Provide effective people management. |
| <u>ENQUIRIES</u> | : | Ms. A. van Ross Tel No: (012) 315 1094 |
| <u>APPLICATIONS</u> | : | Quoting the relevant reference number, direct your application to: Postal address: The Human Resources: Department of Justice and Constitutional Development, Private Bag X81, Pretoria, 0001 or Physical address: Application Box, First Floor Reception, East Tower, Momentum Building, 329 Pretorius Street, Pretoria. |

- POST 07/70** : **ASSISTANT STATE ATTORNEY (LP3 - LP4) REF NO: 01/25/LMP**
- SALARY** : R357 843 – R979 059 per annum, (Salary will be in accordance with OSD determination). The successful candidate will be required to sign a performance agreement
- CENTRE REQUIREMENTS** : State Attorney: Thohoyandou
: An LLB or 4 year recognized legal qualification; Admission as an Attorney; At least 2 years appropriate post qualification legal/litigation experience; Admittance as an Attorney; A valid driver's license. Skills and Competencies: Computer literacy; Legal research and drafting; Dispute resolution; Case flow management; Strategic and conceptual orientation; Communication skills (written and verbal).
- DUTIES** : Key Performance Areas: Handle litigation and appeals in the High Courts, Magistrate's Court, Labour Courts, Land Claims Court and CCMA; Draft and/or settle all types of agreements on behalf of the various clients; Render legal advice and opinion; Handle all forms of arbitration, including inter-departmental arbitrations and debt collection.
- ENQUIRIES** : Ms. Mongalo M.P Tel No: (015) 287 2037 or Ms Phalane M.R Tel No: (015) 287 2036
- APPLICATIONS** : Quoting the relevant reference number, direct your application to: Postal address: The Provincial Head, Department of Justice & Constitutional Development, Private Bag X9526, Polokwane 0700 or Physical address: Reception area, Limpopo Provincial Office, 92 Bok Street, Polokwane, 0699.
- NOTE** : Shortlisted candidates will be required to submit a current certificate of good standing from the relevant law Society. Coloured; Indian; White and People with disabilities are encouraged to apply.
- POST 07/71** : **PRINCIPAL COURT INTERPRETER REF NO: 25/04/FS**
This is a re-advertisement.
- SALARY** : R376 413 – R443 403 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE REQUIREMENTS** : Magistrate's Offices, Welkom
: Grade 12 and National Diploma in Legal Interpreting (NQF level 5) or any other relevant tertiary qualification at NQF level 5; Five (5) years court interpreting experience with minimum two (2) years supervisory experiences; Proficiency in two or more indigenous languages and English; Language requirements: Sesotho, IsiXhosa, English and Afrikaans; A valid driver's license. Skills and Competencies: Communication skills. Listening skills, Interpersonal skills, Time management; Computer literacy, Analytical thinking, Problem solving, Planning and organising, Confidentiality, Ability to work under pressure and Art of interpreting.
- DUTIES** : Key Performance Areas: Manage and supervise interpreters; Render interpreting services; Translate legal documents and exhibits; Develop terminology; Assist with the reconstruction of court records; Attend to personnel administrative aspects; Quarterly and annual assessments of interpreters; Procure Foreign Language Interpreters and Casual Interpreters in line with the PFMA.
- ENQUIRIES APPLICATIONS** : Ms N Dywili Tel No: (051) 407 1800/073 775 0709
: Please direct your application to: The Director: Human Resource, Private Bag X20578, Bloemfontein, 9300 Or Physical address: No 108 St Andrew Street, Bloemfontein.
- POST 07/72** : **STATE ACCOUNTANT: INTERNAL CONTROL REF NO: 25/17/FMS (X4 POSTS)**
- SALARY** : R308 154 – R362 994 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE REQUIREMENTS** : National Office: Pretoria
: An appropriate NQF level 6 in Financial Accounting/Financial Management/ Supply Chain Management as recognized by SAQA; A minimum of 1 year relevant experience in Financial Accounting Management/ Internal Control Environment; Knowledge of Public Finance Management Act (PFMA), Budget Management, Treasury Regulations, Public Service Regulations Acts; Knowledge of Supply Chain Management (i.e BAS and PERSAL). Skills and Competencies: Computer literacy (MS Word, Excel); Planning and organizing skills; Ability to work independently in a highly pressurized environment;

- DUTIES** : Creative and analytical skills; Ability to analyse and solve problems; Communication skills (written and verbal); Good interpersonal relations skills.
- Key Performance Assess and determine of possible unauthorized, irregular, fruitless and wasteful expenditure detected and reported; Review of Departmental Contracts and detection of compliance with prescripts to ensure compliance with Departmental policies and National Treasury Practice notes; Update the unauthorized, irregular, fruitless and wasteful expenditure registers and monitoring the implementation of corrective and disciplinary actions; Verify accurate record keeping, draft assessments and determination reports and presenting reports to management.
- ENQUIRIES** : Ms. A. van Ross Tel No: (012) 315 1094
- APPLICATIONS** : Quoting the relevant reference number, direct your application to: Postal address: The Human Resources: Department of Justice and Constitutional Development, Private Bag X81, Pretoria, 0001 or Physical address: Application Box, First Floor Reception, East Tower, Momentum Building, 329 Pretorius Street, Pretoria.
- POST 07/73** : **SECRETARY REF NO: 25/19/SG**
- SALARY** : R216 417 – R254 928 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE** : National Office: Pretoria
- REQUIREMENTS** : Grade 12 (with typing as a subject with Secretarial Certificate or any other training course/ qualification that will enable the person to perform the work satisfactorily); Knowledge of Financial provisioning and / or Administration procedure and processes; Knowledge of procedure and processes applied in Office Management; Understanding of confidentiality in Government and relevant legislation. Skills and Competencies: Computer literacy (MS Office); Communication skills (verbally and written); Planning and organizing; Intermediate typing skills (ability to do high speed typing and utilize software packages effectively to type more advanced documents which include tables, graphs); Good interpersonal relations and customer service orientation; Ability to correctly interpret relevant documentation.
- DUTIES** : Key Performance Areas: Make travel arrangements, process travel and subsistence claims for the manager and members of the Unit; Render effective and efficient secretarial services; Provide general clerical office administration; Coordinate unit activities inputs and compile various reports; Assist with provisioning requirement of the Directorate; Manage the diary of the Manager.
- ENQUIRIES** : Ms A van Ross Tel No: (012) 315 1040
- APPLICATIONS** : Quoting the relevant reference number, direct your application to: Postal address: The Human Resources: Department of Justice and Constitutional Development, Private Bag X81, Pretoria, 0001 or Physical address: Application Box, First Floor Reception, East Tower, Momentum Building, 329 Pretorius Street, Pretoria.

NATIONAL PROSECUTING AUTHORITY

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

- CLOSING DATE** : 10 March 2025
- NOTE** : Applicants must apply by submitting applications on the most recent Z83 form obtainable from any Public Service Department or on the DPSA web site link: <https://www.dpsa.gov.za/newsroom/psvc/> and a comprehensive CV only (with detailed experience information). Failure to do so will result in your application being disqualified. Only shortlisted candidates will be required to submit certified copies of qualifications and other relevant documents on or before the day of the interview following communication from Human Resources. Foreign qualifications must be accompanied by an evaluation report issued by SAQA (only when shortlisted). It is the applicant's responsibility to have all foreign qualifications evaluated by SAQA and to provide proof of such evaluation (only when shortlisted). Handwritten Z83 must be completed in Block Letters. If the Z83 is not completed as prescribed your application will not be accepted. All applications must reach the NPA on/or before the closing date. No late applications will be accepted/processed. Documents should not be password protected and ZIP files will be blocked. The NPA cannot be held responsible for server delays. All applications must reach the NPA on/or before the closing date. No late applications will be accepted/processed. The applicant's attention is drawn to the fact that the NPA uses an Electronic Response Handling System in terms of e-mailed applications. Please do not contact the NPA directly after you have e-mailed your applications to enquire if your application(s) have been received. If you have not received an acknowledgement of receipt within one week after the closing date, then you can contact the NPA. The NPA reserves the right not to fill any particular position. If you do not hear from us within (6) six months from the closing date of the advert, please accept that your application was unsuccessful. Successful candidates will be subjected to a security clearance of at least confidential. Appointment to this position will be provisional, pending the issue of security clearance. Fingerprints will be taken on the day of the interview. The social media accounts of shortlisted applicants may be accessed as part of the verification process. A valid driver's license will be a requirement where applicable. All shortlisted candidates, including SMS, shall undertake two pre-entry assessments which are, a practical exercise and an integrity (ethical conduct) assessment. SMS posts will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the NPA. Following the interview and technical exercise, the selection panel will recommend candidates to attend a generic managerial competency-based assessment (in compliance with the DPSA Directive on the implementation of competency-based assessments). The competency assessment will test generic managerial competencies using the mandated DPSA SMS competency assessment tools. A Pre-entry certificate obtained from the National School of Government (NSG) is required for all SMS applicants for Public Service Act positions in the NPA (SMS pre-entry certificate to be submitted prior to appointment). NPA Act appointments are exempted from the pre-entry certificate requirement. This is a Public Service specific training programme. The name of the course is Certificate for entry into the SMS. The full details can be sourced from the link <https://www.thensg.gov.za/training-course/sms-pre-entry-programme/>. Applicants are advised that from 1 January 2021 a new application form for employment (Z83) is in use. The new application for employment form can be downloaded at www.dpsa.gov.za-vacancies. From 1 January 2021 should an application be received using the incorrect (old) application for employment (Z83), it will not be considered. NB! Applicants Who Are Successful Must Please note that the NPA is not in a position to pay resettlement costs. NB! All employees considered for appointment to the Investigating Directorate Against Corruption will be subject to a lifestyle audit and integrity vetting.

OTHER POSTS

- POST 07/74** : **CHIEF PROSECUTOR**
National Prosecutions Service
- SALARY CENTRE** : R1 501 617 per annum (Level 14), (Total cost package)
: CPP: Ladysmith Ref No: Recruit 2025/27
: CPP: Port Shepstone Ref No: Recruit 2025/28
: CPP: Cape Town Ref No: Recruit 2025/64 (Re-advert)
- REQUIREMENTS** : An LLB. For serving prosecutors seeking promotion any appropriate legal qualification. At least ten years post qualification legal experience. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Organisational and leadership skills. Ability to think strategically and innovatively. Ability to manage the performance of the Cluster. Strong interpersonal and communication skills. General computer literacy and knowledge of programs in Microsoft Office. Decision making ability. A valid driver's license is a requirement.
- DUTIES** : Manage the performance of the NPA personnel in the lower courts, aligning such performance to the strategic plans of the NPA. Manage and oversee resources of the cluster and align them to the objectives of the NPA. Manage, train and guide Prosecutors and stakeholders in respect of all litigations in the cluster. Study, decide and recommend on budget and expenditure in line with the decision of NPA Administration and NPS. Manage the institution of/and conduct criminal proceedings on behalf of the State, in any court, including drawing up charge sheets and indictments, interviewing prospective witnesses and examining and cross-examining witnesses as well as presenting arguments in court. Promote partner integration, community involvement and customer satisfaction in conjunction with partners in the criminal justice system. Compile reports and enter into correspondence on matters and activities pertaining to the cluster. Map out and implement strategic interventions for the cluster to guide prosecutors towards achieving strategic objectives. Check and ensure that a high standard of professional work is being carried out.
- ENQUIRIES** : CPP: Ladysmith & CPP: Port Shepstone Thabsile Radebe Tel No: (033) 392 8753
: CPP: Cape Town - Bernadine Moses Tel No: (021) 487 7319
- APPLICATIONS** : CPP: Ladysmith e mail: Recruit202527@npa.gov.za
: CPP: Port Shepstone e mail: Recruit202528@npa.gov.za
: CPP: Cape Town e mail: Recruit202564@npa.gov.za
- POST 07/75** : **SENIOR STATE ADVOCATE REF NO: RECRUIT 2025/29**
Specialised Commercial Crime Unit
Re-advert
- SALARY CENTRE** : R1 132 806 – R1 762 857 per annum (LP-9), (Total cost package)
: Cape Town
- REQUIREMENTS** : An LLB. For serving prosecutors seeking promotion any appropriate legal qualification. At least eight (8) years' post qualification experience in civil and/or criminal litigation. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Right of appearance as contemplated in section 25(2) of the NPA Act, 32 of 1998. Extensive prosecutorial or litigation experience with regard to common law offences such as fraud, theft, forgery and uttering, commercial crimes and related matters. Proficiency in prosecuting, guiding investigations in complex or more difficult matters, including commercial matters, drafting charge sheets, including indictments and court documents, dealing with representations. Knowledge of asset forfeiture law will be an added advantage. Well-developed skills in legal research and legal drafting. Strong interpersonal and communication skills. General computer proficiency and knowledge of programs in MS Office. Good interpersonal, analytical, organization and communication skills. Valid driver's licence.
- DUTIES** : Study case dockets, decide on the institution of and conduct criminal proceedings. Deal with any representations. Conduct prosecution of serious, complex and organized commercial crime and corruption matters. Prepare cases for court including the acquisition of additional evidence and drafting charge sheets, indictments and other court documents. Present the state's case in court, including examination and cross-examination of witnesses and addressing the court on conviction and sentence. Manage court and case flow

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| | | management independently. Study and deal with appeals and reviews. Advise the police on the investigation of serious, complex and organized commercial crime cases and corruption matters. Be able to guide and supervise junior advocates. Promote partner integration, community involvement and customer satisfaction in conjunction with partners in the criminal justice system. |
| <u>ENQUIRIES</u> | : | Xola Matembisa Tel No: (021) 944 6721 |
| <u>APPLICATIONS</u> | : | e mail: Recruit202529@npa.gov.za |
| <u>POST 07/76</u> | : | <u>SENIOR STATE ADVOCATE</u> National Prosecutions Service |
| <u>SALARY</u> | : | R1 132 806 – R1 762 857 per annum (LP-9), (Total cost package) |
| <u>CENTRE</u> | : | DPP: Pietermaritzburg Ref No: Recruit 2025/30 DPP: Cape Town Ref No: Recruit 2025/65 |
| <u>REQUIREMENTS</u> | : | An LLB. For serving prosecutors seeking promotion any appropriate legal qualification. At least eight (8) years post qualification legal experience in civil and/or criminal litigation. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Right of appearance as contemplated in section 25(2) of the NPA Act, 32 of 1998. Five(5) years' experience in legal practice will be an added advantage. Strong interpersonal and communication skills. Decision making ability. Computer literacy and knowledge of programs in MS Office. |
| <u>DUTIES</u> | : | Study case dockets. Decide on the institution of and conduct criminal proceedings. Draft charge sheets, indictments and other court documents. Represent the State in all courts. Prepare cases for court, including the acquisition of additional evidence and draft charge sheets, indictments and court documents. Present the State's case in court, lead and cross examine witnesses, address the court on, inter alia, conviction and sentence. Attend to representations, prepare opinions and head of arguments and argue cases in appropriate court. Appear in court in motion application pertaining to criminal matters and in general conduct prosecution on behalf of the state. Perform all duties related thereto in accordance with the code of conduct policy and directives of the NPA. Mentor and coach junior staff and quality check their work. Participate in the performance assessment of staff being mentored. |
| <u>ENQUIRIES</u> | : | DPP: Pietermaritzburg Thabsile Radebe Tel No: (033) 392 8753 |
| <u>APPLICATIONS</u> | : | DPP: Cape Town – Phyllis Lujabe Tel No: (021) 487 7281 DPP: Pietermaritzburg e mail: Recruit202530@npa.gov.za DPP: Cape Town e mail: Recruit202565@npa.gov.za |
| <u>POST 07/77</u> | : | <u>SENIOR STATE ADVOCATE REF NO: RECRUIT 2025/31</u> Legal Affairs Division Re-advert |
| <u>SALARY</u> | : | R1 132 806 – R1 762 857 per annum (LP-9), (Total cost package) |
| <u>CENTRE</u> | : | Pietermaritzburg |
| <u>REQUIREMENTS</u> | : | An LLB. For serving prosecutors seeking promotion any appropriate legal qualification. At least eight (8) years post qualification experience. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Right of appearance as contemplated in section 25(2) of the NPA Act, 32 of 1998. Experience in civil litigation will be an added advantage. Display knowledge of relevant prescripts, policies and practices. Ability to apply technical or professional knowledge and skills. Execute functions as instructed and within the agreed timeframes including punctuality. Ability to express facts, ideas and arguments clearly and logically, both orally and in writing (In and out of court). Ability to plan, prioritise and manage. Ability to plan effectively and efficiently. Ability to execute planning. Strong computer skills and knowledge of MS Word, Excel, Outlook and PowerPoint. A positive security clearance. Valid driver's licence. |
| <u>DUTIES</u> | : | Act as nodal point for the Legal Affairs Division. Manage contingency liability register for the Legal Affairs Division. Manage and monitor civil litigation and deal with civil claims on behalf of the State in the division. Obtain background documents and court transcripts. Study case dockets, conduct legal research. Draft and provide State Attorneys and relevant role players with recommendations in respect of civil matters. Draft and settle correspondence, pleadings and affidavits. Arrange and attend consultations with the State Attorneys, counsel and NPA witnesses. Deal with civil applications. Give legal |

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| | | advice and provide training. Improve functional relationship with stakeholders. Liaison with relevant stakeholders. Appear in court where applicable. |
| <u>ENQUIRIES</u> | : | Thabsile Radebe Tel No: (033) 392 8753 |
| <u>APPLICATIONS</u> | : | e mail: Recruit202531@npa.gov.za |
| <u>POST 07/78</u> | : | <u>SENIOR STATE ADVOCATE (TRC)</u> National Prosecutions Service |
| <u>SALARY</u> | : | R1 132 806 – R1 762 857 per annum (Level CM-1), (Total cost package) |
| <u>CENTRE</u> | : | Pretoria: Head Office Ref No: Recruit 2025/66 DPP: Kimberley Ref No: Recruit 2025/67 (X2 Posts) DPP: Cape Town Ref No: Recruit 2025/68 (X2 Posts) DPP: Limpopo Ref No: Recruit 2025/69 DPP: Pietermaritzburg Ref No: Recruit 2025/70 (X4 Posts) DPP: Mpumalanga Ref No: Recruit 2025/71 (X2 Posts) DPP: Johannesburg Ref No: Recruit 2025/72 DPP: Pretoria Ref No: Recruit 2025/73 DPP: Bloemfontein Ref No: Recruit 2025/74 DPP: Mmabatho Ref No: Recruit 2025/75 (X2 Posts) DPP: Grahamstown Ref No: Recruit 2025/45 (X2 Posts) |
| <u>REQUIREMENTS</u> | : | An LLB. For serving prosecutors seeking promotion any appropriate legal qualification. At least eight years' post qualification legal experience, in criminal litigation. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Right of appearance as contemplated in section 25(2) of the NPA Act, 32 of 1998. Proficiency in MS Word, Excel, and PowerPoint is required. Experience with MS Teams and Power BI will be an advantage. Ability to act independently without constant supervision. Must have good administrative skills. Able to work under pressure, which may involve long hours. Excellent analytical and problem-solving skills. Adaptability, communication and teamwork are also required in respect of working with other role-players. Knowledge and experience on TRC matters will be an added advantage. |
| <u>DUTIES</u> | : | Study the recommendations of the TRC (including relevant volumes of the TRC and its final report, related articles, video clips and records and all exhibits and documents handed in at the hearings, trials, inquests, proceedings), pertaining to allocated TRC matters. Consider the recommendations of the TRC and related matters. Provide guidance to dedicated TRC investigating officers. Drafting documents pertaining to access to crime scenes, court documents, documents and exhibits in possession of other state departments, universities, non- governmental organisations and other assistance as may be required by investigators. Conduct research, drafting of legal documents and attend to representations arising out of TRC matters. Make legal decisions in accordance with the law, policies and justice. Assist with the preparation of charge sheets/indictments where applicable. Co-operate and engage with all relevant stakeholders and colleagues pertaining to TRC matters. Make legal decisions in accordance with the law, NPA prosecution policies and directives. Also conduct research, prepare reports, and draft legal opinions, policies, legislation, and other legal documents. Participate in and represent the NPA in stakeholder engagements, meetings and projects. Monitor, analyse and report on performance information and statistics. Assist with the development of strategic, operational and implementation plans. Identify and resolve challenges affecting the performance of the NPA. |
| <u>ENQUIRIES</u> | : | Pretoria: Head Office - Gija Maswanganyi Tel No: (012) 845 6944 DPP: Cape Town - Phyllis Lujabe Tel No: (021) 487 7281 DPP: Bloemfontein - Matlotlo Mofokeng Tel No: (051) 410 6005 DPP: Grahamstown - Nomfuneko Ntapane Tel No: (046) 602 3046 DPP: Mmabatho - Flora Kalakgosi Tel No: (018) 381 9008 DPP: Pietermaritzburg - Thabile Radebe Tel No: (033) 292 8753 DPP: Mpumalanga - Sello Dibakoane Tel No: (013) 045 0622 DPP: Kimberley - Nicholas Mogongwa Tel No: (053) 807 4539 DPP: Johannesburg - Reuben Palai Tel No: (011) 220 4124 DPP: Pretoria - Motshabi Malabi Tel No: (012) 351 6864 DPP: Limpopo Joseph Thubakgale Tel No: (015) 045 0285 |
| <u>APPLICATIONS</u> | : | Pretoria Head Office e mail Recruit202566@npa.gov.za DPP Kimberley: e mail Recruit202567@npa.gov.za DPP Cape Town: e mail Recruit202568@npa.gov.za DPP Limpopo: e mail Recruit202569@npa.gov.za |

DPP Pietermaritzburg: e mail Recruit202570@npa.gov.za
 DPP Mpumalanga: e mail Recruit202571@npa.gov.za
 DPP: Johannesburg: e mail Recruit202572@npa.gov.za
 DPP: Pretoria: e mail Recruit202573@npa.gov.za
 DPP: Bloemfontein: e mail Recruit202574@npa.gov.za
 DPP Mmabatho: e mail Recruit202575@npa.gov.za
 DPP: Grahamstown: e mail Recruit202545@npa.gov.za

POST 07/79 : **REGIONAL COURT CONTROL PROSECUTOR REF NO: RECRUIT 2025/50**
 National Prosecutions Service

SALARY : R979 059 - R1 588 383 per annum (Level SU-3), (Total cost package)
CENTRE : CPP: East Rand
REQUIREMENTS : An LLB. For serving prosecutors seeking promotion any appropriate legal qualification. At least six (6) years post qualification legal experience. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Good management skills. Must have the ability to act independently or within minimum supervision. Proficiency in prosecuting, guiding investigation and giving instructions in complex or more difficult common law and statutory offences in Regional and District Court. Draft complex charge sheets and complex court documents. Good management skills. Must manage, give guidance and train prosecutors.

DUTIES : Manage, train and give guidance to and train prosecutors. Study case dockets, decide on the institution of and conduct criminal proceedings. Maintenance matters and inquest of a general and more advanced nature in the Regional and District Court. Prepare cases for court and draft charge sheets and other proceedings for court. Present and assist prosecutors to present the State's case in court, to lead witnesses, cross examine and address the court on inter alia, conviction and sentence, and in general to conduct prosecutions on behalf of the State. Perform all duties related thereto in accordance with the code of conduct, policy and directives of the NPA. Assist the Senior Public Prosecutor with the performance assessment of staff. Perform general administrative duties of the office. Promote partner integration, community involvement and customer satisfaction in conjunction with partners in the criminal justice system.

ENQUIRIES : Yasmeeen Mbawana Tel No: (011) 220 4083
APPLICATIONS : e mail Recruit202550@npa.gov.za

POST 07/80 : **STATE ADVOCATE REF NO: RECRUIT 2025/32 (X3 POSTS)**
 Specialised Commercial Crime Unit

SALARY : R884 268 - R1 459 071 per annum (Level LP- 7 to LP-8), (Total cost package)
CENTRE : Durban
REQUIREMENTS : An LLB. For serving prosecutors seeking promotion any appropriate legal qualification. Right of appearance as contemplated in section 25(2) of the NPA Act, 32 of 1998. At least five (5) years' post qualification legal experience. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Well-developed skills in legal research and legal drafting. Good knowledge of civil and/or criminal procedure. Proficiency in prosecution, competency in guiding investigations, drafting charge sheets, indictments and court documents and dealing with representations. Knowledge of and skills in general prosecution. Good interpersonal, analytical, organisational and communication skills. Ability to act independently or with minimum supervision. A valid driver's licence.

DUTIES : Study case dockets. Decide on the institution of and conduct criminal proceedings. Draft charge sheets, indictments and other court documents. Represent the State in all courts. Prepare a case for court, including the acquisition of additional evidence, lead and cross examine witnesses, address the court on inter alia, conviction and sentence. Study appeals and reviews, attend to representations, prepare opinions and heads of arguments. Conduct prosecution of serious, complex and organised commercial crime and corruption matters. Appear in court in motion applications pertaining to criminal matters and in general conduct prosecution on behalf of the state. Perform all duties related thereto in accordance with the code of conduct policy and directives of the NPA.

ENQUIRIES : Bongwiwe Mlaba Tel No: (031) 335 6617
APPLICATIONS : e mail: Recruit202532@npa.gov.za

POST 07/81 : **STATE ADVOCATE REF NO: RECRUIT 2025/33**
Specialised Commercial Crime Unit

SALARY : R884 268 - R1 459 071 per annum (Level LP- 7 to LP-8), (Total cost package)
CENTRE : Polokwane
REQUIREMENTS : An LLB. For serving prosecutors seeking promotion any appropriate legal qualification. Right of appearance as contemplated in section 25(2) of the NPA Act, 32 of 1998. At least five (5) years' post qualification legal experience. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Well-developed skills in legal research and legal drafting. Good knowledge of civil and/or criminal procedure. Proficiency in prosecution, competency in guiding investigations, drafting charge sheets, indictments and court documents and dealing with representations. Knowledge of and skills in general prosecution. Good interpersonal, analytical, organisational and communication skills. Ability to act independently or with minimum supervision. A valid driver's licence.

DUTIES : Study case dockets. Decide on the institution of and conduct criminal proceedings. Draft charge sheets, indictments and other court documents. Represent the State in all courts. Prepare a case for court, including the acquisition of additional evidence, lead and cross examine witnesses, address the court on inter alia, conviction and sentence. Study and deal with appeals and reviews, attend to representations, prepare opinions and heads of arguments. Conduct prosecution of serious, complex and organised commercial crime and corruption matters. Appear in court in motion applications pertaining to criminal matters and in general conduct prosecution on behalf of the state. Perform all duties related thereto in accordance with the code of conduct policy and directives of the NPA. Identify and refer matters to AFU.

ENQUIRIES : Thuba Thubakgale Tel No: (015) 045 0285
APPLICATIONS : e mail Recruit202533@npa.gov.za

POST 07/82 : **STATE ADVOCATE REF NO: RECRUIT 2025/34**
National Prosecutions Service

SALARY : R884 268 - R1 459 071 per annum (Level LP- 7 to LP-8), (Total cost package)
CENTRE : DDPP: Durban
REQUIREMENTS : An LLB. For serving prosecutors seeking promotion any appropriate legal qualification. Right of appearance as contemplated in section 25(2) of the NPA Act, 32 of 1998. At least five (5) years' post qualification legal experience. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Well-developed skills in legal research and legal drafting. Good knowledge of civil and/or criminal procedure. Proficiency in prosecution, competency in guiding investigations, drafting charge sheets, indictments and court documents and dealing with representations. Knowledge of and skills in general prosecution. High level of proficiency in prosecuting and presenting/arguing cases in court. Experience in guiding criminal investigations and giving instructions in law and statutory offences. Interpersonal skills. Written and verbal communication skills. Ability to work independently with minimum supervision.

DUTIES : Study and guide the investigations in case dockets. Decide on the institution of and conduct criminal proceedings. Draft charge sheets, indictments and other court documents. Represent the State in all courts. Prepare a case for court, including the acquisition of additional evidence and draft charge sheets and indictments. Present the State's case in court, lead and cross examine witnesses, address the court on, inter alia, conviction and sentence, study appeal and reviews. Attend to representations, prepare opinions and heads of arguments and argue cases in the appropriate court. Appear in court in motion application pertaining to criminal matters and in general conduct prosecution on behalf of the state. Perform all duties related thereto in accordance with the code of conduct policy and directives of the NPA. Promote partner integration, community involvement and customer satisfaction in conjunction with partners in the criminal justice system.

ENQUIRIES : Phiwaiyinkosi Nhlengethwa Tel No: (031) 334 5003
APPLICATIONS : e mail: Recruit202534@npa.gov.za

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| <u>POST 07/83</u> | : | <u>STATE ADVOCATE</u> National Prosecutions Service |
| <u>SALARY CENTRE</u> | : | R884 268 - R1 459 071 per annum (Level LP- 7 to LP-8), (Total cost package) DPP: Pietermaritzburg Ref No: Recruit 2025/35 (X2 Posts) DPP: Cape Town Ref No: Recruit 2025/62 |
| <u>REQUIREMENTS</u> | : | An LLB. For serving prosecutors seeking promotion any appropriate legal qualification. Right of appearance as contemplated in section 25(2) of the NPA Act, 32 of 1998. At least five (5) years' post qualification legal experience. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Well-developed skills in legal research and legal drafting. Good knowledge of civil and/or criminal procedure. Proficiency in prosecution, competency in guiding investigations, drafting charge sheets, indictments and court documents and dealing with representations. Knowledge of and skills in general prosecution. High level of proficiency in prosecuting and presenting/arguing cases in court. Experience in guiding criminal investigations and giving instructions in law and statutory offences. Interpersonal skills. Written and verbal communication skills. Ability to work independently with minimum supervision. |
| <u>DUTIES</u> | : | Study and guide the investigations in case dockets. Decide on the institution of and conduct criminal proceedings. Draft charge sheets, indictments and other court documents. Represent the State in all courts, including the acquisition of additional evidence and draft charge sheets and indictments. Present the State's case in court, lead and cross examine witnesses, address the court on, inter alia, conviction and sentence, study appeal and reviews. Attend to representations, prepare opinions and heads of arguments and argue cases in the appropriate court. Appear in court in motion application pertaining to criminal matters and in general conduct prosecution on behalf of the state. Perform all duties related thereto in accordance with the code of conduct policy and directives of the NPA. Promote partner integration, community involvement and customer satisfaction in conjunction with partners in the criminal justice system. |
| <u>ENQUIRIES</u> | : | DPP: Pietermaritzburg Thabsile Radebe Tel No: (033) 392 8753 DPP: Cape Town Phyllis Lujabe Tel No: (021) 487 7281 |
| <u>APPLICATIONS</u> | : | DPP: Pietermaritzburg e mail: Recruit202535@npa.gov.za DPP: Cape Town e mail: Recruit202562@npa.gov.za |
| <u>POST 07/84</u> | : | <u>STATE ADVOCATE</u> National Prosecutions Service |
| <u>SALARY CENTRE</u> | : | R884 268 - R1 459 071 per annum (Level LP- 7 to LP-8), (Total cost package) DPP: Limpopo (OCC) Ref No: Recruit 2025/36 DPP: Cape Town (OCC) Ref No: Recruit 2025/61 |
| <u>REQUIREMENTS</u> | : | An LLB. For serving prosecutors seeking promotion any appropriate legal qualification. Right of appearance as contemplated in section 25(2) of the NPA Act, 32 of 1998. At least five years' post qualification legal experience. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. High level of proficiency in prosecuting and presenting/arguing cases in court. Experience in guiding criminal investigations and giving instructions in law and statutory offences. Interpersonal skills. Knowledge of and or experience in the litigation of the Prevention of Organised Crime Act (POCA) matters. Written and verbal communication skills. Ability to work independently. |
| <u>DUTIES</u> | : | Study and guide the investigations in case dockets. Decide on the institution of and conduct criminal proceedings. Draft charge sheets, indictments and other court documents. Represent the State in all courts. Prepare a case for court, including the acquisition of additional evidence and draft charge sheets and indictments. Present the State's case in court, lead and cross examine witnesses, address the court on, inter alia, conviction and sentence, study appeal and reviews. Attend to representations, prepare opinions and heads of arguments and argue cases in the appropriate court. Appear in court in motion application pertaining to criminal matters and in general conduct prosecution on behalf of the state. Perform all duties related thereto in accordance with the code of conduct policy and directives of the NPA. Promote partner integration, community involvement and customer satisfaction in conjunction with partners in the criminal justice system. |
| <u>ENQUIRIES</u> | : | DPP: Limpopo - Thuba Thubakgale Tel No: (015) 045 0285 |

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| <u>APPLICATIONS</u> | : | DPP: Cape Town (OCC) - Phyllis Lujabe Tel No: (021) 487 7281 DPP: Limpopo e mail: Recruit202536@npa.gov.za DPP: Cape Town (OCC) e mail: Recruit202561@npa.gov.za |
| <u>POST 07/85</u> | : | <u>STATE ADVOCATE (ATTORNEY) REF NO: RECRUIT 2025/37</u> Asset Forfeiture Unit |
| <u>SALARY CENTRE REQUIREMENTS</u> | : | R884 268 - R1 459 071 per annum (Level LP- 7 to LP-8), (Total cost package) Kimberley An LLB. For serving prosecutors seeking promotion any appropriate legal qualification. At least five years post qualification legal experience. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Right of appearance as contemplated in section 25(2) of the NPA Act, 32 of 1998. Admitted as an Attorney in terms of the Attorney Act 53 of 1979. Excellent interpersonal, analytical, presentation and communication skills. Strong computer skills (Ms Word, Excel, Outlook and PowerPoint). Professionalism and able to act independently. Willingness to travel and work extended hours. Excellent communication and administrative skills, as well as literacy and numeracy skills in so far as being able to understand profit and loss calculations and basic business finance. Ability to conduct legal research. Valid driver's license. |
| <u>DUTIES</u> | : | Act as Attorney for the Asset Forfeiture Unit. Execute tasks that by law must be performed by Attorneys. Attend to diverse types of civil litigation in the High Court, Magistrate Courts as well as appeals from these courts, including appeals to the Supreme Court of Appeal. Deal with constitutional issues, including litigation in the Constitutional Court. Draft and / or settle all types of agreements render legal opinions, draft and move applications. Attend to queries from curators on litigation of Asset Forfeiture matters. Collect all taxed bills of all costs in favour of the state. |
| <u>ENQUIRIES APPLICATIONS</u> | : | Lindie Swanepoel Tel No: (012) 845 6638 e-mail: Recruit202537@npa.gov.za |
| <u>POST 07/86</u> | : | <u>STATE ADVOCATE REF NO: RECRUIT 2025/38</u> Asset Forfeiture Unit |
| <u>SALARY CENTRE REQUIREMENTS</u> | : | R884 268 - R1 459 071 per annum (Level LP- 7 to LP-8), (Total cost package) Mmabatho An LLB. For serving prosecutors seeking promotion any appropriate legal qualification. At least five years post qualification legal experience in civil and/or criminal litigation. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Right of appearance as contemplated in section 25(2) of the NPA Act, 32 of 1998. Professional and able to work independently. Willing to travel and able to work extended hours. Excellent communication skills. Well-developed skills in legal drafting and advocacy. Good knowledge of Asset Forfeiture Law will be an added advantage. Excellent interpersonal, analytical and presentation skills. Strong computer skills and knowledge of MS Word, Excel, Outlook and PowerPoint. Literacy and numeracy. Valid driver's license. |
| <u>DUTIES</u> | : | Civil litigation on behalf of the State regarding all aspects of freezing of property and obtaining final forfeiture confiscation orders. Liaise with prosecutors on cases with asset forfeiture potential. Draft and present asset forfeiture applications in all courts. Train prosecutors and investigators in the use of Asser Forfeiture Law. Keep up to date with legal developments. |
| <u>ENQUIRIES APPLICATIONS</u> | : | Lindie Swanepoel Tel No: (012) 845 6638 e-mail: Recruit202538@npa.gov.za |
| <u>POST 07/87</u> | : | <u>STATE ADVOCATE (STU) REF NO: RECRUIT 2025/63</u> National Prosecutions Service |
| <u>SALARY CENTRE REQUIREMENTS</u> | : | R884 268 - R1 459 071 per annum (Level LP- 7 to LP-8), (Total cost package) DPP: Cape Town An LLB. For serving prosecutors seeking promotion any appropriate legal qualification. Right of appearance as contemplated in section 25(2) of the NPA Act, 32 of 1998. At least five (5) years' post qualification legal experience. At least five (5) years relevant criminal court work experience in advocacy and drafting. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Extensive prosecutorial or litigation |

experience with regard to common law offences such as fraud, theft, forgery and uttering, commercial crimes and related matters. Proficiency in prosecuting, guiding investigations in complex or more difficult matters, including commercial matters. Knowledge of income Tax Act, Vat Act, Customs and Excise Act. Knowledge and understanding of SARS functions and financial or accounting background. Interpersonal skills, Written and verbal communication skills. Administrative skills. Able to work extended hours. Drafting charge sheets, indictments and court documents, dealing with representations. Valid driver's licence.

DUTIES : Study case dockets, make assessments thereof and decide on the institution of prosecution. Deal with any representations. Guide investigations in complex or more difficult tax matters, including commercial matters. Prepare cases for court, including the acquisition of additional evidence and draft charge sheets, indictments, and court documents. Present the State's case in court, lead and cross examine witnesses, address the court on inter alia, conviction and sentence. Manage court and case flow management of cases independently. Study and deal with appeals and reviews. Prepare opinions and heads of argument for complex matters and argue cases in the appropriate court. Appear in court in motion application pertaining to criminal matters and general conduct prosecutions on behalf of the state. Mentor and guide investigating officers, prosecutors, and stakeholders. Assist in keeping proper records, statistics, and reports. Assist in high profile tax matters or matters where an increased risk element is present. Manage any portfolio assigned by the Deputy Director managing the STU. Consult on a regular basis with all the relevant stakeholders, including SARS officials. Promote partner integration, community involvement and customer satisfaction in conjunction with partners in criminal justice system.

ENQUIRIES : Phyllis Lujabe Tel No: (021) 487 7281
APPLICATIONS : e mail Recruit202563@npa.gov.za

POST 07/88 : **SENIOR FINANCIAL INVESTIGATOR REF NO: RECRUIT 2025/39**
 Asset Forfeiture Unit

SALARY : R849 702 per annum (MMS Level 11), (Total cost package)
CENTRE : Nelspruit (Middelburg)
REQUIREMENTS : An appropriate B -degree (NQF level 7) or Three (3) year Diploma (NQF level 6) in one of the following: Forensic Investigations, Forensic Auditing, Criminal Investigation or equivalent. Certified Fraud Examine will be an added advantage. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Five (5) years' experience in financial investigation. Strategic capability and leadership. General management skills. People Management and Empowerment. The ability to perform administrative tasks efficiently, effectively, and error-free. Excellent written and verbal communication. Ability to plan and organize work and distinguish between urgent and important tasks/activities. Ability to achieve excellence in delivering the planned customer service outcomes (i.e. service levels and standards) for the NPA and ensure the highest level of customer care and customer satisfaction. Ability to identify and solve problems by analysing situations and apply critical thinking in order to resolve problems and decide on courses of action and implement the solutions developed in order to overcome problems and constraints. Knowledge of legislation and regulations pertaining to public service administration. Computer skills, such as MS Word, MS Excel, MS Outlook, MS PowerPoint, etc. Valid drivers licence.

DUTIES : Conduct case assessments. Conduct case planning. Conduct a detailed financial investigation in high value and complex matters. Undertake stakeholder engagements. Undertake all administration functions.

ENQUIRIES : Lindie Swanepoel Tel No: (012) 845 6638
APPLICATIONS : e mail: Recruit202539@npa.gov.za

POST 07/89 : **REGIONAL COURT PROSECUTOR**
 National Prosecutions Service

SALARY : R597 753 - R1 374 714 per annum (Level LP-5 to LP-6), (Excluding benefits), (Total cost package)
CENTRE : CPP: Upington Ref No: Recruit 2025/40
 CPP: Klerksdorp Ref No: Recruit 2025/41
 CPP: Welkom Ref No: Recruit 2025/42

CPP: Welkom (Kroonstad) Ref No: Recruit 2025/43
 CPP: Empangeni Ref No: Recruit 2025/44
 CPP: East Rand Ref No: Recruit 2025/49
 CPP: Bloemfontein (Ladybrand) Ref No: Recruit 2025/51
 CPP: Bloemfontein (Phuthaditjaba) Ref No: Recruit 2025/52
 CPP: Mitchells Plain Ref No: Recruit 2025/55
 CPP: Mitchells Plain (Khayelitsha) Ref No: Recruit 2025/56 (X2 Posts)
 CPP: George Ref No: Recruit 2025/57
 CPP: Bellville (Vredenburg) Ref No: Recruit 2025/58
 CPP: Bellville (Blue Downs) Ref No: Recruit 2025/59 (X2 Posts)
 CPP: Kimberley Ref No: Recruit 2025/60

REQUIREMENTS : An LLB. For serving prosecutors seeking promotion any appropriate legal qualification. At least four (4) years post qualification legal experience. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. The incumbent must have the ability to act independently or with minimum supervision. Proficiency in prosecuting. Experience in guiding investigations and giving instructions in law and statutory offences in Regional court. Good interpersonal skills. Good analytical skills. Good presentation skills. Good project management skills. Valid driver's licence.

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

ENQUIRIES : CPP: Upington & CPP: Kimberley - Nicholas Mogongwa Tel No: (053) 807 4539
 CPP: Klerksdorp – Flora Kalakgosi Tel No: (018) 381 9041
 CPP: Welkom, CPP Welkom (Kroonstad), CPP: Bloemfontein (Ladybrand), CPP: Bloemfontein (Phuthaditjaba) – Lemmer Ludwick Tel No: (051) 410 6001
 CPP: Empangeni – Thabsile Radebe Tel No: (033) 392 8753
 CPP: East Rand – Yasmeen Mbawana Tel No: (011) 220 4083
 CPP: Mitchells Plain, CPP: Mitchells Plain (Khayelitsha) CPP: Bellville (Vredenburg) & CPP: Bellville (Blue Downs) – Sonwabiso Mkwakwi Tel No: (021) 487 7234

APPLICATIONS : CPP: George – Thuso Damane Tel No: (021) 487 7129
 CPP: Upington e mail: Recruit202540@npa.gov.za
 CPP: Klerksdorp e mail: Recruit202541@npa.gov.za
 CPP: Welkom e mail: Recruit202542@npa.gov.za
 CPP: Welkom (Kroonstad) e mail: Recruit202543@npa.gov.za
 CPP: Empangeni e mail: Recruit202544@npa.gov.za
 CPP: East Rand e mail: Recruit202549@npa.gov.za
 CPP: Bloemfontein (Ladybrand) e mail: Recruit202551@npa.gov.za
 CPP: Bloemfontein (Phuthaditjaba) e mail: Recruit202552@npa.gov.za
 CPP: Mitchells Plain e mail: Recruit202555@npa.gov.za
 CPP: Mitchells Plain (Khayelitsha) e mail: Recruit202556@npa.gov.za
 CPP: George e mail: Recruit202557@npa.gov.za
 CPP: Bellville (Vredenburg) e mail: Recruit202558@npa.gov.za
 CPP: Bellville (Blue Downs) e mail: Recruit202559@npa.gov.za
 CPP: Kimberley e mail: Recruit202560@npa.gov.za

POST 07/90 : **DISTRICT COURT CONTROL PROSECUTOR REF NO: RECRUIT 2025/53**
 National Prosecutions Service

SALARY : R597 753 - R1 374 714 per annum (Level SU-1 to SU-2), (Excluding benefits), (Total cost package)

CENTRE : CPP: Bloemfontein (Thaba Nchu)
REQUIREMENTS : An LLB. For serving prosecutors seeking promotion any appropriate legal qualification. At least four (4) years post qualification legal experience. Demonstrable competency in acting Independently. Professionally, Accountable and with Credibility. Good management skills. Proficiency in prosecuting, guiding investigations and giving instructions in reasonably complex or more difficult common law and statutory offenses in the District

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| | | <p>Court. Ability to draft charge sheets and complex court documents. Good administration skills. Good management skills. Organisational skills. Ability to work independently.</p> |
| <u>DUTIES</u> | : | <p>Manage, train and give guidance to Prosecutors. Study court dockets and decide on the institution of and conduct criminal, proceedings of a general and more advanced nature in both District and Regional Court. Prepare cases for court and draft charge sheets and other proceedings for the court. Present and assist Prosecutors to present the State's case in court, to lead witness, cross-examine and address the court on, inter alia, conviction and sentence and in general conduct prosecutions on behalf of the State. Perform all duties related thereof in accordance with the Code of Conduct, Policy and Directives of the National Prosecuting Authority. Assist the Senior Public Prosecutor with the performance assessment of staff. Perform general administrative duties of the office. Promote partner integration, community involvement and customer satisfaction in conjunction with partners in the justice system.</p> |
| <u>ENQUIRIES</u> | : | Lemmer Ludwick Tel No: (051) 410 6001 |
| <u>APPLICATIONS</u> | : | e mail: Recruit202553@npa.gov.za |
| <u>POST 07/91</u> | : | <u>HEAD CONTROL PROSECUTOR 2</u> National Prosecutions Service |
| <u>SALARY</u> | : | R597 753 - R1 374 714 per annum (Level SU-1 to SU-2), (Excluding benefits), (Total cost package) |
| <u>CENTRE</u> | : | <p>CPP: Ntuzuma (Pinetown) Ref No: Recruit 2025/46 (Re-advert) CPP: Pietermaritzburg (New Hanover) Ref No: Recruit 2025/47 (Re-advert) CPP: Pietermaritzburg Ref No: Recruit 2025/48 (Re-advert) CPP: Welkom (Virginia) Ref No: Recruit 2025/54</p> |
| <u>REQUIREMENTS</u> | : | <p>An LLB. For serving prosecutors seeking promotion any appropriate legal qualification. At least four years' post qualification legal experience. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Proficiency in prosecuting, guiding investigation and giving instructions in reasonably complex or more difficult common law and statutory offences in the lower courts. Proficiently drafting complex charge sheets and other complex court documents. Must be able to act independently without constant supervision and manage court and case flow independently. Good management and administrative skills. General computer literacy with excellent knowledge of Ms Word, PowerPoint, Excel and Outlook. High level of reliability. Ability to act with tact and discretion. Ability to identify and handle confidential matters. Knowledge of relevant legislations, policies, prescripts and procedures applicable in the public sector.</p> |
| <u>DUTIES</u> | : | <p>Manage, train, and give guidance to prosecutors. Study case dockets, decide on the institution of and conduct criminal proceedings. Maintenance matters and inquest of a general and more advanced nature in the Regional Court and District Court. Prepare cases for court and draft charge sheets and other proceedings for court, present and assist prosecutors to present the State's case in court, to lead witnesses, cross examine and address the court on inter-alia, conviction, and sentence, and in general to conduct prosecutions on behalf of the State. Perform all duties related thereto in accordance with the Code of Conduct, Policy, and Directives of the National Prosecuting Authority. Assist the Senior Public Prosecutor with the performance assessment of staff. Manage, control and attend to the administration of the office of the District Court. Promote partner integration, community involvement and customer satisfaction in conjunction with partners in the criminal justice.</p> |
| <u>ENQUIRIES</u> | : | <p>CPP: Ntuzuma (Verulam) - Sanele Manqele Tel No: (031) 334 5162 CPP: Pietermaritzburg & CPP: Pietermaritzburg (New Hanover) – Thabsile Radebe Tel No: (033) 392 8753</p> |
| <u>APPLICATIONS</u> | : | <p>CPP: Welkom (Virginia) – Lemmer Ludwick Tel No: (051) 410 6001 CPP: Ntuzuma (Verulam) e mail: Recruit202546@npa.gov.za CPP: Pietermaritzburg (New Hanover) e mail: Recruit202547@npa.gov.za CPP: Pietermaritzburg e mail: Recruit202548@npa.gov.za CPP: Welkom (Virginia) e mail: Recruit202554@npa.gov.za</p> |

NATIONAL SCHOOL OF GOVERNMENT

The National School of Government (NSG) is mandated to train and develop public servants as a means to realize the national development objectives of the country and thereby support sustainable growth, development and service delivery. The purpose of the NSG is to build an effective and professional public service through the provision of relevant training interventions.

- APPLICATIONS** : Applications can be submitted by email to the relevant email address indicated by quoting the relevant reference number provided on the subject line or (2) hand-delivered to the ZK Matthews Building, 70 Meintjies Street, Sunnyside, Pretoria, or (3) via postal mail to: The Principal: National School of Government, Private Bag X759, Pretoria, 0001. Applicants are encouraged to submit their applications electronically.
- FOR ATTENTION** : Kindly contact Mr Mpho Mugodo Tel No: (012) 441 6017 or Mr Thabo Ngwenya Tel No: (012) 441-6108.
- CLOSING DATE** : 07 March 2025 at 16h00
- NOTE** : Suitably qualified and experienced candidates are invited to apply for the following vacant positions. The National School of Government will give preference to individuals whose appointment will improve employment equity in the department. In terms of the employment equity targets, preference will be given to African Males, Coloured Males and people with disabilities. Applicants are advised to read Chapter 4 of the Public Administration Management Act of 2014 from the DPSA website regarding the repositioning of NSG to Higher Education institution. Applications must consist of: A fully completed and signed new Z83 form with a comprehensive CV containing contactable references. Use of the old Z83 Form will result in disqualification. Candidates should not attach certified documents to the application. Only shortlisted candidates will be required to submit certified documents on or before the day of the interview. The relevant reference number must be written on the application form. Foreign qualifications must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA). Shortlisted candidates will be subjected to a technical exercise test for the post (s). All appointments are subject to personnel suitability checks such as security vetting, citizen verification, financial records check, and qualifications verifications. Applications that do not comply with the above-mentioned requirements as well as applications that are received late, will not be considered. The successful candidate will be expected to sign a performance agreement within three months from the date of assumption of duties and where applicable to disclose particulars of all registrable financial interests within a month. The employment decision shall be informed by the Employment Equity Plan of the Department to achieve its employment equity targets. It is the Department's intention to promote equity (race, gender, and disability) through the filling of this post. The NSG reserves the right not to make an appointment and to use other recruitment processes. Correspondence will be limited to shortlisted candidates only.

OTHER POSTS

- POST 07/92** : **SENIOR ADMINISTRATIVE OFFICER: OFFICE OF THE DEPUTY DIRECTOR-GENERAL: ADMINISTRATION REF NO: NSG 01/2025**
- SALARY** : R376 413 per annum (Level 08), plus competitive benefits.
- CENTRE** : Pretoria
- REQUIREMENTS** : A minimum National Diploma (NQF level 6) as recognized by SAQA in office administration, business administration, public management, or any relevant field. Experience: Two (2) to three (3) years relevant experience in office administration. Knowledge: Microsoft Office suite, especially Word, PowerPoint, and Excel. Virtual meetings (organize, host, record, transcript). Meetings management. Public service legislation, policies, prescripts, and procedures relevant to the job. Protocol, etiquette, and diplomacy. Competencies/Skills: Strong computer literacy. Strong oral and written communication skills. Strong interpersonal, writing, planning, and organizing skills. Basic programme and project management skills. Problem solving and analysis. Client orientation and customer focus. Presentation skills. Personal Attributes: High level of reliability. Client focused attitude. Keen attention to detail. Ability to work in a team. Trustworthy and honest and ability to maintain

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| | | high levels of confidentiality. Good grooming and presentation. Willing to work long hours and outside working hours. |
| <u>DUTIES</u> | : | Administrative Services: Manage the diary of the DDG. Screen telephone calls and respond to inquiries efficiently. Provide secretariat services. Arrange meetings and events. Identify venues, invite role players, and organize refreshments. Compile attendance registers and agenda for meetings. Compile packs for meeting and distribute to relevant stakeholders. Take and compile minutes during meetings. Order and maintain stationery and equipment supplies. Make travel arrangements. Branch coordination: Communicate with clients, stakeholders and service providers to enhance service delivery. Convene branch/ management/ bilateral meetings, as determined by the DDG. Co-ordinate effective records management within the Branch and Office of the DDG, including filing, safekeeping and archiving. Compliance and Management Reporting: Manage Branch compliance calendar, obtain inputs, collate and compile reports such as progress, monthly and management reports and do quality checks. Plan, organize and control activities pertaining to the Office and prioritised programmes of the Branch. Source information which may be of importance to the Branch or the DDG such as newspaper and internet articles, circulars, reports, Cabinet and Parliamentary related documents. Quality check all documentation received before submission to the DDG. Prepare documentation such as letters, submissions, meeting briefing notes and reports as may be required by the DDG. Budget Administration: Management of the budget of the Branch and office, assist the DDG in determining funding requirements and procurement planning, maintain records of expenditure commitments, track branch expenditure and all related financial management functions. |
| <u>APPLICATIONS</u> | : | Email to Recruitment.admin03@thensg.gov.za or hand delivery at ZK Matthews Building, 70 Meintjies Street, Sunnyside, Pretoria or use postal address: The Principal: National School of Government, Private Bag X759, Pretoria, 0001. |
| <u>ENQUIRIES</u> | : | Mr Thabo Ngwenya Tel No: (012) 441 6018 |
| <u>POST 07/93</u> | : | <u>ADMINISTRATOR: LOGISTICS REF NO: NSG 02/2025</u> |
| <u>SALARY CENTRE REQUIREMENTS</u> | : | R255 450 per annum (Level 06), plus competitive benefits cost to company Pretoria A tertiary qualification at (NQF level 6) in Office Administration, Business Administration, Public Administration. One (1) to two (2) years' relevant experience in office administration in an ETD environment. Knowledge: General knowledge of logistical support. Knowledge of supply chain management procedures. Understanding of the public sector. General knowledge of client relationship management. Financial administration systems. Practical knowledge of MS Office suite. Batho Pele principles. Competencies/skills: Good verbal and written communication skills. Proficient in relevant computer applications. Excellent interpersonal skills. Problem solving skills. Time management skills. Ability to work efficiently and effectively at all times. Personal Attributes: Systematic, self-driven and organized, Accurate, attention to detail, Dynamic, independent, flexible, Willingness to learn, Ability to meet deadlines, Honest, responsible with a strong work ethic and integrity. Team player. Ability to maintain high level of confidentiality. |
| <u>DUTIES</u> | : | Liaise with clients and service providers to confirm bookings with venue, dates, and facilitator details at least 5 working days before commencement of the event. Provide confirmation through the TMS to facilitators, departmental coordinators and undertake follow up. Undertake training event coordination and address any challenges. Maintain up-to date knowledge of NSG products and new developments (e.g. webinars, international programmes). Participate in product knowledge training sessions. Liaise with relevant officials to gather information on products. Update training schedules and the Training Management System records daily. Capture all relevant training related data on the Training Management System. Compile SCM and other documents including quotations obtained from service providers for procurement of catering, venues, facilitators and other related purposes. Compile, submit and keep accurate training and non-training related statistical reports. Capture and update late registration of additional learners on the Training Management System, where necessary. Maintain daily record of spread sheets for transactions with purchase order numbers, cost of sale transactions. Coordinate venue finding for training and provide confirmation to the |

departmental coordinator. Process procurement of venues and catering for training events. Facilitate the management and reproduction (internal and external) of learning material (stock level management) in liaison with relevant business units. Undertake quality control of reproduction of learning material. Manage the dispatching of learning material to training venues (pre-course materials dispatched at least ten days before the event and resources and all workbooks dispatched at least three days before the event). Follow-up on timeous delivery and receipt of learning materials. Support e-learning co-ordination.

APPLICATIONS

: Email to nsg.recruitment@thensg.gov.za or hand delivery at ZK Matthews Building, 70 Meintjies Street, Sunnyside, Pretoria or use postal address: The Principal: National School of Government, Private Bag X759, Pretoria, 0001

ENQUIRIES

: Ms Nthabiseng Fuma Tel No: (012) 441-6011

OFFICE OF THE CHIEF JUSTICE

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



- APPLICATIONS** : National Office (Midrand): Quoting the relevant reference number, direct your application to: The Director: Human Resources, Office of the Chief Justice, Private Bag X10, Marshalltown, 2107 or hand deliver applications to the Office of the Chief Justice, Human Resource Management, 188, 14th Road, Noordwyk, Midrand, 1685.
- CLOSING DATE** : 07 March 2025
- NOTE** : All applications must be submitted on a NEW Z83 form, which can be downloaded on internet at www.judiciary.org.za / www.dpsa.gov.za/dpsa2g/vacancies.asp or obtainable from any Public Service Department and should be accompanied by a recent comprehensive CV only; contactable referees (telephone numbers and email addresses must be indicated). Only shortlisted candidates will be required to submit certified copies of qualifications and other related documents on or before the day of the interview following communication from Human Resources. Each application form must be fully completed, duly signed and initialed by the applicant. The application must indicate the correct job title, the office where the position is advertised and the reference number as stated in the advert. Failure by the applicant to fully complete, sign and initial the application form will lead to disqualification of the application during the selection process. Applications on the old Z83 will unfortunately not be considered. Should you be in a possession of foreign qualification, it must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA). Dual citizenship holders must provide the Police Clearance certificate from country of origin (when shortlisted All non - SA Citizens will be required to submit a copy of proof of South African permanent residence when shortlisted. Applications that do not comply with the above mentioned requirements will not be considered. Suitable candidates will be subjected to a personnel suitability check (criminal record, financial checks, qualification verification, citizenship checks, reference checks and employment verification). Correspondence will be limited to short-listed candidates only. If you have not been contacted within three (3) months after the closing date of this advertisement, please accept that your application was unsuccessful. The Department reserves the right not to make any appointment(s) to the advertised post(s). Applicants who do not comply with the above-mentioned requirements, as well as applications received late, will not be considered. The Department does not accept applications via fax or email. Failure to submit all the requested documents will result in the application not being considered during the selection process. All successful candidates will be expected to enter into an employment contract and a performance agreement within 3 months of appointment, as well as be required to undergo a security clearance three (3) months after appointments. The Office the Chief Justice (Constitutional Court) comply with the provisions of Protection of Personal Information Act (POPIA); Act No. 4 of 2013. We will use your personal information provided to us for the purpose of recruitment only and more specifically for the purpose of the position/vacancy you have applied for. In the event your application was unsuccessful, the Office of the Chief Justice will retain your personal information for internal audit purposes

**GRADUATE INTERNSHIP PROGRAMME FOR 1 APRIL 2025 TO 31 MARCH 2027
(24 MONTHS)**

OTHER POST

- POST 07/94** : **LEGAL INTERNS REF NO: 2024/13CC/OCJ (X2 POSTS)**
- STIPEND** : R7 450.62 per month

CENTRE : Constitutional Court: Braamfontein
REQUIREMENTS : Matric and LLB at NQF level 8 with 480 credits as recognized by SAQA
ENQUIRIES : Technical /HR enquiries: Ms K Mokgathe Tel No: (011) 359 7400/ 7574
APPLICATIONS : Applications can be sent via email at Recruitment66@judiciary.org.za

DEPARTMENT OF WOMEN, YOUTH AND PERSONS WITH DISABILITIES

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

- APPLICATIONS** : Applicants are urged to choose/ utilise one of the methods provided below: you may forward your application, quoting reference, addressed to: The Director-General, Department of Women, Youth and Persons with Disabilities, Private Bag X931, Pretoria, 0001. Alternatively, applications may also be hand delivered to 268 Lilian Ngoyi Street, Fedsure Forum Building, 1st floor, Pretoria CBD. Another option is to submit application through email as a single scanned document/one PDF attachment to the email addresses specified for each position (kindly note that the emailed applications and attachments should not exceed 15mb). General enquiries may be brought to the attention of Mr Amukelani Misunwa Tel No: (012) 359 0240/ Mr Joseph Mahlangu Tel No: (012) 012 359 0238
- CLOSING DATE** : 07 March 2025 at 16:00
- NOTE** : Applications must be submitted on new Z83 form, which can be downloaded from: <http://www.gov.za/dpsa2g/vacancies.asp>. Applications submitted on the old application for employment (Z83) will not be considered. All fields in the Z83 application form must be completed in full, in a manner that allows a selection committee to assess the quality of a candidate based on the information provided in the form. It is therefore prudent that fields be completed by applicants and signed, noting the importance of the declaration. South African applicants need not to provide passport numbers. Candidate must respond "Yes" or "No" to the question whether you are conducting business with the state. If "Yes", details thereof only shortlisted candidates will submit Declaration form for conducting business with the state when shortlisted to the application. It is acceptable for applicant to indicate "not applicable" or leave a blank to the question "In the event that you are employed in the Public Service, will you immediately relinquish such business interest?" Applicants are not required to submit copies of qualifications and other relevant documents but must submit the completed and signed Z83 and detailed Curricula Vitae. The communication from HR of the Department regarding the requirement for certified document will be limited to shortlisted candidates. Therefore, only shortlisted candidate for a post will be required to submit certified documents on or before the day of the interview following communication from HR. Non-RSA citizens/permanent resident permit holders must submit a copy only when shortlisted. Should you be in possession of a foreign qualification, it must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA). Should you not hear from the Department within three (3) months of the closing date of the advertisement, please consider your application to be unsuccessful. The Department reserves the right not to fill and/or make an appointment to any of the advertised posts. Short-listed candidates may be subjected to a technical exercise that intends to test relevant technical elements of the job as part of the selection process, the logistics of which will be communicated by the Department. Successful candidates shall be required to enter into performance agreement within three (3) months of assuming their duties in the Department, and within one (1) month of the date of their appointment conclude the prescribed contract of employment. Designated employees shall be required to disclose their financial interest within 30 days after assumption of duty. Appointments will only be made on the first notch of the advertised salary level. All shortlisted candidates will be subjected to personal security vetting. Note that in terms of the Protection of Personal Information Act, 2021, the Department will ensure the protection of applicants' personal information and only collect, use and retain applicants' personal information for the purposes of recruitment and selection processes. The Department shall safeguard such personal information against access by unauthorised persons, unlawful disclosure, or breaches. The Department is an equal opportunity employer. In the filling of these posts, the objectives of section 195 of the Constitution of the Republic of South Africa and the Employment Equity Act, 1998 (Act 55 of 1998) will be taken into consideration and preference will be given to Women, Youth and Persons with Disabilities.

OTHER POSTS

- POST 07/95** : **REGISTRY CLERK REF NO: DWYPD/004/2025 (X2 POSTS)**
- SALARY** : R216 417 per annum (Level 05), plus benefits
CENTRE : Pretoria
REQUIREMENTS : Applicants must be in possession of a Grade 12 certificate or equivalent NQF 4 qualifications, No experience required. Knowledge of registry duties, practices as well as the ability to capture data, knowledge of storage and retrieval procedures in terms of the working environment, understanding of the work in registry.
- DUTIES** : Provide efficient registry counter services by attending to client queries and handling incoming calls and inquiries; attend to clients, handle telephonic and other enquiries received, receive and register hand delivered mail/files; Manage incoming and outgoing correspondence by receiving, sorting, registering and dispatching mail and official documents; Receive all mail, sort, register and dispatch mail, distribute notices on registry issues; Maintain an and effective filing and record management system; Opening, closing, storing and retrieving files per the approved filing plan, filing/storage, tracing (electronically/manually) and retrieval of documents and files, complete index cards for all files; Operate and maintain office machines including scanners, binding equipment, photocopies for registry functions; Conduct regular file audits and spot checks to ensure compliance with registry protocols and records management policies; undertake spot checks on post to ensure no private post in included, lock post in postbag for messengers to deliver to post Office; Process documents for archiving and/disposal in accordance with the National Archives and records Service Act, including the preparation of list for records transfer; Keep updated registry records, including logs for personal files, incoming and outgoing documents and reference numbers; Assist in travel and logistical arrangements for the ICT staff as required.
- ENQUIRIES** : Mr John Madela Tel No: (012) 359 0250
APPLICATIONS : Recruitment02@dwypd.gov.za
- POST 07/96** : **DRIVER/MESSENGER REF NO: DWYPD/003/2025 (X2 POSTS)**
- SALARY** : R183 279 per annum (Level 04), plus benefits
CENTRE : Pretoria
REQUIREMENTS : Applicants must be in possession of a Grade 12 certificate or equivalent NQF 4 qualification, A valid driver's license, 1-2 years' experience as a driver/messenger. Knowledge: understanding of road traffic rules and regulations, Skills: Driving skills, Sound organisational skills, language skills and the ability to communicate well with people at different levels and from different backgrounds, basic written communication skills, Computer literacy (MS Office), Good interpersonal skills, General office administrative and clerical skills. Personal Attributes: high level of reliable, high sense of urgency, ability to work effectively under limited supervision, highly motivated, goal orientated and driven, Confidentiality, integrity and ability to act with tact and discretion.
- DUTIES** : Collect and deliver documents; Collect, deliver and distribute documents of the Departments; Transport employee in the Department ensure that employees and guest are transported to their destinations on time, Record kilometres when undertaking a trip; record keeping of the utilisation of the allocated motor vehicle, log sheet and petrol receipts.
- ENQUIRIES** : Mr Vusimuzi Mahamba Tel No: (012) 359 0204
APPLICATIONS : Recruitment03@dwypd.gov.za
- POST 07/97** : **FOOD SERVICE AID REF NO: DWYPD/005/2025 (X2 POSTS)**
- SALARY** : R155 148 per annum (Level 03), plus benefits
CENTRE : Pretoria
REQUIREMENTS : Applicants must be in possession of NQF 1 and 2 General Certificate/Elementary Certificate, No experience required. Knowledge of repetitive tasks; Basic Skills of Numeracy, Literacy, language and Operating equipment.
- DUTIES** : Clean kitchen utensils and equipment, provide catering support services, keep stock of kitchen utensils and equipment, apply hygiene and safety measures,

maintain quality control measures of all food provided, removal of garbage disposal, prepare food, snack and beverages (water, tea, coffee, milk sugar and cold drinks, setup and convey crockery, cutlery and equipment to dining areas, serve food and beverages, responsible for food supplies and report waste and losses

ENQUIRIES
APPLICATIONS

: Mr Vusimuzi Mahamba Tel No: (012) 359 0240
: Recruitment_268@dwypd.gov.za

**PROVINCIAL ADMINISTRATION: GAUTENG
DEPARTMENT OF ROADS AND TRANSPORT**

In line with the Department's employments Equity Plan, Females and People with Disabilities are encouraged to apply

- APPLICATIONS** : To apply for the below positions, please apply online at <http://jobs.gauteng.gov.za> Only online applications will be considered.
- CLOSING DATE** : 07 March 2025
- NOTE** : Applicants must utilise the most recent online Z83 application for employment form available online and complete the declaration as per the Regulation 10 of the Public Service Regulations, 2016, All fields in the New Z83 form, must be completed and declared online. Furthermore, a comprehensive Curriculum Vitae (CV) must also be attached. Failure to complete Z83 and upload the Curriculum Vitae (CV) will result in disqualification. Only shortlisted candidates will be requested to submit certified copies of qualifications not older than six (06) months, identity document and valid driver's license (where driving/travelling is an inherent requirement of the job). It is our intention to promote representation (race, gender and disability) in the Public Service through the filling of this post and candidates whose transfer/promotion/appointment will promote representation will receive preference. It is the Department's intention to promote equity through the filling of all numeric targets as contained in the Employment Equity Plan. To facilitate this process successfully, an indication of race, gender and disability status is required. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). The Department reserves the right not to appoint. If you do not receive any response from us within 3 months, please accept your application was unsuccessful.
- OTHER POST**
- POST 07/98** : **ADMINISTRATIVE SUPPORT AND CO-ORDINATION OFFICER REF NO: REFS/022066**
(Contract linked to the term of the MEC)
(Re-advertisement, all applicants who previously applied are encouraged to re-apply)
- SALARY CENTRE REQUIREMENTS** : R849 702 – R1 000 908 per annum, (all-inclusive package)
: Johannesburg
: A National Diploma (NQF 6) / Degree (equivalent to NQF 7). 3 years in Junior Management / Assistant Director level. Broad knowledge and understanding of the functional areas covered by the executive authority's portfolio. Proven management competencies. Working knowledge of the political and parliamentary processes in South Africa. Computer literacy.
- DUTIES** : Develop, implement and maintain systems, registers and databases to monitor and manage the flow of documents to, from and within the office of the executive authority. Compile correspondence, submissions and cabinet memoranda as required. Study, edit and comment on submissions to be submitted to the executive authority for consideration. Manage the procurement and maintenance of equipment and administer the budget in the office of the executive authority. Manage logistical support in the office of the executive authority. Ensure that documents are classified in accordance with the MIS prescripts and are handled in accordance with their classification. Liaise with internal and external role players with regard to matters relating to the portfolio of the executive authority. This would, inter alia, entail the following: Render a Cabinet/executive council support service to the executive authority. This would, inter alia, entail the following: Manage the distribution of memoranda to Cabinet/executive council members, Manage the distribution of documents and submissions to the relevant legislature and standing/portfolio committees, Keep record of decisions of Cabinet/executive council and alert the Chief of Staff and executive authority of actions to be taken and due dates. Human resources management.
- ENQUIRIES** : Mr. Sizwe Ngcobo Tel No: (011) 355 7043

**PROVINCIAL ADMINISTRATION: KWAZULU-NATAL
DEPARTMENT OF AGRICULTURE AND RURAL DEVELOPMENT**

The Department of Agriculture and Rural Development is an equal opportunity, affirmative action employer and is committed to the promotion of diversity and equity in employment. Women and people living with disabilities are highly encouraged to apply. The Department of Agriculture and Rural Development reserves the right not to fill any advertised post. Invited candidates will attend interviews at their own cost due to budgetary constraints.

- APPLICATIONS** : All applications must be addressed to the Head of Department and for reference numbers starting with SSC may be hand delivered or couriered to 4 Pin Oak Avenue, Hilton, 3245. Applications may also be posted to Private Bag X6005, Hilton, 3245. All applications for reference numbers starting with NSC may be hand delivered or couriered to Lot no. 11634, Corner of Via Verbena and Loop Street, Veldenvlei, Richards Bay, 3900. Applications may also be posted to Private Bag X1048, Richards Bay, 3900. Applicants are discouraged from sending applications through registered mail because the Department will not be responsible for non-collection of these applications. Applicants may also submit their completed and signed Z83 application forms and CV's directly to the following email addresses: kznjobssouth@kzndard.gov.za for reference numbers starting with SSC OR kznjobsnorth@kzndard.gov.za for reference numbers starting with NSC. Applicants may also visit any one of our Designated Online Application Centres (DOACS) where our friendly staff will assist you with applying online or receiving your hardcopy application. You can find the list of Designated Online Application Centres (DOACS) at www.kznonline.gov.za/kznjobs
- CLOSING DATE** : 07 March 2025
- NOTE** : Applicants are encouraged to apply for posts through the online e-Recruitment system at www.kznonline.gov.za/kznjobs. Applications submitted electronically will be taken as a final application and may not be amended or supplemented in any way after the closing date indicated in the advertisement. For all SMS posts, appointments will be subject to submission of the pre-entry certificate into the SMS obtainable from the National School of Governance. The recommended candidate will be subjected to a competency assessment, the signing of a mutually agreed performance agreement, security clearance and will be required to disclose financial interest. For re-advertisements, previous applicants must please re-apply. Applicants using the manual application process must submit their applications on the prescribed form Z83 (Please Use The New Z83 Form Which Is Effective From 01 January 2021) obtainable from any Public Service Department or at www.dpsa.gov.za and all applications must be accompanied by a comprehensive CV. Applicants must ensure that the Z83 application form is completed in full, duly signed and initialled, as failure to do so may lead to disqualification of the application during the selection process. Only shortlisted candidates will be required to submit certified copies of qualifications and other related/supporting documents on or before the day of the interview following the communication from Human Resources. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). No late applications will be accepted. Failure to comply with the above instructions will result in the disqualification of your application. 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 07/99** : **DIRECTOR: INTEGRATED PLANNING, POLICY, MONITORING AND EVALUATION REF NO: SSC02/2025**
- SALARY CENTRE REQUIREMENTS** : R1 216 824 per annum (Level 13), all-inclusive salary SMS package
: Head Office – Cedara
: An NQF level 7 qualification in Public Policy / Development Studies / Public Management / Public Administration / Monitoring and Evaluation / Governance and a valid driver's license. Experience: 5 years of experience at a middle/senior managerial level in Strategic Planning, Public Policy Analysis and Development, Public Sector Performance Auditing, Service Delivery Improvement and Monitoring and Evaluation environment. Knowledge: RSA

Constitution, Public Service Act, Public Service Regulations PFMA, Labour Relations Act, EPMDS, Basic Conditions of Employment Act, Project Management Principles, National and Provincial Practice Notes, Promotion of Access to Information Act, Service Delivery Frameworks, Treasury Regulations, KZN Citizens Charter, Promotion of Equality and Prevention of Unfair Discrimination, White Paper on Transforming Public Service Delivery, Management Performance Assessment Tool (MPAT), Millennium Development Goal, Government Wide Monitoring & Evaluation Policy Framework, E-Government, Batho Pele, Policy Development Processes, Performance monitoring and reporting, Public Participation and Scorecards. Skills: Language, listening, interpersonal relations, computer, leadership, time management, report writing, problem solving, communication, conflict management, change management, self-disciplined and ability to work under pressure with minimum supervision, project management, people management, relationship management, financial management, strategic planning, presentation, decision making, innovation and creativity.

DUTIES : Facilitate strategic planning and management activities. Facilitate policy analysis and programme evaluation activities. Ensure the implementation of Batho Pele Programme. Facilitate and manage organization programme and performance monitoring and reporting. Manage the resources of the Directorate.

ENQUIRIES : Mr TW Mkhize Tel No: (033) 343 8182

POST 07/100 : **DIRECTOR: MANAGEMENT ADVISORY SERVICES REF NO: SSC03/2025**
Re-advertisement

SALARY : R1 216 824 per annum (Level 13), all-inclusive salary SMS package is payable to the successful candidate subject to the signing of a mutually agreed performance agreement within one month of assumption of duty. The successful candidate will be subjected to security clearance and is required to disclose financial interest.

CENTRE REQUIREMENTS : Head Office - Cedara
A degree in Production Management / Operations Management / Management Services / Public Administration / Human Resource Management (NQF level 7) and a valid driver's license. Experience: 5 years of experience at a middle/senior managerial level in an Organisational Development / Management Advisory Services' environment. Knowledge: RSA Constitution, PSA, PSR, LRA, PFMA, EPMDS, BCEA, Project Management Principles, Skills Development Act, Norms and Standards, Cost Benefit Analysis, HR Practices, Compilation of job descriptions, relevant legislations and policies, general office administration practices, Work Study principles and techniques, Business Process Management, performance management, Organisational Design Principles, Management practices and Job Evaluation processes. Skills: Language, listening, analytical thinking, organizing, planning, computer literacy, presentation, communication, report writing, conflict resolution, problem solving, project management, people management, decision making, financial management, leadership skills, policy analysis and development, negotiation, and interpersonal relations.

DUTIES : Manage the design and maintenance of organisational structures and post establishment of the department. Manage human resource planning services. Manage job profiling and job evaluation services. Manage the development and implementation of policies and procedures. Manage the resources of the Directorate.

ENQUIRIES : Ms NZ Ndlela Tel No: (033) 355 9624

POST 07/101 : **DIRECTOR: HUMAN RESOURCE DEVELOPMENT REF NO: SSC04/2025**
Re-advertisement

SALARY : R1 216 824 per annum (Level 13), all-inclusive salary SMS package is payable to the successful candidate subject to the signing of a mutually agreed performance agreement within one month of assumption of duty. The successful candidate will be subjected to security clearance and is required to disclose financial interest.

CENTRE REQUIREMENTS : Head Office - Cedara
A Bachelor degree (NQF level 7) in Human Resource Management or Public Administration and a valid driver's license. Experience: 5 years of experience at a middle/senior managerial level in a Human Resource Development

environment. Knowledge: RSA Constitution, NDP 2030, PSA, PSR, PFMA, LRA, EPMDS, BCEA, Treasury Regulations, Skills Development Act, Practice Notes in the Public Service, National/Provincial/Departmental HRD and related policies and strategies. Skills: Presentation, facilitation, analytical thinking, interpersonal relations, computer, strategic planning, organizational, financial management, time management, report writing, problem solving, communication, leadership, project management, project planning, relationship management, decision-making, conflict resolution, policy development and interpretation, creativity. Innovation, motivational and influencing.

DUTIES : Manage skills development services. Manage performance management and development services. Manage the implementation of HRD Programmes (North and South Service Centres). Manage the development and implementation of HRD strategies, policies and procedures. Manage the resources of the Directorate.

ENQUIRIES : Ms NZ Ndlela Tel No: (033) 355 9624

OTHER POSTS

POST 07/102 : **DEPUTY DIRECTOR: BUSINESS ENTITY SUPPORT REF NO: SSC05/2025**

SALARY : R1 003 890 per annum (Level 12), all-inclusive salary MMS package
CENTRE : Head Office - Cedara

REQUIREMENTS : A Degree or National Diploma in Business Administration Management or relevant qualification and a valid driver's licence. Experience: 3 – 5 years' junior management experience in a business management environment. Knowledge: Companies and Intellectual Property Commission (CIPC), Cooperatives Act, Comprehensive Rural Development Plan, National Development Plan, KZN NDP, RSA Constitution, Public Service Act, Public Service Regulations, PFMA, Labour Relations Act, EPMDS, Basic Conditions of Employment Act, community development, community outreach, project management principles, Millennium development goals, social dynamics of KZN communities Youth Development Policy, National and Provincial Practice Notes, Promotion of Access to Information Act, service delivery frameworks, Provincial Growth and Development Plan, Treasury Regulations, KZN Citizen's Charter, intergovernmental matters, Promotion of Equality and Prevention of Unfair Discrimination, National and International Economic outlook. Skills: Language, listening, interpersonal relations, computer, leadership, business management, time management, report writing, problem solving, communication, conflict management, change management, self-disciplined and ability to work under pressure with minimum supervision, project management, people management, relationship management and decision making.

DUTIES : Manage the coordination of the establishment of business entities and co-operatives. Manage the provision of support to existing and new business entities (including mentoring). Manage the development of identified rural infrastructure programmes. Develop policies and strategies aimed at improving service delivery. Manage resources of the sub-directorate.

ENQUIRIES : Ms NM Mtshali Tel No: (033) 355 9242

POST 07/103 : **DEPUTY DIRECTOR: SOCIAL ORGANISATION REF NO: SSC06/2025**

SALARY : R1 003 890 per annum (Level 12), all-inclusive salary MMS package
CENTRE : Head Office - Cedara

REQUIREMENTS : A Degree or National Diploma in Social Development / Social Science / Community Development / Rural Development and a valid driver's licence. Experience: 3 – 5 years' junior management experience in community development facilitation. Knowledge: RSA Constitution, Public Service Act, Public Service Regulations, PFMA, Labour Relations Act, EPMDS, Basic Conditions of Employment Act, community development, community outreach, project management principles, Millennium development goals, social dynamics of KZN communities, National and Provincial Practice Notes, Promotion of Access to Information Act, service delivery frameworks, National Skills Development Strategy, National Development Plan, Provincial Growth and Development Plan, Treasury Regulations, KZN Citizen's Charter, intergovernmental matters, Promotion of Equality and Prevention of Unfair Discrimination. Skills: Language, listening, interpersonal relations, computer,

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| | | organizational development, leadership, business management, time management, report writing, problem solving, communication, conflict management, change management, self-disciplined and ability to work under pressure with minimum supervision, project management, people management, relationship management, decision making, facilitation, policy development and analysis and negotiation skills. |
| <u>DUTIES</u> | : | Manage the provision of facilitation support to land reform initiatives and community organizations for growth and sustainable rural enterprise development. Guide and align the engagements and formations of community organisations with the CRDP and Rural Development strategies and Policies. Manage the effectiveness of facilitating access to skills development in the implementation of the rural enterprises and the CRDP. Facilitate co-operation between community organisations and public and private sector organisations. Manage resources of the sub-directorate. |
| <u>ENQUIRIES</u> | : | Ms NM Mtshali Tel No: (033) 355 9242 |
| <u>POST 07/104</u> | : | <u>DEPUTY DIRECTOR: EXTENSION AND ADVISORY SERVICES REF NO: SSC07/2025</u> |
| <u>SALARY CENTRE REQUIREMENTS</u> | : | R849 702 per annum (Level 11), all-inclusive salary MMS package |
| | : | UGu District - Ray Nkonyeni Local Office |
| | : | An NQF level 08 four (04) year B.Sc in Agriculture degree OR a Bachelor in Agriculture plus an Honours in Agriculture (NQF level 08) OR a National Diploma plus a B.Tech in Agriculture (NQF level 07) and a valid driver's licence. Experience: 8 – 10 years' experience in an Agricultural Environment. Knowledge: RSA Constitution, White Paper on Agriculture in KZN, Norms and Standards for Advisory Services, Strategy for Agrarian Transformation in KZN, Agricultural Extension and Advisory Principles, Scientific Agricultural Production Methods, Agricultural Policy Action Plan, National Development Plan, Provincial Growth and Development Plan, Public Service Act, Public Service Regulations, PFMA, Treasury Regulations, Labour Relations Act, EPMDS, community development, public participation, community outreach, project management principles, social dynamics of KZN communities and service delivery frameworks. Skills: Planning and organizing, team leadership, problem solving and analysis, creativity and innovation, decision making, customer focus and responsiveness, communication, presentation, public speaking, computer literacy, management, social facilitation, conflict management, analytical and data analysis, scientific methodology and models, research and development, scientific editing and review, project management, professional judgement and computer aided scientific applications. |
| <u>DUTIES</u> | : | Manage the provision of agricultural extension and advisory services. Manage the implementation of local agricultural projects. Implement agricultural specific interventions. Promote partnerships and cooperation with relevant role players. Develop policies and strategies aiming at improving service delivery. Manage resources of the office. |
| <u>ENQUIRIES</u> | : | Ms MP Gwala Tel No: (039) 682 2045 |
| <u>POST 07/105</u> | : | <u>STATE VETERINARIAN (X3 POSTS)</u> |
| <u>SALARY CENTRE</u> | : | R849 702 per annum (Level 11), all-inclusive salary MMS package |
| | : | Ref No: SSC08/2025: UThukela District (X1 Post) |
| | : | Ref No: NSC01/2025: Jozini Local Office – UMkhanyakude District (X1 Post) Zululand District (X1 Post) (Re-advertisement) |
| <u>REQUIREMENTS</u> | : | An NQF 8 Bachelor of Veterinary Science degree plus registration with the South African Veterinary Council (SAVC) as a veterinarian and a valid driver's licence. Experience: 1 – 2 years' post qualification relevant experience. Knowledge: Veterinary and Para-Veterinary Professions Act, Animal Disease Act, Animal Identification Act, Animal Health Act, RSA Constitution, Public Service Act, Public Service Regulations, PFMA, Labour Relations Act, EPMDS, BCEA, Community Development, Public Participation, Community Outreach, Project Management Principles and Social dynamics of KZN Communities. Skills: Language, listening, presentation, analytical thinking, interpersonal relations, computer, strategic planning, organisational, research, leadership, financial management, time management, report writing, problem solving, communication, conflict management, change management, self- |

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| <u>DUTIES</u> | : | disciplined and ability to work under pressure with minimum supervision, people management, decision making, facilitation and project planning. |
| | : | Ensure the prevention and control of animal disease. Improve animal health and production by extension and training in disease control methods to communal farmers. Provide primary animal health care and clinical services. Issue import, export certification permits for movement control. Provide veterinary technical support to livestock projects. Provide mentorship to veterinarians serving compulsory community service. Manage financial, human and asset resources. |
| <u>ENQUIRIES</u> | : | Dr. MS Masimege (Uthukela) Tel No: (033) 343 8320 Dr. C. Kutwana (Umkhanyakude) Tel No: (035) 780 6716 |
| <u>POST 07/106</u> | : | <u>DEPUTY DIRECTOR: ADMINISTRATION SUPPORT SERVICES (X3 POSTS)</u> |
| <u>SALARY CENTRE</u> | : | R849 702 per annum (Level 11), all-inclusive salary MMS package |
| | : | Ref No: SSC09/2025: ILembe District (X1 Post) Harry Gwala District (X1 Post) |
| | : | Ref No: NSC02/2025: Amajuba District (X1 Post) |
| <u>REQUIREMENTS</u> | : | A National Diploma plus a B.Tech Degree or a Bachelor's Degree in Public Management/Administration/Human Resource Management/Financial Management (NQF 7) and a valid driver's license. Experience: 3 – 5 years' supervisory experience in an administration environment. Knowledge: Sound knowledge of RSA Constitution, Public Service Act, Public Service Regulations, PFMA, EPMDS, LRA, OHS Act, National and Provincial Practice Notes, SCM Practices and Procedures, Treasury Regulations, Batho Pele Principles, Government Immovable Assets Management Act, State Housing Policy, Fleet Management policies, Subsidised Vehicle policies, BCEA, Movable Asset Management Framework, Asset Management policies for general and biological assets, Financial Systems HARDCAT/BAS, Archives Act, Compensation of Injuries and Death Act. Skills Financial management, people management, problem solving, time management, decision making, planning, organising, leadership, project planning, conflict management, communication (verbal and written), interpersonal relations, good organising abilities, policy analysis and development, motivational skills, computer skills, report writing and influencing skills. |
| <u>DUTIES</u> | : | Ensure the provision of effective and efficient Supply Chain Management Services in accordance with SCM legislative and policy framework. Manage the provision of financial services in accordance with prescripts. Manage office administration support services. Manage the provision of human resource services. Manage the resources of the division. |
| <u>ENQUIRIES</u> | : | Ms M Malunga Tel No: (039) – 834 7600 (Harry Gwala District) Mr NF Gumede Tel No: (032) – 437 7508 (ILembe District) Ms TT Mzimela Tel No: (034) 3153936 (Amajuba District) |
| <u>POST 07/107</u> | : | <u>DEPUTY DIRECTOR: FINANCIAL ACCOUNTING SERVICES REF NO: SSC10/2025</u> |
| <u>SALARY CENTRE</u> | : | R849 702 per annum (Level 11), all-inclusive salary MMS package |
| | : | South Service Centre - Hilton |
| <u>REQUIREMENTS</u> | : | An NQF level 7 Bachelor's Degree/ Advanced Diploma/ Post Graduate Certificate / B. Tech in Finance and a valid driver's license. Experience: 3 years' junior management experience in Financial Management in the Public Sector. Knowledge: PFMA, Treasury Regulations, National and Provincial Treasury Instruction Notes, Division of Revenue Act, PSA, PSR, PAIA, LRA. Practical working knowledge and experience of LOGIS, BAS, PERSAL. Service Delivery Principles (Batho Pele), Public Service Code of Conduct. Skills: Financial management, advanced computer skills in MS Office suite, numeric and mathematical accuracy, analytical and accounting skills, leadership skills, management, strategic planning and organizing, project planning, report writing, excellent communication skills (verbal and written), interpersonal skills, time management, research, problem solving, change management and conflict management. |
| <u>DUTIES</u> | : | Manage the provision of effective and efficient creditor management. Manage the provision of effective and efficient administration of payments. Provide |

accurate and effective voucher control and loss control services. Manage the provision of effective and efficient salary administration and payroll control services. Provide inputs to policies and strategies aimed at improving service delivery. Manage the resources of the sub-directorate.

ENQUIRIES : Ms JE Joshua Tel No: (033) 355 9134

POST 07/108 : **DEPUTY DIRECTOR: ORGANISATIONAL DEVELOPMENT SERVICES**
REF NO: SSC11/2025

SALARY : R849 702 per annum (Level 11), all-inclusive salary MMS package
CENTRE : Head Office - Cedara
REQUIREMENTS : An NQF level 06 National Diploma or NQF level 07 Degree in Production Management / Operations Management / Management Services plus a certificate in Job Evaluation OR an NQF level 06 National Diploma or NQF level 07 Degree in Administration plus certificates in Management Services and Job Evaluation and a valid driver's licence. Experience: 3 years' junior management experience in job evaluation and organizational development environment. Knowledge: RSA Constitution, Public Service Act, Public Service Regulations, PFMA, Labour Relations Act, EPMDs, Provincial and Departmental Job Evaluation Policies, Basic Conditions of Employment Act, Project Management Principles, Norms and Standards, cost benefit analysis, HR Practices, compilation of job descriptions, relevant legislations and policies, general office administration practices, work-study principles and techniques, business process re-engineering, performance management, organizational design principles, knowledge of the Department, management practices, job evaluation processes and the evaluate system. Skills: Language, listening, analytical thinking, organizing, management, computer, presentation, communication, interviewing, report writing, planning, conflict resolution, problem solving, project management, people management, decision making, financial management, leadership, policy analysis and development and change management.

DUTIES : Manage the Department's Organisational Design process. Manage and coordinate business process mapping. Manage the job evaluation and the job profiling processes. Ensure the provisioning of advice and guidance on practices and policy matters. Manage resources of the sub-directorate.

ENQUIRIES : Ms NZ Ndlela Tel No: (033) – 355 9624

POST 07/109 : **PROFESSIONAL SCIENTIST GRADE A/B/C (NATURAL RESOURCE**
MANAGEMENT REF NO: SSC12/2025

SALARY : Grade A: R721 476 per annum, all-inclusive salary, OSD package
Grade B: R821 142 per annum, all-inclusive salary, OSD package
Grade C: R925 146 per annum, all-inclusive salary, OSD package

CENTRE : Cedara Research Station

REQUIREMENTS : A 4 year B.Sc in Agriculture degree / a 3 year Bachelor of Science in natural or environment sciences with Honours (4 years' study completed.), compulsory registration with SACNASP as a Professional Natural Scientist and a valid driver's licence. Experience: 3 years' relevant post qualification experience. Knowledge: Sound understanding of natural resources, GIS Technologies and their application to natural resource assessment and monitoring, spatial depiction of data, development of crop models and databases. Skills: Technical: Research studies and project management, ability to apply sound research methodologies for the characterization of the natural resources of KZN. Soil, climate and vegetation interactions and productivity status over time. GIS applications, legal and operational compliance for data custodianship and maintenance. GIS implementation and software application development. Standards development for NRS with respect to database security, storage and custodianship. Development of geodatabases, data dictionaries, digital surveys and other technologies to assist with natural resource data acquisition and application. Spatial modelling design and analysis. Analytical skills and data analysis. Scientific methodology and models. An understanding of various scripting e.g Python, R for BRP upgrades. Writing of scientific publications. Generic: Strategic management and direction. Problem solving and analysis, decision making, teamwork and supporting, creativity, self-management, financial management, planning, organizing and execution, change management, customer focus and responsiveness, communication, innovation and computer literacy.

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| <u>DUTIES</u> | : | To develop the biophysical and special data holdings of the Natural Resource Section (NRS). To perform scientific analysis and regulatory functions by developing models and techniques to characterize the natural resources of KZN. Facilitate technology transfer through publications, presentations, training, mentorship and specialist advice on GIS applications in natural resource management for strategic programmes. Skills development with regards to applicable prescripts, policies and procedures and technologies to enable an efficient and effective knowledge base within the Sub-Directorate. Perform all administrative and related functions, including meetings, assessments and policies. |
| <u>ENQUIRIES</u> | : | Mrs NZQ Pakkies Tel No: (033) 3559148 |
| <u>POST 07/110</u> | : | <u>PROFESSIONAL SCIENTIST GRADE A/B/C (SOIL SCIENCE) REF NO: SSC13/2025</u> |
| <u>SALARY</u> | : | Grade A: R721 476 per annum, all-inclusive salary, OSD package Grade B: R821 142 per annum, all-inclusive salary, OSD package Grade C: R925 146 per annum, all-inclusive salary, OSD package |
| <u>CENTRE REQUIREMENTS</u> | : | Cedara Research Station An NQF level 08 four-year B.Sc in Agriculture degree majoring in Soil Science, compulsory registration with SACNASP as a Professional Natural Scientist and a valid driver's licence. Experience: 3 years' relevant post qualification experience. Knowledge: Sound understanding of agricultural research methodologies and application of practices and techniques in soil science. Skills: Technical: Analytical skills and data analysis, scientific methodology and models, research and development, writing of scientific papers, technical reports and popular articles, scientific editing and reviewing, communication at a scientific, technical and informative level, programme and project management, presentation and computer aided scientific applications. Generic: Leadership, mentorship, conflict management, financial management, planning and organizing, problem solving and analysis, creativity, decision making, change management, customer focus and responsiveness, communication, innovation, computer literacy, customer focus and responsiveness, networking, creating high performance culture. |
| <u>DUTIES</u> | : | Develop and implement methodologies, policies, systems and procedures with particular reference to soil science research. Perform agricultural scientific analysis and regulatory functions. Conduct research and development. Human Capital development. Perform administrative functions. |
| <u>ENQUIRIES</u> | : | Dr. SR Bezuidenhout Tel No: (033) 355 9657 |
| <u>POST 07/111</u> | : | <u>PROFESSIONAL SCIENTIST GRADE A/B/C (AGRONOMY/PLANT BREEDING) (X2 POSTS)</u> |
| <u>SALARY</u> | : | Grade A: R721 476 per annum, all-inclusive salary, OSD package Grade B: R821 142 per annum, all-inclusive salary, OSD package Grade C: R925 146 per annum, all-inclusive salary, OSD package |
| <u>CENTRE REQUIREMENTS</u> | : | Cedara Research Station Ref No: SSC14/2025 (X1 Post) Dundee Research Station Ref No: NSC03/2025 (X1 Post) An NQF level 08 four-year B.Sc in Agriculture degree majoring in Agronomy and/or Plant Breeding or a three-year B.Sc plus Honours degree in Genetics, compulsory registration with SACNASP as a Professional Natural Scientist and a valid driver's licence. Experience: 3 years' relevant post qualification experience. Knowledge: Sound understanding of agricultural research methodologies and application of practices and techniques in agronomy and/or crop plant breeding. Skills: Technical: Analytical skills and data analysis, scientific methodology and models, research and development, writing of scientific papers, technical reports and popular articles, scientific editing and reviewing, communication at a scientific, technical and informative level, programme and project management, presentation and computer aided scientific applications. Generic: Leadership, mentorship, conflict management, financial management, planning and organizing, problem solving and analysis, creativity, decision making, change management, customer focus and responsiveness, communication, innovation, computer literacy, customer focus and responsiveness, networking, creating high performance culture. |
| <u>DUTIES</u> | : | Develop and implement methodologies, policies, systems and procedures with particular reference to agronomy and/or crop plant breeding research. Perform |

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| | | agricultural scientific analysis and regulatory functions. Conduct research and development. Human Capital development. Perform administrative functions. Dr. SR Bezuidenhout Tel No: (033) 355 9657 |
| <u>ENQUIRIES</u> | : | |
| <u>POST 07/112</u> | : | <u>PROFESSIONAL SCIENTIST GRADE A/B/C (HORTICULTURE) REF NO: SSC15/2025</u> |
| <u>SALARY</u> | : | Grade A: R721 476 per annum, all-inclusive salary, OSD package Grade B: R821 142 per annum, all-inclusive salary, OSD package Grade C: R925 146 per annum, all-inclusive salary, OSD package |
| <u>CENTRE REQUIREMENTS</u> | : | Cedara Research Station An NQF level 08 four-year B.Sc in Agriculture degree majoring in Horticulture, compulsory registration with SACNASP as a Professional Natural Scientist and a valid driver's licence. Experience: 3 years' relevant post qualification experience. Knowledge: Sound understanding of agricultural research methodologies and application of practices and techniques in horticulture. Skills: Technical: Analytical skills and data analysis, scientific methodology and models, research and development, writing of scientific papers, technical reports and popular articles, scientific editing and reviewing, communication at a scientific, technical and informative level, programme and project management, presentation and computer aided scientific applications. Generic: Leadership, mentorship, conflict management, financial management, planning and organizing, problem solving and analysis, creativity, decision making, change management, customer focus and responsiveness, communication, innovation, computer literacy, customer focus and responsiveness, networking, creating high performance culture. |
| <u>DUTIES</u> | : | Develop and implement methodologies, policies, systems and procedures with particular reference to horticultural research. Perform agricultural scientific analysis and regulatory functions. Conduct research and development. Human Capital development. Perform administrative functions. |
| <u>ENQUIRIES</u> | : | Dr. SR Bezuidenhout Tel No: (033) 355 9657 |
| <u>POST 07/113</u> | : | <u>CANDIDATE GEOGRAPHICAL INFORMATION SCIENCES PROFESSIONAL REF NO: SSC37/2025 (X2 POSTS)</u> (3-Year Contract) Re advertisement |
| <u>SALARY</u> | : | R626 172 per annum, (all-inclusive OSD package) |
| <u>CENTRE REQUIREMENTS</u> | : | Cedara Research Station A 4-year Bachelor's degree in GISc and a valid driver's license. Compulsory registration with the South African Geomatics Council (SAGC) as a GISc professional in training (candidate). Knowledge: GISc, legal and operational compliance, GISc Implementation, process knowledge, maintenance knowledge, spatial modelling design and analysis, GISc applications, professional judgement. Skills: Operational management and direction, problem solving, decision making, analytical thinking, self-management, customer focus and responsiveness, communication (written/verbal), planning, organizing and execution, project management. |
| <u>DUTIES</u> | : | Utilize GIS technologies to map and analyse spatial natural resources data for KZN. Collect, correct, validate, capture, archive, retrieve and report on the status of spatial data within the section. To maintain a metadata for GIS datasets for the section, as required. Update existing databases with new information on a continuous basis. Conversion and inclusion of GPS data into various databases. Support NRS scientists with GIS skills. Compile content for web publishing. Produce maps from the existing databases by interpretation of existing datasets in the agricultural and natural resources environment. Customize software to suit organizational and Directorate needs. Participate in research projects appropriate to the Department. To assist with field work programs where necessary. To provide input, using GIS and GPS, for staff development training programmes. |
| <u>ENQUIRIES</u> | : | Mrs NZQ Pakkies/ Mrs F Mitchell 033 355 9386 or 082 568 072 |
| <u>POST 07/114</u> | : | <u>ASSISTANT DIRECTOR: EXTENSION AND ADVISORY SERVICES (X3 POSTS)</u> |
| <u>SALARY</u> | : | R552 081 per annum (Level 10) |
| <u>CENTRE</u> | : | Ref No: SSC16/2025: |

Ethekwini District (X1 Post)
Harry Gwala District (X1 Post)
Ref No: NSC04/2025:
Zululand District (X1 Post)

REQUIREMENTS : A 4 year B.Sc in Agriculture degree / a 3 year Bachelor in Agriculture plus an Honours in Agriculture / National Diploma plus a B.Tech in Agriculture and a valid driver's licence. Professional registration with SACNASP (not as a Candidate), and a valid driver's licence. Experience: 6 – 10 years' agricultural advisory services' experience. Knowledge: RSA Constitution, White Paper on Agriculture in KZN, Norms and Standards for Advisory Services, Strategy for Agrarian Transformation in KZN, Agricultural Extension and Advisory Principles, Scientific Agricultural Production Methods, Agricultural Policy Action Plan, National Development Plan, Provincial Growth and Development Plan, Public Service Act, Public Service Regulations, PFMA, Treasury Regulations, Labour Relations Act, EPMDs, community development, public participation, community outreach, project management principles, social dynamics of KZN communities and service delivery frameworks. Skills: Language, listening, presentation, analytical thinking interpersonal relations, computer skills, organizational, research, leadership, financial management, time management, report writing, problem solving and communication, conflict management, change management, self-disciplined and ability to work under pressure with minimum supervision, project management, people management, relationship management and decision making.

DUTIES : Ensure and render general agricultural advice to internal and external clients to ensure sustainable development. Ensure and promote sustainable agricultural enterprises. Plan and implement all agricultural projects and programmes. Facilitate partnerships with relevant stakeholders. Manage resources.

ENQUIRIES : Mr S Msibi (Ethekwini) Tel No: (031) 328 9370
Ms M Malunga (Harry Gwala) Tel No: (039) 834 7600
Mr MD Dlamini (Zululand) Tel No: (035) 874 9000/9014

POST 07/115 : **SENIOR AGRICULTURAL ECONOMIST (X6 POSTS)**

SALARY CENTRE : R552 081 per annum (Level 10)

Ref No: SSC17/2025:
ILembe District (X1 Post)
Harry Gwala District (1 x post)
UThukela District (X1 Post)
UGu District (X1 Post)
Ref No: NSC05/2025:
Zululand District (X1 Post)
King Cetshwayo District (X1 Post)

REQUIREMENTS : An NQF level 08 qualification in Agricultural Economics and a valid driver's licence. Experience: 3 – 5 years' appropriate experience in Agricultural Economist environment. Knowledge: RSA Constitution, White Paper on Agriculture in KZN, Agricultural Policy Action Plan, National Development Plan, Provincial Growth and Development Plan, PFMA, Economic and Financial (advanced) analytical techniques, Treasury Regulations, Project Management Principles, social dynamics of KZN communities, service delivery frameworks and KZN Agricultural Development Policy. Skills: Technical skills: Analytical and data analysis, economic, financial and statistical analysis, advanced Excel, communication (verbal and written), presentation, technical report writing abilities, business plan development and analysis. Generic Skills: planning and organizing, teamwork, problem solving and analysis, creativity and innovation, decision making, public speaking, computer literacy, social facilitation and conflict management, stakeholder engagement, team management.

DUTIES : Continuous in-depth study/research of developments, patterns and trends in a specific agricultural environment. Undertake and oversee the analysis and identification of economic questions and challenges in a specific environment/situation pertaining to legislation, strategy, policy initiatives and interventions. Undertake and oversee the application, adaptation and/or development of models in order to reflect the current situation and/or forecast/project possible scenarios. Undertake and oversee the provision of advice to internal and external stakeholders on the impact of forecasts for decision-making, initiatives and/or interventions within a specific environment. Undertake and oversee the development and evaluation of business plans.

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| <u>ENQUIRIES</u> | : | Establish and maintain a network for liaison with economic and agricultural analysis institutions. Perform administrative and related functions. Mr NF Gumede (ILembe) Tel No: (032) 437 7508 Ms M Malunga (Harry Gwala) Tel No: (039) 834 7600 Ms N Sithole (Uthukela) Tel No: (036) 6346301 Ms MP Gwala (Ugu) Tel No: (039) 6822045 Mr MD Dlamini (Zululand) Tel No: (035) 874 9000/9014 Mr S Shandu (King Cetshwayo) Tel No: (035) 7806700 |
| <u>POST 07/116</u> | : | <u>CONTROL ANIMAL HEALTH TECHNICIAN REF NO: SSC18/2025</u> |
| <u>SALARY</u> | : | R552 081 per annum (Level 10) |
| <u>CENTRE</u> | : | Harry Gwala District - Ixopo |
| <u>REQUIREMENTS</u> | : | A National Diploma in Animal Health (NQF level 6), registration with the South African Veterinary Council as an Animal Health Technician and a valid driver's license. Experience: 3 – 5 years' post qualification relevant experience. Knowledge: Veterinary and Para-Veterinary Professions Act, Animals Diseases Act, Animal Identification Act, Animal Health Act. Skills: Language, communication, presentation, analytical thinking, interpersonal relations, computer, organizational, time management, supervision, report writing, conflict management, project planning. |
| <u>DUTIES</u> | : | Manage the detection, prevention, eradication and control of controlled and notifiable animal diseases and zoonosis. Manage a support service with regard to animal disease control, reproduction and production advancement, sample collection and law enforcement. Manage extension services on animal health to animal owners. Manage primary animal health care activities. Perform administrative duties and supervision of staff. |
| <u>ENQUIRIES</u> | : | Dr. MS Masimege Tel No: (033) – 343 8320 |
| <u>POST 07/117</u> | : | <u>SENIOR AGRICULTURAL ADVISOR (X4 POSTS)</u> |
| <u>SALARY</u> | : | R444 036 per annum (Level 09) |
| <u>CENTRE</u> | : | Ref No: SSC19/2025: Ray Nkonyeni Local Office - UGU District (X1 Post) Ref No: NSC06/2025: Dannhauser Local Office – Amajuba District (X1 Post) ULundi Local Office – Zululand District (X2 Posts) |
| <u>REQUIREMENTS</u> | : | An NQF level 08 qualification in Agriculture, professional registration with SACNASP (not as a Candidate) and a valid driver's license. Experience: 3 years' post qualification experience in Agriculture. Knowledge: Extension methodology, RSA Constitution, White Paper on Agriculture for KZN, Norms and Standards for Extension and Advisory Services, Strategy for Agrarian Transformation in KZN, Agricultural Extension and Advisory Principles, Scientific Agricultural Methods, Agricultural Policy Action Plan, National Development Plan, Provincial Growth and Development Plan, Public Service Act, Public Service Regulations, PFMA, Labour Relations Act, EPMDS, Community Development, Public Participation, Community Outreach, Project Management Principles, Social Dynamics of KZN Communities, Service Delivery Frameworks and Treasury Regulations. Skills: Analytical and data analysis, scientific methodology and models, research and development, scientific editing and review, project management, professional judgement, computer aided scientific applications, planning and organizing, team work, problem solving and analysis, creativity and innovation, decision making, customer focus and responsiveness, communication, presentation, public speaking, computer literacy, social facilitation and conflict management, scientific/technical verbal and written communication and scientific/technical reports/papers/articles. |
| <u>DUTIES</u> | : | Render scientific and technical advice to internal and external clients under mentorship to ensure sustainable development. Provide technical support for organized agriculture and other agricultural stakeholders, provide advice and after care and also assist with planning. Provide technical support on agricultural projects (such as CASP, LRAD, Flagship, Catalytic, etc). Promote sustainable production of agricultural products. Involvement in research activities. Perform administrative and related functions. |
| <u>ENQUIRIES</u> | : | Ms MP Gwala (UGu) Tel No: (039) 682 2045 Ms TT Mzimela (Amajuba) Tel No: (034) 315 3936 Mr MD Dlamini (Zululand) Tel No: (035) 874 9000/9014 |

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| <u>POST 07/118</u> | : | <u>CONTROL FARM MANAGER REF NO: NSC07/2025</u> |
| <u>SALARY</u> | : | R444 036 per annum (Level 09) |
| <u>CENTRE</u> | : | Makhathini Research Farm |
| <u>REQUIREMENTS</u> | : | An NQF 6 Diploma / Advanced Certificate in Agricultural Management or equivalent and a valid driver's licence. Experience: 3 years' supervisory/farm manager experience in a farming environment. Knowledge: Applicable farming methods, RSA Constitution, National Environmental Management Act, Conservation of Agricultural Resources Act, National Water Act, National Veld and Forest Fire Act, Livestock Brands Act, Agricultural Research Act, Medium Term Expenditure Framework (MTEF), Public Service Act, Public Service Regulations, PFMA, Labour Relations Act, EPMDs, Basic Conditions of Employment Act, Project Management Principles, SCM practices and procedures, Promotion of Access to Information Act, Service Delivery Frameworks and Promotion of Administrative Justice Act. Skills: Language, listening, presentation, analytical thinking, interpersonal relations, computer, organisational, research and development, leadership, financial management, time management, report writing, problem solving, communication, conflict management, change management, decision making, people management, creativity, innovation, project management and planning, policy development and interpretation. |
| <u>DUTIES</u> | : | Ensure the management of natural resources. Coordinate all farming activities. Coordinate support for research and training purposes. Implement and maintain infrastructure projects. Manage the resources of the component. |
| <u>ENQUIRIES</u> | : | Mr M Magawana Tel No: (033) – 355 9258 |
| <u>POST 07/119</u> | : | <u>ASSISTANT DIRECTOR: BUDGET PLANNING, CONTROL AND REPORTING REF NO: SSC20/2025</u> |
| <u>SALARY</u> | : | R444 036 per annum (Level 09) |
| <u>CENTRE</u> | : | Head Office - Cedara |
| <u>REQUIREMENTS</u> | : | An NQF 7 Bachelor's degree / Advanced Diploma / Postgraduate Certificate / B.Tech in Finance and a valid driver's licence. Experience: 3 years' supervisory/ state accountant/senior state accountant experience in a financial management environment. Knowledge: RSA Constitution, Public Service Act, Public Service Regulations, PFMA, DORA, Labour Relations Act, EPMDs, Treasury Regulations, Treasury Instruction Notes, Departmental Policies and Procedures, Public Sector Budgeting Process (MTEF), In-Year Monitoring and Reporting, Estimates of Provincial Revenue and Expenditure, Advanced Financial and Analytical Methodologies, BAS, Vulindlela and PERSAL. Skills: Financial management, listening, presentation, interpersonal relations, computer, organisational, research, analytical, time management, report writing, problem solving, communication, conflict management, self-disciplined and ability to work under pressure, change management, project management, people management and relationship management. |
| <u>DUTIES</u> | : | Coordinate and consolidate the Medium Term Expenditure Framework (MTEF) for Sub-Programmes and Programmes and Estimates of Provincial Revenue and Expenditure (EPRE). Coordinate and consolidate In-Year Monitoring Model (IYM) per Sub-Programmes and Programmes, monitor misallocations commitments register. Administer the roll-over, adjustment estimates and virement process. Provide inputs into the development of policies and procedures. Manage resources of the component. |
| <u>ENQUIRIES</u> | : | Mr N Moodley Tel No: (033) – 355 9595 |
| <u>POST 07/120</u> | : | <u>ASSISTANT DIRECTOR: ORGANISATIONAL RISK MANAGEMENT REF NO: SSC21/2025 (X2 POSTS)</u> |
| <u>SALARY</u> | : | R444 036 per annum (Level 09) |
| <u>CENTRE</u> | : | Head Office - Cedara |
| <u>REQUIREMENTS</u> | : | An NQF 7 qualification in Accounting / Internal Auditing / Risk Management and a valid driver's licence. Experience: 3 years' experience as a Risk Management Officer or equivalent in a risk management environment. Knowledge: RSA Constitution, Public Service Act, Public Service Regulations, PFMA, Labour Relations Act, Intergovernmental Relations Framework Act, EPMDs, Basic Conditions of Employment Act, Public Participation, Project Management Principles, National and Provincial Practice Notes, SCM |

Practices and Procedures, Treasury Regulations, Intergovernmental matters, National Treasury Frameworks on Managing Performance, Code of Conduct, Risk Management Frameworks. Skills: Written and verbal communication, computer, report writing, language, innovative and creative, interpersonal, planning and organising, research, time management, Public Participation, good analytical and problem-solving, facilitation and presentation and conflict resolution.

DUTIES : Oversee the implementation of risk management planning. Conduct risk identification and assessment. Develop risk assessment reports. Conduct monitoring and analysis of risk. Provide input into policy development and awareness. Manage the resources of the component.

ENQUIRIES : Mrs B Bodlani Tel No: (033) – 343 9630

POST 07/121 : **LEGAL ADMINISTRATIVE OFFICER (MR5) REF NO: SSC22/2025 (X2 POSTS)**

SALARY : R440 412 per annum, (OSD)

CENTRE : Head Office - Cedara

REQUIREMENTS : An LLB degree and a valid driver's licence. Experience: 8 years' appropriate post qualification legal experience. Knowledge: RSA Constitution, Public Service Act, Public Service Regulations, PFMA, Departmental Business Processes, Human Resource Management Policies and Procedures, Legal Procedures, Batho Pele Handbook, Promotion of Access to Information Act, Promotion of Administrative Justice Act, Protection of Personal Information Act, Labour Relations Act, Change Management, Computer operation/Office automation, Law of Contract, Civil Law and Labour Law. Skills: Contract drafting, legislative drafting, financial management, people management, problem solving, time management, decision making, planning, leadership, project planning, conflict management, written and verbal communication, interpersonal relations, organising, policy analysis and development, motivational, computer, report writing, influencing, monitoring, analysis, well-developed research skills, ability to work independently, negotiation and dispute resolution, presentation, strategy management and policy formulation, collect data and information, analyse and translate information into knowledge for the provision of legal advice.

DUTIES : Negotiating, drafting and legal editing service to the Department in respect of contracts, legal tenders and agreements. Render a legal advisory and legal support service to the Department. Assisting in legal actions by and against the Department. Capacitating components on essential legislation.

ENQUIRIES : Ms N Seegobin Tel No: (033) – 355 9118

POST 07/122 : **AGRICULTURAL ADVISOR (X8 POSTS)**

SALARY : R376 413 per annum (Level 08)

CENTRE : **Ref No: SSC23/2025:**

Ray Nkonyeni Local Office - UGu District (X1 Post)

UMuziwabantu & Izingolweni Local Office – UGu District (X1 Post)

Alfred Duma Local Office – UThukela District (X1 Post)

UMzimkhulu Local Office – Harry Gwala District (X1 Post)

Ref No: NSC08/2025:

Newcastle Local Office – Amajuba District (X1 Post)

UMlalazi Local Office - King Cetshwayo District (X2 Posts)

ULundi Local Office – Zululand District (X1 Post)

REQUIREMENTS : An NQF level 08 qualification in Agriculture, professional registration with SACNASP (not as a Candidate) and a valid driver's licence. Knowledge: Extension methodology, RSA Constitution, White Paper on Agriculture for KZN, Norms and Standards for Extension and Advisory Services, Strategy for Agrarian Transformation in KZN, Agricultural Extension and Advisory Principles, Scientific Agricultural Methods, Agricultural Policy Action Plan, National Development Plan, Provincial Growth and Development Plan, Public Service Act, Public Service Regulations, PFMA, Labour Relations Act, EPMDS, Community Development, Public Participation, Community Outreach, Project Management Principles, Social Dynamics of KZN Communities, Service Delivery Frameworks and Treasury Regulations. Skills: Analytical and data analysis, scientific methodology and models, research and development, scientific editing and review, project management, professional judgement, computer aided scientific applications, planning and organizing, team work,

- problem solving and analysis, creativity and innovation, decision making, customer focus and responsiveness, communication, presentation, public speaking, computer literacy, social facilitation and conflict management, scientific/technical verbal and written communication and scientific/technical reports/papers/articles.
- DUTIES** : Render scientific and technical advice to internal and external clients under mentorship to ensure sustainable development. Provide technical support in terms of planning, advice and after care for organized agriculture and other agricultural stakeholders. Provide technical support on agricultural projects (such as CASP, LRAD, etc). Promote sustainable production of agricultural products. Involvement in research activities under guidance of seniors. Perform administrative and related functions.
- ENQUIRIES** : Ms MP Gwala (Ugu) Tel. no. 039 6822045
Ms N Sithole (Uthukela) Tel. no. 036 6346301
Ms M Malunga (Harry Gwala) Tel. no. 039 8347600
Ms TT Mzimela (Amajuba) Tel. no. 034 3153936
Mr S Shandu (King Cetshwayo) Tel. no. 035 7806700
Mr MD Dlamini (Zululand) Tel. no. 035 874 9000/9014
- POST 07/123** : **ANIMAL HEALTH TECHNICIAN (X3 POSTS)**
- SALARY** : R376 413 per annum (Level 08)
Ref No: SSC24/2025:
Emandeni & Maphumulo Local Office – Ilembe District (X1 Post)
UMzimkhulu and Greater Kokstad Local Office – Harry Gwala District (X1 Post)
Ref No: NSC09/2025:
Newcastle Local Office – Amajuba District (X1 Post)
- REQUIREMENTS** : A National Diploma in Animal Health (NQF level 6), registration with the South African Veterinary Council as an Animal Health Technician and a valid driver's license. Experience: 1 – 2 years' post-qualification relevant experience. Knowledge: Veterinary and Para-Veterinary Professions Act, Animal Diseases Act, Animal Identification Act, Animal Health Act. Skills: Language, listening, presentation, analytical thinking, interpersonal relations, computer, organizational, time management, report writing, problem solving, communication, conflict management, relationship management and project planning.
- DUTIES** : Plan and implement disease control measures. Render a support service with regard to animal disease control, reproduction and production advancement, sample collection and law enforcement. Provide extension services on animal health to animal owners. Conduct primary animal health care activities. Provide animal quarantine services. Perform administrative and related functions.
- ENQUIRIES** : Dr. MS Masimege (Ilembe and Harry Gwala) Tel No: (033) 343 8320
Dr. C Kutwana (Amajuba) Tel No: (035) 780 6716
- POST 07/124** : **VETERINARY TECHNOLOGIST REF NO: SSC25/2025**
- SALARY** : R376 413 per annum (Level 08)
CENTRE : Allerton Veterinary Laboratory - Pietermaritzburg
REQUIREMENTS : A Bachelor's degree or Advanced Diploma in Veterinary Technology (NQF 7), registration with the South African Veterinary Council as a Veterinary Technologist and a valid driver's license. Experience: 1-year experience in a veterinary laboratory environment. Knowledge: Veterinary and Para-Veterinary Professions Act, Animal Disease Act, Accreditation for Conformity Assessment, Calibration and Good Laboratory Practice Act, Meat Safety Act, Fertilizer, Farm Feeds and Related Substances Act, Medicines and Related Substances Control Act, Animal Identification Act, Livestock Improvement Act, Animal Protection Act, Performing Animal Protection Act, Public Service Act, RSA Constitution, Public Service Regulations, ISO/IEC 17025:2017 General Requirements for the competence of testing and calibration laboratories, good laboratory practice, Labour Relations Act, EPMDS, and Basic Conditions of Employment Act. Skills: Disease diagnostics, auditing, project management, presentation, organizational, communication, conflict management, language, listening, presentation, analytical thinking, interpersonal relations, computer, research, time management, report writing and problem solving.
- DUTIES** : Render a veterinary laboratory diagnostic service. Populate databases, e.g. LIMS, to provide veterinary statistics for national and international planning. Keep up to date with regard to the applicable prescripts, policies, procedures,

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| | | technologies and new developments to be able to render an efficient and effective veterinary diagnostic laboratory service. Perform administrative and related functions. Supervise resources. |
| <u>ENQUIRIES</u> | : | Dr. SL Chisi Tel No: (033) – 347 6200 |
| <u>POST 07/125</u> | : | <u>VETERINARY PUBLIC HEALTH OFFICER (X2 POSTS)</u> Re-advertisement |
| <u>SALARY CENTRE</u> | : | R376 413 per annum (Level 08) Hilton Ref No: SSC26/2025 (X1 Post) Vryheid Ref No: NSC10/2025 (X1 Post) |
| <u>REQUIREMENTS</u> | : | A Bachelor's degree / Advanced Diploma in Environmental Health / Animal Health / Veterinary Public Health (NQF 7), registration with the South African Veterinary Council or Health Professional Council of South Africa and a valid driver's license. Experience: 1-year appropriate experience in a Veterinary Public Health environment. Knowledge: Animal Disease Act, Meat Safety Act, Fertilizer, Farm Feeds and Related Substances Act, Medicines and Related Substances Control Act, Animal Identification Act, Veterinary and Para-Veterinary Professions Act, Livestock Improvement Act, Animal Protection Act, Public Service Act, RSA Constitution, Public Service Regulations, Poultry Regulations, Red Meat Regulations, Game Meat Regulations, and EPMDS. Skills: Meat Inspection, auditing, disease diagnostics, project management, presentation, organizational, communication, conflict management, language, computer, listening, analytical thinking, interpersonal relations, research, time management, report writing and problem solving. |
| <u>DUTIES</u> | : | Ensure meat hygiene and food safety. Ensure legislative compliance through awareness campaigns, extension practices and law enforcement (to public, existing and proposed clients regarding food safety.) Ensure compliance with legislation, national and international export requirements (individual export or district export facilities and international trade requirements.) Keep up to date with regard to the applicable prescripts, policies, procedures technologies and new developments to be able to render an efficient and effective Veterinary Public Health Services. Perform administrative and related functions. |
| <u>ENQUIRIES</u> | : | Dr. SL Chisi Tel No: (033) – 347 6200 |
| <u>POST 07/126</u> | : | <u>LECTURER (AGRONOMY) REF NO: NSC10/2025</u> |
| <u>SALARY CENTRE</u> | : | R376 413 per annum (Level 08) |
| <u>REQUIREMENTS</u> | : | Owen Sithole College of Agriculture (OSCA) - Empangeni An NQF level 08 B.Sc in Agriculture (Agronomy) and a valid driver's licence. Experience: 3 years' experience in an educational environment. Knowledge: Quality Assurance Policies, Educational Policies, Specialist knowledge in Agronomy. Skills: Lecturing, project management, presentation, organisational, verbal and written communication, conflict management, financial management, language, listening, analytical thinking, interpersonal relations, computer skills, research, time management, report-writing and problem-solving. |
| <u>DUTIES</u> | : | Conduct classes. Present short courses / vocational training to HET, FET students and other stakeholders. Perform administrative and extra-curricular duties. Develop and review course material and study guides. Conduct applied and information research on production units. |
| <u>ENQUIRIES</u> | : | Dr. FNP Qwabe Tel No: (033) – 355 9365 |
| <u>POST 07/127</u> | : | <u>LECTURER (GRASS AND FORAGE) REF NO: NSC11/2025</u> |
| <u>SALARY CENTRE</u> | : | R376 413 per annum (Level 08) |
| <u>REQUIREMENTS</u> | : | Owen Sithole College of Agriculture (OSCA) - Empangeni An NQF level 08 B.Sc in Agriculture (Pasture Science) and a valid driver's licence. Experience: 3 years' experience in an educational environment. Knowledge: Quality Assurance Policies, Educational Policies, Specialist knowledge in Agronomy. Skills: Lecturing, project management, presentation, organisational, verbal and written communication, conflict management, financial management, language, listening, analytical thinking, interpersonal relations, computer skills, research, time management, report-writing and problem-solving. |
| <u>DUTIES</u> | : | Conduct classes. Present short courses / vocational training to HET, FET students and other stakeholders. Perform administrative and extra-curricular |

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| | : | duties. Develop and review course material and study guides. Conduct applied and information research on production units. |
| <u>ENQUIRIES</u> | : | Dr. FNP Qwabe Tel: 033 – 355 9365 |
| <u>POST 07/128</u> | : | <u>LECTURER (HORTICULTURE) REF NO: NSC12/2025</u> |
| <u>SALARY</u> | : | R376 413 per annum (Level 08) |
| <u>CENTRE</u> | : | Owen Sithole College of Agriculture (OSCA) - Empangeni |
| <u>REQUIREMENTS</u> | : | An NQF level 08 BSc in Agriculture (Horticulture) and a valid driver's license. Experience: 3 years' experience in an educational environment. Knowledge: Quality Assurance Policies, Educational Policies, Specialist knowledge in Agronomy. Skills: Lecturing, project management, presentation, organisational, verbal and written communication, conflict management, financial management, language, listening, analytical thinking, interpersonal relations, computer skills, research, time management, report-writing and problem-solving. |
| <u>DUTIES</u> | : | Conduct classes. Present short courses / vocational training to HET, FET students and other stakeholders. Perform administrative and extra-curricular duties. Develop and review course material and study guides. Conduct applied and information research on production units. |
| <u>ENQUIRIES</u> | : | Dr. FNP Qwabe Tel No: (033) – 355 9365 |
| <u>POST 07/129</u> | : | <u>LECTURER (CONSUMER SCIENCE) REF NO: NSC13/2025</u> |
| <u>SALARY</u> | : | R376 413 per annum (Level 08) |
| <u>CENTRE</u> | : | Owen Sithole College of Agriculture (OSCA) - Empangeni |
| <u>REQUIREMENTS</u> | : | An NQF level 08 B.Sc in Home Economics or Consumer Science and a valid driver's licence. Experience: 3 years' experience in an educational environment. Knowledge: Quality Assurance Policies, Educational Policies, Specialist knowledge in Agronomy. Skills: Lecturing, project management, presentation, organisational, verbal and written communication, conflict management, financial management, language, listening, analytical thinking, interpersonal relations, computer skills, research, time management, report-writing and problem-solving. |
| <u>DUTIES</u> | : | Conduct classes. Present short courses / vocational training to HET, FET students and other stakeholders. Perform administrative and extra-curricular duties. Develop and review course material and study guides. Conduct applied and information research on production units. |
| <u>ENQUIRIES</u> | : | Dr. FNP Qwabe Tel No: (033) – 355 9365 |
| <u>POST 07/130</u> | : | <u>SENIOR ADMINISTRATIVE OFFICER (OPERATIONAL COORDINATION SUPPORT): OFFICE OF THE HOD REF NO: SSC27/2025</u> |
| <u>SALARY</u> | : | R376 413 per annum (Level 08) |
| <u>CENTRE</u> | : | Head Office - Cedara |
| <u>REQUIREMENTS</u> | : | An NQF level 6 – National Diploma in Public Management / Public Administration / Business Administration and a valid driver's licence. Experience: 3 years' experience in an administrative environment. Knowledge: RSA Constitution, Public Service Act, Public Service Regulations, PFMA, Labour Relations Act, Intergovernmental Relations Framework, EPMDS, Basic Conditions of Employment Act, Project Management Principles, National and Provincial Practice Notes, SCM Practices and Procedures, National Development Plan and Business Administration. Skills: Language, listening, presentation, analytical thinking, interpersonal relations, computer, organisational, research, financial management, time management, report writing, problem solving, communication, leadership, project management, people management, relationship and decision making. |
| <u>DUTIES</u> | : | Coordinate information on the implementation of special projects. Provide administration support to stakeholders' engagement meetings. Provide secretariat duties on special projects. Coordinate received complaints. Provide advice, guidance and inputs to policy, procedures and guidelines. |
| <u>ENQUIRIES</u> | : | Mr N Mdlalose Tel No: (033) – 355 9690 |
| <u>POST 07/131</u> | : | <u>SENIOR COMMUNICATIONS OFFICER REF NO: SSC28/2025</u> |
| <u>SALARY</u> | : | R376 413 per annum (Level 08) |
| <u>CENTRE</u> | : | Head Office – Cedara |

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| <u>REQUIREMENTS</u> | : | An NQF level 6 National Diploma in Communication / Public Relations / Journalism / Media Studies and a valid driver's license. Experience: 3 years' experience in a Communication environment. Knowledge: Communication and Public Relations, Public Service Act, Public Service Regulations, Public Service Systems and Procedures, Office Administration, Broadcasting Rules and Regulations, Field Production Techniques and Standards, GCIS Framework and Government Protocol. Skills: Language, photography, graphic design, desktop publishing, media liaison, good verbal and written communication, presentation, good telephone etiquette, computer literacy, organizational, people skills, high level of reliability, ability to act with tact and discretion, ability to do research and analyse documents and situations, good grooming and presentation, self-management and motivation, conflict resolution and problem solving. |
| <u>DUTIES</u> | : | Provide internal communication services. Provide external communication services. Provide public interface management services. Provide advice, guidance and inputs to policy development. Provide administrative and related functions. |
| <u>ENQUIRIES</u> | : | Mr FV Zuma Tel No: (033) – 355 9221 |
| <u>POST 07/132</u> | : | <u>SENIOR STATE ACCOUNTANT: BUDGET PLANNING, CONTROL AND REPORTING (X3 POSTS)</u> |
| <u>SALARY</u> | : | R376 413 per annum (Level 08) Head Office – Cedara Ref No: SSC29/2025 (X2 Posts) North Service Centre – Richards Bay Ref No: NSC14/2025: (X1 Post) |
| <u>REQUIREMENTS</u> | : | An NQF level 6 – National Diploma / Advanced Certificate in Finance and a valid driver's licence. Experience: 2 - 3 years' experience in a financial management environment. Knowledge: RSA Constitution, Public Service Act, Public Service Regulations, PFMA, DORA, Labour Relations Act, EPMDS, Treasury Regulations, Treasury Instruction Notes, Departmental Policies and Procedures, Public Sector Budgeting Process (MTEF), In-Year Monitoring and Reporting, Estimates of Provincial Revenue and Expenditure, Advanced Financial and Analytical Methodologies, BAS, Vulindlela and PERSAL. Skills: Financial management, listening, presentation, interpersonal relations, computer, organisational, research, analytical, time management, report writing, problem solving, communication, conflict management, self-disciplined and ability to work under pressure, change management, project management, people management and relationship management. |
| <u>DUTIES</u> | : | Support Directorates in preparation and submission of the Medium Term Expenditure Framework (MTEF) and Estimates of Provincial Revenue and Expenditure (EPRE). Support Directorates in compiling In-Year Monitoring Model (IYM). Prepare quarterly budget performance reviews reports. Support Directorates in respect of budget adjustments such as roll-over, virements, shifts and ensure budget is correct on BAS. Confirm budget availability, correct misallocations and check commitment registers. |
| <u>ENQUIRIES</u> | : | Mr N Moodley Tel No: (033) – 355 9595 |
| <u>POST 07/133</u> | : | <u>INTERNAL CONTROL OFFICER REF NO: SSC30/2025 (X2 POSTS)</u> |
| <u>SALARY</u> | : | R376 413 per annum (Level 08) |
| <u>CENTRE</u> | : | Head Office - Cedara |
| <u>REQUIREMENTS</u> | : | A Degree or National Diploma in Internal Auditing or Accounting and a valid driver's license. Experience: 1-year relevant experience. Knowledge: PFMA, Treasury Regulations, IIA Standards, Code of Ethics, IPPF and Public Service Regulations. Skills: Analytical, communication (verbal and written), computer, report writing, language, innovative and creative, interpersonal, planning and organizing, time management, presentation and leadership. |
| <u>DUTIES</u> | : | Provide inputs for audit planning. Conduct audit assignments. Gather audit evidence. Provide inputs to audit reports. Conduct follow up audits. |
| <u>ENQUIRIES</u> | : | Mrs B. Bodlani Tel No: (033) – 355 9630 |
| <u>POST 07/134</u> | : | <u>RISK MANAGEMENT OFFICER REF NO: SSC31/2025 (X2 POSTS)</u> |
| <u>SALARY</u> | : | R376 413 per annum (Level 08) |
| <u>CENTRE</u> | : | Head Office - Cedara |
| <u>REQUIREMENTS</u> | : | A Degree or National Diploma in Accounting / Auditing / Internal Auditing / Risk Management and a valid driver's license. Experience: 1-year relevant |

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| | | experience in a Risk Management Environment. Knowledge: PFMA, Public Service Act, Public Service Regulations, National Treasury frameworks on managing performance, Treasury Regulations, Code of Conduct, Risk Management Framework and Risk Management Practices. Skills: Analysis, communication (verbal and written), computer, report writing, language, innovative and creative, interpersonal, planning and organizing, research, time management, Public Participation and due professional care. |
| <u>DUTIES</u> | : | Perform risk management planning. Conduct risk identification and assessment. Prepare risk management reports. Perform risk monitoring. Conduct risk management awareness. |
| <u>ENQUIRIES</u> | : | Mrs B. Bodlani Tel No: (033) – 355 9630 |
| <u>POST 07/135</u> | : | <u>SCIENTIFIC TECHNICIAN GRADE A/B/C: GRASS AND FORAGE REF NO: NSC15/2025</u> |
| <u>SALARY</u> | : | Grade A: R371 253 per annum, (OSD) Grade B: R419 325 per annum, (OSD) Grade C: R472 812 per annum, (OSD) |
| <u>CENTRE REQUIREMENTS</u> | : | Dundee Research Station An NQF level 06 National Diploma in Animal Production or an NQF level 06 Diploma in Agriculture. Registration with SACNASP as a Certificated Natural Scientist (not as a Candidate) and a valid driver's license. Experience: 3 years' relevant experience. Knowledge: Scientific methodologies, research and development, legal compliance and the Grassland Society of Southern Africa (GSSA). Skills: Technical skills: programme and project management, research and development, computer-aided scientific applications, technical report writing, creating high performance culture, professional judgement, data analysis, mentoring. Generic skills: decision making, team leadership, analytical, creativity, self-management, financial management, customer focus and responsiveness, communication, computer literacy, networking, people management, planning and organising, conflict management, change management, problem solving and analysis. |
| <u>DUTIES</u> | : | Develop and implement methodologies, policies and systems and procedures. Provide technical support and advice. Perform technical scientific analysis and regulatory functions. Research and development. Human capital development. |
| <u>ENQUIRIES</u> | : | Mr M Magawana Tel No: (033) – 355 9258 |
| <u>POST 07/136</u> | : | <u>CANDIDATE SCIENTIFIC TECHNICIAN (SOIL AND FEED LABORATORIES REF NO: SSC38/2025</u> (3-Year Contract) (Re-advertisement) |
| <u>SALARY</u> | : | R321 087 per annum, (OSD) |
| <u>CENTRE REQUIREMENTS</u> | : | Cedara Research Station A recognised 3 year tertiary qualification in Analytical Chemistry. Compulsory registration with SACNASP as a Candidate Certificated Natural Scientist. A valid driving license. Knowledge: Scientific methodologies, Research and development; Computer-aided scientific applications; Technical report writing; Professional judgement. Skills: Analytical skills, Creativity; Customer focus and responsiveness; Computer literacy; Networking; Planning and organising; Conflict management; Problem solving and analysis. |
| <u>DUTIES</u> | : | Assist in the implementation of methodologies, policies, systems and procedures with particular reference to the preparation and analysis of soil/plant/feed or water samples. Provide technical support and recommendations or advice on analytical procedures. Continuous development to keep abreast with new technologies and procedures. Assist in the implementation of analytical methods to generate information and knowledge aimed at developing new analytical procedures to improve efficiency. Assist with administrative and related functions and basic equipment maintenance. |
| <u>ENQUIRIES</u> | : | Dr. SR Bezuidenhout Tel: 033 – 355 9657 |
| <u>POST 07/137</u> | : | <u>FINANCE CLERK SUPERVISOR: REVENUE CONTROL REF NO: SSC32/2025</u> |
| <u>SALARY</u> | : | R308 154 per annum (Level 07) |
| <u>CENTRE</u> | : | Head Office – Cedara |

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| <u>REQUIREMENTS</u> | : | A Senior Certificate (Matric) and a valid driver's license. Experience: 3 years' relevant experience. Knowledge: RSA Constitution, Public Service Act, Public Service Regulations, Basic Accounting System (BAS), PFMA, Treasury Regulations, Batho Pele Principles, Basic Conditions of Employment Act and Departmental Policies and SOPS. Skills: Financial management, computer literacy – MS Office, communication (verbal and written), leadership, problem solving, change management, presentation and interpersonal relations. |
| <u>DUTIES</u> | : | Verify receipts and deposits of state money. Verify all revenue registers and suspense accounts. Render petty cash services to the Department. Perform administrative and related functions. Supervise human resources. |
| <u>ENQUIRIES</u> | : | Mrs M Seethal Tel No: (033) – 355 9127 |
| <u>POST 07/138</u> | : | <u>PERSONAL ASSISTANT TO THE CHIEF DIRECTOR: AGRICULTURAL SERVICES REF NO: SSC33/2025</u> |
| <u>SALARY CENTRE REQUIREMENTS</u> | : | R308 154 per annum (Level 07) Head Office - Cedara |
| <u>REQUIREMENTS</u> | : | A Secretarial Diploma or relevant equivalent qualification (one year qualification) and a valid driver's license. Experience: 3 years' experience in rendering support service to senior management. Knowledge: Public Service Act, Public Service Regulations, Public Systems and Procedures, knowledge on the relevant legislation, policies, prescripts and procedures, Financial Administration and Office Administration. Skills: language, good verbal and written communication, good telephone etiquette, computer literacy, organisational, people, high level of reliability, ability to act with tact and discretion, ability to do research and analyse documents and situations, good grooming and presentation, self-management and motivation. |
| <u>DUTIES</u> | : | Provide a secretarial and receptionist support service to the Chief Director. Render administrative support duties. Provide support to the Chief Director during meetings. Support the Chief Director with the administration of the budget. Study the relevant Public Service and Departmental prescripts, policies and other documents to ensure the application thereof is understood properly. |
| <u>ENQUIRIES</u> | : | Mr LL Jongisa Tel No: (033) – 355 9299 |
| <u>POST 07/139</u> | : | <u>PERSONAL ASSISTANT TO THE CHIEF DIRECTOR: HUMAN RESOURCE MANAGEMENT REF NO: SSC34/2025</u> |
| <u>SALARY CENTRE REQUIREMENTS</u> | : | R308 154 per annum (Level 07) Head Office - Cedara |
| <u>REQUIREMENTS</u> | : | A Secretarial Diploma or relevant equivalent qualification (one year qualification) and a valid driver's license. Experience: 3 years' experience in rendering support service to senior management. Knowledge: Public Service Act, Public Service Regulations, Public Systems and Procedures, knowledge on the relevant legislation, policies, prescripts and procedures, Financial Administration and Office Administration. Skills: language, good verbal and written communication, good telephone etiquette, computer literacy, organisational, people, high level of reliability, ability to act with tact and discretion, ability to do research and analyse documents and situations, good grooming and presentation, self-management and motivation. |
| <u>DUTIES</u> | : | Provide a secretarial and receptionist support service to the Chief Director. Render administrative support duties. Provide support to the Chief Director during meetings. Support the Chief Director with the administration of the budget. Study the relevant Public Service and Departmental prescripts, policies and other documents to ensure the application thereof is understood properly. |
| <u>ENQUIRIES</u> | : | Ms NZ Ndlela Tel No: (033) – 355 9624 |
| <u>POST 07/140</u> | : | <u>FARM FOREMAN REF NO: NSC16/2025</u> |
| <u>SALARY CENTRE REQUIREMENTS</u> | : | R216 417 per annum (Level 05) Makhathini Research Farm |
| <u>REQUIREMENTS</u> | : | A Senior Certificate (Matric) and a valid driver's license. Knowledge: Basic farming activities and of health and safety measures. Skills: Use of basic farm hand tools, cleaning, operating equipment, communication, listening, reading and time management. |
| <u>DUTIES</u> | : | Oversee the implementation of routing activities in respect of research and crop production. Ensure execution of routine activities in respect of livestock production and breeding. Perform general routine activities e.g. cleaning of |

farm building facilities, disposal of waste material, alien weed control etc. Execute general routing activities in respect of infrastructure e.g. maintenance/repair roads, canals, dams drinking troughs, fencing, etc.
Mr M Magawana Tel No: (033) – 355 9258

ENQUIRIES

POST 07/141

SUPPLY CHAIN MANAGEMENT CLERK: FLEET MANAGEMENT REF NO: NSC17/2025

SALARY CENTRE REQUIREMENTS

R216 417 per annum (Level 05)
North Service Centre – Richards Bay
A Senior Certificate (Matric). Knowledge: RSA Constitution, Public Service Act, Public Service Regulations, PFMA, Batho Pele Principles, Basic Conditions of Employment Act, Departmental Policies, Records Management and Filing Systems, clerical duties, practices and ability to capture data. Skills: Computer, planning and organising, language, good verbal and written communication, reliability, honesty, responsible, listening, presentation, interpersonal relations and problem solving.

DUTIES

Provide administrative support for the acquisition of state vehicles. Provide administrative support for the maintenance and repairs of state vehicles. Provide administrative support for the servicing of state vehicles. Allocate fleet and maintain database of state vehicles. Administer the distribution of traffic fines / summons / warrant of arrest.

ENQUIRIES

Ms PC Sithole Tel No: (035) – 780 6721

POST 07/142

HUMAN RESOURCE OFFICER: LEAVE ADMINISTRATION (X2 POSTS)

SALARY CENTRE REQUIREMENTS

R216 417 per annum (Level 05)
South Service Centre – Hilton Ref No: SSC35/2025 (X1 Post)
North Service Centre – Richards Bay Ref No: NSC18/2025 (X1 Post)
A Senior Certificate (Matric). Knowledge: RSA Constitution, Public Service Act, Public Service Regulations, Batho Pele Principles, Relevant Departmental, Provincial and National HR Policies and Procedures, Relevant DPSA Directives, Relevant Bargaining Chamber Resolutions, Relevant PERSAL functions and procedures. Skills: language, listening, presentation, analytical thinking, interpersonal relations, computer, organising, time management, problem solving, reliability, responsible and verbal and written communication.

DUTIES

Process leave applications. Process PILIR applications. Process payment of leave gratuity. Conduct leave audit. Provide advice, guidance and support and implement policies pertaining to leave.

ENQUIRIES

Mrs RN Ndwandwe Tel No: (033) – 343 8498

POST 07/143

HUMAN RESOURCE OFFICER: HUMAN RESOURCES INFORMATION SYSTEMS REF NO: SSC36/2025

SALARY CENTRE REQUIREMENTS

R216 417 per annum (Level 05)
Head Office - Cedara
A Senior Certificate (Matric). Knowledge: RSA Constitution, Public Service Act, Public Service Regulations, Electronic Communication and Transactions Act, Batho Pele Principles, Relevant PERSAL functions and procedures, DPSA Public Service Handbook on the functionality of PERSAL. Skills: Language, listening, presentation, analytical thinking, interpersonal relations, computer, organising, time management, report writing, problem solving, conflict management, reliability, responsible, verbal and written communication, self-disciplined and ability to work under pressure with minimum supervision.

DUTIES

Provide PERSAL user support services. Coordinate PERSAL training. Administration of approved organisational structure on PERSAL. Facilitate PERSAL clean up.

ENQUIRIES

Mrs RN Ndwandwe Tel No: (033) – 343 8498

POST 07/144

GENERAL ADMINISTRATION CLERK REF NO: NSC19/2025

SALARY CENTRE REQUIREMENTS

R216 417 per annum (Level 05)
Makhathini Research Station – Agricultural Livestock Research Services
A Senior Certificate (Matric). Knowledge: RSA Constitution, Public Service Act, Public Service Regulations, PFMA, Batho Pele Principles, Basic Conditions of Employment Act, Departmental Policies, Records Management / Filing Systems, knowledge of clerical duties and practices. Skills: Data capturing,

computer, planning and organising, language, communication (verbal and written), reliability, honesty, responsible, listening, presentation, interpersonal relations and problem solving.

DUTIES

: Render general clerical support services. Provide supply chain management clerical support services. Provide asset support services. Provide financial administration support services. Provide human resources administration clerical support services.

ENQUIRIES

: Mr M Magawana Tel No: (033) – 355 9258

**PROVINCIAL ADMINISTRATION: LIMPOPO
DEPARTMENT OF AGRICULTURE AND RURAL DEVELOPMENT**

Limpopo Department of Agriculture and Rural Development is an equal opportunity, affirmative action employer with clear employment equity targets. Applications are hereby invited for the filling of the vacant posts, which exist in the Limpopo Department of Agriculture and Rural Development. Women and people with disabilities are encouraged to apply.

- APPLICATIONS** : Applicants must quote the relevant reference number on the application and apply on the following website: <https://erecruitment.limpopo.gov.za>
- CLOSING DATE** : 07 March 2025
- NOTE** : Correspondence will be limited to short-listed candidates only due to the large number of applications we envisage to receive and if you have not heard from us within 90 days of the closing date, please accept that your application has been unsuccessful. However, should there be any dissatisfaction, applicants are hereby advised to, within 90 days, request reasons from the Department for any administrative action which has adversely affected them in terms of section 5(1)(2) of the Promotion of Administrative Justice Act 3 of 2000. By virtue of applying, you are consenting that the department subject you to personnel suitability checks e.g. the verification of educational qualifications, previous experience, citizenship, reference checks, financial check, and security vetting. Candidates with foreign qualifications are advised to attach SAQA accreditation of their qualifications. Successful incumbents will be expected to sign a performance agreement within three months of the assumption of duty and be required to disclose their financial interest in accordance with the prescribed regulations. Failure to comply with the above requirements will result in the disqualification of the application. The Department reserves the right not to make any appointment for the advertised posts. The employment decision shall be informed by the Employment Equity Plan of the Department. Note: Due to austerity measures, the department will not carry any related costs (transport, accommodation, and meals) for candidates attending interviews.

OTHER POSTS

- POST 07/145** : **SCIENTIFIC MANAGER GRADE A REF NO: LDARD 01/02/2025 (X1 POST)**
- SALARY CENTRE REQUIREMENTS** : R1 042 170 per annum, (OSD), all-inclusive package to be structured.
: Towoomba Research Centre
: Grade 12 plus MSc degree in Horticulture or relevant qualification or equivalent appropriate tertiary qualification as recognised by SAQA. A minimum of 6 years relevant scientific experience after BSc qualification. Compulsory registration with SACNASP as a professional. Valid driver's licence (with exception of people with disabilities). Knowledge, skills and competencies: Technical: Programme and Project management Scientific Methodologies and models. Research and Development. Computer-aided Scientific applications. Knowledge of legal compliance. Technical report Writing. Creating high Performance culture. Professional Judgment. Data analysis. Policy development and analysis. Scientific Presentation. Mentoring. Generic: Strategic capability and leadership. Decision making. Team leadership. Creativity. Financial Management. Customer focus and Responsiveness. Communication. Computer literacy. Networking. Planning, organising and execution. Conflict management. People management. Change Management. Problem solving and analysis.
- DUTIES** : Ensure the development and implementation of policies, systems and procedures. Provide strategic leadership and direction. Lead, coordinate, and develop scientific models and regulatory frameworks. Research and development. Manage scientific research to improve expertise. Publish and present research findings (results). Lead, co-ordinate and conduct basic and applied research or knowledge application. Financial Management. Allocate, monitor, control expenditure according to budget to ensure efficient cash flow management. Manage the commercial value add of the discipline-related programmes and projects; and asset management. People management. Manage the development, motivation and utilization of human resources for the discipline to ensure competent knowledge base for the continued success of scientific services according to organizational needs and requirements.

Manage staff key performance areas by setting and monitoring performance standards and taking actions to correct deviations to achieve departmental objectives. Governance. Allocate, control, monitor and report on all resources. Compile risk logs and manages significant risk according to sound risk management practice and organizational requirements. Manage and implement knowledge sharing initiatives e.g. short-term assignments and secondments within and across operations, in support of individual development plans, operational requirements and return on investment. Continuously monitor the exchange and protection of information between operations and individuals to ensure effective knowledge management according to departmental objectives. Facilitate and liaise with structures/stakeholders on scientific matters.

ENQUIRIES : Ms Modiba MM Tel No: (015) 294 3170, Ms. Mtswene PV Tel No: (015) 294 3395, Ms. Mothapo RL Tel No: (015) 294 3235 or Ms. Kgobe MA Tel No: (015) 294 3347.

POST 07/146 : **DEPUTY DIRECTOR: EXTENSION AND ADVISORY SERVICES REF NO: LDARD 02/02/2025 (X1 POST)**

SALARY : R1 003 890 per annum (Level 12), all-inclusive package to be structured in accordance with MMS dispensation.

CENTRE : Capricorn South

REQUIREMENTS : Grade 12 plus NQF level 6 Qualification in Agriculture or equivalent appropriate tertiary qualification as recognised by SAQA. A minimum of three (03) years' relevant working experience at Junior Management/ Assistant Director level in extension and advisory services. Valid driver's licence (with exception of people with disabilities). Knowledge, skills and competencies: Proven management competencies. Competent knowledge in computer applications and writing skills. Knowledge of Agricultural operations. Knowledge of Public Service Regulations, Public Service Act and any acts governing agricultural extension and advisory services, Policies and procedures. Knowledge of Public Finance Management Act. Strategic capability & leadership. Program and project management skills. Financial management skills. Change management skills. Communication skills. Conflict management skills. Policy analysing skills. Report writing skills. Facilitation skills.

DUTIES : Overall management of Agro Ecological Zone and activities. Manage provision of extension services. Manage the provision of information to farmers in relation to agriculture. Facilitate access of services to farmers. Mobilization and linkages of farmers, communities and other stakeholders. Manage the identification and need analysis for agricultural enterprise. Manage crop and animal production services. Manage provision of Rural Development facilitation and support services. Establishment and management of departmental structures to support and manage supply chain, state assets, expenditure, budget and human resources. Manage agricultural relationships among targeted interest groups and key stakeholders in the local wards. Analyse Agro-economic conditions of the Agro Ecological Zone for effective intervention strategy development. Evaluate feasibility of agricultural projects and attract agricultural investment into the Agro Ecological Zone. Evaluate policy and strategic interventions at local projects level and provide consistent advice to District Director, Chief Director, HOD, Councilors, Municipal Managers, Mayor, MEC and LDARD clients. Provide capacity building and training services to farmer.

ENQUIRIES : Ms Modiba MM Tel No: (015) 294 3170, Ms. Mtswene PV Tel No: (015) 294 3395, Ms. Mothapo RL Tel No: (015) 294 3235 or Ms. Kgobe MA Tel No: (015) 294 3347.

POST 07/147 : **DEPUTY DIRECTOR: VETERINARY TRADE REF NO: LDARD 03/02/2025 (X1 POST)**

SALARY : R1 003 890 per annum (Level 12), all-inclusive package to be structured in accordance with MMS dispensation.

CENTRE : Head Office: Polokwane

REQUIREMENTS : Grade 12 plus NQF 8 qualification BVMCH / BVSC Degree or equivalent appropriate tertiary qualification as recognised by SAQA. Registration with the SAVC. A minimum of three (03) years' relevant working experience in Export and Import trade facilitation. Valid driver's licence (with exception of people with disabilities). Knowledge, skills and competencies: Excellent interpersonal,

communication and negotiation skills. Thorough knowledge of the Meat Safety Act, 2000 (Act 40 of 2000). Knowledge of the Animal Identification Act, 2002 (Act 6 of 2002). Knowledge of the Animal Diseases Act, 1984 (Act 35 of 1984). Knowledge of international trade and associated legislation. Thorough knowledge of specific meat safety schemes. Knowledge of the PFMA. Proven management competencies. Competent knowledge in computer applications and writing skills (Computer proficiency will be tested). Knowledge of Agricultural operations. Knowledge of Public Service Regulations, Public Service Act and any acts governing agricultural extension and advisory services, Policies and procedures. Knowledge of Public Finance Management Act. Strategic capability & leadership. Program and project management skills. Financial management skills. Change management skills. Communication skills. Conflict management skills. Policy analysing skills. Report writing skills. Facilitation skills.

DUTIES : To facilitate the certification of animals and animal products for export and import. Manage the development, audit and implementation of export standards. Ensure facilitation of the export of animals and animal products. Facilitate stakeholder relations. Perform all administrative and related functions. Overall manage, lead and coordinate the activities related to Export Control in the Districts. Keep up to date with regard to the applicable prescripts, policies, procedures, technologies and new developments to be able to render an efficient and effective export control service.

ENQUIRIES : Ms Modiba MM Tel No: (015) 294 3170, Ms. Mtswene PV Tel No: (015) 294 3395, Ms. Mothapo RL Tel No: (015) 294 3235 or Ms. Kgobe MA Tel No: (015) 294 3347.

POST 07/148 : **STATE VETERINARIAN REF NO: LDARD 04/02/2025 (X1 POST)**

SALARY : R849 702 per annum (Level 11), all-inclusive package to be structured in accordance with MMS dispensation.

CENTRE : Mokopane Laboratory
REQUIREMENTS : Grade 12 plus a relevant tertiary qualification in Veterinary medicine (BVSc) and current registration with the South African Veterinary Council. A valid driver's licence (with exception of people with disabilities). Knowledge, Competencies and Skills: Thorough knowledge of the Meat Safety Act. Animal Diseases Act and supporting legislation and policies. Working knowledge of food safety risk management system. Interest and knowledge in veterinary pathology. Excellent interpersonal, negotiation and communication skills (verbal & written). Extensive knowledge on disease control programmes, Knowledge of international trade and legislation. Computer proficiency skills will be tested.

DUTIES : Manage animal disease control in the Local Agricultural offices. Management of Veterinary Services personnel and resources in the Local Agricultural offices. Formulation and implementation of disease control strategies and policies in the Local Agricultural Offices. Monitor and evaluate disease control strategies in the Local Agricultural Offices. Manage animal identification in the Local Agricultural Offices. Liaison with other role players.

ENQUIRIES : Ms Modiba MM Tel No: (015) 294 3170, Ms. Mtswene PV Tel No: (015) 294 3395, Ms. Mothapo RL Tel No: (015) 294 3235 or Ms. Kgobe MA Tel No: (015) 294 3347.

POST 07/149 : **CONTROL ANIMAL HEALTH TECHNICIAN REF NO: LDARD 05/02/2025 (X1 POST)**

SALARY : R552 081 per annum (Level 10)

CENTRE : Waterberg South

REQUIREMENTS : Grade 12 plus an appropriate qualification NQF level 6 in Animal Health as recognised by SAQA and current proof of registration with South African Veterinary Council. Valid driver's licence (with exception of people with disabilities). A minimum of three (3) years relevant experience in Animal Health. Knowledge, Competencies and skills: Knowledge of acts related to animal health, report writing skills. Knowledge of difference animal diseases. Thorough knowledge of the Animal Disease Act, 1984 (Act 35 of 1984). Thorough knowledge of the Animal Identification Act, 2002 (Act 6 of 2002). Knowledge of the Meat Safety Act, 2000 (Act 40 of 2000). Knowledge of international trade and associated legislations.

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| <u>DUTIES</u> | : | Coordinate animal health regulatory support services in terms of the Animal Health Disease Act. Manage the detection, prevention, eradication and control of controlled and noticeable diseases and zoonosis. Manage the support service to the State Veterinarian with regard to animal disease control, reproduction and production advancement. Sample collection and law enforcement. Manage extension services on animal health to animal owners. Keep up to date with regard to the applicable prescripts, policies, procedures, technologies and new developments to be able to render efficient and effective animal health support service. Perform administrative related functions. |
| <u>ENQUIRIES</u> | : | Ms Modiba MM Tel No: (015) 294 3170, Ms. Mtswene PV Tel No: (015) 294 3395, Ms. Mothapo RL Tel No: (015) 294 3235 or Ms. Kgobe MA Tel No: (015) 294 3347. |
| <u>POST 07/150</u> | : | <u>CONTROL ENGINEERING TECHNICIAN REF NO: LDARD 06/02/2025 (X1 POST)</u> |
| <u>SALARY</u> | : | R552 081 per annum, (OSD), all-inclusive package to be structured in accordance with OSD dispensation. |
| <u>CENTRE REQUIREMENTS</u> | : | Sekhukhune District |
| <u>REQUIREMENTS</u> | : | Grade 12 plus a National Diploma or bachelor's degree in engineering or equivalent qualification as recognised by SAQA. Registration with the Engineering Council of South Africa as a Professional Engineering Technician. 06 years' appropriate experience. A valid driver's licence (with exception of people with disabilities). Knowledge, Competencies and Skills: Project management, technical design and analysis knowledge, Research and development. Computer-aided engineering applications. Knowledge of legal compliance. Technical report writing. Technical consulting networking. Professional judgement. Problem solving and analysis. Decision making Team leadership. Creativity. Change management. Financial management. Customer focus and responsiveness. Communication Computer skills. Planning and organising People management. |
| <u>DUTIES</u> | : | Manage and control the planning and design of infrastructure, irrigation and mechanisation (including farm plans, surveying, irrigation schemes, pump houses, dams, soil conservation works, in roads, implements, sterilisation plants etc.) in compliance with relevant legislation. Management technical support of infrastructure, irrigation and mechanisation projects. Render a technical advisory service to stakeholders. Keep abreast of the applicable prescripts, policies, procedures, technologies, and new developments in the subject field. Perform administrative and related functions. |
| <u>ENQUIRIES</u> | : | Ms Modiba MM Tel No: (015) 294 3170, Ms. Mtswene PV Tel No: (015) 294 3395, Ms. Mothapo RL Tel No: (015) 294 3235 or Ms. Kgobe MA Tel No: (015) 294 3347. |
| <u>POST 07/151</u> | : | <u>ASSISTANT DIRECTOR: EXTENSION AND ADVISORY SERVICES REF NO: LDARD 07/02/2025 (X1 POST)</u> |
| <u>SALARY</u> | : | R552 081 per annum (Level 10) |
| <u>CENTRE</u> | : | Sekhukhune West |
| <u>REQUIREMENTS</u> | : | Grade 12 plus an appropriate qualification NQF level 7 in Agriculture/ Crop Production or equivalent appropriate tertiary qualification as recognized by SAQA. A minimum of 3 years relevant experience at Supervisory level in Extension and Advisory Services. Compulsory registration with a professional body (e.g. SACNASP). A Valid driver's license (with exception of people with disabilities). Knowledge, Competencies and Skills: Extensive knowledge in agricultural advisory. Knowledge of production planning and management. Knowledge of Public Service Legislation. IDPS, PGDS and CASPJ extension norms and standards. Report writing skills, Computer skills, Problem solving skills, Analytical skills, and ability to communicate with stakeholders at all levels. Knowledge of new agricultural technology and agricultural technical knowledge. Knowledge of project monitoring and evaluation. Knowledge of planning and organising, Facilitation skills. Networking skills and knowledge of other agricultural programmes, e.g. CASP, Letsema, Extension Recovery Plan (ERP), Land care and Fetsa Tlala. Language proficiency will be tested. Thorough knowledge report writing, problem solving, decision making, communication, computer literacy, presentation. Management and financial, Goal driven, Dedicated, Assertiveness, well discipline, conflict management, leadership development, teamwork and good communication. |

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| <u>DUTIES</u> | : | Provide leadership and allocate responsibilities ties to the extension and advisory personnel in the service centre. Ensure the provision of institutional and technical support to all Agricultural programmes. Ensure technical support to poverty alleviation programmes, food, security, youth, disabled, woman, emerging and commercial farmers. Monitoring and evaluation of extension and advisory personnel (All personnel in service centre) in relation to the planned programmes. coordinates linkages with stakeholders. |
| <u>ENQUIRIES</u> | : | Ms Modiba MM Tel No: (015) 294 3170, Ms. Mtswene PV Tel No: (015) 294 3395, Ms. Mothapo RL Tel No: (015) 294 3235 or Ms. Kgobe MA Tel No: (015) 294 3347. |
| <u>POST 07/152</u> | : | <u>ASSISTANT DIRECTOR: STRATEGIC PLANNING AND POLICY COORDINATION REF NO: LDARD 08/02/2025 (X1 POST)</u> |
| <u>SALARY CENTRE REQUIREMENTS</u> | : | R444 036 per annum (Level 09) Head Office: Polokwane Grade 12 plus an appropriate NQF 6 qualification in Public Management/ Public Administration as recognised by SAQA. A minimum of 3 years' experience at supervisory level in Strategic Planning and Policy Coordination. A valid driver's licence (with exception of people with disabilities). Knowledge, Competencies and Skills: Sound and in-depth knowledge of relevant prescripts and understanding of the legislative framework governing the Public Service i.e Public Service Act, Public Service Regulations, Labour Relations Act, Public Finance Management Act, Medium Term Development Plan). Program and project Management skills. Financial Management skills. Change Management skills. Communication skills. Conflict Management. Responsiveness. Pro-activeness. Professionalism. Accuracy. Flexibility. Independent. Co-operative. Team player. Supportive. Willing to work under changing and difficult circumstances. |
| <u>DUTIES</u> | : | To facilitate the implementation of strategic planning and policy coordination. Facilitate the development of strategic, business and operational planning. Facilitate, consolidate and submit organizational performance reports. Alignment of strategic, business and operational planning. Facilitate the development, coordination and implementation of policies. |
| <u>ENQUIRIES</u> | : | Ms Modiba MM Tel No: (015) 294 3170, Ms. Mtswene PV Tel No: (015) 294 3395, Ms. Mothapo RL Tel No: (015) 294 3235 or Ms. Kgobe MA Tel No: (015) 294 3347. |
| <u>POST 07/153</u> | : | <u>ASSISTANT DIRECTOR: GOVERNANCE & COMPLIANCE REF NO: LDARD 09/02/2025 (X1 POST)</u> |
| <u>SALARY CENTRE REQUIREMENTS</u> | : | R444 036 per annum (Level 09) Head Office: Polokwane Grade 12 plus an Appropriate undergraduate (NQF level 6) qualification in Internal auditing/auditing and financial management as recognised by SAQA. A minimum of 3 years' experience at supervisory level in Governance and Compliance Management. A valid driver's licence (with exception of people with disabilities). Knowledge, Competencies and Skills: Sound and in-depth knowledge of relevant prescripts and understanding of the legislative framework governing the Public Service i.e. Public Service Act, Public Service Regulations, Labour Relations Act, Public Finance Management Act, Experience of, and insight into legislation which impacts on Governance and Compliance. Proven extensive experience in: -Governance and Compliance development practices. Thorough understanding of policy analysis and development. People Management. Financial Management. Problem Solving. Planning & organizing. Time Management. Policy analysis and development. Good Communication skills. Facilitation skills. Co-ordination skills. Leadership skills. Responsiveness. Pro-activeness. Professionalism. Accuracy. Flexibility. Independent. Co-operative. Team player; Supportive. Willing to work under changing and difficult circumstances. Ability to work in a highly pressured environment and driven by a sense of urgency to meet deadlines. Client focused Governance and Compliance. Action-oriented and results-driven. |
| <u>DUTIES</u> | : | To provide governance and compliance services. Conduct Compliance inspections. Quality assure and consolidate responses on queries raised by AGSA and internal audit. Coordinate requests from AGSA and internal audit. Consolidated action plan templates. Conduct follow-up and monitor |

- implementation of resolutions by auditees. Coordinate compliance monitoring tools and submit to Provincial Treasury.
- ENQUIRIES** : Ms Modiba MM Tel No: (015) 294 3170, Ms. Mtswene PV Tel No: (015) 294 3395, Ms. Mothapo RL Tel No: (015) 294 3235 or Ms. Kgobe MA Tel No: (015) 294 3347.
- POST 07/154** : **SENIOR ADMINISTRATIVE OFFICER: ADMINISTRATIVE SUPPORT SERVICES REF NO: LDARD 10/02/2025 (X1 POST)**
- SALARY CENTRE REQUIREMENTS** : R376 413 per annum (Level 08)
: Towommaba Research Centre
: Grade 12 plus an appropriate undergraduate (NQF level 6) qualification in National Diploma / Public Administration / Human Resource management as recognized by SAQA. A minimum of 3 years' experience in administration / clerical. Knowledge, Competencies and Skills: Knowledge of relevant prescripts and applications of supply chain and assets management as well as understanding of the legislative framework governing the Public Service. People Management. Financial Management. Problem Solving. Planning & organizing. Time Management. Policy analysis. Good Communication skills. Facilitation skills. Responsiveness. Pro-activeness. Professionalism. Accuracy. Flexibility. Independent. Co-operative. Team player. Supportive. Ability to work in a highly pressured environment.
- DUTIES** : To render administrative support services in the research centre. Render financial administration services. Handle office support services. Handle information management services. Render human resource management and development services. Provide transformation services. Supervise subordinates and utilise resources (human and physical) in accordance with relevant directives and legislation.
- ENQUIRIES** : Ms Modiba MM Tel No: (015) 294 3170, Ms. Mtswene PV Tel No: (015) 294 3395, Ms. Mothapo RL Tel No: (015) 294 3235 or Ms. Kgobe MA Tel No: (015) 294 3347.
- POST 07/155** : **AGRICULTURAL ADVISOR REF NO: LDARD 11/02/2025 (X6 POSTS)**
- SALARY CENTRE REQUIREMENTS** : R376 413 per annum (Level 08)
: LDARD (Placement will be done according to the needs in all the five districts)
: Grade 12 plus an NQF Level 8 minimum qualification in agriculture or equivalent appropriate tertiary qualification as recognised by SAQA. No experience require. Compulsory registration with a South African Council Natural Scientific Professions National professional body (SACNASP) or other applicable and recognised statutory body. A valid driver's licence (with exception of people with disabilities). Knowledge, Skills and Competencies: Extensive knowledge in agricultural advisory. Knowledge of production planning and management. Knowledge of Public Service Legislation. IDPS, PGDS and CASP, extension norms and standards. Report writing skills, Computer skills, Problem solving skills, Analytical skills, and ability to communicate with stakeholders at all levels. Knowledge of new agricultural technology and agricultural technical knowledge. Knowledge of project monitoring and evaluation. Knowledge of planning and organising, Facilitation skills. Networking skills and knowledge of other agricultural programmes, e.g. CASP, Letsema, Extension Recovery Plan (ERP), Land care and Fetsa Tlala. Language proficiency will be tested.
- DUTIES** : To promote sustainable development in the agricultural sector through the application of the appropriate extension principles and methods. Provide technical support for organised agriculture and other agricultural stakeholders and assist in planning, advice, and aftercare support. Promote sustainable production of agricultural products. Determine the research needs of the area. Establish and enhance the relationship with clients (internal and external) stakeholders. Provide continuous support to ensure sustained production and quality improvement. Render scientific and technical advice to internal and external clients to ensure sustainable development. Conduct farmers' days, demonstrations, and information days to the farming communities. Conduct situational analysis to identify the real needs and facilitate the implementation of best practices and technology. Empower and build capacity of producers and commodity groups to ensure self-reliance. Provide advice on various subjects like crop production. Establish networks and linkages with all stakeholders, keep relevant databases up to date, such as famers' database.

- Compile and submit monthly and quarterly reports. Keep up to date with regard to applicable prescripts, policies, procedures, and advisory technology services. Implement programmes such as CASP, Letsema, Land care.
- ENQUIRIES** : Ms Modiba MM Tel No: (015) 294 3170, Ms. Mtswene PV Tel No: (015) 294 3395, Ms. Mothapo RL Tel No: (015) 294 3235 or Ms. Kgobe MA Tel No: (015) 294 3347.
- POST 07/156** : **ANIMAL HEALTH TECHNICIAN REF NO: LDARD 12/02/2025 (X6 POSTS)**
- SALARY** : R376 413 per annum (Level 08)
CENTRE : LDARD (Placement will be done according to the needs in all the five districts)
REQUIREMENTS : Grade 12 plus an appropriate NQF level 6 qualification in Animal Health or equivalent qualification as recognised by SAQA. No experience required. A paid-up registration with the South African Veterinary Council as Animal Health Technician. A valid driver's licence (with exception of people with disabilities). Knowledge, Competencies and Skills: Excellent interpersonal, communication and negotiation skills. Time management. Thorough knowledge of Animal Diseases Act, 1984 (Act 35 of 1984). Thorough knowledge of Animal Identification Act, 2002 (Act 6 of 2002). Knowledge of Meat Safety Act, 2000 (Act 40 of 2000). Thorough knowledge of specific diseases control programmes and eradication schemes. Knowledge of the PFMA. Computer proficiency. Report writing skills.
- DUTIES** : Application of relevant acts and legislation in ward, district, province and country wide such as Animal Disease Act, its regulations, protocols, control measures and eradication schemes. Perform the following duties for disease control purposes: Inspections, Eradication Schemes, Disease Control Campaigns, Surveys. Facilitate training, mentorship and extension opportunities to farmers and do clinical work. Perform administrative responsibilities regarding line function administrative issues in area of responsibility. Render support service to the State Veterinarian and Control Animal Health with regard to animal disease control, reproduction and production advancement, sample collection and law enforcement.
- ENQUIRIES** : Ms Modiba MM Tel No: (015) 294 3170, Ms. Mtswene PV Tel No: (015) 294 3395, Ms. Mothapo RL Tel No: (015) 294 3235 or Ms. Kgobe MA Tel No: (015) 294 3347.
- POST 07/157** : **ADMINISTRATIVE OFFICER: INFORMATION AND KNOWLEDGE MANAGEMENT REF NO: LDARD 13/02/2025 (X1 POST)**
- SALARY** : R308 154 per annum (Level 08)
CENTRE : Head Office: Polokwane
REQUIREMENTS : Grade 12 plus an appropriate qualification NQF Level 6 in Information Studies/ Public Management/Administration as recommended by SAQA. A minimum of 2 years' experience in Knowledge and Information Management. Valid driver's license (with exception of people with disabilities). Knowledge, Competencies and Skills: Knowledge and understanding of Regulations, Acts, Policies and procedures governing Public Service. Presentation Skills. Change Management skills. Communication skills. Report writing skills. Responsiveness; Pro-activeness; Professionalism; Accuracy; Flexibility; Independent; Co-operative; Team player; Supportive; Flexible; Willing to work under changing and difficult circumstances. Innovation and creativity. Time and self-management.
- DUTIES** : To administer knowledge management programmes. Facilitate the implementation and practices of Knowledge and Information Management (KIM). Facilitate effective KM processes, practices and platforms to improve access to knowledge & information. Foster/promote and stimulate innovation. Provide administrative support services.
- ENQUIRIES** : Ms Modiba MM Tel No: (015) 294 3170, Ms. Mtswene PV Tel No: (015) 294 3395, Ms. Mothapo RL Tel No: (015) 294 3235 or Ms. Kgobe MA Tel No: (015) 294 3347.
- POST 07/158** : **ENGINEERING TECHNICIAN GRADE A REF NO: LDARD 14/02/2025 (X1 POST)**
- SALARY** : R371 253 per annum, (OSD), all-inclusive package to be structured in accordance with OSD dispensation.
CENTRE : Capricorn District

REQUIREMENTS : Grade 12 plus a National Diploma in Engineering or relevant qualification as recognised by SAQA. Three years post qualification technical experience. Compulsory registration with ECSA as a Professional Engineering Technician. Valid driver's license (with exception of people with disabilities). Knowledge, Competencies and Skills: Project Management. Technical design and analysis knowledge. Research and Development. Computer-aided Engineering applications. Knowledge of legal Compliance. Technical report writing. Technical consulting. Problem solving and analysis. Decision making. Teamwork. Creativity. Customer focus and responsiveness. Communication. Computer skills. People management. Planning and organising. Change management.

DUTIES : Render technical services. Perform administrative and related functions. Research and development.

ENQUIRIES : Ms Modiba MM Tel No: (015) 294 3170, Ms. Mtswene PV Tel No: (015) 294 3395, Ms. Mothapo RL Tel No: (015) 294 3235 or Ms. Kgobe MA Tel No: (015) 294 3347.

POST 07/159 : **ANIMAL HEALTH ASSISTANT REF NO: LDARD 15/02/2025 (X2 POSTS)**

SALARY : R183 279 per annum (Level 04)
CENTRE : LDARD (Placement will be done according to the needs of the department)
REQUIREMENTS : Grade 12 or equivalent qualification as recognized by SAQA. No experience required. A valid driver's license (with exception of people with disabilities). Knowledge, Competencies and skills: Good communication skills. Ability of mixing dip stuff, cleaning and re-assemble syringes, handling of veterinary tools and equipment. Experience in handling of cattle, small stock and poultry. Ability to read and write. Interpersonal, communication, evaluation persuasion, time management, conflict management.

DUTIES : Assist to implement disease control measures. Assist to improve animal health through biosecurity, vaccination and surveillance for disease and treatment of animals. Assist in collecting specimen, examination and dispatch samples of animal diseases. Assist in the provision of extension services on animal health to animal owners.

ENQUIRIES : Ms Modiba MM Tel No: (015) 294 3170, Ms. Mtswene PV Tel No: (015) 294 3395, Ms. Mothapo RL Tel No: (015) 294 3235 or Ms. Kgobe MA Tel No: (015) 294 3347.

POST 07/160 : **DATA CAPTURER REF NO: LDARD 16/02/2025 (X2 POSTS)**

SALARY : R183 279 per annum (Level 04)
CENTRE : Head Office: Polokwane
REQUIREMENTS : Grade 12 or equivalent qualification as recognized by SAQA. No experience is required. Knowledge, Competencies and skills: Knowledge of clerical duties, practices as well as the ability to capture data, operate computer and collecting statistics. Knowledge and understanding of the legislative framework governing the Public Service. Knowledge of working procedures in terms of the working environment Computer literacy and data capturing knowledge. Good communication skills. Good interpersonal relations. Ability to work as a team and willing to work under pressure. Job Knowledge. Computer skills. Planning and organization skills. Interpersonal relations skills. Language. Flexibility. Good verbal and written communication skills. Teamwork.

DUTIES : To render data capturing services. Transcription of data from source documents and verification. Maintain accurate and up to date records on the system for authenticity. Update monthly project performance data i.e expenditure and outputs. Ensure that confidentiality of collected and stored data is maintained. To accurately capture data from available records into the required formats e.g. databases, table, spreadsheet and EPWP Reporting System. Verify query missing data and errors observed during data entry. Review and validate all data from the records. Submit data. Make regular backups of data. Update registers and statistics. Keep and maintain records and files. Ensure records and files are properly sorted and secured. Provide information to components.

ENQUIRIES : Ms Modiba MM Tel No: (015) 294 3170, Ms. Mtswene PV Tel No: (015) 294 3395, Ms. Mothapo RL Tel No: (015) 294 3235 or Ms. Kgobe MA Tel No: (015) 294 3347.

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| <u>POST 07/161</u> | : | <u>ENGINEERING ASSISTANT REF NO: LDARD 17/02/2025 (X1 POST)</u> |
| <u>SALARY</u> | : | R183 279 per annum (Level 04) |
| <u>CENTRE</u> | : | Head Office: Polokwane |
| <u>REQUIREMENTS</u> | : | Basic literacy and numeracy (ABET level 3) or equivalent qualification as recognized by SAQA. No experience is required. Knowledge, Competencies and skills: Basic numeracy skills, literacy, operating equipment skills. |
| <u>DUTIES</u> | : | Assist Sustainable Resource Management engineering officials in the execution of their duties. Support Engineering Officials with engineering duties. Support the Engineering Official with the training of interns. Office Administration. |
| <u>ENQUIRIES</u> | : | Ms Modiba MM Tel No: (015) 294 3170, Ms. Mtswene PV Tel No: (015) 294 3395, Ms. Mothapo RL Tel No: (015) 294 3235 or Ms. Kgobe MA Tel No: (015) 294 3347. |
| <u>POST 07/162</u> | : | <u>TRACTOR DRIVER REF NO: LDARD 18/02/2025 (X2 POSTS)</u> |
| <u>SALARY</u> | : | R155 148 per annum (Level 03) |
| <u>CENTRE</u> | : | Tompri Seleka and Madzivhandila College |
| <u>REQUIREMENTS</u> | : | Grade 10/ABET/AET or equivalent qualification as recognised by SAQA (equivalent qualification in diesel mechanics as recognised by SAQA will be an added advantage). A minimum 3 years' experience in operation of farm machinery and maintenance of water infrastructure. A valid driver's License (with exception of people with disabilities Knowledge, Competencies, and Skills: Knowledge of Agricultural Equipment. Ability to Operate the Tractor. Basic diesel mechanic skills. Water/Diesel Engine maintenance skills. Knowledge of various types of farm equipment. Knowledge of Batho Pele Principles. Discing, planting, and harvesting of crop fields. Driving skills. |
| <u>DUTIES</u> | : | Loading, transportation and offloading of goods. Refuse removal within the farm. Operation and maintenance of farm machinery, farm equipment, research trails, firebreaks, and access roads. Maintenance of farm infrastructure. Routine inspection on water reservoirs and livestock drinking troughs on farm. Perform routine activities in respect of livestock and general farm activities. |
| <u>ENQUIRIES</u> | : | Ms Modiba MM Tel No: (015) 294 3170, Ms. Mtswene PV Tel No: (015) 294 3395, Ms. Mothapo RL Tel No: (015) 294 3235 or Ms. Kgobe MA Tel No: (015) 294 3347. |
| <u>POST 07/163</u> | : | <u>HANDYMAN REF NO: LDARD 19/02/2025 (X2 POSTS)</u> |
| <u>SALARY</u> | : | R155 148 per annum (Level 03) |
| <u>CENTRE</u> | : | LDARD (Placement will be done according to the needs of the department) |
| <u>REQUIREMENTS</u> | : | ABET L4 or equivalent qualification as recognised by SAQA. No experience is required. Knowledge, Competencies, and Skills: Knowledge of maintenance tools and equipment. Safety regulations. Communication skills. Good interpersonal relation and knowledge of Batho Pele Principles. Buildings and related farm infrastructure maintenance experience and knowledge of various types of farm infrastructure and maintenance tools will be an added advantage. Driver's licence (with exception of people with disabilities) will be an added advantage. |
| <u>DUTIES</u> | : | Maintenance of office buildings and furniture. Conduct regular building inspections. Attend to minor electrical, plumbing and carpentry problems. Maintenance of office equipments. Repair broken furniture and equipments. Safekeeping of maintenance tools and supplies. Report defects. |
| <u>ENQUIRIES</u> | : | Ms Modiba MM Tel No: (015) 294 3170, Ms. Mtswene PV Tel No: (015) 294 3395, Ms. Mothapo RL Tel No: (015) 294 3235 or Ms. Kgobe MA Tel No: (015) 294 3347. |
| <u>POST 07/164</u> | : | <u>DRIVER OPERATOR REF NO: LDARD 20/02/2025 (X4 POSTS)</u> |
| <u>SALARY</u> | : | R155 148 per annum (Level 03) |
| <u>CENTRE</u> | : | LDARD (Placement will be done according to the needs of the department) |
| <u>REQUIREMENTS</u> | : | NQF level 3 or equivalent qualification as recognised by SAQA. A driver's licence Code EC and operating certificate (PDP) (with exception of people with disabilities). Knowledge, Competencies, and Skills: Knowledge of driving and operating specialized equipment. Communication Skills. Ability to operate the equipment. Ability to read and write. Good eyesight. Teamwork. Physical |

- inspection of vehicles and interpret instructions for proper use of all controls for safe operation of vehicles. Interpret and follow operating manuals, maintenance manuals and service charts.
- DUTIES** : Operate specialized equipment. Load and offload goods/equipment. Inspection and maintenance of equipment and report defects. Keep log sheets of vehicles and machineries. Application of safety and precautionary measures. Cleaning and lubrication of machinery equipment. Grading of gravel roads and re-ravelling/shoulder maintenance. Render driving services. Transportation of work teams and materials/equipments. Detect and repair minor mechanical problems on the vehicles and take steps to have it repaired (check level and condition of oil, fuel, tyres and water). Inspection of the vehicles/equipment and report defects. Complete vehicle logbook, trip authorization for the vehicle.
- ENQUIRIES** : Ms Modiba MM Tel No: (015) 294 3170, Ms. Mtswene PV Tel No: (015) 294 3395, Ms. Mothapo RL Tel No: (015) 294 3235 or Ms. Kgobe MA Tel No: (015) 294 3347.
- POST 07/165** : **FARM AID REF NO: LDARD 21/02/2025 (X6 POSTS)**
- SALARY** : R131 265 per annum (Level 02)
CENTRE : LDARD (Placement will be done according to the needs of the department)
REQUIREMENTS : Grade 10 / ABET / AET or equivalent qualification as recognised by SAQA. Knowledge, Competencies and Skills: Basic literacy and numeracy. Able to read and write. Communication skills. Good interpersonal relation and knowledge of Batho Pele Principles. Farm work experience and knowledge of various types of farm activities will be an added advantage.
- DUTIES** : Apply chemical crop protection. Soil cultivation and preparation. Irrigation of crops. Care for sick livestock. Dipping, vaccination and dosing. Count livestock daily. Tending of crops/orchards/vineyards. Cleaning of facilities and disposal of farm waste materials. Firefighting and prevention. Maintain windmills and water supply system.
- ENQUIRIES** : Ms Modiba MM Tel No: (015) 294 3170, Ms. Mtswene PV Tel No: (015) 294 3395, Ms. Mothapo RL Tel No: (015) 294 3235 or Ms. Kgobe MA Tel No: (015) 294 3347.
- POST 07/166** : **FIELD RANGER REF NO: LDARD 22/02/2025 (X2 POSTS)**
- SALARY** : R131 265 per annum (Level 02)
CENTRE : Mara and Tsoelike Research Centre
REQUIREMENTS : Grade 10 / ABET / AET or equivalent qualification as recognised by SAQA. Firearm competency and licence. Farm work experience and knowledge of various types of farm activities will be an added advantage. A valid driver's licence (with exception of people with disabilities) will be an added advantage. Knowledge, competencies, and skills: Basic literacy and numeracy. Able to read and write. Communication Skills. Report writing. Knowledge of security services. Firearm competency. Communication skills. Good interpersonal relation skills. Knowledge of Batho Pele Principles.
- DUTIES** : Farm patrol. Arrest of poachers and trespassers. Searching and dismantling of snares. Searching for the missing animals. Crime prevention. Culling of animals and maintenance of farm infrastructures like fences. Guarding of farm assets and control of veld fires.
- ENQUIRIES** : Ms Modiba MM Tel No: (015) 294 3170, Ms. Mtswene PV Tel No: (015) 294 3395, Ms. Mothapo RL Tel No: (015) 294 3235 or Ms. Kgobe MA Tel No: (015) 294 3347.
- POST 07/167** : **GENERAL WORKER (REDLINE GATE/ GUARD/FENCE PATROLER REF NO: LDARD 23/02/2025 (X10 POSTS)**
- SALARY** : R131 265 per annum (Level 02)
CENTRE : LDARD, Vhembe District, Vhembe Far North and Vhembe Central
REQUIREMENTS : Grade 10/ABET/AET or equivalent qualification. Security qualification will be an added advantage. No experience is required. Knowledge, competencies, and skills: Basic literacy and numeracy. Able to read and write. Knowledge of security services. Communication Skills. Good interpersonal relations. Report writing.
- DUTIES** : To perform routine manual farming activities. Control over Movement of cloven hooved animals. Stop, register, and search vehicle from the redline area. Check meat, dairy product, dung, grass, hides, skins, etc. Confiscate all

product listed in (ii) above. Open and close the gate. Report confiscated products to the supervisor for further attention. Conduct fence patrol. Routine check of the redline fence. Repair of fence breakage. Trace animal track along the redline fence. Clear bushes along the redline fence. Control over quarantined animals. Check permit for animal quarantined. Liaise with the Animal Health Technician for inspection. Keep records. Keep permits register. Keep register for quarantined animals. Keep register for vehicle movement.

ENQUIRIES : Ms Modiba MM Tel No: (015) 294 3170, Ms. Mtswene PV Tel No: (015) 294 3395, Ms. Mothapo RL Tel No: (015) 294 3235 or Ms. Kgobe MA Tel No: (015) 294 3347.

POST 07/168 : **GENERAL WORKER REF NO: LDARD 24/02/2025 (X1 POST)**
(Re-advertisement, those who applied before need to reapply)

SALARY : R131 265 per annum (Level 02)
CENTRE : Vhembe Central
REQUIREMENTS : Grade 10 / ABET / AET or equivalent qualification as recognised by SAQA. No experience is required. Knowledge, Competencies, and Skills: Basic numeracy. Knowledge of cleaning procedures and gardening principles. Ability to operate basic garden equipment and machinery. Knowledge of maintenance of relevant equipment. Good interpersonal relations.

DUTIES : Maintenance of grounds and gardens. Maintenance and safekeeping of gardening equipment. Cleaning and maintenance of laboratory equipment and stores. Removing garbage and empty boxes. Moving furniture and equipment as required. Cleaning of laboratory service vehicles. Assist in receiving stock and goods. Reporting of losses/damages to equipment.

ENQUIRIES : Ms Modiba MM Tel No: (015) 294 3170, Ms. Mtswene PV Tel No: (015) 294 3395, Ms. Mothapo RL Tel No: (015) 294 3235 or Ms. Kgobe MA Tel No: (015) 294 3347.

OFFICE OF THE PREMIER

APPLICATIONS : Applications, quoting relevant reference and name of Department, should be forwarded as follows: Chief Director: Strategic HR, Office of the Premier, Private Bag X9483, Polokwane, 0600 or Hand delivered to the Office of the Premier, No. 40 Hans Van Rensburg Street, Mowaneng Building, Office No. A013, General Records (Registry), Ground Floor. Applicants should apply through the following website <https://erecruitment.limpopo.gov.za>. The application on eRecruitment system should be accompanied by recent comprehensive CV (previous experience must be comprehensively detailed, i.e. positions held and duration/dates). Failure to attach updated CV will result in the application not being considered/disqualification.

FOR ATTENTION : Mr. Junior Maboya / Ms. Moipone Mathole
CLOSING DATE : 07 March 2025

NOTE : Applications must be submitted on new Z83 form, (updated version that come into effect on 1 January 2021), obtainable from any Public Service Department or on the internet at www.labour.gov.za / www.gov.za/documents and must only be accompanied by a detailed Curriculum Vitae (CV), applicants are requested to complete the Z83 form properly and in full. Only shortlisted candidates will be required to submit certified copies of qualification(s) and other related documents on, or before the day of the interview following an invitation from The Office to attend an interview, such as qualification(s) and other related document(s) should be in line with the requirements of the advertisement. For advertised Senior Management Services (SMS) posts in the Public Service, no appointment shall be effected without the recommended candidate producing a Certificate of completion for the Nyukela programme (SMS Pre-Entry Programme) offered by the National School of Governance (NSG) which can be accessed via following link: <https://www.thensg.gov.za/training-course/sms-pre-entry-programme>. Candidates will also be subjected to a competency assessment, a practical test/exercise as well as an integrity (ethical conduct) assessment. Qualification certificates MUST not be copies of certified copies. Applications received after the closing date and those that do not comply with these instructions will not be considered. The onus is on the applicants to ensure that their applications are posted, or hand delivered timeously. Candidates who possess foreign qualifications and/or short course certificate must take it upon themselves to have their qualifications evaluated by the South African Qualifications Authority

(SAQA). If you have not been contacted within three (3) months after the closing date of this advertisement, please accept that your application was unsuccessful. Suitable candidates will be subjected to a personnel suitability check (criminal record, citizenship, credit record checks, qualification verification and employment verification). Successful candidates will be appointed on a probation period of 12 months. The successful candidate will be subjected to a security clearance. The successful candidate must be willing to sign an oath of secrecy with the Department. The successful candidate will be expected to enter into a performance agreement with the Executive Authority and sign a five (5) year contract of employment upon assumption of duty with the Premier. The candidates will be required to disclose his/her financial interests in accordance with the applicable prescripts. The Department (s) reserves the right NOT to make appointments on the advertised post(s). Note! Candidates who previously applied for the above advertised vacant posts need to re-apply.

MANAGEMENT ECHELON

- POST 07/169** : **HEAD OF DEPARTMENT: EDUCATION REF NO: OTP/03/25/01**
(5) years fixed term contract)
Re-Advert
- SALARY** : R2 259 984 per annum (SMS Grade D) (Level 16). Non-pensionable HoD allowance: 10% of the payable inclusive remuneration package
- CENTRE** : Polokwane: Head Office
- REQUIREMENTS** : A Qualification at NQF level 8 as recognised by South African Qualification Authority (SAQA). Ten (10) years of experience at a senior management level. Post graduate qualification in Education Curriculum Development / Financial Management / Business Management / Administration will be an added advantage; valid driver's licence (with the exemption of applicants with disabilities); Core and Process Competencies- Strategic Capability and Leadership, Programme and Project Management, Change Management, Financial Management, Knowledge Management, Problem Solving and analysis, Client orientation and Customer Focus, Communication. Personal Attributes: Assertiveness, Self-driven, team player, innovative, cultural understanding, conflict resolution. Public Service Knowledge; Negotiation skills; Policy Formulation; Ability to interact at both strategic and operation levels.
- DUTIES** : The successful candidate will be the Head of Department and Accounting Officer responsible for: Provide strategic direction on the provision and implementation of curriculum delivery & support services. Policies, strategies, guidelines and procedure manuals achieve the main objective of the department and ensures optimum service delivery. Policies, strategies, guidelines and procedure manuals have been customized and converted to ensure maximum service delivery. Provincial norms and standards have been developed and implemented, and National norms and stands have been adapted to ensure optimum service delivery. Curriculum and development programmes achieve the set objectives. Provide strategic direction on the provision and implementation of institutional governance, coordination and support services. Policies, strategies, guidelines and procedure manuals achieve the main objective of the department and ensures optimum service delivery. Policies, strategies, guidelines and procedure manuals have been customized and converted to ensure maximum service delivery. Provincial norms and standards have been developed and implemented and National norms and stands have been adapted to ensure optimum service delivery. Well- managed departmental institutions, quality standards of learning and teaching and social support programmes promoted. Provide strategic direction and coordinate the implementation of corporate management services. Policies, strategies, guidelines and procedure manuals have been customized and converted to ensure maximum service delivery. Well and appropriately resourced in terms of personnel to maximize service delivery and in terms of PSR. Provide strategic direction and coordinate the provision of financial management services. Policies, strategies, guidelines and procedure manuals have been customized and converted to ensure maximum service delivery. Financial Management done in line with PFMA and to achieve the set objectives. Provide strategic direction and facilitate the provision of organizational risk management. Compliance with relevant policies and

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| | | programmes. Ensure the provisioning of Executive support services to the offices of the MEC and HOD. Well-resourced and effective and efficient support. Ensure the provision of intergovernmental relations, donor funding and Education Trust. Well-resourced and effective and efficient support. |
| <u>ENQUIRIES</u> | : | Ms. Moipone Mathole Tel No: (015) 287 6360 OR Mr. Junior Maboya Tel No: (015) 287 6290 |
| <u>POST 07/170</u> | : | <u>HEAD OF DEPARTMENT: SOCIAL DEVELOPMENT REF NO: OTP/03/25/02</u> (Five (5) years fixed term contract) Re-Advert |
| <u>SALARY</u> | : | R1 741 770 per annum (SMS Grade D) (Level 15). Non-pensionable Head of Department allowance: 10% of the payable inclusive remuneration package. |
| <u>CENTRE</u> | : | Polokwane - (Head Office) |
| <u>REQUIREMENTS</u> | : | A qualification at NQF 8 as recognised by South African Qualification Authority (SAQA). Ten (10) years of experience at a senior management level. Post graduate qualification in Social Science / Social Work / Financial Management / Business Management/ Administration will be an added advantage. Valid driver's licence (with the exception of applicants with disabilities). Core and Process Competencies-Strategic Capability and Leadership, Programme and Project Management, Change Management, Financial Management, Knowledge Management, Problem Solving and analysis, Client orientation and Customer Focus, Communication. |
| <u>DUTIES</u> | : | The successful candidate will be the Head of Department and Accounting Officer responsible for: -Serve as the accounting officer of the department in line with the PFMA and establish the strategic direction of the department to ensure alignment with its business plans. Oversee the provision of Integrated Social welfare services to the poor and the vulnerable in partnership with civil society organizations within the province. Oversee that older persons and disability programmes are coordinated and provided. Oversee that non – institutionalized HIV/ AIDS and social relief programmes are coordinated and provided. Oversee the provision of psycho-social support to the beneficiaries, debriefing, food parcels and school uniforms. Oversee coordination of inter-sectoral collaboration to ensure that the department contributes to Integrated services delivery. Oversee coordination and maintenance of good relations within the Department and all Stakeholders. Oversee the provision of social services to children and families within the province through child and youth care centres and victim empowerment centres. Oversee the Child Protection services are coordinated and provided. Oversee the development of strategies for Child Protection Services. Oversee the development of policies for Child Protection services. Oversee that child and youth care services are coordinated and provided. Oversee the development of Provincial Strategy on Child and Youth Care Centers. Oversee the provision of development and research services programmes to empower communities of Limpopo Province. Implement Integrated Development programmes that facilitate the empowerment of communities towards sustainable livelihood. Provide community-based research, planning and mobilisation. Coordinate and develop youth and women empowerment programs. Facilitate of implementation of skills development programmes and job creation programmes. Monitor and ensure that research and population development culture is entrenched. Oversee and ensure effective and efficient population research and demographic analysis. Oversee the provision of corporate services in adherence, compliance and implementation of Provincial and National legislation, regulations and policies. Guide and provide effective managerial and strategic coordination of human resource development and management. Provide comprehensive organisational development support and advice. Technical support on the implementation and customisation of national legislation on government information management and technology (GITO), strategic support and communication services. Ensure mission effectiveness and operational efficiency through effective and efficient records management. Coordinate legal services and employee relations and people management in the department to obtain a maximum impact on the departments' service delivery. Provide transformation and change management services. Manage the department's performance with regard to monitoring and evaluation of quality services delivery programs. Oversee and promote |

proper financial management in line with PFMA and other provincial /national prescripts. Coordinate and manage financial regulatory compliance and reporting. Ensure that inspection and investigations are conducted to establish compliance with the PFMA within the Department. Coordinate Financial Planning, Budgeting, and Reporting services in the Department. Oversee and ensure effective and efficient bookkeeping and bank reconciliation. Develop and monitor the implementation supply chain management internal policies, systems, and processes. Provide infrastructure management in the department. Ensure and promote an appropriate platform for risk management services within the province. Provide leadership, strategy, and advice on risk implications of management decisions. Ensure risk management, security, fraud, and corruption awareness within the department. Ensure continuous improvements in internal control systems through risk management, corruption, and fraud prevention strategies. Ensure the availability of surveillance systems, categorization of documents and computers. Coordinate the implementation of security management services. Ensure that employees have positive security clearances and disclose financial interest annually. Facilitate and ensure coordination of social development services at all the provincial districts, sub-districts/ municipalities, and institutions. Oversee the development of Operational Plans to give strategic direction to the District office. Manage the integration of IDP programs with strategic objectives and plans. Oversee the provincial and district devolution task teams. Ensure the collation of monthly, quarterly, and annual reports from the districts. Monitor the implementation quality assurance/improvement plans. Develop and maintain good relations between the department and all stakeholders.

- ENQUIRIES** : Ms. Moipone Mathole Tel No: (015) 287 6360 OR Mr. Junior Maboya Tel No: (015) 287 6290
- POST 07/171** : **HEAD OF DEPARTMENT: AGRICULTURE & RURAL DEVELOPMENT REF NO: OTP/03/25/03**
(Five (5) years fixed term contract)
Re-Advert
- SALARY** : R1 741 770 per annum (SMS Grade D) (Level 15). Non-pensionable Head of Department allowance: 10% of the payable inclusive remuneration package.
- CENTRE** : Polokwane - (Head Office)
- REQUIREMENTS** : A qualification at NQF 8 as recognised by South African Qualification Authority (SAQA). Ten (10) years of experience at a senior management level. Post graduate qualification in Agriculture Extension / Financial Management / Business Management/ Administration will be an added advantage. Valid driver's licence (with the exception of applicants with disabilities). Core and Process Competencies-Strategic Capability and Leadership, Programme and Project Management, Change Management, Financial Management, Knowledge Management, Problem Solving and analysis, Client orientation and Customer Focus, Communication.
- DUTIES** : The successful candidate will be the Head of Department and Accounting Officer responsible for: Oversee the rendering of agricultural technical services in the department. Render support and advice to the MEC for Agriculture and Rural Development on the core mandates of the Department. Provide strategic leadership in the provision of technical services. Coordinate and oversee the provision and rendering of research and training services in the Department. Provide leadership and guidance on the provision of sustainable resource management. Provide leadership and support in the rendering of farmer support and Agribusiness development. Lead driving programmes to ensure that there is food security throughout the province. Provide executive leadership and support in respect of rural development and district management. Drive and lead the transformation of the agricultural sector in line with national, provincial and departmental goals and objectives. Guide and manage implementation of agricultural services in all the Districts and Municipalities. Coordinate rural development in the department and province. Ensure the achievement of the key priorities of the government of the day by coordinating rural development throughout the province. Co-Ordinate Infrastructure Development & Project Performance Functions. Develop strategic intervention in projects implementation. Promote infrastructure development improvement program. Provide infrastructure project database

management. Provide strategic leadership on the provision of risk, anti-corruption and integrity management. Provide leadership and guidance on the provision of enterprise risk management support. Coordinate the development and monitoring of implementation of business continuity plan. Promote the implementation of code of conduct. Monitor compliance to rules and regulations in the public service. Ensure promotion of the financial disclosure system. Ensure the development and maintenance of internal anti-corruption systems to combat all forms of fraud and corruption. Provide leadership and oversee the provision of financial management. Ensure that financial and other resources allocated to the Department are managed in accordance with the Public Finance Management Act (PFMA), Treasury Regulations and other relevant prescripts. Manage and oversee the provision of internal control and compliance. Oversee the provision and management of financial accounting. Oversee the provision of management accounting. Manage supply chain and ensure that systems are in place. Coordinate the provision of asset management in the department and province. Provide leadership in the management of departmental assets. Provide leadership and oversee the provision of strategy and systems services. Provide strategic leadership in the strategic management, monitoring and evaluation. Provide strategic leadership for provision of legal support services. Provide executive leadership in the provision of communication services. Provide strategic leadership for provision of government information management and technology services. Provide leadership and oversee the provision of corporate management services. Provide strategic human resource management of the Department. Provide executive support and leadership on the provision of Human Resource Development and Employee Relations. Provide advice and guidance on employee health and wellness programmes. Provide executive support and leadership on security and facilities Management.

ENQUIRIES

: Ms. Moipone Mathole Tel No: (015) 287 6360 OR Mr. Junior Maboya Tel No: (015) 287 6290

**PROVINCIAL ADMINISTRATION: MPUMALANGA
DEPARTMENT OF ECONOMIC DEVELOPMENT AND TOURISM**

It is the strategic intent of the Department to promote employment equity in terms of race, gender and disability through the filling of these posts with candidates whose transfer, promotion or appointment will promote equitable representativity in line with the numeric targets as contained in the departmental Employment Equity plan.

- APPLICATIONS** : Fully completed and signed Z83 employment application form, quoting reference number should be addressed to the Head: Economic Development and Tourism. Applications can be hand delivered to Nokuthula Simelane Building, 1st Floor, No 7 Government Boulevard, Riverside Park, Extension 02 Mbombela 1201 or alternatively applications emailed to the respective email address provided for each post.
- CLOSING DATE** : 07 March 2025 at 16h00
- NOTE** : It is compulsory to fill all fields on the New Amended Z83 Form (No.81/971431) as prescribed with effect from 01 January 2021, which must be signed, initialled and dated. The form is obtainable at any National or Provincial. Department(s), www.dpsa.gov.za/dpsa2g/vacancies.asp. Applicants must indicate the Post, Reference Number on the Z83 Form application. The new Z83 Form must be accompanied by a recent updated curriculum vitae with full personal details, experience, including three (3) names of contactable referees and it is the applicant's responsibility to have all foreign qualifications evaluated by SAQA and to provide proof of such evaluation report (only when shortlisted).DPSA Circular 19 of 2022 paragraph 2.1.5 states that Part E, F and G :Noting that there is limited space provided applicants often indicate "refer to Curriculum Vitae or see as 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 question related to conditions that prevent re-appointment under Part F must be answered. Applications received after closing date will not be accepted. Only shortlisted candidates for the post will be required to submit certified documents on or before the day of the interviews. It will be expected of candidate(s) to be available for interview process on a date, time and place as determined by the Department. Shortlisted candidate(s) will be required to undergo personal suitability checks, which include criminal records, citizenship, financial credits/assets, qualifications verification and previous employment background/reference checks will be verified. Candidates will be subject to security screening and vetting. Candidates on MMS posts will be subjected to a competence assessment. Applicants must disclose if /he is not a Director/Shareholder of a company or conducting any business with Organ of State and whether is performing any additional remunerative work outside his/her normal duties. The successful candidate will enter into an Annual Performance Agreement, and annually disclose his/her financial interest. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. The Department reserves the right not to make appointment. SMS Posts: The requirements for appointment at Senior Management Service level include the successful completion of Senior Management Pre-entry Programme as endorsed by the National School of Government, which can be accessed using the following link: <https://www.thensg.gov.za/training-course/sms-pre-entry-programme/>. Candidates must provide proof of successful completion of the course prior to appointment. Following the interview and technical exercise(s), 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. Core competencies: Strategic capacity and leadership. People management and empowerment. Advanced programme and project management. Change management. Financial management. Process Competencies: Knowledge management. Service Delivery Innovation. Advance problem solving and analysis. Client orientation and customer focus. Advanced communication skills (written and verbal). The successful candidate will be appointed subject to positive results of a pre-employment screening process, which includes criminal records, and verification of educational qualification certificates. Candidates requiring

additional information regarding advertised post must direct their enquiries to the relevant person indicated. Communication and correspondence will be limited to shortlisted candidates only.

MANAGEMENT ECHELON

POST 07/172 : **DIRECTOR: SECTOR DEVELOPMENT REF NO: DEDT 2024/25/03**
Please note that this SMS post was previously advertised on 16 August 2024 and applicants who applied previously are encouraged to reapply. Re-Advertisement

SALARY : R1 216 824 per annum (Level 13), all-inclusive salary package
CENTRE : Head Office: Mbombela
REQUIREMENTS : An appropriate SAQA recognized undergraduate NQF level 7 tertiary qualification in Economics / Public Affairs with five (5) years at middle management/senior management level in private or public sector development and policy formulation and implementation. Good understanding and knowledge of Government Frameworks that relate to Economic Development, Provincial Growth Development Strategy and Growth Development Strategy. An in-depth understanding of the mining sector. Generic knowledge of the South African economic policies, priority economic sectors in Mpumalanga and regulated industries. Knowledge and understanding of the Public Service laws, government processes, regulations and procedures. Competencies: The preferable candidate must display these competencies at competent levels: Strategic Capability, Leadership, Programme and Project Management, Financial Management, Change Management, Knowledge Management, Service Delivery Innovation, Problem Solving and Analysis, People Management and Empowerment, Client Orientation and Customer Focus and Communication, Honesty and Integrity.

DUTIES : Provide strategic leadership and technical support in the formulation and Implementation of the province's economic growth and development path. Provide strategic direction and leadership in sectors reforms and coordinate the development of the priority sectors in Mpumalanga. Identify development, growth and beneficiation opportunities and advise on improving the competitiveness of the mining sector in Mpumalanga. Develop and support incubation centres in the province. Initiate and facilitate capacity-building programmes of the sectors through business processes, outsourcing, information, and training and communication technology. Support and participate in all relevant provincial and national structures. Lead and facilitate dialogues in all priority sectors across departments. Assist all producers, manufactures and exporters to access domestic and international markets. Manage all governance related matters of the Directorate.

APPLICATIONS : Email Applications To: recruitmentdedt1@mpg.gov.za
ENQUIRIES : Ms IN Phiri Tel No: (013) 766 4246

OTHER POST

POST 07/173 : **DEPUTY DIRECTOR: RESEARCH AND DEVELOPMENT REF NO: DEDT 2024/25/21**
Please note that this post was previously advertised on 22 November 2024 and applicants who applied previously are encouraged to reapply.

SALARY : R849 702 per annum (Level 11), all-inclusive salary package
CENTRE : Head Office: Mbombela
REQUIREMENTS : An appropriate SAQA qualification NQF level seven (7) in Economics. Postgraduate qualifications in Economics will be an advantage, with at least 3 to 5 years of experience in conducting and disseminating economic research and findings. Relevant work experience at junior management level of a minimum of 3 years (Assistant Director/Economist) in an Economic Research Unit. Demonstrate knowledge and work experience in the application of quantitative and qualitative research methodologies. Advanced computer skills (MS Word, Excel and Power Point), as well as good written/research report writing and verbal/presentation communication skills. Good planning, organizing and leadership skills, as well as analytical thinking, problem solving and decision making skills. A valid driver's license. Good knowledge of relevant Government legislation such as: Public Service Act, Public Service Regulations, PFMA, MFMA and Treasury Regulations, Government Budget

Processes, Constitution of the RSA and Batho Pele principles. Competencies :The preferable candidate must display the following competencies: Research methodology, Research management Strategic Capability, Leadership, Programme and Project management, Financial Management, Change Management, Knowledge management, Service Delivery Innovation, Problem Solving and Analysis, People Management and Empowerment, Client Orientation and Customer Focus and Communication, Honesty and Integrity.

DUTIES : Conduct and compile research reports on the state of identified/key economic sectors and industries in Mpumalanga. Develop an updated economic research agenda report for the Department. Manage, conduct, compile and disseminate e-based research reports that are relevant to provide support and advice to economic planning and decision-making processes. Provide technical assistance to other departmental directorates and MPG departments, public entities, municipalities and other forums, building partnerships and participate in research coordination. Manage resources within the unit and perform any other relevant function as per the delegation.

APPLICATIONS : Email Application to: recruitmentdedt3@mpg.gov.za

ENQUIRIES : Ms LP Mabaso at Tel No: (013) 766 4424

DEPARTMENT OF HEALTH

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

APPLICATIONS : Departmental Online Application System: www.mpuhealth.gov.za

CLOSING DATE : 07 March 2025

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

MANAGEMENT ECHELON

POST 07/174 : **DIRECTOR: EXPENDITURE MANAGEMENT REF NO: MPDOH/FEB/25/790**

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

CENTRE : Provincial Office, Mbombela (Nelspruit)

- REQUIREMENTS** : An undergraduate qualification (NQF Level 7) in Finance or equivalent qualification as recognised by SAQA. At least five (5) years Finance experience at middle / senior managerial level. Valid driver's licence. Knowledge of procurement legislation, procedures and processes including the supply chain management framework and asset management guidelines. The PPPFA, the PFMA and Treasury Regulations. Project management and excellent problem-solving skills. Excellent communication (verbal, written and presentation) skills. Strong leadership and management skills and the ability to develop a strong work team. Motivated and output and outcome driven. Good interpersonal relations and ability to work with people at all levels. The ideal candidate should have the following qualities: Proven innovative and creative ability. Financial management skills. Change management. Knowledge management. Service delivery innovations. Problem solving and analysis. People management and empowerment. Client orientation and customer focus. Honesty and integrity.
- DUTIES** : To render expenditure management services. Manage payment services. Manage salary administration services. Overseeing the management of payments, ensuring that all financial transactions are processed accurately and efficiently. This includes managing budgets. Monitoring expenditure and ensuring compliance with financial regulations. Implementing financial policies and procedures to ensure that payment processes align with government regulations and standards. This includes developing and updating payment policies as needed. Ensuring that all payment processes are subject to regular audits and comply with internal and external audit requirements. This helps maintain transparency and accountability in financial operations. Identifying and mitigating financial risks associated with payment processes. This involves implementing controls to prevent fraud and errors in financial transactions. Collaborating with various stakeholders, including other government departments, suppliers and service providers, to ensure smooth payment operations. This includes resolving any payment related issues that may arise. Preparing financial reports and analyses to provide insights into payment trends and performance. This helps inform decision making and improve financial management practices.
- ENQUIRIES** : Ms. Glory Mokone Tel No: (013) 766 3340 / Mr. Emmanuel Makokoropo Tel No: (013) 766 3384 / Ms. Gugu Nkosi Tel No: (013) 766 3103 / Ms. Nomsa Maphanga Tel No: (013) 766 3207 / Ms. Sebenzile Mthisi 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.

OTHER POSTS

- POST 07/175** : **CLINICAL MANAGER (MEDICAL) GRADE 1 REF NO: MPDOH/FEB/25/791**
- SALARY** : R1 348 635 - R1 494 765 per annum
- CENTRE** : H. A Grove Hospital (Nkangala District)
- REQUIREMENTS** : Appropriate qualifications that allows registration with the Health Professions Council of South Africa (HPCSA) as a Medical Practitioner (2025). A minimum of ten (10) years appropriate experience after registration with HPCSA as a Medical Practitioner will serve as recommendation and be an added advantage. Postgraduate management qualification will be an added advantage. Computer literacy in Microsoft Package (Word, Excel and Power Point) and a valid driver's licence. Knowledge in Administration, Finance and Supply Chain Management. Strong communication, customer management, leadership, interpersonal skills and strategic management. Problem solving, good analytical and decision-making skills. The prospective incumbent should have knowledge of good administration procedures relating to specific working environment including norms and standards. Good Planning and organizing skills. Sound clinical knowledge of and experience in the respective discipline. Knowledge of current Health and Public Service regulations and policies. Experience as a health service manager or significant experience in management in a health service environment. Valid driver's licence. Knowledge: Knowledge of relevant legislations such as National Health Act, Public Finance Management Act (PFMA), public Service and related regulations and policies. Core-competencies: strategic capabilities and leadership, programme and project management, financial management, change management, people management and empowerment. Process Competencies: Service delivery innovation, knowledge management, problem solving and analysis, communication, client orientation and customer focus.

DUTIES

: Provide services as the Clinical Manager in the hospital. Manage all resources, including human resources. Co-ordinate and supervise the teaching of community servers and junior doctors in the hospital. Organize CPD sessions in the unit. Manage the outpatient clinic in the unit. Participate in quality improvement plans in the hospital. Perform after-hour duties. Ensure that medical staff also comply with PMDS and are evaluated quarterly. Overall control over the organising and inspection of health care services, identification of the needs for health care, the formulation of health care programs and the implementation thereof. Advise various committees at local and national level on medical/ health issues Ensure co-ordination of various clinical and support services. Evaluate needs for medical equipment, taking into account budget and benefits to patients. In training institutions, significant involvement in organising of examinations and teaching programmes. Community involvement and development. Development of clinical protocols and guidelines for management. To plan, direct co-ordinate and manage the efficient and delivery of clinical and administrative support services through working with the key executive management team at the hospital within the legal and regulatory framework, to represent the hospital authoritatively at provincial and public forums. To provide strategic leadership to improve operational efficiency within the health establishment to improve health outcomes. Strategic Planning: Prepare a strategic plan for the hospital to ensure that it is in line with the 10-point plan, national, provincial, regional and district plans. Financial Management: Maximize revenue through collection of all income due to the hospital, ensure that adequate policies, systems and procedure are in place to enable prudent management of financial resources, planning of financial resource mobilization, monitoring and evaluation and asset and risk management. Facility Management: Ensure business support and systems to promote optimal management of the institution as well as optimal service delivery, ensure that systems and procedures are in place to ensure planning and timeous maintenance of facilities and equipment. Human Resource Management: Develop, implement and maintain human resource management policies and guidelines, systems and procedures that will ensure effective and efficient utilization of human resources, promote a safe and healthy working environment through compliance with relevant legislation including occupation health and safety committees. Ensure continuous development and training of personnel and implement monitoring and evaluation of performance. Procurement and Management of Equipment and Supplies: Implement procurement and provisioning system that is fair, transparent, competitive and cost effective in terms of provincial delegated authority and in line with the PFMA, ensure that goods are and services are procured in a cost effective timely manner. Clinical and Corporate Governance: Oversee clinical governance to ensure high standards of patient care establish community networks and report to the Hospital Board. Responsible for corporate governance inclusive of infrastructure planning and maintenance as well as occupational health and safety, manage the institution's risk to ensure optimal achievement of health outcomes.

ENQUIRIES

: Ms. Glory Mokone Tel No: (013) 766 3340 / Mr. Emmanuel Makokoropo Tel No: (013) 766 3384 / Ms. Gugu Nkosi Tel No: (013) 766 3103 / Ms. Nomsa Maphanga Tel No: (013) 766 3207 / Ms. Sebenzile Mthisi 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 07/176

: **MEDICAL SPECIALIST GRADE 1: SURGEON REF NO: MPDOH/FEB/25/792**

SALARY CENTRE REQUIREMENTS

: R1 271 901 – R1 348 635 per annum
: Ermelo Hospital (Gert Sibande District)
: Appropriate qualifications that allows registration with the Health Professions Council of South Africa (HPCSA) as a Medical Specialist in Surgeon (2025). A valid work permit will be required from non-South Africans. Sound knowledge of medical ethics. Multidisciplinary management and teamwork and experience in the respective medical discipline. Knowledge of current Health and Public Service regulations and policies. Additional experience in Paediatric. Skills in terms of consultations, history taking, examination, clinical assessment and clinical management. Grade 1: None after registration with the HPCSA as Medical Specialist (Independent Practice). Minimum of one 1-year relevant experience after registration with a recognized Foreign Professions and / or the

HPCSA as a Medical Specialist (Surgeon) for foreign qualified employees. Knowledge, Skills, Training and Competences Required: Sound knowledge of medical ethics. Multidisciplinary management and teamwork and experience in the respective medical discipline. Sound clinical knowledge. Competency and skills in general clinical domains. The ability to work independently and under pressure and beyond normal working hours and work with diverse team. Good communication, leadership, interpersonal, and supervisory skills. Ability to manage patients independently, diligently, responsibility and engage when necessary. Knowledge of current health policies, legislation, programs and priorities within the domain. Ability to teach, guide and junior staff within the department. Behavioral Attributes: Stress tolerance, to work within a team, self-confidence and the ability to build and maintain good relationship.

DUTIES

: Clinical: Provide specialist medical services in Surgeon. Co-ordinate and supervise clinical care and treatment of patients in Surgeon department. Participation in commuted overtime in accordance with the Commuted Overtime Policy. Participation in Surgeon teaching of junior clinical staff. Execute allocated roles to administrate and coordinate all Paediatric surgery activities. Assist with clinical governance and quality assurance according to National Core Standards for Paediatric surgery department including but not limited to management of complaints, litigations and Patient Safety Incidents. Conduct research and clinical audits including adverse events reporting. Evaluate junior staff performance in the department according to the hospital's PMDS processes. Co-operation and liaison with other departments within the hospital. Conflict management. Participation in management committees of Witbank Hospital. Cost containment within Paediatric surgery department in accordance with the hospital's cost saving plan. Spearhead projects in accordance with the operational plan of the clinical services management unit. Management of other Remunerative Work Outside Public Service (RWOPS) for self and other clinical staff in compliance with the RWOPS policy. Performance of research within the department. Develop and enhance training and development of healthcare worker in Paediatric surgery department. Training and supervision of Medical Officers and Medical Interns and Medical Students.

ENQUIRIES

: Ms. Glory Mokone Tel No: (013) 766 3340 / Mr. Emmanuel Makokoropo Tel No: (013) 766 3384 / Ms. Gugu Nkosi Tel No: (013) 766 3103 / Ms. Nomsa Maphanga Tel No: (013) 766 3207 / Ms. Sebenzile Mthisi 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 07/177

: **MEDICAL OFFICER GRADE 1 REF NO: MPDOH/FEB/25/794 (X2 POSTS)**

SALARY CENTRE REQUIREMENTS

: R949 146 - R1 021 911 per annum
 : Shongwe Hospital and Tonga Hospital (Ehlanzeni District)
 : MBChB degree (qualification) that allows registration with the HPCSA as a Medical Practitioner. Current registration with the HPCSA as a Medical Practitioner (2025) (Independent Practice). NB: The appointed Medical Officer must be able to work shifts. A valid work permit will be required from non-South Africans. Sound knowledge of medical ethics. Multidisciplinary management and teamwork and experience in the respective medical discipline. Knowledge of current Health and Public Service regulations and policies. Skills in terms of consultations, history taking, examination, clinical assessment and clinical management. Grade 1: No experience required after registration with the HPCSA as Medical Practitioner (Independent Practice). Minimum of 1-year relevant experience after registration with a recognised Foreign Health Professions and / or the HPCSA as a Medical Practitioner (Independent Practice) for foreign qualified employees. Knowledge, Skills, Training and Competences Required: Sound knowledge of medical ethics. Multidisciplinary management and teamwork and experience in the respective medical discipline. Sound clinical knowledge, competency and skills in general clinical domains. The ability to work under supervision as an efficient team member. Good communication, leadership, interpersonal, and supervisory skills. Ability to manage patients independently, diligently, responsibility and engage when necessary. Knowledge of current health policies, legislation, programmes and priorities within the domain. Ability to teach, guide and junior staff within the department. Behavioural Attributes: Stress tolerance, to work within a team, self-confidence and the ability to build and maintain good relationship.

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

ENQUIRIES : Ms. Glory Mokone Tel No: (013) 766 3340 / Mr. Emmanuel Makokoropo Tel No: (013) 766 3384 / Ms. Gugu Nkosi Tel No: (013) 766 3103 / Ms. Nomsa Maphanga Tel No: (013) 766 3207 / Ms. Sebenzile Mthisi 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 07/178 : **MEDICAL OFFICER GRADE 1 REF NO: MPDOH/FEB/25/796 (X2 POSTS)**

SALARY : R949 146 - R1 021 911 per annum
CENTRE : Middelburg Hospital and Mmamethlake Hospital (Nkangala District)
REQUIREMENTS : MBChB degree (qualification) that allows registration with the HPCSA as a Medical Practitioner. Current registration with the HPCSA as a Medical Practitioner (2025) (Independent Practice). NB: The appointed Medical Officer must be able to work shifts. A valid work permit will be required from non-South Africans. Sound knowledge of medical ethics. Multidisciplinary management and teamwork and experience in the respective medical discipline. Knowledge of current Health and Public Service regulations and policies. Skills in terms of consultations, history taking, examination, clinical assessment and clinical management. Grade 1: No experience required after registration with the HPCSA as Medical Practitioner (Independent Practice). Minimum of 1-year relevant experience after registration with a recognised Foreign Health Professions and / or the HPCSA as a Medical Practitioner (Independent Practice) for foreign qualified employees. Knowledge, Skills, Training and Competences Required: Sound knowledge of medical ethics. Multidisciplinary management and teamwork and experience in the respective medical discipline. Sound clinical knowledge, competency and skills in general clinical domains. The ability to work under supervision as an efficient team member. Good communication, leadership, interpersonal, and supervisory skills. Ability to manage patients independently, diligently, responsibility and engage when necessary. Knowledge of current health policies, legislation, programmes and priorities within the domain. Ability to teach, guide and junior staff within the department. Behavioural Attributes: Stress tolerance, to work within a team, self-confidence and the ability to build and maintain good relationship.

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

ENQUIRIES : Ms. Glory Mokone Tel No: (013) 766 3340 / Mr. Emmanuel Makokoropo Tel No: (013) 766 3384 / Ms. Gugu Nkosi Tel No: (013) 766 3103 / Ms. Nomsa Maphanga Tel No: (013) 766 3207 / Ms. Sebenzile Mthisi 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 07/179 : **MEDICAL OFFICER GRADE 1 REF NO: MPDOH/FEB/25/802 (X6 POSTS)**

SALARY : R949 146 - R1 021 911 per annum
CENTRE : Bethal Hospital (X1 Post)
Elsie Ballot Hospital (X1 Post)
Ermelo Hospital (X2 Posts)
Piet Retief Hospital (X1 Post)
Standerton Hospital (X1 Post)

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| <u>REQUIREMENTS</u> | : | (Gert Sibande District) MBChB degree (qualification) that allows registration with the HPCSA as a Medical Practitioner. Current registration with the HPCSA as a Medical Practitioner (2025) (Independent Practice). NB: The appointed Medical Officer must be able to work shifts. A valid work permit will be required from non-South Africans. Sound knowledge of medical ethics. Multidisciplinary management and teamwork and experience in the respective medical discipline. Knowledge of current Health and Public Service regulations and policies. Skills in terms of consultations, history taking, examination, clinical assessment and clinical management. Grade 1: No experience required after registration with the HPCSA as Medical Practitioner (Independent Practice). Minimum of 1-year relevant experience after registration with a recognised Foreign Health Professions and / or the HPCSA as a Medical Practitioner (Independent Practice) for foreign qualified employees. Knowledge, Skills, Training and Competences Required: Sound knowledge of medical ethics. Multidisciplinary management and teamwork and experience in the respective medical discipline. Sound clinical knowledge, competency and skills in general clinical domains. The ability to work under supervision as an efficient team member. Good communication, leadership, interpersonal, and supervisory skills. Ability to manage patients independently, diligently, responsibility and engage when necessary. Knowledge of current health policies, legislation, programmes and priorities within the domain. Ability to teach, guide and junior staff within the department. Behavioural Attributes: Stress tolerance, to work within a team, self-confidence and the ability to build and maintain good relationship. |
| <u>DUTIES</u> | : | To execute duties and functions with proficiency, to support the aims and objectives of the Institution that consistent with standards of patient care. Accept responsibility for the management of patients admitted in a level 2/3 package of service facility. Assist in the preparation and implementation of guidelines and protocols. Participate in academic and training programmes. Sound clinical knowledge with regard to medicine. Ability to deal with all medical emergencies. Knowledge of ethical medical practice. Assist with clinical audits actively participate in continuous professional development. Provide support to hospital management towards an efficient standard of patient care and services is maintained. |
| <u>ENQUIRIES</u> | : | Ms. Glory Mokone Tel No: (013) 766 3340 / Mr. Emmanuel Makokoropo Tel No: (013) 766 3384 / Ms. Gugu Nkosi Tel No: (013) 766 3103 / Ms. Nomsa Maphanga Tel No: (013) 766 3207 / Ms. Sebenzile Mthisi 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 07/180</u> | : | <u>DEPUTY DIRECTOR: CORPORATE SERVICES REF NO: MPDOH/FEB/25/803</u> |
| <u>SALARY CENTRE REQUIREMENTS</u> | : | R1 003 890 per annum, (all-inclusive remuneration package). Rob Ferreira Hospital (Ehlanzeni District) An undergraduate qualification (NQF Level 7) in Public Administration or Public Management as recognized by SAQA. At least a minimum of 3 - 5 years' experience of which three (3) years must be at supervisory level (ASD). Experience in health and hospital environment will be an added advantage. Knowledge of Human Resources, Administrative support services, sound financial management, facility management and supervision. Valid driver's licence. Willingness to work extra hours and be on standby when need arises. Computer literacy (MS Word, Excel). Good written and communication skills. Good planning and organizational skills. Knowledge of the PFMA / Labour Relations and other relevant prescripts. Good interpersonal, problem – solving and dispute resolution, communication, analytical and writing skills. Ability to work under pressure with minimum supervision. Ability to conduct seminars or workshops and presentation of budget. Strong leadership, managerial, organisational, strategic, operational and contingency planning skills. Independent decision-making, problem-solving and interpersonal skills. Knowledge of the Public Service Regulations 2001, Public Service Act 1994, Employment Equity Act 55 of 1998, Labour Relations Act 66 of 1995 and other related prescripts of the Department of Health. |
| <u>DUTIES</u> | : | Overall management of hospital administration include facility management and security. Efficient and effective implement the Departmental strategic planning of the corporate services. Management of personnel administration, human resource development and training, disciplinary procedures, labour |

relations, recruitment and selection processes and staff performance assessment. Management of hospital fees, admissions and medical records. Effectively manages all facility-based support services and oversees maintenance requirements. Support the Medical Manager and management team. Effectively and efficiently run the Corporate Services within the hospital and give full support to other services and programmes within the Hospital. Ensure high level of administration and improve cleanliness within the hospital environment. Promotion of equity when it comes to resource distribution to ensure that the targets are achieved. Effectively manage and develop human resources, including sound employment relations. Support Employee Assistance Programme, departmental health information and communication technology functions in the district / hospital. Exercise and regulate, control over institutional activities. Monitor implementation of the plans. Represent the district / hospital in various forums at the district level and report to senior structures of the department. Provide subordinates with the overall policy framework and provide strategic leadership. Develop and maintain constructive working relationships within administration and support and other Professional structures. Monitor and ensure proper utilisation of financial and physical resources. Be responsible for the supervision and evaluation of the staff performance. Manage the office budget. Coordinate proper staffing of hospital.

ENQUIRIES : Ms. Glory Mokone Tel No: (013) 766 3340 / Mr. Emmanuel Makokoropo Tel No: (013) 766 3384 / Ms. Gugu Nkosi Tel No: (013) 766 3103 / Ms. Nomsa Maphanga Tel No: (013) 766 3207 / Ms. Sebenzile Mthisi 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 07/181 : **MEDICAL OFFICER GRADE 1-3: GENERAL SURGERY REF NO: MPDOH/FEB/25/805 (X2 POSTS)**

SALARY : Grade 1: R949 146 - R1 021 911 per annum
Grade 2: R1 082 988 - R1 182 183 per annum
Grade 3: R1 253 415 - R1 561 734 per annum

CENTRE REQUIREMENTS : Witbank Hospital (Nkangala District)
: MBChB degree (qualification) that allows registration with the HPCSA as a Medical Practitioner. Current registration with the HPCSA as a Medical Practitioner (2025) (Independent Practice). A valid work permit will be required from non-South Africans. Sound knowledge of medical ethics. Multidisciplinary management and teamwork and experience in the respective medical discipline. Knowledge of current Health and Public Service regulations and policies. Additional experience in Obstetrics & Gynaecology, Neurosurgery, Anaesthesiology, Urology and ENT will serve as recommendation. Skills in terms of consultations, history taking, examination, clinical assessment and clinical management. **Grade 1:** No experience required after registration with the HPCSA as Medical Practitioner (Independent Practice). Minimum of 1-year relevant experience after registration with a recognised Foreign Health Professions and / or the HPCSA as a Medical Practitioner (Independent Practice) for foreign qualified employees. **Grade 2:** A minimum of five (5) years' experience after registration with the HPCSA as Medical Practitioner (Independent Practice). A minimum of six (6) years relevant experience after registration with a recognised foreign health profession council and / or the HPCSA as a Medical Practitioner (Independent Practice) for foreign qualified employees. **Grade 3:** A minimum of ten (10) years' experience after registration with the HPCSA as Medical Practitioner (Independent Practice). A minimum of eleven (11) years relevant experience after registration with a recognised foreign health profession council and / or the HPCSA as a Medical Practitioner (Independent Practice) for foreign qualified employees. Knowledge, Skills, Training and Competences Required: Sound knowledge of medical ethics. Multidisciplinary management and teamwork and experience in the respective medical discipline. Sound clinical knowledge, competency and skills in general clinical domains. The ability to work under supervision as an efficient team member. Good communication, leadership, interpersonal, and supervisory skills. Ability to manage patients independently, diligently, responsibility and engage when necessary. Knowledge of current health policies, legislation, programmes and priorities within the domain. Ability to teach, guide and junior staff within the department. Behavioural Attributes: Stress tolerance, to work

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| | | within a team, self-confidence and the ability to build and maintain good relationship. |
| <u>DUTIES</u> | : | To execute duties and functions with proficiency, to support the aims and objectives of the Institution that consistent with standards of patient care. Accept responsibility for the management of patients admitted in a level 2/3 package of service facility. Assist in the preparation and implementation of guidelines and protocols. Participate in academic and training programmes. Sound clinical knowledge with regard to medicine. Ability to deal with all medical emergencies. Knowledge of ethical medical practice. Assist with clinical audits actively participate in continuous professional development. Provide support to hospital management towards an efficient standard of patient care and services is maintained. |
| <u>ENQUIRIES</u> | : | Ms. Glory Mokone Tel No: (013) 766 3340 / Mr. Emmanuel Makokoropo Tel No: (013) 766 3384 / Ms. Gugu Nkosi Tel No: (013) 766 3103 / Ms. Nomsa Maphanga Tel No: (013) 766 3207 / Ms. Sebenzile Mthisi 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 07/182</u> | : | <u>PHARMACY SUPERVISOR GRADE 1 REF NO: MPDOH/FEB/25/807 (X2 POSTS)</u> |
| <u>SALARY CENTRE</u> | : | R949 146 - R1 006 809 per annum Witbank Hospital (Nkangala District) Amajuba Memorial Hospital (Gert Sibande District) |
| <u>REQUIREMENTS</u> | : | Senior Certificate / Grade 12 plus Diploma Pharm/ BSc. Pharm/ B. Pharm. Current registration with South African Pharmacy Council (SAPC) (2025). Minimum of seven (7) years appropriate experience after registration as a Pharmacist with SAPC. Good communication, interpersonal and computer skills (MS Word and Excel). Ability to work in a team. Good understanding of the National Drug Policy and Good Pharmacy Practice. Sound knowledge of the Pharmacy Act and the Medicine and Related Substance Control Act. A valid code B driver's licence. |
| <u>DUTIES</u> | : | Develop and manage the pharmaceutical budget and monitor expenditure. Provide expert advice on selection and procurement of pharmaceutical and surgical supplies. Coordinate Hospital Pharmacy and Therapeutic committee. Implement the essential drug Programme Ensure the implementation of the down referral system. Monitor pharmaceutical budget. Monitor implementation of policies and standard operating procedures. Overall responsibility and accountability for drug supply management to ensure the safe and reliable procurement, storage, control and distribution of quality pharmaceuticals. Effective implementation and monitoring of security measures to ensure the safekeeping of all pharmaceuticals within the pharmacy and the hospital. Assist with the training, education and development of Pharmacy staff and other health workers. Promoting of public health, report to the Pharmaceutical and Clinical Manager in respect of general issues of Pharmacy. Assist in the implementation of Provincial Comprehensive HIV/AIDS care and CCMDD. Coordinate Implementation of RX solution and Stock visibility systems. Manage human and financial resources. |
| <u>ENQUIRIES</u> | : | Ms. Glory Mokone Tel No: (013) 766 3340 / Mr. Emmanuel Makokoropo Tel No: (013) 766 3384 / Ms. Gugu Nkosi Tel No: (013) 766 3103 / Ms. Nomsa Maphanga Tel No: (013) 766 3207 / Ms. Sebenzile Mthisi 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 07/183</u> | : | <u>DEPUTY DIRECTOR: HUMAN RESOURCE DEVELOPMENT REF NO: MPDOH/FEB/25/809</u> |
| <u>SALARY CENTRE</u> | : | R849 702 per annum, (all-inclusive remuneration package). Provincial Office, Mbombela (Nelspruit) |
| <u>REQUIREMENTS</u> | : | Senior Certificate / Grade 12 plus an undergraduate qualification (NQF Level 7) in HRM, HRD, Public Management / Affairs / Management as recognized by SAQA. At least a minimum of 3-5 years' experience in Training / HRD of which three (3) years must be at supervisory / management level (ASD) or relevant position. Valid driver's licence. Computer literacy (Power point, Excel and Ms Word). A short course in a Train the Trainer /Skills development facilitation or equivalent HRD programme will be an added advantage. Skills: Presentation and facilitation skills, Report writing skills. Interpersonal skills, Project |

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| <u>DUTIES</u> | : | management skills, Problem solving skills, Knowledge of relevant legislation (e.g. Skills Development Act, Skills Development Levies' Act, Public Service Act, Employment Equity Act, Public Finance Management Act, SAQA Act etc.). Manage the implementation of Training and Development programmes, Develop and report on Workplace Skills Plan. Perform the duties of an SDF. Liaise closely with SETA's. Manage Learnerships & Internships. Facilitate Training, Conduct Training impact assessment, Compile training reports. Develop policies & processes for training implementation. Monitor implementation of training and development initiatives. Liaise with training stakeholders and providers. Develop and implement sectional implementation plan. Compile budget estimates and manage expenditure. Must be willing to drive and travel to meetings and workshops. |
| <u>ENQUIRIES</u> | : | Ms. Glory Mokone Tel No: (013) 766 3340 / Mr. Emmanuel Makokoropo Tel No: (013) 766 3384 / Ms. Gugu Nkosi Tel No: (013) 766 3103 / Ms. Nomsa Maphanga Tel No: (013) 766 3207 / Ms. Sebenzile Mthisi 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 07/184</u> | : | <u>DEPUTY DIRECTOR: HUMAN RESOURCE MANAGEMENT & DEVELOPMENT REF NO: MPDOH/FEN/25/810</u> |
| <u>SALARY CENTRE REQUIREMENTS</u> | : | R849 702 per annum, (all-inclusive remuneration package) Ehlanzeni District Office, Mbombela (Nelspruit) Senior Certificate / Grade 12 plus undergraduate qualification (NQF Level 7) in Human Resource Management / Public Administration / Public Management 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 (ASD) in Human Resource Management and Development. Skills and competencies: Sound knowledge of relevant Legislative framework pertaining to Human Resource Management and Development. In-depth knowledge of policies, systems, processes, procedures and best practices pertaining to Recruitment and Selection, Condition of Services, Employees Benefits Administration, Performance Management, Human Resource Development and Skills Development. PFMA and experience in staff supervision and discipline. A good understanding and knowledge of the PFMA, Public Service Regulations, Basic Conditions of Employment and Employment Equity Act. Performance Management Development System and Treasury Regulations. Computer literacy. Ability to work independently and under pressure. Computer literacy. Good verbal and written communication skills. Logical and innovative thinking abilities and leadership skills. Valid driver's licence. |
| <u>DUTIES</u> | : | Manage the administration of Recruitment and Selection. Manage Service Condition and Employee Benefits in the district. Ensure Records Management and Auxiliary Services. Manage the implementation in PMDS. Ensure the management of Human Resource Management Development in the district. Manage Skills Development and Learnerships in the district. Manage the functional operation of the Sub-directorate: Human Resource Management and Development. Design and develop risk and performance management policies, process and procedures, perform strategic and annual risk and performance management planning in the district. Manage the Sub-directorate: Human Resource Management and Development and undertake all administrative functions required with regard to financial and HR administration. Effective management of the recruitment and selection process as well as maintenance and utilization thereof. Ensure effective implementation of HRM strategies, policies, practices and systems regarding recruitment and selection and monitoring the effectiveness of such implementation. Establishment and maintain a recruitment and selection information system. Render expert advice and guidance to both subordinates and line managers on the interpretation and application of HRM policies and directives regarding Human Resource Management and Development. Effective management of registry services in the human resource section. Manage and support line managers with the implementation of PILIR. Identify and manage risk factors and indicators pertaining to the achievement of the District strategic objectives. Develop the District Operational Plan in support of the Department's Strategic Plan Document and ensure that the assigned projects are delivered on time, within costs and required quality. |
| <u>ENQUIRIES</u> | : | Ms. Glory Mokone Tel No: (013) 766 3340 / Mr. Emmanuel Makokoropo Tel No: (013) 766 3384 / Ms. Gugu Nkosi Tel No: (013) 766 3103 / Ms. Nomsa |

Maphanga Tel No: (013) 766 3207 / Ms. Sebenzile Mthisi 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 07/185 : **DEPUTY DIRECTOR: INFRASTRUCTURE MONITORING & EVALUATION**
REF NO: MPDOH/FEB/25/811

SALARY : R849 702 per annum, (all-inclusive remuneration package).
CENTRE : Provincial Office, Mbombela (Nelspruit)

REQUIREMENTS : Senior Certificate / Grade 12 plus an undergraduate qualification (NQF Level 7) in Health Sciences or Bachelor of Administration with Personnel Management or Bachelor of Commerce Personnel Management as recognized by SAQA. At least a minimum of 3 – 5 years' relevant experience of which three (3) years must be at supervisory / management level (ASD). Experience of the health system, standards, management practices, information systems, organisation development and change management, Project Management Information systems, In-year reporting. A valid driver's licence. Computer literacy. Knowledge: Pfma/Dora/Treasury Regulations, Practice Notes, Instructions, Circulars. Public Service Act of 1994 and Regulations of 2001.Labour Relations Act of 1995/Resolutions of Public Sector Bargaining Councils. Human Resources Development and Skills Development Frameworks of Government. Government Immovable Asset Management Act of 2007.Promotion of Access to Information Act of 2000. Promotion of Administrative Justice Act of 2000. Health Act and Regulations.

DUTIES : Implementation of Project Management Information System (PMIS). Monitoring and Evaluation of Infrastructure projects, Monitoring of Infrastructure budget and expenditure reporting, Monitoring of infrastructure sub-directorates performance. Submit Monthly, Quarterly and Annual reports. Coordinates development of the Infrastructure Programme management plan (IPMP) Annual Implementation Plan (AIP), Infrastructure procurement plan and User Assets Management Plan (UAMP). Organisational development strategies aimed towards seamless service delivery during infrastructure project implementation at Health Facilities.

ENQUIRIES : Ms. Glory Mokone Tel No: (013) 766 3340 / Mr. Emmanuel Makokoropo Tel No: (013) 766 3384 / Ms. Gugu Nkosi Tel No: (013) 766 3103 / Ms. Nomsa Maphanga Tel No: (013) 766 3207 / Ms. Sebenzile Mthisi 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 07/186 : **DEPUTY DIRECTOR: INSTITUTIONAL IMPROVEMENT REF NO:**
MPDOH/FEB/25/812

SALARY : R849 702 per annum, (all-inclusive remuneration package).
CENTRE : Provincial Office, Mbombela (Nelspruit)

REQUIREMENTS : Senior Certificate / Grade 12 plus an undergraduate qualification (NQF Level 7) in Health Sciences or Bachelor of Administration with Personnel Management or Bachelor of Commerce Personnel Management as recognized by SAQA. At least a minimum of 3 – 5 years' relevant experience of which three (3) years must be at supervisory / management level (ASD). Experience of the health system, standards, management practices, information systems, organisation development and change management. A valid driver's licence. Computer literacy. Knowledge: PFMA/DORA/Treasury Regulations, Practice Notes, Instructions, Circulars. Public Service Act of 1994 and Regulations of 2001.Labour Relations Act of 1995/Resolutions of Public Sector Bargaining Councils. Human Resources Development and Skills Development Frameworks of Government. Government Immovable Asset Management Act of 2007.Promotion of Access to Information Act of 2000. Promotion of Administrative Justice Act of 2000. Health Act and Regulations.

DUTIES : Implementation of organisational development strategies aimed towards seamless service delivery during infrastructure project implementation at Health Facilities. Facilitate change management programmes at Health Facilities as part of the delivery of infrastructure. Implementation of quality assurance programmes as part of the delivery of infrastructure. Monitor and report progress with implementation of institutional systems aligned to infrastructure delivery.

ENQUIRIES : Ms. Glory Mokone Tel No: (013) 766 3340 / Mr. Emmanuel Makokoropo Tel No: (013) 766 3384 / Ms. Gugu Nkosi Tel No: (013) 766 3103 / Ms. Nomsa

Maphanga Tel No: (013) 766 3207 / Ms. Sebenzile Mthisi 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 07/187** : **DEPUTY DIRECTOR: OPERATIONS REF NO: MPDOH/FEB/25/813**
- SALARY** : R849 702 per annum, (all-inclusive remuneration package).
CENTRE : Provincial Office, Mbombela (Nelspruit)
REQUIREMENTS : Senior Certificate / Grade 12 plus Diploma in Electrical or Mechanical or Clinical Engineering or Technical Diploma as recognized by SAQA plus Trade test. At least a minimum of 3 - 5 year's relevant experience of which three (3) years must be at supervisory / management level (ASD). Extensive experience in clinical engineering and maintenance models for medical equipment. A valid driver's licence. Computer literacy. Knowledge: PFMA/DORA/Treasury Regulations, Practice Notes, Instructions, Circulars. Provincial/Departmental Supply Chain Management Policies. Promotion of Access to Information Act of 2000. Promotion of Administrative Justice Act of 2000. Broad Based Black Empowerment Act of 2003. Preferential Procurement Act of 2000 and Regulations. Public Service Act of 1994 and Regulations of 2001. Labour Relations Act of 1995/Resolutions of Public Sector Bargaining Councils. Health Act and Regulations.
- DUTIES** : Training to users and clinical engineering staff. Monitor health technology maintenance management services. Maintenance Management System. Medical equipment acquisition and deployment.
- ENQUIRIES** : Ms. Glory Mokone Tel No: (013) 766 3340 / Mr. Emmanuel Makokoropo Tel No: (013) 766 3384 / Ms. Gugu Nkosi Tel No: (013) 766 3103 / Ms. Nomsa Maphanga Tel No: (013) 766 3207 / Ms. Sebenzile Mthisi 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 07/188** : **PHARMACIST GRADE 1 REF NO: MPDOH/FEB/25/816 (X3 POSTS)**
- SALARY** : R804 609 – R853 980 per annum
CENTRE : Shongwe Hospital (Ehlanzeni District)
Bernice Samuel Hospital (Nkangala District)
Ermelo Hospital (Gert Sibande District)
- REQUIREMENTS** : Senior Certificate / Grade 12 plus Pharmacy Degree or equivalent qualification. Current registration with South African Pharmacy Council (SAPC) (2025). Core competencies recommended. Commitment to quality development of self and others. Computer literacy, good interpersonal skills. Good written and verbal communication skills. Strong leadership and managerial skills.
- DUTIES** : Ensure proper selection and procurement of drugs and surgical items for the hospital. Ensure rational use of drugs. Develop a hospital medicine formulary. Monitor expenditure on pharmaceutical and surgical items. Perform stock control functions. Ensure proper reconciliation of pharmaceutical accounts. Supervise and train Pharmacy Support Staff, Interns and Community Servers.
- ENQUIRIES** : Ms. Glory Mokone Tel No: (013) 766 3340 / Mr. Emmanuel Makokoropo Tel No: (013) 766 3384 / Ms. Gugu Nkosi Tel No: (013) 766 3103 / Ms. Nomsa Maphanga Tel No: (013) 766 3207 / Ms. Sebenzile Mthisi 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 07/189** : **HEAD OF NURSING SCHOOL (PN-D3): SHONGWE HOSPITAL CAMPUS REF NO: MPDOH/FEB/25/817**
- SALARY** : R676 068 - R794 622 per annum
CENTRE : Mpumalanga College of Nursing, Kabokweni
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. Masters / Degree in Nursing) or equivalent qualification that allows registration with the SANC as a Professional Nurse plus a post basic qualification in Nursing Education registered with SANC (2025). A minimum of nine (09) years appropriate / recognizable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing (2025). At least five (05) years of the period referred to above must be appropriate / recognizable experience in Nursing Education after obtaining the 1 year post basic Nursing Education qualification. 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. Experience after registration with SANC in Nursing Education after obtaining R118 in Nursing Education will be an added advantage. Excellent written and verbal communication. Leadership skills, Presentation, Facilitation, problem solving, conflict management, research, project management and time management skills. Excellent written and verbal communication. Leadership skills, Presentation, Facilitation, problem solving, conflict management, research, project management and time management skills. A valid driver's licence. Demonstrate an understanding of nursing legislation and related legal and ethical nursing practices.

DUTIES : Teaching of clinical nursing practices in accordance with the scope of practice and nursing standards as determined by the relevant training facility. Provision of quality nurse training through professional training programmes and curricula as directed by the professional scope of practice and standards as determined by the relevant health training facility. Demonstrate effective communication with students, supervisors and other lecturers, including report writing and presentation skills when required. Work as part of the education team to ensure good nurse training. Work, effectively, co-operatively amicably with students and other persons of diverse intellectual, cultural, racial or religious differences. Able to plan and organize own work and manage training programmes in order to meet training outcomes as determined by the health training facility. Demonstrate the ability to perform research work relevant to nursing education and related subjects to enhance the quality of nursing education. Able to apply computer technology and programmes to enhance the level of educational programmes. Co-ordinate theory and practical for Health Nursing Science for the basic program; Develop and design curricula; Conduct research in own field; Guide, supervise and evaluate performance of academic staff working under him/her and that of students; Compile, keep records and reports of his/her span of control; Implement national, provincial and institutional policies relevant to the discipline; Promote team work amongst team members; Teach Health Nursing Science.

ENQUIRIES : Ms. Glory Mokone Tel No: (013) 766 3340 / Mr. Emmanuel Makokoropo Tel No: (013) 766 3384 / Ms. Gugu Nkosi Tel No: (013) 766 3103 / Ms. Nomsa Maphanga Tel No: (013) 766 3207 / Ms. Sebenzile Mthisi 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 07/190 : **HEAD OF NURSING SCHOOL (PN-D3): BETHAL HOSPITAL CAMPUS REF NO: MPDOH/FEB/25/818**

SALARY : R676 068 - R794 622 per annum
CENTRE : Mpumalanga College of Nursing, Kabokweni
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. Masters / Degree in Nursing) or equivalent qualification that allows registration with the SANC as a Professional Nurse plus a post basic qualification in Nursing Education registered with SANC (2025). A minimum of nine (09) years appropriate / recognizable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing (2025). At least five (05) years of the period referred to above must be appropriate / recognizable experience in Nursing Education after obtaining the 1 year post basic Nursing Education qualification. 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. Experience after registration with SANC in Nursing Education after obtaining R118 in Nursing Education will be an added advantage. Excellent written and verbal communication. Leadership skills, Presentation, Facilitation, problem solving, conflict management, research, project management and time management skills. Excellent written and verbal communication. Leadership skills, Presentation, Facilitation, problem solving, conflict management, research, project management and time management skills. A valid driver's licence. Demonstrate an understanding of nursing legislation and related legal and ethical nursing practices.

DUTIES : Teaching of clinical nursing practices in accordance with the scope of practice and nursing standards as determined by the relevant training facility. Provision of quality nurse training through professional training programmes and

curricula as directed by the professional scope of practice and standards as determined by the relevant health training facility. Demonstrate effective communication with students, supervisors and other lecturers, including report writing and presentation skills when required. Work as part of the education team to ensure good nurse training. Work, effectively, co-operatively amicably with students and other persons of diverse intellectual, cultural, racial or religious differences. Able to plan and organize own work and manage training programmes in order to meet training outcomes as determined by the health training facility. Demonstrate the ability to perform research work relevant to nursing education and related subjects to enhance the quality of nursing education. Able to apply computer technology and programmes to enhance the level of educational programmes. Co-ordinate theory and practical for Health Nursing Science for the basic program; Develop and design curricula; Conduct research in own field; Guide, supervise and evaluate performance of academic staff working under him/her and that of students; Compile, keep records and reports of his/her span of control; Implement national, provincial and institutional policies relevant to the discipline; Promote team work amongst team members; Teach Health Nursing Science.

ENQUIRIES : Ms. Glory Mokone Tel No: (013) 766 3340 / Mr. Emmanuel Makokoropo Tel No: (013) 766 3384 / Ms. Gugu Nkosi Tel No: (013) 766 3103 / Ms. Nomsa Maphanga Tel No: (013) 766 3207 / Ms. Sebenzile Mthisi 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 07/191 : **OPERATIONAL MANAGER NURSING (PN-B3): PHC REF NO: MPDOH/FEB/25/819**

SALARY : R656 964 – R748 683 per annum
CENTRE : Wonderfontein Clinic (Nkangala 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 (2025) plus a post basic nursing qualification, with duration of at least 1 year, accredited with the SANC in terms of Government Notice No R212 in Primary Health Care. A minimum of nine (09) years appropriate / recognizable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. At least five (05) years of the period referred to above must be appropriate / recognizable experience in Primary Health Care after obtaining the 1 year post basic PHC Nursing Science qualification. Experience and knowledge of the District Health System. Demonstrate an in depth understanding of nursing legislation and related legal and ethical nursing practices and how these impacts on service delivery. Demonstrate a basic understanding of HR and financial and practices. Knowledge of relevant legal framework such as Nursing Act, Health Occupational and Safety Act, Patients Right Charter, Batho Pele Principles, Operational Management Skills. Problem solving, planning and Organizing Skills. Expected to work under pressure and on night duty. Leadership. Supervisory, problem-solving, conflict resolution, inter-personal ad communication and communication skills. Demonstrate an in depth understanding of legislation and related ethical nursing practices and how this impact on service delivery. Computer literacy will be an added advantage (MS Word, Excel, PowerPoint and Outlook). Computer literacy.

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

ENQUIRIES : Ms. Glory Mokone Tel No: (013) 766 3340 / Mr. Emmanuel Makokoropo Tel No: (013) 766 3384 / Ms. Gugu Nkosi Tel No: (013) 766 3103 / Ms. Nomsa Maphanga Tel No: (013) 766 3207 / Ms. Sebenzile Mthisi 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 07/192 : **ASSISTANT DIRECTOR: CORPORATE SERVICES REF NO: MPDOH/FEB/25/820**
(Re-advertisement)

SALARY CENTRE REQUIREMENTS : R552 081 per annum, (plus service benefits)
: Matikwana Hospital (Ehlanzeni District)
: Senior Certificate / Grade 12 plus Diploma / Degree (NQF Level 6/7) in Public Administration / Public Management as recognized by SAQA. At least a minimum 3 - 5 years' relevant experience of which three (3) years' experience must be at supervisory / managerial (Level 7/8). Knowledge of Human Resources and Administrative support services. Sound financial management, facility management and supervision. Valid driver's licence. Willingness to work extra hours and be on standby when need arises. Advanced computer literacy (MS Word, Excel). Good written and communication skills. Good planning and organizational skills. Knowledge of the PFMA / Labour Relations and other relevant prescripts. Good interpersonal, problem – solving and dispute resolution, communication, analytical and writing skills. Computer literacy. Valid driver's license. Ability to work under pressure with minimum supervision. Ability to conduct seminars or workshops and presentation of budget. Strong leadership, managerial, organizational, strategic, operational and contingency planning skills. Independent decision-making, problem-solving and interpersonal skills. Knowledge of the Public Service Regulations 2001, Public Service Act 1994, Employment Equity Act 55 of 1998, Labour Relations Act 66 of 1995 and other related prescripts of the Department of Health.

DUTIES : Overall management of hospital administration include facility management and security. Efficient and effective implement the Departmental strategic planning of the corporate services. Management of personnel administration, human resource development and training, disciplinary procedures, labour relations, recruitment and selection processes and staff performance assessment. Management of hospital fees, admissions and medical records. Effectively manages all facility-based support services and oversees maintenance requirements. Support the Medical Manager and management team. Effectively and efficiently run the Corporate Services within the hospital and give full support to other services and programmes within the Hospital. Ensure high level of administration and improve cleanliness within the hospital environment. Promotion of equity when it comes to resource distribution to ensure that the targets are achieved. Effectively manage and develop human resources, including sound employment relations. Support Employee Assistance Programme, departmental health information and communication technology functions in the hospital. Exercise and regulate, control over institutional activities. Monitor implementation of the plans. Represent the district / hospital in various forums at the district level and report to senior structures of the department. Provide subordinates with the overall policy framework and provide strategic leadership. Develop and maintain constructive working relationships within administration and support and other Professional structures. Monitor and ensure proper utilization of financial and physical resources. Be responsible for the supervision and evaluation of the staff performance. Manage the office budget. Coordinate proper staffing of hospital.

ENQUIRIES : Ms. Glory Mokone Tel No: (013) 766 3340 / Mr. Emmanuel Makokoropo Tel No: (013) 766 3384 / Ms. Gugu Nkosi Tel No: (013) 766 3103 / Ms. Nomsa Maphanga Tel No: (013) 766 3207 / Ms. Sebenzile Mthisi 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 07/193 : **ASSISTANT DIRECTOR: FINANCE (HAST) REF NO: MPDOH/FEB/25/821**

SALARY CENTRE REQUIREMENTS : R552 081 per annum, (plus service benefits)
: Provincial Office, Mbombela (Nelspruit)
: Senior Certificate / Grade 12 plus Diploma / Degree (NQF Level 6/7) in Finance / Accounting / Financial / 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). Conditional grant experience will be an added advance. Understanding of government budgeting and planning

processes, Conditional Grant Frameworks, government systems in terms of BAS, PERSAL and LOGIS Good computer literacy (MS Word, MS Excel and MS PowerPoint), communication (written and verbal) and interpersonal skills Able to work in a team, under pressure and irregular hours. A valid driver's licence.

DUTIES : Support the coordination of the District Health programme grant: District Health component business plan development. Ensure necessary approvals are obtained. Compile the grant budget and ensure sub-programme managers submit credible inputs. Provide variance explanations on monthly In-Year-Monitoring (IYM) and ensure submission to National Department of Health. Coordinate the compilation of the quarterly reports and facilitate the approvals and submission to National Department of Health. Review expenditure report on a monthly basis to identify any misallocations or misclassifications of transactions and process the correcting journals. Ensure accuracy of monthly transfers by National Department of Health. Assist the programme manager and sub-programme managers to unblock any procurement challenges to ensure spending efficacy. Manage internal and external audits. Risk Management. Liaise with National Department of Health on any intergovernmental relations relating to the grant. Perform any other duties assigned by the superiors. Management of staff.

ENQUIRIES : Ms. Glory Mokone Tel No: (013) 766 3340 / Mr. Emmanuel Makokoropo Tel No: (013) 766 3384 / Ms. Gugu Nkosi Tel No: (013) 766 3103 / Ms. Nomsa Maphanga Tel No: (013) 766 3207 / Ms. Sebenzile Mthisi 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 07/194 : **ASSISTANT DIRECTOR: HUMAN RESOURCE MANAGEMENT REF NO: MPDOH/FEB/25/822 (X2 POSTS)**

SALARY CENTRE : R552 081 per annum, (plus service benefits)
: Rob Ferreira Hospital (Ehlanzeni District)
: Witbank Hospital (Nkangala District)

REQUIREMENTS : Senior Certificate / Grade 12 plus Diploma / Degree (NQF Level 6/7) in Human Resource Management / Public Administration / Public Management as recognized by SAQA. At least a minimum 3 - 5 years' relevant experience of which three (3) years' experience must be at supervisory / managerial (Level 7/8) within Human Resource Management Environment. Extensive knowledge of PERSAL system and at least a minimum of four (4) PERSAL courses is inherent requirement. A good understanding and functional knowledge of the relevant public service regulatory framework. Knowledge of HR policies, Public Service Act, Public Service Regulations, Basic Condition of Employment Act, Employment Equity Act, Labour Relations Act, Pension Case Management, COIDA, IOD, OHS Act, PFMA and Establishment. 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. Facilitate HR Personnel Provisioning matters. Co-ordinate and monitor appointment process. 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). Manage conditions of services and benefits: leave, leave gratuities, pensions, termination of services, procedure on Incapacity leave and ill-health, housing allowance, overtime, translations and writing reports etc.). Administer and monitor transfers and adjustments of employees. Administer compliance of Internal Controls. Provide support to auditing 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 advice the personnel on human resource administration matters to enhance the correct implementation of human resource administration practices/policies. Assist with preparation of

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| | | reports on human resource administration issues and statistics. Provide support to Corporate Manager and the Chief Executive Officer. |
| <u>ENQUIRIES</u> | : | Ms. Glory Mokone Tel No: (013) 766 3340 / Mr. Emmanuel Makokoropo Tel No: (013) 766 3384 / Ms. Gugu Nkosi Tel No: (013) 766 3103 / Ms. Nomsa Maphanga Tel No: (013) 766 3207 / Ms. Sebenzile Mthisi 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 07/195</u> | : | <u>ASSISTANT DIRECTOR: HEALTH PROMOTION REF NO: MPDOH/FEB/25/823</u> |
| <u>SALARY</u> | : | R552 081 per annum, (plus service benefits) |
| <u>CENTRE</u> | : | Gert Sibande District Office, Ermelo |
| <u>REQUIREMENTS</u> | : | Senior Certificate / Grade 12 plus Diploma / Degree (NQF Level 6/7) in Health Sciences or Post Basic Diploma in Public Health as recognised 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). Understanding of the culture of people of Mpumalanga. Computer literacy. Sound interpersonal and communication skills (written and verbal). Good management and supervisory skills. Ability to work independently and tight deadlines. Analytical skills. A valid driver's licence. |
| <u>DUTIES</u> | : | Develop an integrated Health Promotion strategy that empowers community to improve control over their health. Implement Community based healthy lifestyle interventions to combat communicable and non-communicable disease. Implement and monitor the Health promoting School, early learning centres and Crèche Initiative in collaboration with the school health teams. Implement and monitor the Household Community Component of IMCI. Outbreak Response enablement and health & hygiene interventions. Establish and maintain a Resource centre. Work with the Private sector and organised labour to promote healthy lifestyle practices in the workplace. Advocate for health promotion programmes in institutions of higher education. |
| <u>ENQUIRIES</u> | : | Ms. Glory Mokone Tel No: (013) 766 3340 / Mr. Emmanuel Makokoropo Tel No: (013) 766 3384 / Ms. Gugu Nkosi Tel No: (013) 766 3103 / Ms. Nomsa Maphanga Tel No: (013) 766 3207 / Ms. Sebenzile Mthisi 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 07/196</u> | : | <u>ASSISTANT DIRECTOR: PATIENT ADMINISTRATION REF NO: MPDOH/FEB/25/824</u> |
| <u>SALARY</u> | : | R552 081 per annum, (plus service benefits) |
| <u>CENTRE</u> | : | Ermelo Hospital (Gert Sibande District) |
| <u>REQUIREMENTS</u> | : | Senior Certificate / Grade 12 plus six (6) years' experience in Patient Administration or Diploma / Degree (NQF Level 6/7) in Public Administration / Public Management or equivalent qualification as recognised by SAQA. At least a minimum of 3–5 years patient administration experience of which three (3) years' experience must be at supervisory / managerial (Level 7/8). Extensive knowledge of outpatient administration, reception in and help desk functions. Extensive knowledge of PEIS, Billing system and UPFS user guide/procedure book. Knowledge of Revenue policies and understanding of sector financial administration and the provisions of PFMA. Knowledge of relevant prescripts such as Government Gazette. Good communication skill, report writing skills be computer literate and have ability to work under pressure. Be available to work extra hours in a 24-hour shift environment and be part of the hospital's multidisciplinary committees. A valid driver licence will serve as an added advantage. |
| <u>DUTIES</u> | : | To render patient administration services. To manage patients' records. To manage switchboard and help desk services. To manage messenger, porter and mortuary services. Manage patient admin in a 24 hours shift system, manage and sustain internal control for collection of revenue, process debtors account, banking of revenue collected, excising control over the maintenance and application of the filing system for medical records, facilitate proper classification and re-classification of patients, compile management, reports, manage archiving of patient records, evaluation of staff in terms of the performance management system. Prepare on / off duties for staff including ward clerk. Control overtime, stand-by and Sunday/public holiday claims. Control queue Marshall, porter and mortuary services. Handle enquiries |

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| | | relating to patient admin, assist with case management and compile daily, weekly and monthly statistics and reports. |
| <u>ENQUIRIES</u> | : | Ms. Glory Mokone Tel No: (013) 766 3340 / Mr. Emmanuel Makokoropo Tel No: (013) 766 3384 / Ms. Gugu Nkosi Tel No: (013) 766 3103 / Ms. Nomsa Maphanga Tel No: (013) 766 3207 / Ms. Sebenzile Mthisi 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 07/197</u> | : | <u>CLINICAL PROGRAMME COORDINATOR GRADE 1 (PN-A5): HAST REF NO: MPDOH/FEB/25/825</u> |
| <u>SALARY</u> | : | R520 560 – R596 322 per annum |
| <u>CENTRE</u> | : | Gert Sibande District Office, Ermelo |
| <u>REQUIREMENTS</u> | : | Senior Certificate / Grade 12 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 (2025). A minimum of seven (7) years appropriate/recognizable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. Diploma / Degree in Nursing Administration and Management or Post-graduate qualification in Health Management / Health Leadership will be an added advantage. At least three (3) years minimum experience in Clinical Health Programmes Coordination or Supervision. Training in HIV management, NIMART and or project management will be an added advantage. Valid driver's licence. Computer literacy. Required Skills and Competencies: Effective planning and organisation. Good communication, interpersonal and coordination skills. Proficiency in English and any of the other South African official languages, preferably spoken local languages. Ability to work with and lead teams. Sound knowledge, and ability to monitor and evaluate the performance of health programmes. Excellent verbal and written communication skills. Ability to work independently and under pressure. Knowledge of the DHIS and TIER.NET systems is recommended. |
| <u>DUTIES</u> | : | Plan and coordinate HAST programme activities in the sub-district. Provide technical support to facilities on integrated HAST programmes. Monitor and provide mentorship on HAST clinical guidelines and policies. Provide mentorship to NIMART-trained nurses. Liaise with the multidisciplinary team and track programmes on integrated HAST programme performance. Conduct periodic audits and ensure HAST programmes performance data is reconciled across all data sources, monthly. Provide periodic reports to the districts. Liaise and build partnerships with stakeholders within the sub-district. Ensure integration of HAST programmes, TB and other programmes. Ensure efficient use of the resources allocated to HAST programmes in the sub-district. |
| <u>ENQUIRIES</u> | : | Ms. Glory Mokone Tel No: (013) 766 3340 / Mr. Emmanuel Makokoropo Tel No: (013) 766 3384 / Ms. Gugu Nkosi Tel No: (013) 766 3103 / Ms. Nomsa Maphanga Tel No: (013) 766 3207 / Ms. Sebenzile Mthisi 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 07/198</u> | : | <u>OPERATIONAL MANAGER (PN-A5): FEMALE WARD REF NO: MPDOH/FEB/25/826</u> |
| <u>SALARY</u> | : | R520 560 - R596 322 per annum, (Depending of years of experience in terms of OSD). |
| <u>CENTRE</u> | : | Mapulaneng Hospital (Ehlanzeni District) |
| <u>REQUIREMENTS</u> | : | Senior Certificate / Grade 12 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 (2025). A minimum of seven (7) years appropriate/recognizable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. 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 tea m. 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 General Surgery. 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** : Ms. Glory Mokone Tel No: (013) 766 3340 / Mr. Emmanuel Makokoropo Tel No: (013) 766 3384 / Ms. Gugu Nkosi Tel No: (013) 766 3103 / Ms. Nomsa Maphanga Tel No: (013) 766 3207 / Ms. Sebenzile Mthisi 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 07/199** : **CLINICAL NURSE PRACTITIONER GRADE 1 (PN-B1): PHC REF. NO: MPDOH/FEB/25/830 (X4 POSTS)**
- SALARY CENTRE** : R451 533 – R530 376 per annum
: **Nkangala District:**
Botleng Ext 3 Clinic
Piphalane (Pankop) CHC
Gert Sibande District:
Ms Msimanga Clinic
Pixley Ka Seme Mobile Clinic
Sinethemba CHC
- 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 Primary Health Care 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 Primary Health 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, labor and health care. Implement constructive working relations with nurses and other stake holders. Ensure compliance of Infection Prevention and Control policies. Ensure that equipment are 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 : Ms. Glory Mokone Tel No: (013) 766 3340 / Mr. Emmanuel Makokoropo Tel No: (013) 766 3384 / Ms. Gugu Nkosi Tel No: (013) 766 3103 / Ms. Nomsa Maphanga Tel No: (013) 766 3207 / Ms. Sebenzile Mthisi 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 07/200 : **PROFESSIONAL NURSE GRADE 1 (PN-B1): NEONATAL REF NO: MPDOH/FEB/25/831**

SALARY CENTRE REQUIREMENTS : R451 533 – R530 376 per annum
: Witbank Hospital (Nkangala District)
: 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 Neonatal 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 Neonatal 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, labor 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 : Ms. Glory Mokone Tel No: (013) 766 3340 / Mr. Emmanuel Makokoropo Tel No: (013) 766 3384 / Ms. Gugu Nkosi Tel No: (013) 766 3103 / Ms. Nomsa Maphanga Tel No: (013) 766 3207 / Ms. Sebenzile Mthisi 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 07/201 : **PROFESSIONAL NURSE GRADE 1 (PN-B1): OPERATING THEATRE REF NO: MPDOH/FEB/25/832**

SALARY CENTRE REQUIREMENTS : R451 533 – R530 376 per annum
: Barberton Hospital (Ehlanzeni District)
: 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, labor 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 : Ms. Glory Mokone Tel No: (013) 766 3340 / Mr. Emmanuel Makokoropo Tel No: (013) 766 3384 / Ms. Gugu Nkosi Tel No: (013) 766 3103 / Ms. Nomsa Maphanga Tel No: (013) 766 3207 / Ms. Sebenzile Mthisi 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 07/202 : **PROFESSIONAL NURSE GRADE 1 (PN-B1): ICU REF NO: MPDOH/FEB/25/834 (X2 POSTS)**

SALARY CENTRE REQUIREMENTS : R451 533 – R530 376 per annum
 : Witbank Hospital (Nkangala District)
 : 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 Intensive Care 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 Intensive 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, labor 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 : Ms. Glory Mokone Tel No: (013) 766 3340 / Mr. Emmanuel Makokoropo Tel No: (013) 766 3384 / Ms. Gugu Nkosi Tel No: (013) 766 3103 / Ms. Nomsa Maphanga Tel No: (013) 766 3207 / Ms. Sebenzile Mthisi 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 07/203 : **ASSISTANT DIRECTOR: PROPERTY ADMINISTRATION (INFRASTRUCTURE) REF NO: MPDOH/FEB/25/835**

SALARY CENTRE REQUIREMENTS : R444 036 per annum, (plus service benefits)
 : Provincial Office, Mbombela (Nelspruit)
 : Senior Certificate / Grade 12 plus Diploma / Degree (NQF Level 6/7) in Finance / Economics / Commerce / Management Accounting / Financial Management as recognized by SAQA. Valid driver's licence. Computer literacy. Relevant Experience: Understanding financial management as implemented in Government and within the context of infrastructure/construction budgeting and spending. 3 Year's post qualification experience. Knowledge:

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| | | PFMA/Division of Revenue Act /Treasury Regulations/Practice Notes/ Instructions/Circulars. Departmental Supply Chain Management Policies, Procedures and Delegations. Promotion of Access to Information Act of 2000.Promotion of Administrative Justice Act of 2000. Government Immovable Asset Management Act of 2007. Health Act and Regulations. National Archives and Records Service Act of 1996. Public Service Act of 1994 and Regulations. |
| <u>DUTIES</u> | : | Coordinate the implementation of property administration functions. Coordinate and administer lease and use of all state facilities. Facilitate acquiring of land for construction of land for acquiring of new facilities. Facilitate the compilation of User Asset Management Plan (U-AMP) and asset register of the Department in line with GIAMA act, act 19 of 2007. Liaise with facilities housing committees for proper allocation of accommodation. Ensure timeous payments of service providers. |
| <u>ENQUIRIES</u> | : | Ms. Glory Mokone Tel No: (013) 766 3340 / Mr. Emmanuel Makokoropo Tel No: (013) 766 3384 / Ms. Gugu Nkosi Tel No: (013) 766 3103 / Ms. Nomsa Maphanga Tel No: (013) 766 3207 / Ms. Sebenzile Mthisi 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 07/204</u> | : | <u>ASSISTANT DIRECTOR: SUPPLY CHAIN MANAGEMENT REF NO: MPDOH/FEB/25/836</u> |
| <u>SALARY</u> | : | R444 036 per annum, (plus service benefits) |
| <u>CENTRE</u> | : | Witbank Hospital (Nkangala District) |
| <u>REQUIREMENTS</u> | : | Senior Certificate / Grade 12 plus Diploma / Degree (NQF Level 6/7) in Supply Chain Management / Financial Accounting / Cost Accounting / Purchasing / Accounting / Finance / Logistics / Economics / Internal Audit as recognized by SAQA. At least a minimum 3 - 5 years' relevant experience of which three (3) years' experience must be at supervisory / managerial (Level 7/8) within the Finance Environment. Knowledge: Supply Chain Framework. Preferential Procurement Policy Framework. Departmental policies and procedures. Project Management. General management. Strategic management. PFMA. PPPFA. Treasury Regulations. Experience in Acquisition of goods and services procurement of goods, Logistics, fleet management, demand and contract management. Computer literacy. Skills: Leadership. Negotiating. Facilitation. Computer literacy. Presentation. Innovative. Analytical. Verbal and written communication, presentation skills, management skills, good communication skill and excellent interpersonal relations. Experience on government systems (BAS & LOGIS), knowledge of financial prescripts. Valid driver's licence. |
| <u>DUTIES</u> | : | Implementation of Asset, Acquisition, procurement, Logistics, demand, contract and fleet management policies and procedures of the department. Oversee, coordinate, and advise on the process of drafting specifications/terms of reference and special conditions of contract; compile a procurement plan. Compile monthly SCM reports. Oversee the utilization of the central supplier Database in the bid/quotation process. Control and oversee a compliant execution of the bid/quotation processes. Oversee management of fleet and assets. Administer demand management plans for all sub units and manage inventory. Oversee management of departmental, provincial interdepartmental and national contracts. Compile operational plan for the unit. Identify and mitigate risk within the unit providing training to officials on new developments and SCM processes and policies. Management of Human Resources in the unit including performance assessment of the officials in the unit. |
| <u>ENQUIRIES</u> | : | Ms. Glory Mokone Tel No: (013) 766 3340 / Mr. Emmanuel Makokoropo Tel No: (013) 766 3384 / Ms. Gugu Nkosi Tel No: (013) 766 3103 / Ms. Nomsa Maphanga Tel No: (013) 766 3207 / Ms. Sebenzile Mthisi 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 07/205</u> | : | <u>ASSISTANT DIRECTOR: HUMAN RESOURCE DEVELOPMENT REF NO: MPDOH/FEB/25/837</u> |
| <u>SALARY</u> | : | R444 036 per annum, (plus service benefits) |
| <u>CENTRE</u> | : | Provincial Office, Mbombela (Nelspruit) |
| <u>REQUIREMENTS</u> | : | Senior Certificate / Grade 12 plus a three-year Diploma / Degree (NQF Level 6/7) in HRM, HRD, Public Management / Affairs as recognized by SAQA. A short course in a Train the Trainer/Facilitators or relevant HRD programme will |

be an added advantage. At least a minimum of 3 - 5 years' relevant experience in Training / HRD of which three (3) years' experience must be at supervisory / managerial (Level 7/8). A valid driver's licence. *Skills:* Training coordination skills, facilitation & presentation skills. Good interpersonal relations, Communication skills, Knowledge of Public Service Act, PFMA, Skills Development Act, Employment Equity Act and other relevant prescripts. Computer literacy (Power point and MS Word).

DUTIES : Manage and Co-ordinate HRD activities at the Provincial office and collaborate with Districts and facilities. Implement the Compulsory Induction Programme. Liaise with The National School of Government and other training providers. Manage the training database and keep training records. Conduct needs assessment, develop training material, facilitate training and conduct impact assessment. Compile monthly, quarterly and annual reports for the HRD unit. Compile budget estimates and manage expenditure. Must be willing to drive and travel to meetings and workshops.

ENQUIRIES : Ms. Glory Mokone Tel No: (013) 766 3340 / Mr. Emmanuel Makokoropo Tel No: (013) 766 3384 / Ms. Gugu Nkosi Tel No: (013) 766 3103 / Ms. Nomsa Maphanga Tel No: (013) 766 3207 / Ms. Sebenzile Mthisi 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 07/206 : **ASSISTANT DIRECTOR: FINANCE (INFRASTRUCTURE) REF NO: MPDOH/FEB/25/838**

SALARY : R444 036 per annum, (plus service benefits)
CENTRE : Provincial Office, Mbombela (Nelspruit)
REQUIREMENTS : Senior Certificate / Grade 12 plus Diploma / Degree (NQF Level 6/7) in Finance / Economics / Commerce / Management Accounting / Financial Management as recognized by SAQA. Valid driver's licence. Computer literacy. Relevant Experience: Understanding financial management as implemented in Government and within the context of infrastructure/construction budgeting and spending. 3 Year's post qualification experience. Knowledge: PFMA/Division of Revenue Act /Treasury Regulations/Practice Notes/ Instructions/Circulars. Departmental Supply Chain Management Policies, Procedures and Delegations. Promotion of Access to Information Act of 2000. Promotion of Administrative Justice Act of 2000. Government Immovable Asset Management Act of 2007. Health Act and Regulations. National Archives and Records Service Act of 1996. Public Service Act of 1994 and Regulations.

DUTIES : Financial data analyses and validations regarding programmes, projects, reporting and monitoring. Financial administration for all infrastructure Programmes and Projects. Budget administration within Chief Directorate. Compliance to the financial policies and prescripts in the Chief Directorate. Update and maintain a document management system for all financial documentation that complies with requirements of the Auditor General. Effective and efficient resources management.

ENQUIRIES : Ms. Glory Mokone Tel No: (013) 766 3340 / Mr. Emmanuel Makokoropo Tel No: (013) 766 3384 / Ms. Gugu Nkosi Tel No: (013) 766 3103 / Ms. Nomsa Maphanga Tel No: (013) 766 3207 / Ms. Sebenzile Mthisi 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 07/207 : **RADIOGRAPHER GRADE 1 REF NO: MPDOH/FEB/25/842 (X4 POSTS)**

SALARY : R376 524 – R430 512 per annum
CENTRE :

Ehlanzeni District:
Tintswalo Hospital (X2 Posts)
H.A Grove Hospital (X1 Post)

Nkangala District:
Witbank Hospital (X1 Post)

REQUIREMENTS : Senior Certificate / Grade 12 plus an appropriate qualification that allows for the required registration with the Health Professional Council of South Africa (HPCSA) in the relevant profession (where applicable) (2025). Grade 1: SA Qualified employees: None after registration with the HPCSA in the relevant profession (where applicable) in respect of employees who performed Community Service, as required in SA. Foreign Qualified employees: One (1) year relevant experience after registration with the HPCSA in the relevant profession (where applicable) in respect of employees of whom it is not

required to perform Community Service, as required in SA. Hospital experience and extensive knowledge in Occupational Health and Safety will be an added advantage. Good interpersonal Skills, written, verbal and presentation Skills. Accuracy and attention to detail. Ability to work under pressure. Ability and willingness to travel. Good interpersonal relationship, Leadership skill. Valid drivers' licence.

DUTIES : Ensure patient care during imaging for optimal diagnostic purpose: Explain procedures to patients, prepare patient for imaging, Assist and position patient for imaging, perform imaging. Practice radiation protection to minimize radiation dose to staff, patients and general public: Establish LMC status of female patients, adhere to radiation safety standards (secure area, lead aprons etc), Apply correct radiation/exposure factors (correct dosages), Exercise clinical responsibility to ensure optimal diagnostic imaging: Interpret clinical history of patients to determine the correct procedure, ensure correct positioning of patient to minimize radiation exposure to the patient, ensure correct identification of patient image (name, lead markers etc.). Participate in Education and training programs for continuous professional development and quality service delivery: Practical training and evaluation of students Implement quality assurance programs for quality service delivery, Check/test radiation equipment and report faults, apply reject analysis, Adhere to policies and protocols.

ENQUIRIES : Ms. Glory Mokone Tel No: (013) 766 3340 / Mr. Emmanuel Makokoropo Tel No: (013) 766 3384 / Ms. Gugu Nkosi Tel No: (013) 766 3103 / Ms. Nomsa Maphanga Tel No: (013) 766 3207 / Ms. Sebenzile Mthisi 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 07/208 : **OCCUPATIONAL THERAPIST GRADE 1 REF NO: MPDOH/FEB/25/844 (X2 POSTS)**

SALARY CENTRE : R376 524 – R430 512 per annum
: Nkangala District:
Bernice Samuel Hospital
Mmamethlake Hospital

REQUIREMENTS : Senior Certificate / Grade 12 plus appropriate qualification that allows for the registration with the HPCSA in the relevant profession (where applicable). Current registration with the HPCSA as an Occupational Therapist (2025) (Independent Practice). A valid work permit will be required from non-South Africans. Grade 1: No experience required after registration with the HPCSA as an Occupational Therapist (Independent Practice). Minimum of 1-year relevant experience after registration with a recognised Foreign Health Professions and / or the HPCSA as an Occupational Therapist (Independent Practice) for foreign qualified employees. Clinical experience in general adult and paediatric assessment and treatment is required. Knowledge in the fields of mental health, vocational rehabilitation, neurology, hand injuries, burns, amputations, developmental delays, etc. is be expected. Clinical experience in these fields will be beneficial.

DUTIES : To provide optimal and evidence based occupational therapy in individual and group settings for in, out and clinics patients. To administer standardized and clinical assessments to patients requiring FCEs and other clinical reports. To perform and complete administrative functions including record keeping, statistics, participate in various meetings and awareness campaigns. To plan for and participate in internal and external audits and ensure departmental standards and effective service delivery. To participate in the performance management and training and development programs within the department. To supervise junior level staff. To supervise allocated students and learners.

ENQUIRIES : Ms. Glory Mokone Tel No: (013) 766 3340 / Mr. Emmanuel Makokoropo Tel No: (013) 766 3384 / Ms. Gugu Nkosi Tel No: (013) 766 3103 / Ms. Nomsa Maphanga Tel No: (013) 766 3207 / Ms. Sebenzile Mthisi 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 07/209 : **DIETICIAN GRADE 1 REF NO: MPDOH/FEB/25/845**

SALARY CENTRE : R376 524 - R430 512 per annum
: Bernice Samuel Hospital (Nkangala District)

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| <u>REQUIREMENTS</u> | : | Senior Certificate / Grade 12 plus BSc Dietetics Degree. Registration with the HPCSA as a Dietician (2025). Grade 1: SA qualified employees: none experience after registration with the HPCSA in the relevant profession (where applicable) in respect of employees who performed Community Service as required in SA. Foreign qualified employees: one (1) year relevant experience after registration with the HPCSA in the relevant profession (where applicable) in respect of employees who performed Community Service as required in South Africa. Hospital experience and extensive knowledge in Occupational Health and Safety will be an added advantage. Good interpersonal Skills, written, verbal and presentation Skills. Accuracy and attention to detail. Ability to work under pressure. Ability and willingness to travel. Good interpersonal relationship, Leadership skill. Valid drivers' licence. |
| <u>DUTIES</u> | : | Render preventative Nutrition Services (including growth monitoring, education, etc) in the surrounding clinics. Diet prescriptions for patients. Help with food management of the hospital. Participate in quality Improvement Programmes. Rendering of nutritional counselling services. Prescription and authorization of special diet products. Implementation of guidelines for the maintenance of healthy nutritional practices. Compilation and implementation of information pamphlets on nutrition. Plan and implement a suitable programme for an individual or group. |
| <u>ENQUIRIES</u> | : | Ms. Glory Mokone Tel No: (013) 766 3340 / Mr. Emmanuel Makokoropo Tel No: (013) 766 3384 / Ms. Gugu Nkosi Tel No: (013) 766 3103 / Ms. Nomsa Maphanga Tel No: (013) 766 3207 / Ms. Sebenzile Mthisi 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 07/210</u> | : | <u>PHYSIOTHERAPIST GRADE 1 REF NO: MPDOH/FEB/25/847 (X2 POSTS)</u> |
| <u>SALARY</u> | : | R376 524 – R430 512 per annum |
| <u>CENTRE</u> | : | Evander Hospital and Standerton Hospital (Gert Sibande District) |
| <u>REQUIREMENTS</u> | : | Senior Certificate / Grade 12 plus appropriate qualification that allows for the registration with the HPCSA in the relevant profession (where applicable). Current registration with the HPCSA as Physiotherapist (2025) (Independent Practice). A valid work permit will be required from non-South Africans. Grade 1: No experience required after registration with the HPCSA as Physiotherapist (Independent Practice). Minimum of 1-year relevant experience after registration with a recognised Foreign Health Professions and / or the HPCSA as Physiotherapist (Independent Practice) for foreign qualified employees. Extensive experience in the assessment and treatment of critical patients. (Neurosurgery, Orthopaedic, ICU, etc.). Extensive management, administration and supervisory experience. Ability to function within a multi-disciplinary team setting to be flexible and to work independently. Good problem-solving, conflict resolution, interpersonal, organizational and communication skills. Willingness to work under pressure. Computer literacy. |
| <u>DUTIES</u> | : | Manage a clinical load and develop Physiotherapy services in all the sections of the institution. Assist in the management, policy formulation, and operational planning process of the unit. Supervise and develop personnel in team including mentoring Physiotherapists at a more junior level. Undertake quarterly evaluations and training of allocated operational staff and students. Co-ordinate all administrative activities regarding the patients, clinical area and in the unit. Supervise and train students. Participate in outreach programmes. |
| <u>ENQUIRIES</u> | : | Ms. Glory Mokone Tel No: (013) 766 3340 / Mr. Emmanuel Makokoropo Tel No: (013) 766 3384 / Ms. Gugu Nkosi Tel No: (013) 766 3103 / Ms. Nomsa Maphanga Tel No: (013) 766 3207 / Ms. Sebenzile Mthisi 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 07/211</u> | : | <u>SENIOR ADMINISTRATIVE OFFICER: PATIENT ADMINISTRATION REF NO: MPDOH/FEB/25/848</u> |
| <u>SALARY</u> | : | R376 413 per annum, (plus service benefits) |
| <u>CENTRE</u> | : | Themba Hospital (Ehlanzeni District) |
| <u>REQUIREMENTS</u> | : | Senior Certificate / Grade 12 plus six (6) years' experience in Patient Administration or Diploma / Degree (NQF Level 6/7) in Public Administration / Public Management as recognised by SAQA or equivalent qualification plus three (3) years' experience. At least three (3) years' experience in the post of an Administrative Officer / Chief Administration Clerk (Level 7). Extensive |

knowledge of outpatient administration, reception in and help desk functions. Extensive knowledge of PEIS, Billing system and UPFS user guide/procedure book. Knowledge of Revenue policies and understanding of sector financial administration and the provisions of PFMA. Knowledge of relevant prescripts such as Government Gazette. Good communication skill, report writing skills be computer literate and have ability to work under pressure. Be available to work extra hours in a 24-hour shift environment and be part of the hospital's multidisciplinary committees. A valid driver licence will serve as an added advantage.

DUTIES : Manage patient admin in 24 hours shift system, manage and sustain internal control for collection of revenue, process debtors account, banking of revenue collected, excising control over the maintenance and application of the filing system for medical records, facilitate proper classification and re-classification of patients, compile management, reports, manage archiving of patient records, evaluation of staff in terms of the performance management system. Prepare on / off duties for staff including ward clerk. Control overtime, stand-by and Sunday/public holiday claims. Control queue Marshall, porter and mortuary services. Handle enquiries relating to patient admin, assist with case management and compile daily, weekly and monthly statistics and reports.

ENQUIRIES : Ms. Glory Mokone Tel No: (013) 766 3340 / Mr. Emmanuel Makokoropo Tel No: (013) 766 3384 / Ms. Gugu Nkosi Tel No: (013) 766 3103 / Ms. Nomsa Maphanga Tel No: (013) 766 3207 / Ms. Sebenzile Mthisi 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 07/212 : **SENIOR PERSONNEL PRACTITIONER: HUMAN RESOURCE MANAGEMENT REF NO: MPDOH/FEB/25/849**

SALARY CENTRE REQUIREMENTS : R376 413 per annum, (plus service benefits)
: Witbank Hospital (Nkangala District)
: Senior Certificate/ Grade 12 plus six (6) years' relevant experience in Human Resource Management or Diploma / Degree (NQF Level 6/7) in Human Resource Management, Public Administration / Management as recognised by SAQA with three (3) years' extensive relevant experience in Human Resource Management. At least three (3) years' experience in the post of Personnel Practitioner / Principal Personnel Officer (Level 7). A least a minimum of three (3) PERSAL courses is inherent requirement. Extensive knowledge of PERSAL including interpreting PERSAL reports. Skills and competencies: In-depth knowledge of policies, systems, processes, procedures and best practices pertaining to Recruitment and Selection, Condition of Services, Employees Benefits, Administration, Performance Management, Human Resource Development and Skills development. A good understanding and knowledge of the PFMA, Public Service Regulations, Basic Conditions of Employment and Employment Equity Act. Promotion of Access to Information Act (PAIA), Public Service Act, Public Service Regulations and 245 Treasury Regulations. Computer literacy particularly MS, Excel, Outlook & Word. Good interpersonal relationship, networking, written and verbal communication skills at levels. Logical and innovative thinking abilities and leadership skills. Valid driver's license.

DUTIES : Co-ordination and compilation of reports regarding the filing of posts. Monitor the development and review of the system of administering processes in the area of HR strategy and the management of demand and supply of human resources. Monitor and advise the process of recruitment and selection within the Department. Development of service in the standards in the area of responsibility. Monitor the implementation of Operational Plan of the unit. Manage staff in terms of the approved Performance Management and Development system: Conduct performance midterm reviews and annual performance assessment of staff. Ensure compliance and effective implementation of employment equity and skill development. Facilitate processing of pension benefits and leave payouts. Create and maintain the complete and accurate Human Resource records. Approve PERSAL Transactions captured. Utilize resources effectively, adhere to Batho Pele Principle and service standard.

ENQUIRIES : Ms. Glory Mokone Tel No: (013) 766 3340 / Mr. Emmanuel Makokoropo Tel No: (013) 766 3384 / Ms. Gugu Nkosi Tel No: (013) 766 3103 / Ms. Nomsa Maphanga Tel No: (013) 766 3207 / Ms. Sebenzile Mthisi 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 07/213 : **SENIOR ADMINISTRATIVE OFFICER: SUPPLY CHAIN MANAGEMENT REF NO: MPDOH/FEB/25/851 (X2 POSTS)**

SALARY CENTRE : R376 413 per annum, (plus service benefits)
: Gert Sibande District:

Embhuleni Hospital
Carolina Hospital

REQUIREMENTS : Senior Certificate / Grade 12 or equivalent qualification plus six (6) years relevant experience in Supply Chain Management or Diploma / Degree (NQF Level 6/7) in Finance / Logistics / Procurement / Supply Chain Management / Financial / Accounting Management as recognised by SAQA plus three (3) years relevant experience in Supply Chain Management. At least three (3) years' experience in the post of Chief Administration Clerk / Administrative Officer (Level 7). Knowledge and experience of provisioning administration, main focus in the following areas: LOGIS, Preferential Procurement Policy Framework (PPPFA), 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.

DUTIES : Supervise and render demand and acquisition services. Supervise and undertake logistical services. Supervise and control the work of sub-ordinate (including training) in the supply chain management unit. Deal with more advanced and complicated matters pertaining to provisioning administration. Manage all aspects of orders such as quotations, purchase and processing of requisitions, authorization of procurement advice and guidance to all clients, chief user clerks and responsibility managers. Ensure compliance with departmental and Treasury Regulations. Evaluate and test compliance of all purchasing transactions. Manage all open orders. Deal with Human resources matters such as leave and perform development system of quarterly evaluation reports. Adhere to regulations and legislation pertaining supply chain management unit. Facilitate and administer requisitions for good and services. Implement internal procurement policies, regulations systems and procedures. Maintain procurement and provisioning systems and processes. Administer payment processes. Knowledge of BAS and LOGIS financial systems. Ability to work under pressure. Supervision of the subordinates. Attend and respond to audit queries.

ENQUIRIES : Ms. Glory Mokone Tel No: (013) 766 3340 / Mr. Emmanuel Makokoropo Tel No: (013) 766 3384 / Ms. Gugu Nkosi Tel No: (013) 766 3103 / Ms. Nomsa Maphanga Tel No: (013) 766 3207 / Ms. Sebenzile Mthisi 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 07/214 : **SENIOR PROVISIONING ADMINISTRATIVE OFFICER REF NO: MPDOH/FEB/25/852**

SALARY CENTRE : R376 413 per annum, (plus service benefits)
: Carolina Hospital (Gert Sibande District)

REQUIREMENTS : Senior Certificate / Grade 12 or equivalent qualification plus six (6) years relevant experience in Supply Chain Management or Diploma / Degree (NQF Level 6/7) in Finance / Logistics / Procurement / Supply Chain Management / Financial / Accounting Management as recognised by SAQA plus three (3) years relevant experience in Supply Chain Management. At least three (3) years' experience in the post of Chief Administration Clerk / Administrative Officer (Level 7). Knowledge and experience of provisioning administration, main focus in the following areas: LOGIS, Preferential Procurement Policy Framework (PPPFA), 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.

DUTIES : Supervise and render demand and acquisition services. Supervise and undertake logistical services. Supervise and control the work of sub-ordinate (including training) in the supply chain management unit. Deal with more advanced and complicated matters pertaining to provisioning administration. Manage all aspects of orders such as quotations, purchase and processing of requisitions, authorization of procurement advice and guidance to all clients, chief user clerks and responsibility managers. Ensure compliance with departmental and Treasury Regulations. Evaluate and test compliance of all purchasing transactions. Manage all open orders. Deal with Human resources matters such as leave and perform development system of quarterly evaluation reports. Adhere to regulations and legislation pertaining supply chain management unit. Facilitate and administer requisitions for good and services. Implement internal procurement policies, regulations systems and procedures. Maintain procurement and provisioning systems and processes. Administer payment processes. Knowledge of BAS and LOGIS financial systems. Ability to work under pressure. Supervision of the subordinates. Attend and respond to audit queries.

ENQUIRIES : Ms. Glory Mokone Tel No: (013) 766 3340 / Mr. Emmanuel Makokoropo Tel No: (013) 766 3384 / Ms. Gugu Nkosi Tel No: (013) 766 3103 / Ms. Nomsa Maphanga Tel No: (013) 766 3207 / Ms. Sebenzile Mthisi 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 07/215 : **STATE ACCOUNTANT: PHARMACEUTICAL DEPOT REF NO: MPDOH/FEB/25/853**

SALARY CENTRE REQUIREMENTS : R308 154 per annum, (plus service benefits)
: Pharmaceutical Depot, Middelburg
: Senior Certificate / Grade 12 or equivalent qualification plus three (3) years relevant experience in Budget and Expenditure or Diploma / Degree (NQF Level 6/7) in Finance / Logistics / Procurement / Supply Chain / Financial Management / Management Accounting as recognised by SAQA. Management. Knowledge of Finance and Financial Transversal Systems (LOGIS & BAS) in Finance and Financial Transversal Systems (LOGIS & BAS). Understanding financial Management as implemented in Government and within the context of infrastructure/construction finance and spending. Knowledge: PFMA/Division of Revenue Act/Treasury Regulations/Practice Notes/ Instructions/Circulars. Departmental Supply Chain Management Policies, Procedures and Delegations, Preferential Procurement Policy Framework Act of 2000, Promotion of Access to Information Act of 2000. Promotion of Administrative Justice Act of 2000. Government Immovable Asset Management Act of 2007. Health Act and Regulations, Act 61 of 2003. National Archives and Records Service Act of 1996. Public Service Act of 1994 and Regulations. Valid driver's licence.

DUTIES : Extract relevant infrastructure project data from BAS and other relevant systems. Capture payments on LOGIS. Check budget allocation for payments processing. Prepare payments reports for internal purposes and PWRT schedule. Identify any variances of infrastructure projects expenditure against budgets and cash flow projections to the Assistant Director Finance. Overall management of staff and administration for the unit. Update financial commitments in line with approved budgets and cash flow projections. Update accruals for the unit on monthly basis. Validate that no duplicate payments as made in terms of projects with a Cession Agreement in terms of subcontractors. Attend to payment queries. Assist with supply chain management. Prepare the issuing of Work orders or Task orders after SCM processes have been completed. Assist with the capturing of invoices on LOGIS/BAS for payments after signed off by Director and Chief Director. [Authorization of issuing of work orders and payments of invoices will be the Director and Chief Director in terms of delegations]. Assist to manage adherence to financial policies [Division of Revenue Act, PFMA, SCM, National and Provincial Treasury directives / prescripts, Finance instructions, Departmental financial policies]. Development of employees. Undertake human resources and other related administrative functions. Establish and maintain effective and efficient communication arrangements.

ENQUIRIES : Ms. Glory Mokone Tel No: (013) 766 3340 / Mr. Emmanuel Makokoropo Tel No: (013) 766 3384 / Ms. Gugu Nkosi Tel No: (013) 766 3103 / Ms. Nomsa Maphanga Tel No: (013) 766 3207 / Ms. Sebenzile Mthisi 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 07/216 : **PRINCIPAL PERSONNEL OFFICER: HUMAN RESOURCE MANAGEMENT**
REF NO: MPDOH/FEB/25/854

SALARY : R308 154 per annum, (plus service benefits)
CENTRE : KwaMhlanga Hospital (Nkangala District)
REQUIREMENTS : Senior Certificate / Grade 12 or equivalent plus three (3) years' experience in Human Resource unit or Diploma / Degree (NQF Level 6/7) in Human Resource Management, Public Administration / Public Management as recognised by SAQA. At least a minimum of three (3) PERSAL courses is inherent requirement. Extensive knowledge of PERSAL including interpreting 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 will serve as an added advantage.

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, vetting of candidates, secretarial functions for interviews, absorptions of staff, probationary periods, etc. and also responsible for conditions of service and benefits: leave salaries, leave graduates, pensions, termination of services, procedure on Incapacity leave and ill-health, housing allowance, overtime, translations and writing reports etc.). Coordinate Performance management system, address human resource administration enquiries to ensure the correct implementation of human resource management practices, inform, guide and advice 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. Coordinate the implementation of recruitment and selection.

ENQUIRIES : Ms. Glory Mokone Tel No: (013) 766 3340 / Mr. Emmanuel Makokoropo Tel No: (013) 766 3384 / Ms. Gugu Nkosi Tel No: (013) 766 3103 / Ms. Nomsa Maphanga Tel No: (013) 766 3207 / Ms. Sebenzile Mthisi 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 07/217 : **ADMINISTRATIVE OFFICER: PATIENT ADMINISTRATION REF NO:**
MPDOH/FEB/25/855

SALARY : R308 154 per annum, (plus service benefits)
CENTRE : KwaMhlanga Hospital (Nkangala District)
REQUIREMENTS : Senior Certificate / Grade 12 plus three (3) years' experience in Patient Administration or Diploma / Degree (NQF Level 6/7) in Public Administration / Public Management as recognised by SAQA or equivalent qualification. Extensive knowledge of outpatient administration, reception in and help desk functions. Extensive knowledge of PEIS, Billing system and UPFS user guide/procedure book. Knowledge of Revenue policies and understanding of sector financial administration and the provisions of PFMA. Knowledge of relevant prescripts such as Government Gazette. Good communication skill, report writing skills be computer literate and have ability to work under pressure. Be available to work extra hours in a 24-hour shift environment and be part of the hospital's multidisciplinary committees. A valid driver licence will serve as an added advantage.

DUTIES : Manage patient admin in 24 hours shift system, manage and sustain internal control for collection of revenue, process debtors account, banking of revenue collected, excising control over the maintenance and application of the filing system for medical records, facilitate proper classification and re-classification of patients, compile management, reports, manage archiving of patient records, evaluation of staff in terms of the performance management system. Prepare on / off duties for staff including ward clerk. Control overtime, stand-by and Sunday/public holiday claims. Control queue Marshall, porter and

- mortuary services. Handle enquiries relating to patient admin, assist with case management and compile daily, weekly and monthly statistics and reports.
- ENQUIRIES** : Ms. Glory Mokone Tel No: (013) 766 3340 / Mr. Emmanuel Makokoropo Tel No: (013) 766 3384 / Ms. Gugu Nkosi Tel No: (013) 766 3103 / Ms. Nomsa Maphanga Tel No: (013) 766 3207 / Ms. Sebenzile Mthisi 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 07/218** : **PERSONNEL PRACTITIONER: HUMAN RESOURCE MANAGEMENT REF NO: MPDOH/FEB/25/856**
- SALARY** : R308 154 per annum, (plus service benefits)
CENTRE : Impungwe Hospital (Nkangala District)
REQUIREMENTS : Senior Certificate / Grade 12 or equivalent plus three (3) years' experience in Human Resource unit or Diploma / Degree (NQF Level 6/7) in Human Resource Management, Public Administration / Public Management as recognised by SAQA. At least a minimum of three (3) PERSAL courses is inherent requirement. Extensive knowledge of PERSAL including interpreting 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 will serve as an added advantage.
- 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, vetting of candidates, secretarial functions for interviews, absorptions of staff, probationary periods, etc. and also responsible for conditions of service and benefits: leave salaries, leave graduates, pensions, termination of services, procedure on Incapacity leave and ill-health, housing allowance, overtime, translations and writing reports etc.). Coordinate Performance management system, address human resource administration enquiries to ensure the correct implementation of human resource management practices, inform, guide and advice 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. Coordinate the implementation of recruitment and selection process. Provide support to Sub-district Manager.
- ENQUIRIES** : Ms. Glory Mokone Tel No: (013) 766 3340 / Mr. Emmanuel Makokoropo Tel No: (013) 766 3384 / Ms. Gugu Nkosi Tel No: (013) 766 3103 / Ms. Nomsa Maphanga Tel No: (013) 766 3207 / Ms. Sebenzile Mthisi 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 07/219** : **PERSONAL ASSISTANT TO THE CHIEF FINANCIAL OFFICER: DDG REF NO: MPDOH/FEB/25/857**
- SALARY** : R308 154 per annum, (plus service benefits)
CENTRE : Provincial Office, Mbombela (Nelspruit)
REQUIREMENTS : Senior Certificate / Grade 12 plus three (3) years' relevant experience or Diploma / Degree (NQF Level 6/7) in Office Administration / Public Administration / Public Management as recognised by SAQA. Excellent MS Office Skills and Knowledge of office administration. Good planning and organizational skills. Good verbal and written communication skills and the ability to communicate well with people at different levels and from different backgrounds. Understanding of customer care and Batho Pele Principles. Logical and innovative thinking abilities. Must be able to pay attention to details. Good telephone etiquette. Basic financial management and provisioning administration skills. High level reliability. Must have the ability to work under pressure and must be prepared to work long hours. Must be able to type at least 40 words per minute.
- DUTIES** : Provide secretarial functions to the Chief Financial Officer: DDG through organizing and maintaining the diary of the Chief Financial Officer: DDG,

preparing of memorandums and PowerPoint presentations. Receiving of visitors and arranging refreshments, schedule meetings, workshops and organize the logistics thereof. Provide the overall administrative support services in the Office of the Chief Financial Officer: DDG. Make travel arrangements for the Chief Financial Officer: DDG. Manage internal correspondences in the office of the Deputy Director General: Clinical Health Services, develop and maintain a filing system. Proves subsistence and advance claims for the Chief Financial Officer: DDG. Screen the accuracy of memorandums and submissions to the Chief Financial Officer: DDG, Executive Management, Unit Managers and staff. Serve as Chief User Clerk for the Office for procurement purposes. Compile and submit payment advice for purchases or services. Maintain office expenditure records. Maintain a database of important contact numbers.

ENQUIRIES : Ms. Glory Mokone Tel No: (013) 766 3340 / Mr. Emmanuel Makokoropo Tel No: (013) 766 3384 / Ms. Gugu Nkosi Tel No: (013) 766 3103 / Ms. Nomsa Maphanga Tel No: (013) 766 3207 / Ms. Sebenzile Mthisi 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 07/220 : **HEALTH PROMOTION PRACTITIONER REF NO: MPDOH/FEB/25/859 (X2 POSTS)**

SALARY CENTRE : R308 154 per annum, (plus service benefits)
: Sead Clinic (Ehlanzeni District)
: Dundonald CHC (Gert Sibande District)

REQUIREMENTS : Senior Certificate / Grade 12 or equivalent plus an appropriate and recognized National Diploma in Health Promotion or equivalent qualification. At least three years appropriate experience in the field of health promotion. 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 health promotion programmes, strategies, interventions and campaigns at facility and community level. Plan and provide information, education and communication activities. Promote community, inter-sectoral and non-governmental participation in health promotion programmes and interventions. Establish household community components of integrated management of childhood illness, healthy lifestyle interventions and health promoting schools. Participate in Local forums to build relationships across sectors and to identify opportunities for health advocacy. Distribute IEC materials and resources within the sub-district. Support health sector initiatives in the sub-district, including those initiated by local authorities, schools, workplaces and other settings. Submit reports.

ENQUIRIES : Ms. Glory Mokone Tel No: (013) 766 3340 / Mr. Emmanuel Makokoropo Tel No: (013) 766 3384 / Ms. Gugu Nkosi Tel No: (013) 766 3103 / Ms. Nomsa Maphanga Tel No: (013) 766 3207 / Ms. Sebenzile Mthisi 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 07/221 : **PROVISIONING ADMINISTRATIVE OFFICER REF NO: MPDOH/FEB/25/862 (X3 POSTS)**

SALARY CENTRE : R308 154 per annum, (plus service benefits)
: **Ehlanzeni District:**
: Shongwe Hospital
: Matibidi Hospital
: **Nkangala District:**
: Middelburg Hospital

REQUIREMENTS : Senior Certificate / Grade 12 Certificate or equivalent qualification plus three (3) years relevant experience in Finance or Diploma / Degree (NQF Level 6/7) Finance / Logistic / Management Accounting / Financial Management as recognized by SAQA. Knowledge of relevant legislation/ regulations and policies as well as transversal financial system in Government such as BAS and LOGIS. Sound interpersonal and communication skills. Computer literacy. Self-driven, result orientated, motivated, meet deadlines and acceptance of responsibility.

DUTIES : To render provisioning services. Maintain sound provisioning and logistical systems and processes. Maintain updated provisioning records. Manage and maintain the logistical and warehouse administration systems. Maintain and control consumable stores. Issuing of consumable store items. Monitor and control of the adherence to sound accounting. Monitor and control all payments on the transversal systems. Knowledge of legal framework and any other policies. Ensure correct allocation of expenditure and revenue. Draw financial reports as well as preparing financial statement, projections and provide meaningful interpretation reports. The incumbent will be expected to assist in the budget formulation, compiling of cash flow budget as well as the monthly reports. Attend monthly meetings and operational meetings.

ENQUIRIES : Ms. Glory Mokone Tel No: (013) 766 3340 / Mr. Emmanuel Makokoropo Tel No: (013) 766 3384 / Ms. Gugu Nkosi Tel No: (013) 766 3103 / Ms. Nomsa Maphanga Tel No: (013) 766 3207 / Ms. Sebenzile Mthisi 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 07/222 : **PROVISIONING ADMINISTRATIVE OFFICER: SUPPLY CHAIN MANAGEMENT REF NO: MPDOH/FEB/25/863**

SALARY : R308 154 per annum, (plus service benefits)
CENTRE : Sabie Hospital (Ehlanzeni District)
REQUIREMENTS : Senior Certificate / Grade 12 or equivalent qualification plus three (3) years relevant experience in Supply Chain Management or Diploma / Degree (NQF Level 6/7) in Finance / Logistics / Procurement / Supply Chain Management / Financial / Accounting Management as recognized by SAQA. Knowledge and experience of provisioning administration, main focus in the following areas: LOGIS, Preferential Procurement Policy Framework (PPPPFA), 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.

DUTIES : Supervise and render demand and acquisition services. Supervise and undertake logistical services. Supervise and control the work of sub-ordinate (including training) in the supply chain management unit. Deal with more advanced and complicated matters pertaining to provisioning administration. Manage all aspects of orders such as quotations, purchase and processing of requisitions, authorization of procurement advice and guidance to all clients, chief user clerks and responsibility managers. Ensure compliance with departmental and Treasury Regulations. Evaluate and test compliance of all purchasing transactions. Manage all open orders. Deal with Human resources matters such as leave and perform development system of quarterly evaluation reports. Adhere to regulations and legislation pertaining supply chain management unit. Facilitate and administer requisitions for good and services. Implement internal procurement policies, regulations systems and procedures. Maintain procurement and provisioning systems and processes. Administer payment processes. Knowledge of BAS and LOGIS financial systems. Ability to work under pressure. Supervision of the subordinates. Attend and respond to audit queries.

ENQUIRIES : Ms. Glory Mokone Tel No: (013) 766 3340 / Mr. Emmanuel Makokoropo Tel No: (013) 766 3384 / Ms. Gugu Nkosi Tel No: (013) 766 3103 / Ms. Nomsa Maphanga Tel No: (013) 766 3207 / Ms. Sebenzile Mthisi 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 07/223 : **STATE ACCOUNTANT: HAST REF NO: MPDOH/FEB/25/865 (X2 POSTS)**

SALARY : R308 154 per annum, (plus service benefits)
CENTRE : Ehlanzeni District Office (Mbombela)
Nkangala District Office (Emalahleni)
REQUIREMENTS : Senior Certificate / Grade 12 plus three (3) years relevant experience or Diploma / Degree (NQF Level 6/7) in Finance / Accounting / Financial / Auditing as recognized by SAQA. The following will serve as a recommendation: Knowledge of PFMA, Treasury Regulations and Financial experience exposure. Knowledge of LOGIS, and BAS and be computer literate. Be able

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| <u>DUTIES</u> | : | and be prepared to work under pressure. Be a team player. Be creative and be able to pay attention to details. A driver's license will be an added advantage. To supervise and monitor Expenditure on the grant. Perform payment preparation of invoices presented for payment and capturing of payments on the BAS. Assist with supply chain management. To capture/ authorize the payment and journal transactions on transversal systems, such as BAS, LOGIS and any other prevailing systems. To ensure the reconciliation and clearance of suspense accounts, including the Creditors and Debtors Accounts. Assist the programme manager and sub-programme managers to unblock any procurement challenges to ensure spending efficacy. Ensure the consolidation and submission of Interim/Annual Financial Statements inputs to Head Office. Ensure the attendance of queries, including the audit queries. To attend to other related duties as delegated by management. |
| <u>ENQUIRIES</u> | : | Ms. Glory Mokone Tel No: (013) 766 3340 / Mr. Emmanuel Makokoropo Tel No: (013) 766 3384 / Ms. Gugu Nkosi Tel No: (013) 766 3103 / Ms. Nomsa Maphanga Tel No: (013) 766 3207 / Ms. Sebenzile Mthisi 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 07/224</u> | : | <u>TRANSPORT OFFICER: FLEET MANAGEMENT REF NO: MPDOH/FEB/25/866</u> |
| <u>SALARY CENTRE REQUIREMENTS</u> | : | R308 154 per annum, (plus service benefits) Matibidi Hospital (Ehlanzeni District) Senior Certificate/ Grade 12 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. Valid driver's licence code 10 (C1) with Professional Driving Permit (PrDP) 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. |
| <u>DUTIES</u> | : | 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, WesBank 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. |
| <u>ENQUIRIES</u> | : | Ms. Glory Mokone Tel No: (013) 766 3340 / Mr. Emmanuel Makokoropo Tel No: (013) 766 3384 / Ms. Gugu Nkosi Tel No: (013) 766 3103 / Ms. Nomsa Maphanga Tel No: (013) 766 3207 / Ms. Sebenzile Mthisi 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 07/225</u> | : | <u>CHIEF PROVISIONING ADMINISTRATION CLERK REF NO: MPDOH/FEB/25/867</u> |
| <u>SALARY CENTRE REQUIREMENTS</u> | : | R308 154 per annum, (plus service benefits) Witbank Hospital – Stationed at Witbank TB Specialised Hospital (Nkangala District) Senior Certificate / Grade 12 Certificate or equivalent qualification plus three (3) years relevant experience in Finance or Diploma / Degree (NQF Level 6/7) in Finance / Logistic / Management Accounting / Financial Management as recognized by SAQA. Knowledge skills and competencies: Knowledge of legislative prescripts governing the public service financial administration. Good knowledge of Treasury Regulations, Public Finance Management Act, BAS and Logis. Good computer skills. Good communication skills (both verbal and written). Good interpersonal relations. Self-driven, result orientated, motivated, meet deadlines and acceptance of responsibility. |

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| <u>DUTIES</u> | : | Manage the processing of requisition for goods and services. Manage the safekeeping and distribution of goods. Manage the disposal of stock inventory. Compile monthly SCM reports. Supervise employees within the section and implementation of the PMDS. Serve as Secretary of the Hospital Finance Committee. Responsible for the maintenance of the supplier database. |
| <u>ENQUIRIES</u> | : | Ms. Glory Mokone Tel No: (013) 766 3340 / Mr. Emmanuel Makokoropo Tel No: (013) 766 3384 / Ms. Gugu Nkosi Tel No: (013) 766 3103 / Ms. Nomsa Maphanga Tel No: (013) 766 3207 / Ms. Sebenzile Mthisi 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 07/226</u> | : | <u>PROFESSIONAL NURSE GRADE 1 (PN-A2): SCHOOL HEALTH REF NO: MPDOH/FEB/25/868</u> |
| <u>SALARY</u> | : | R307 473 – R362 187 per annum |
| <u>CENTRE</u> | : | Emalahleni Sub-district (Nkangala District) |
| <u>REQUIREMENTS</u> | : | 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 and Midwifery) or equivalent qualification that allows registration with the SANC as Professional Nurse and Midwifery (2025). A minimum of 1-10 years appropriate/ recognizable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. A valid driver's licence. Extensive knowledge of prevention and promotion of health care services, Community based Health Care services and Primary Health Care. Good knowledge of policies on the provision of School Health Services. Proven experience in the provision and health care services especially at Primary Health Care setting. Knowledge and understanding of the Department of Health Mpumalanga Comprehensive service Plan. Skills: Verbal and Written communication skills. Change and knowledge management skill. Decision making skill. People management and empowerment. Able to work independently under pressure. Understanding legislative frame works and related policies in the school health Services and other prescripts. |
| <u>DUTIES</u> | : | Visiting of all schools in the area of jurisdiction. Learner assessment, screening and health education for the Foundation and Senior phases according to School Health Policy. Provision of on-site services according to the policy. Referral of learners with challenges for further management and intervention. Follow up of referred learners. Conduct home visits where there is a need for intervention. Work in partnership with schools and social workers for the benefits of the learners. Attend parents' meetings to raise awareness about Health Promotion in Schools. |
| <u>ENQUIRIES</u> | : | Ms. Glory Mokone Tel No: (013) 766 3340 / Mr. Emmanuel Makokoropo Tel No: (013) 766 3384 / Ms. Gugu Nkosi Tel No: (013) 766 3103 / Ms. Nomsa Maphanga Tel No: (013) 766 3207 / Ms. Sebenzile Mthisi 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 07/227</u> | : | <u>PROFESSIONAL NURSE GRADE 1 (PN-A2): GENERAL NURSING REF NO: MPDOH/FEB/25/877 (X10 POSTS)</u> |
| <u>SALARY</u> | : | R307 473 – R362 187 per annum |
| <u>CENTRE</u> | : | Breyten Clinic KwaNgema CHC Perdekop CHC Siyathemba CHC and Hartebeeskop Clinic (Gert Sibande District), Klarinet CHC, KwaMhlanga Hospital, Phola CHC, Siphosensimbi CHC and Tweefontein "G" CHC (Nkangala District) |
| <u>REQUIREMENTS</u> | : | 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 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 : Ms. Glory Mokone Tel No: (013) 766 3340 / Mr. Emmanuel Makokoropo Tel No: (013) 766 3384 / Ms. Gugu Nkosi Tel No: (013) 766 3103 / Ms. Nomsa Maphanga Tel No: (013) 766 3207 / Ms. Sebenzile Mthisi 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 07/228 : **PHARMACIST ASSISTANT (POST-BASIC) GRADE 1 REF NO: MPDOH/FEB/25/878**

SALARY : R250 947 – R282 921 per annum
CENTRE : Beatty Clinic (Nkangala District)
REQUIREMENTS : Senior Certificate / Grade 12 plus registered as Post- Basic Pharmacist Assistant with South African Pharmacy Council (SAPC) (2025). Valid work permit will be required from non-South Africans. Skills in terms of consultations. Knowledge of current health and public service legislation, regulations and policies. Good communication, problem solving and conflict management skills. Professionalism, accuracy, flexibility, independence and ethical behaviour.

DUTIES : Ensure proper receipt recording and storage of all medicines and consumables according to standard operating procedures handled in the area of operations. Ensure responsibility and accountability for safe patient medicine use. Compounding and preparation of any medicines as delegated. Promote correct evaluation prescriptions and legal processing of medicine prescription, stocktaking and distribution of supplies to the client. Promotion of Public Health. Ensure accurate recording of statistics and administrative requirements as required by policy.

ENQUIRIES : Ms. Glory Mokone Tel No: (013) 766 3340 / Mr. Emmanuel Makokoropo Tel No: (013) 766 3384 / Ms. Gugu Nkosi Tel No: (013) 766 3103 / Ms. Nomsa Maphanga Tel No: (013) 766 3207 / Ms. Sebenzile Mthisi 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 07/229 : **ARTISAN (PRODUCTION) GRADE A: ELECTRICAL REF NO: MPDOH/FEB/25/879**

SALARY : R230 898 – R256 263 per annum
CENTRE : Nkangala District Office, Emalahleni (Witbank)
REQUIREMENTS : Minimum of Grade 10-12 or equivalent qualifications plus Trade Test Certificate in Electrical. Valid driver's licence. Willingness to work irregular hours and attend to emergencies when required. Ability to communicate in two of the three official languages of the Mpumalanga Province (read & write). Ability to work under pressure. Must be willing to work in adverse weather conditions. In physical sound and healthy condition. Prepared to perform overtime and standby duties, including weekends and public as well as over peak periods, as and when needed.

DUTIES : Execute and manage electrical maintenance of the department. Produce objects with material and equipment according to the specification and recognised standards. Quality assurance of production objects. Inspect equipment and facilities according to standard service equipment and facilities according to schedules. Compile and submit reports. Provide inputs to the operation plan. Keep and maintain job record, supervise and mentor staff.

ENQUIRIES : Ms. Glory Mokone Tel No: (013) 766 3340 / Mr. Emmanuel Makokoropo Tel No: (013) 766 3384 / Ms. Gugu Nkosi Tel No: (013) 766 3103 / Ms. Nomsa Maphanga Tel No: (013) 766 3207 / Ms. Sebenzile Mthisi 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 07/230** : **DENTAL CHAIR ASSISTANT GRADE 1 REF NO: MPDOH/FEB/25/881 (X2 POSTS)**
- SALARY** : R205 773 - R235 284 per annum
- CENTRE** : Embhuleni Hospital and Ermelo Hospital (Gert Sibande District)
- REQUIREMENTS** : Senior Certificate / Grade 12 plus appropriate qualification that allows registration with the Health Professional Council of South Africa (HPCSA) as a Dental Assistant (2025). Ability to work under pressure, organizational skills, good communication skills, self-motivated and goal orientated.
- DUTIES** : The incumbent should have knowledge of dental assisting including infection prevention and control, chair side assisting, maintaining of equipment, stock control, knowledge of dental materials and instruments and conducting inventory. The person will work in the dental surgery in the hospital and perform administrative duties including compiling statistics, registering patients, answering of the telephone, filing of patient cards, ordering of materials, giving appointments to patients. Assist Clinicians with the oral health procedures. Preparation of instruments and dental material for the dental procedures. Cleaning and sterilization of instruments. Ordering of consumables as needed. Do inventory of dental instruments. Perform administrative duties. Adhere to the Health Care Waste Management Legislation and principle. The person should have good communication skills and good interpersonal relations.
- ENQUIRIES** : Ms. Glory Mokone Tel No: (013) 766 3340 / Mr. Emmanuel Makokoropo Tel No: (013) 766 3384 / Ms. Gugu Nkosi Tel No: (013) 766 3103 / Ms. Nomsa Maphanga Tel No: (013) 766 3207 / Ms. Sebenzile Mthisi 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: NORTHERN CAPE
DEPARTMENT OF ECONOMIC DEVELOPMENT AND TOURISM**

This Department is an equal opportunity, affirmative action Employer. It is our intention to promote representatively (race, gender and disability) in the Department through the filling of these posts. All candidates whose transfer/promotion/appointment will promote representatively will receive preference.

- APPLICATIONS** : Applications quoting the relevant reference should be forwarded as follows:
The Head of the Department, Post To: Department of Economic Development and Tourism P/Bag X6108, Kimberley, 8300 or Hand Deliver to: MetLife Towers, (Post Office Building), 13th Floor (Registry Office), Post Office Building, Kimberley or Email applications to: dedathra@ncpg.gov.za
- FOR ATTENTION** : Ms. M. Musa
- CLOSING DATE** : 10 March 2025
- NOTE** : Interested applicants must submit their applications for employment to the address specified above. The application must include a duly 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. Please note a separate application is required for each position applied for. Applications received using the incorrect application for employment (old Z83) will not be considered. Each application for employment form must be fully completed, initialled and signed by the applicant (Part F must be answered and declaration must be completely signed and dated). Failure to fully complete, initial and sign this form will lead to disqualification of the application during the selection process. ONLY a fully completed, initialled and signed new form Z83 will be considered, (Section A, B, C, D and F compulsory). Section E and G, it is acceptable if applicants indicate "refer to CV", only if a recently updated comprehensive CV (with detailed qualifications and previous experience is attached. Applicants are not required to submit/attach copies of qualifications and other relevant documents on application, but must submit the new (Z83) form and detailed curriculum vitae only. The provision of certified documents will only be required from shortlisted candidates for submission on or before the day of the interview following a formal communication from Human Resources unit. In instances where applicants are in possession of a foreign qualification, it is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA) and only submit proof of such evaluation upon being shortlisted for a post. Shortlisted applicants will be subjected to qualification verification, reference checking, security screening and vetting. Non-RSA Citizens/Permanent Resident Permit Holders will be required to submit a copy of their Permanent Residence Permits only if shortlisted. Applicants who do not comply with the above-mentioned instruction/ requirements, as well as applications received late will not be considered. The Department reserves the right not to make any appointment(s) to the above post/s. Applications, including those submitted via registered mail must reach the department before 16:00 on the day of the closing date. Incomplete applications, or applications received after the closing date will be disqualified. Correspondence will be limited to shortlisted candidates only. If you have not been contacted within 3 months of the closing date of this advertisement, please accept that your application was unsuccessful. Please note that suitable candidates will be subjected to a technical assessment as well as satisfactory personnel suitability checks (criminal record check, citizenship verification, financial-asset record check, qualification/study verification and previous employment verification. Successful candidates will also be subjected to a security clearance process. Women and persons with disabilities are encouraged to apply. The successful candidate will be required to sign the performance agreement within three months from the date of assumption of duty. It will also be required that the successful candidate declare to the EA particulars of all registrable financial interests. Short-listed candidates will be expected to avail themselves at the Department's convenience. The successful candidate will be appointed subject to positive results of the security clearance process and the verification of educational qualification certificates. Appointment of these positions will be provisional, pending the issue of security clearance. Fingerprints will be taken on the day of the interview. The Department is an equal opportunity affirmative action employer. The Employment Equity Plan of the Department shall inform the employment decision. It is the Department's

intention to promote equity (race, gender and disability) through the filling of this post(s).

OTHER POSTS

POST 07/231 : **ASSISTANT DIRECTOR: SKILLS DEVELOPMENT, TRAINING AND CAPACITY DEVELOPMENT REF NO: NCDEDAT/2025/01**

SALARY CENTRE REQUIREMENTS : R444 036 - R532 602 per annum (Level 09)
: Kimberley Office
: Applicants must be in possession of a Degree (NQF: 7) in Human Resource Management/ Public Administration or related fields. 3 years admin officer experience in Human Resource Development environment. Supervisory experience will be an added advantage. A valid driver's licence. Knowledge & Skills: Knowledge of Relevant Legislation / Acts, Prescriptive Policies & Regulations. Financial Management. Project Management. Human Resource Management. Technical skills, Leading, Planning and Organising Skills. Communication Skills (verbal & written). Interpersonal Skills and Problem-Solving skills.

DUTIES : Provide support in the Development and Implementation of Human Resource Development Strategy, assist in developing the Human Resources Development Strategy framework (HRDSF), Coordinate skills audit process, Coordinate WSP implementation. Coordinate data collection for quarterly and annual reports on training, training expenditures and PMDS stats. Coordinate the implementation of the bursary scheme Development, Implementation, Monitoring and Evaluation of HRD Policies and Procedures, Provide assistance in research and development of HRD policies. Compile inputs in the review process of HRD policies. Raise awareness on approved HRD policies. Assist in monitoring implementation of HRD policies. Monitor the Performance System within the Department, verify data and consolidate statistics of performance documents captured on performance Management compliance. Capture SMS EPMDs documents. Submit and report compliance statistics. Co-ordinate logistics for SL1-12 Moderation Committee, IRC and Appeals panel. Analyses, consolidate and quality assure the minutes and reports of the committee sittings. Assist with secretarial support for SMS Moderation. Type SMS Performance outcome letters. Close SMS files and submit to registry. Compile SL1-12 Submission. Compile schedule of pay progressions. Attend to performance management related enquires and assist with advice. Coordinate Training and Skills Development Programmes and Rendering effective Human Resource Development Services, Coordinate the appointment of internship, learnership and career exposure learning programmes. Coordinate quarterly reporting process of intern and Mentors. Compile Internship and mentorship reports. Coordinate generics and Programme Specific training for employees. Conduct training needs analysis. Assist with the development of the work place skills plan. Facilitation of skills development. Manage Human Resources within the unit, Perform midyear and annual performance assessments of HR practitioners(s). Leave administration. Assist with training and development of subordinates within the component.

ENQUIRIES : Ms. M. Barlow Tel No: (053) 839 4075

POST 07/232 : **ASSISTANT DIRECTOR: STRATEGIC MANAGEMENT: MONITORING AND EVALUATION REF NO: NCDEDAT/2025/02**

SALARY CENTRE REQUIREMENTS : R444 036 – R532 602 per annum (Level 09)
: Kimberley Office
: Applicants must be in possession of (NQF 6) Tertiary Qualification in Public Administration/ Public Management. 2-4 years' relevant experience within a Monitoring and Evaluation environment. Skills and Knowledge: Knowledge of Monitoring and Evaluations systems and tools. Planning and organising. Compilation of M&E reports. M&E systems and tools, Planning. Organising, Analysing and Computer (Software).

DUTIES : Monitor and evaluate the targets set out in the Provincial Growth and Development Plan. Monitor the Department's performance against Strategic and Annual performance plan. Data analysis and interpretation. Collect data for projects and recommend interventions where necessary. Monitor trends in sectors to inform planning and decision-making.

ENQUIRIES : Mr. M Maibi Tel No: (053) 839 4000

DEPARTMENT OF TRANSPORT SAFETY AND LIAISON

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

- APPLICATIONS** : Applications stating the relevant reference number must be sent to: Head of Department: Department of Transport, Safety and Liaison, T&I,69 Memorial Road, Kimberley, 8300.Email: dtsl_recruitment@ncpg.gov.za. "Note" in line with DPSA Circular 19 of 2022, applicants are submitting Z83 and CV Only,
- FOR ATTENTION** : Ms.J.J.Jafta
- CLOSING DATE** : 14 March 2025
- NOTE** : Note" in line with DPSA Circular 19 of 2022, applicants are required to submit the new employment Z83 form which can be downloaded at www.dpsa.gov.za-vacancies or obtained at any government. A recently updated, comprehensive CV, with at least two (2) contactable references should accompany the fully completed and signed new (Z83) form. The provision of certified copies of qualifications will only be required from shortlisted candidates for submission on or before the day of the interview. Shortlisted applicants will be subjected to qualification verification, reference checking, security screening and vetting. Only Z83 and CV must be submitted on application, all other documents are submitted by shortlisted candidates only. Should you be in possession of a foreign qualification, it is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA) and to provide proof of such evaluation only when shortlisted. Correspondence will be limited to successful candidates only. Short-listed candidates will be expected to avail themselves at the Department's convenience. The department reserves the right not to make appointments to the advertised posts. Incomplete applications, applications received after the closing date or applications without SAQA verification reports for foreign qualifications will not be considered. It is important to note that it is the applicant's responsibility to ensure that all information and attachments in support of the application are submitted by the due date. Each application for employment form (Z83) must be duly signed and initialled by the applicant. Failure to sign this form may lead to disqualification during the selection process. Applications submitted using the old Z83, as well as not submitting the required documents will result in the application not being considered. All applications, including those submitted via registered mail must reach the department before 16:00 on the day of the closing date; late applications will not be considered.

MANAGEMENT ECHELON

- POST 07/233** : **SENIOR MANAGER REF NO: S4.1 /02/ 14**
Directorate: Transport Regulations
- SALARY** : R1 216 824 - R1 433 355 per annum (Level 13), (all – inclusive remuneration package)
- CENTRE** : Kimberley (Head Office)
- REQUIREMENTS** : Minimum qualification at NQF level 7 as recognised by the South African Qualifications Authority (SAQA). 5 years of experience at a middle/ senior managerial level in the Transport Regulation environment. A degree in Traffic Management. SMS pre-entry certificate as offered by the National School of Government (NSG). A Valid code B Driver's License. Knowledge: National Road Traffic Act. National Land Transport Strategic Framework. Departmental service delivery principles. Departmental Strategic Planning. Departmental Annual Performance Plan. Knowledge of collective bargaining procedures. Asset management procedures. All other HR related public sector legislation and procedures. Stakeholder and customer relationship management principles. Procurement directives. Citizen Focus and Responsiveness. Develop others. Applied Technology Basics. Applied Strategic Thinking. People Management. Networking and Building Bonds. Diversity Management. Report Writing. Computer Literacy. Negotiation. Communication and Information Management. Presentation. Analytical. Budget and Financial Management. Project / Management. Strategic Management. Motivational, Conflict Resolution / Problem Solving.
- DUTIES** : Manage and control the issuing of motor vehicle licenses: Manage vehicle registration and authorization. Manage the National Traffic Information System in the Province. Manage driver and vehicle regulation and Standards. Enforce

compliance with the registration and licensing of all motor vehicles: The enforcing of compliance of driving license testing centers with the road traffic act. The enforcing of compliance of vehicle testing centers with the road act. The enhancing of control measures to stop crime and corruption. Maintain law and order for all modes of transport by providing quality traffic policing: The rendering of effective provincial traffic law enforcement oversight monitoring and evaluation services. The rendering of effective traffic law enforcement operations management and control services. The provision of transport law enforcement services. Manage, issue and control operating licenses and permits: Direct provision of road based public passenger transport registration services. Direct management of the processing of applications for operating licenses. The management of traffic law enforcement fees analysis, and reconciliation. The administering of traffic law arising from traffic infringements. Promote traffic safety: The promotion of traffic safety education in schools. The promotion of traffic safety through community-based structures. The promotion of traffic safety awareness through communication. The rendering of effective traffic safety oversight and support. Manage the allocated resources of the directorate in line with legislative and departmental policy directives and comply with corporate governance and planning imperatives: 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. 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 Directorate. Manage daily employee performance and ensure timely Performance Assessments of all subordinates. Ensure management, maintenance and safekeeping of asset.

ENQUIRIES

: Mr. Rodney Pieterse at 082 442 0800

OTHER POSTS

POST 07/234

: **ASSISTANT DIRECTOR: INSTITUTIONAL PERFORMANCE REF NO: S4.1/02/11**

SALARY CENTRE REQUIREMENTS

: R444 036 – R532 602 per annum
 : Kimberley
 : Applicants should be in possession of a Bachelor's Degree or National Diploma (NQF 6 or 7) in any one of the following disciplines: Public Administration, Statistics or Internal Auditing. A minimum of 3 years' experience obtained in Institutional Performance and data within the public sector. Knowledge and understanding of public service policies and procedures related to performance information. Competencies: The following key competencies and skills are required for the position: Knowledge of the relevant legislation/policies/prescripts and procedures Manage interpersonal conflict and problem solving Planning and organizing Computer literate (MS Word, Excel, PowerPoint Proficient at the Public service Electronic Quarterly reporting System (EQPRS) and the Northern Cape Provincial Information Management System (PIMS) Excellent data analysis skills Good written and verbal communication skills Ability to develop written reports and action plans Sound Organisational skills Ability to function well under pressure and work within a team or independently.

DUTIES

: Provide support with the facilitation of information sessions within the Department and give advice to management in matters relating to verification of performance information as required by the Internal Auditor and Auditor-General; Design data collection instruments for Directorates; Collect and collate inputs from all Directorates towards the development of Monthly, Quarterly and Annual Reports of the Department, and ensure finalisation and routing thereof; Evaluate the departmental reports and assessment of impact and sustainability of programmes; Assist with the implementation of performance measurement frameworks and policies; Develop, manage and maintain departmental monitoring and evaluation framework and system; Represent the Department in national and provincial meetings on matters related to monitoring and evaluation, Attend and participate in scheduled national and provincial meetings/fora; Participate in the development and implementation of an organisational performance and monitoring and evaluation system aligned to policies, strategies, guidelines and directives;

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| | | Participate in coordination of management responses to audit findings on performance information (Internal Audit and Auditor General of South Africa Mrs J. Jafta 069 2246 157/ Ms. R Williams at 071 678 4504 |
| <u>ENQUIRIES</u> | : | |
| <u>POST 07/235</u> | : | <u>CASHIERS SUPERVISORS REF NO: S4.1 /02/ 13 (X6 POSTS)</u> |
| <u>SALARY CENTRE</u> | : | R308 154 – R362 994 per annum |
| | : | Registering Authority: De Aar (Pixley Ka Seme District) (X1 Post) Churchill (John Taolo Gaetsewe District) (X1 Post) Uptington (ZF Mgcawu District) (X1 Post) Springbok (Namakwa District) (X1 Post) Kimberley (Francis Baard District) (X2 Posts) |
| <u>REQUIREMENTS</u> | : | Post Matric Qualification in Financial Management / Economics or Accounting Grade 12 Computer writing No criminal record Driver's Licence Code B. The following will service: Good interpersonal skills, verbal and written communications skills. As Recommendations: Ability to work under pressure and display initiative Planning and general administrative skills. |
| <u>DUTIES</u> | : | Supervising subordinates and the activities of registering authority cashiers at provincial motor vehicle licence (MVL) renewal sites. Deifying transaction performed at the MVL renewal sites. Performing queries on the National Traffic Information System (NaTIS). Handling general and NaTIS related enquiries from clients. Verifying and reconcile collected revenue. Liaising with Provincial Helpdesk. Maintaining proper filling system. Interpretation of the National Road Traffic Act and its Regulations. Submitting reports of management. Keeping and maintaining PMDS reports of subordinates. To maintain high level of professional ethics. To sign contract of confidentiality, National Code of Conduct, Disciplinary Code on procedures in the Public Service and NaTIS Undertaking (NUU). |
| <u>ENQUIRIES</u> | : | Ms.K Paai at 081 2383 332 / Ms. J Jafta at 069 224 6157 / Email: jjafta@ncpg.gov.za |
| <u>NOTE</u> | : | (woman and persons with disabilities are encouraged to apply) |
| <u>POST 07/236</u> | : | <u>PROVINCIAL INSPECTORS (X23 POSTS)</u> |
| <u>SALARY CENTRE</u> | : | R255 450 - R300 912 per annum (Level 06) |
| | : | Kimberley Traffic Station Ref No: S4.1 /02 /01 (X1 Post) Uptington Traffic Station Ref No: S4.1 /02 /02 (X4 Posts) Colesberg Traffic Station Ref No: S4.1 /02/ 03 (X5 Posts) Mothibistad Traffic Station Ref No: S4.1/ 02/ 04 (X3 Posts) Springbok Traffic Station Ref No: S4.1/ 02/ 05 (X2 Posts) Jan Kempdorp Traffic Station Ref No: S4.1/02/ 06 (X1 Post) Richmond Traffic Station Ref No: S4.1/ 02/ 07 (X2 Posts) Britstown Traffic Station Ref No: S4.1/ 02/ 08 (X2 Posts) Olifantshoek Traffic Station Ref No: S4.1/ 02/ 09 (X1 Post) Calvinia Traffic Station Ref No: S4.1/02/ 10 (X2 Posts) |
| <u>REQUIREMENTS</u> | : | Matric Certificate, Traffic Officer Diploma from accredited training institution as recognised by RTMC. 1 Year practical experience in traffic law enforcement A valid driver's license code B manual transmission Computer literate. Medical Examination proof (submitted only when shortlisted) - Be medical fit and work under strenuous Conditions Saps Clearance Certificate- No criminal record or case pending against you Be willing to be vetted. Knowledge And Skills: Good record and resource management Good customer relationship management abilities Completion of law enforcement documents Knowledge and understanding of road traffic and public transport legislation and policies and guidelines Knowledge of vehicle inspections and vehicle impoundment Knowledge of firearm and ammunition Act 60/2000 Code of conduct Knowledge of departmental guidelines on overload control and escort duties Knowledge of operational guidelines on law enforcement equipment Ability to work under pressure Good observation skills (moving violations/defects) Good driving and negotiation skills Sound interpersonal and conflict resolution skills Good written and verbal communication skills in at least two of the provincial official languages. |
| <u>DUTIES</u> | : | Enforce Road Traffic, Public Passenger, Transport and other relevant legislations Provide visible Traffic Control/ Policing Perform all administrative activities and related duties Perform standby duties and shifts. Work over |

weekends and public holidays when required Attend to accidents and provide traffic control duties.

**ENQUIRIES
NOTE**

: Mrs J. Jafta at 069 2246 157/ Email: jajafta@ncpg.gov.za
: NB: Applicant may be transferred/deployed to any location where the need is identify at the discretion of the department. Directorate: Strategic Management, Organisational Development and Institutional Performance (Woman and persons with disabilities are encouraged to apply)

POST 07/237

: **CASHIERS: REVENUE CLERKS REF NO: S4.1 /02 /12 (X56 POSTS)**

**SALARY
CENTRE**

: R216 417 – R254 928 per annum (Level 05)
: Registering Authority: Groblershoop (!Kheis local municipality) (X2 Posts)
Postmasburg (Tsantsabane local municipality) (X2 Posts)
Danielskuil (Kgatelopele local municipality) (X2 Posts)
Upington (Dawid Kruiper local municipality) (X3 Posts)
Keimoes (Kai !Garib local municipality) (X2 Posts)
Kakamas (Kai !Garib local municipality) (X2 Posts)
Pofadder (Khai – Ma local municipality) (X2 Posts)
Springbok (Namakhoi local municipality) (X2 Posts)
Calvinia (Hantam local municipality) (X2 Posts)
Loriesfontein (Hantam local municipality) (X2 Posts)
Colesberg (Umsobomvu local municipality) (x2 Posts)
De Aar (Emthanjeni local municipality) (X2 Posts)
Carnavon (Kareeberg local municipality) (X2 Posts)
Richmond (Ubuntu local municipality) (X2 Posts)
Hopetown (Thembelihle local municipality) (X2 Posts)
Fraserburg (Karoo Hoogland local municipality) (X2 Posts)
Sutherland (Karoo Hoogland local municipality) (X2 Posts)
Williston (Karoo Hoogland local municipality) (X2 Posts)
Kathu (Gamagara local municipality) (X2 Posts)
Olifantshoek (Gamagara local municipality) (X2 Posts)
Mothibistad (Ga-Segonyana local municipality) (X2 Posts)
Churchill (Joe Morolong local municipality) (X4 Posts)
Kimberley (Sol Plaatje local municipality) (X6 Posts)
Barkley West (Dikgatlong local municipality) (X2 Posts)
Jan Kempdorp (Phokwane local municipality) (X2 Posts)

REQUIREMENTS

: Grade 12 Computer Literacy No criminal record The following will serve as recommendations: Good interpersonal skills, verbal and written communications skill Ability to work under pressure and display initiative, time management and innovation to promote service delivery.

DUTIES

: Perform the Motor vehicle licensing renewal function Perform daily cash-up duties Filing and safeguarding of all revenue documents generated or received Performing Transaction on National Traffic Information System (NaTIS) Handling general and NaTIS related enquiries from clients To maintain high level of professional ethics The successful candidates will be expected to sign a contract of confidentiality, National Code of Conduct, Disciplinary Code on procedures in the Public Service and the NaTIS Undertaking (NUU).

**ENQUIRIES
NOTE**

: Ms.K Paai at 081 2383 332 / Ms. J Jafta at 069 224 6157
: People with disabilities are encouraged to apply.

**PROVINCIAL ADMINISTRATION: NORTH WEST
DEPARTMENT OF COOPERATIVE GOVERNANCE & TRADITIONAL AFFAIRS**

- APPLICATIONS** : Completed applications should be forwarded to the Director: Human Resource Management, Department of Cooperative Governance and Traditional Affairs, Private Bag X2145, Mmabatho, 2735 or hand delivered to Telkom Building, 3366 Bessemer Street , Industrial Site, Mafikeng (Behind the Crossing Shopping Complex) or email address: nwcogtarecruit@nwpg.gov.za
- FOR ATTENTION** : Ms. Manini Mashigo Tel No: (018) 388 4785 or Ms Katlego Sebaetse Tel No: (018) 388 3935
- CLOSING DATE** : 07 March 2025, Time (16H00)
- NOTE** : Directions to Applicants: Applications must be submitted on the prescribed form, new Z83 (properly completed), obtainable from any Public Service office. A comprehensive CV with competencies, experience, and with full names, addresses, and telephone numbers of at least three referees. Applicants are not required to submit copies of qualifications and other relevant documents on applications; however, shortlisted candidates must submit other relevant documents to HR on or before the day of the interview and must be certified. Please note: it is the applicant's responsibility to have foreign qualifications evaluated by South African Qualification Authority (SAQA). Applications should be forwarded in time to the Department, since applications received after the closing date indicated below will, as a rule, not be accepted. It will be expected of candidates to be available for interviews on a date and time and at a place as determined by the Department. Please note if you have not heard from us within three (03) months after the closing, please accept that your application was unsuccessful. Appointment of the successful candidate (s) will be strictly subject to the Personnel Suitability Checks results/outcome before appointment. Failure to comply with the above requirements will result in the disqualification of the application. The applicants should state the applicable reference number with the relevant post. Candidates requiring additional information regarding the advertised post must direct their enquiries to the relevant person indicated on enquiries. Directions on how to fill in the new Z83 Form NB: Candidate should note the following information on the new Z83 application form: Part A: All fields must be completed in full. Part B: All fields must be completed in full except when: Passport number: South African applicants need not provide passport numbers. An applicant has responded "No" to the question "Are you conducting business with the State? or are you a Director of a Public or Private company conducting business with the state? If yes (provide details)", then it is acceptable for an applicant to indicate not applicable or leave blank to the question, "if you are employed in the Public Service, will you immediately relinquish such business interest?" "If your profession or occupation requires official registration, provide date and particulars of registration" – Some applicants may not have such therefore it is acceptable if left blank or if not applicable is indicated. Part C: All fields must be completed Part D: All fields must be completed 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. It must be noted that a CV is an extension of the application of employment Z83, and applicants are accountable for the information that is provided therein. The questions related to conditions that prevent re-appointment under part F must be answered. Declaration must be completed and signed The North-West Department of Cooperative Governance & Traditional Affairs is an Affirmative Action Employer with the intention of promoting representatively (race, gender and disability) through the filling of these posts. People with disability are encouraged to apply. NB: The department reserves the right not to make appointments. Correspondence will be limited to short-listed candidates only.

MANAGEMENT ECHELON

- POST 07/238** : **DIRECTOR: RISK AND INTEGRITY MANAGEMENT REF NO: COGTA 25/24-25**
- SALARY** : R1 216 824 per annum (Level 13), all-inclusive remuneration package

- CENTRE REQUIREMENTS** : Head Office (Mmabatho)
 : Matric/Grade 12. Bachelor Degree (NQF Level 7) in Auditing/Internal Auditing/Financial Management/Risk Management or any other relevant, equivalent qualification. 5 Years experience in Middle Management/Deputy Director level in Risk Management. Valid driver's Licence. Competencies: In-depth knowledge of Risk Management framework, Risk III Report on Corporate Governance 2009. Risk Management Standards. Public Financial Management Act, treasury regulations, Public Service Regulatory framework, Public Services Management and Information framework, and Public service Regulations. Risk Management, Fraud Investigation, Ethics Management, Project management, Analytical and Research, Leadership, Communication and Report Writing, Conflict Management, Facilitation, Policy Interpretation and Development, Computer Literacy and Financial information Management.
- DUTIES** : Coordinate the Development of Departmental Risk Profile. Coordinate the implementation of fraud and Anti-Corruption Strategy. Coordinate the implementation of integrity Management Strategy. Coordinate implementation of Risk Response Strategies and Framework. Review Departmental Fraud and Corruption cases. Coordinate promotion of departmental Organisational Risk Management.
- ENQUIRIES** : Ms M Lehoko Tel No: (018) 388 5483

OFFICE OF THE PREMIER

- APPLICATIONS** : Applications must be submitted online, or hand delivered at the Directorate of Human Resource Management, Second Floor, Ga-rona Building, Mmabatho. All attachments for online must including the Z83 and CV only be in PDF format only as one document, indicated the correct job title and the reference number of the post on the subject line of your e-mail. Use the correct e-mail address associated with the post. Failure to do so, your application will be disqualified. E-Mail: ooprecruitment1@nwpq.gov.za
- CLOSING DATE** : 07 March 2025
- NOTE** : All applications must indicate the correct reference number. The Office of the Premier is an equal employment opportunity and affirmative action employer, and it is committed to the achievement and maintenance of diversity and equity in employment, especially in respect of race, gender and disability. In terms of the employment equity plan for the Office, preference will be given to People with Disabilities, Youth, and Females for these posts. Applications must be accompanied by fully completed New Z83 form (81/971431) obtainable from any Public Service Department. Sections A, B, C and D are compulsory; Sections E, F and G do not need to be completed if a detailed CV providing the required information is attached. However, the question related to conditions that prevent re-appointment under Part F is compulsory. Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit only Z83 and detailed Curriculum Vitae clearly indicating positions held, period in the position and key responsibilities with three contactable referees. The communication from the HR department regarding the requirements for certified documents will be limited to shortlisted candidates. Therefore, only shortlisted candidates for the post will be required to submit certified documents on or before the day of the interview following communication from HR. Failure to submit the requested documents will result in your application not being considered. Shortlisted candidates will be subjected to practical exercise and integrity assessment. Incomplete Z83, Late and faxed applications will not be considered. Communication will be limited to shortlisted candidates only. The successful candidates for the advertised positions will be required to undergo personnel suitability checks, which includes criminal records, citizenship, financial checks, qualifications, and previous employment (Reference checks). It is the responsibility of the applicant to make sure that the South African Qualifications Authority evaluates foreign qualifications, and the evaluation certificate will be required on or before the day of the interview following communication from HR. If you do not hear from the Office, three months from the date of the advertisement consider your application unsuccessful.

OTHER POST

- POST 07/239** : **DEPUTY DIRECTOR: HUMAN RESOURCE ADMINISTRATION REF NO: NWP/OOP/2025/22**
Purpose: To manage and facilitate the provision of Human Resource practices and administration services
- SALARY CENTRE REQUIREMENTS** : R849 702 per annum (Level 11), (all-inclusive package)
: Mmabatho
: Three- year tertiary qualification in Human Resource Management, Public Administration/Management and/ or equivalent qualification at NQF level 7. 5 years' experience in the Human Resources Management environment of which three (3) years must be at Assistant Director Level. Related PERSAL trainings certificates. Knowledge, Skills and Competencies: Knowledge and understanding of legislative frameworks governing Human Resource Management in the Public Service. HR Auditing skills; Analytical skills applied on the PERSAL system with the Office; PERSAL system-based auditing of Personnel and Salary Administration Transactions; ability to advise management in line with HRM in the new management frameworks; ability to lead, delegate and manage conflict.
- DUTIES** : The management of Recruitment, Selection and appointment of employees. The Management of conditions of service, remuneration and employees' benefits. The management and control of the PERSAL system within the Office, Personnel and Salary controller functions. The management of personnel records and procurement of goods and services. Management of Human Resources.
- ENQUIRIES** : Ms. M.M Tembe Tel No: (018) 388 3085

PROVINCIAL TREASURY

The North West Provincial Treasury is an Equal Opportunity, Affirmative Action Employer and is committed to the achievement and maintenance of diversity and equity in employment, especially in respect of race, gender, and disability. Women, People with Disabilities and Youth are encouraged to apply as the targeted groups as per our employment equity plan. The Employment Equity Plan for the Department will be considered when filling vacant positions. It is our intention to promote representivity.

- APPLICATIONS** : Applications should be forwarded to: The Director: Human Resource Management, North-West Provincial Treasury, Private Bag X2060, Mmabatho 2735, marked for attention: JM Moheta, K Chuma, or N Marengwa, 2nd Floor, Garona Building. You can also email your application to ptvacancies@nwpg.gov.za. The maximum limit is 35MB for applications to be transmitted successfully, otherwise you will have to send more than one email. When you submit by email, please put the reference number and post job title in the subject line. The reference number should be indicated on the application. If you apply for more than 1 post, please submit separate applications for each post that you apply for. Applications should be submitted on time.
- CLOSING DATE** : 07 March 2025 at 16h00. Applications received after the closing date will not be accepted and considered.
- NOTE** : Applications must quote the relevant reference number and be submitted on the NEW Z83 form, obtainable from any Public Service Department or the DPSA website at <https://www.dpsa.gov.za/newsroom/psvc/>. Should an application be received using the incorrect application for employment (old Z83), it will not be considered. The Z83 must be fully completed and signed and accompanied by a comprehensive/ detailed recent Curriculum Vitae (including full particulars of training, qualifications, certificates, skills, competencies, and knowledge, specific starting and ending dates in all relevant positions and clarity on the levels and ranks pertaining to experience as compared to the Public Service). At least two contactable referees should be provided. (Telephone numbers and email addresses must be indicated). Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the Z83 and a detailed curriculum vitae. Only shortlisted candidates will be required to submit certified copies of Identity Document, Qualifications, and training certificates as well as a driver's license where necessary. This must be submitted on or before the day of the interviews. Non-SA citizens who are shortlisted must submit a copy of proof of permanent residence in South Africa on or before the day of the interviews. Failure to do so will result in your application being disqualified. Foreign

qualifications must be accompanied by a SAQA evaluation report on the qualification. It is the applicant's responsibility to have all foreign qualifications evaluated by SAQA and to provide proof of such an evaluation report (only when shortlisted). It will be expected of candidates to be available for interviews and assessments on the date and time and at a place as determined by the Department. All shortlisted candidates will be subjected to personnel suitability checks. The successful candidate will be subjected to undergo security vetting. The Department will conduct reference checks which may include social media profiles of the shortlisted candidates. The successful candidate will be appointed subject to positive results of the security clearance process. The successful candidate will be required to enter into an employment contract and sign a performance agreement with the Department. 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 and declare any business they had or are conducting with an Organ of State. It will be required by employees who fall within the designated groups to do financial disclosures to submit such within three months of their appointment. Failure to comply with the above requirements will result in the disqualification of the application. Due to the large number of applications, we envisage receiving, applications will not be acknowledged. Should you not be contacted within three (3) months of the closing date of the advertisement, please consider your application to be unsuccessful. The Department reserves the right to cancel the recruitment process and not fill a position or re-advertise the posts at any time in the future. Correspondence will be limited to short-listed candidates only. Requirements For Senior Management Posts (SI13-16): The requirements for appointments at SMS level include the successful completion of the Senior Management Pre-entry Programme as endorsed by the NSG. Prior to appointment, a candidate would be required to complete the Nyukela Programme: Pre-entry Certificate to Senior Management Services which is an online course, endorsed by DPSA and the National School of Government (NSG). The course is available at the NSG under the name Certificate for entry into the SMS. The full details can be sourced at 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 at: www.thensg.gov.za. No appointment to an SMS post will take place without the successful completion of the pre-entry certificate and submission of proof thereof. 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 committee will recommend candidates to attend a generic managerial competency assessment (in compliance with DPSA Directive on the implementation of competency-based assessments.) The competency assessment will be testing generic managerial competencies using the mandated DPSA competency assessment tools. Please note that women will be targeted for SMS posts as per the Department's Employment Equity Plan.

OTHER POSTS

- POST 07/240** : **DEPUTY DIRECTOR: ADMINISTRATIVE SUPPORT & COORDINATION**
REF NO: NWFIN/2025/01
 Programme: Administration
 Directorate: Departmental Administration Services to MEC
- SALARY** : R849 702 per annum (Level 11), all-inclusive salary package, (on the salary scale: R849 702 - R1 000 908)
- CENTRE** : Mmabatho
- REQUIREMENTS** : As a minimum a National Diploma or Advance Certificate in Administration/ Public administration and/or equivalent qualification at NQ 6. A Degree will be an added advantage. Six (6) years experience applicable to the relevant discipline of which 3 years should be at Assistant Director Level. Valid driver's license. Broad knowledge and understanding of the functional areas covered by the Executive Authority's portfolio. Proven management competencies. Working knowledge of the political and parliamentary processes in South Africa. Computer literacy, Flexibility, Verbal and written communication skills and Interpersonal relations. Analytical thinking, Leadership, Teamwork, Ability to work under pressure, Proven management competencies. Understanding of the Public Service Regulations and related prescripts.

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| <u>DUTIES</u> | : | Manage the administrative and coordination activities within the office of the Executive Authority. Liaise with internal and external role players with regard to matters relating to the portfolio of the executive authority. Render a Cabinet/Executive Council support service to the Executive Authority. Supervise employees in the private office. |
| <u>ENQUIRIES</u> | : | Mr. K Selebalo Tel No: (018) 388 2301 |
| <u>POST 07/241</u> | : | <u>DRIVER/MESSENGER REF NO: NWFIN/2025/02</u> Programme: Administration Directorate: Departmental Administration Services to MEC |
| <u>SALARY CENTRE REQUIREMENTS</u> | : | R183 279 per annum (Level 04), (on the salary scale: R183 279 – R215 892) Mmabatho As a minimum Grade 12 or equivalent NQF 4 qualification. Valid driver's licence minimum code 08 is compulsory. Valid Professional Driving Permit (PDP) licence will be added advantage. Knowledge of traffic rules and laws. Knowledge of applicable policies and procedures government vehicles. Time management skills, good communication and writing skills. Good interpersonal skills. Ability to maintain high level of professionalism, confidentiality, and reliability. Ability to work with a team. Exposure in administration, Computer literacy. Ability to uphold confidentiality and discipline requisite to the Executive Authority related work environment. Ability to respect Authority. |
| <u>DUTIES</u> | : | Drive light and medium-sized motor vehicles to transport employees in the office of the executive authority and guests of the executive authority. Collect and deliver items. To collect and dispatch mail and newspapers. Delivery of documents and proper records keeping. Verify documents when collected and delivered to the Executive Authority. Ensure Proper logistical arrangements for distribution of documentation (logbook, route forms, safekeeping of keys, parking of vehicle in parking bay). Perform other duties as delegated. Routine maintenance of the allocated vehicle and report defects timely. It will be required to work overtime from time to time. |
| <u>ENQUIRIES</u> | : | Mr. K Selebalo Tel No: (018) 388 2301 |
| <u>POST 07/242</u> | : | <u>FOOD AID (CLEANER) REF NO: NWFIN/2025/03</u> Programme: Administration Directorate: Departmental Administration Services to MEC |
| <u>SALARY CENTRE REQUIREMENTS</u> | : | R131 265 per annum (Level 02), (on the salary scale: R131 265 – R154 626) Mmabatho As a minimum a Grade 10 and/ or ABET Level 1-4. Know how to operate elementary cleaning machines and equipment. Good communications skills, writing skills, teamwork, and interpersonal relations skills. Personal attributes such as honesty, integrity, flexibility, professionalism, and team player are required. Willingness to work extra hours when required. |
| <u>DUTIES</u> | : | Provide cleaning services in the offices of the Executive Authority. Cleaning offices, corridors, and boardrooms. Cleaning of kitchen and restroom. Keep and maintain cleaning machines and equipment. Provide logical support services during meetings and workshops such as providing tea and coffee. Create a clean working environment. Perform other duties as delegated. It will be required to work overtime from time to time. |
| <u>ENQUIRIES</u> | : | Mr. K Selebalo Tel No: (018) 388 2301 |

**PROVINCIAL ADMINISTRATION: WESTERN CAPE
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.
- CLOSING DATE** : 14 March 2025
- NOTE** : 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. 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

OTHER POSTS

- POST 07/243** : **ENGINEER: ELECTRICAL REF NO: 7**
Directorate: Physical Resource Planning & Property Management
- SALARY** : R833 499 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. Salary depending on years of experience after registration as a professional with the professional body.
- CENTRE** : Cape Town
- REQUIREMENTS** : Degree in Engineering; Registered as a Professional Engineer with ECSA; Three years' experience post qualification; Valid Driver's Licence; Computer literate. Relevant experience: Three years post qualification and relevant experience working on Infrastructure Projects from inception to completion. Candidate must be able to work independently and within a team. Need a good understanding of infrastructure planning and systems that can contribute towards the timeous development of education infrastructure. Need a good understanding of and experience in project management. Candidates must have the ability to prepare reports and draft submissions. Contribute towards the development of strategies and systems for the planning and implementation of education infrastructure. Plan and manage the implementation of infrastructure projects.
- DUTIES** : Develop and maintain technical and functional norms and standards from an engineering perspective. Investigate proposals for innovative service delivery mechanisms and undertake feasibility studies. Compile electrical briefing documentation and specifications. Provide inputs to the determination of the Construction Procurement Strategy, the User Asset Management Plan and the Infrastructure Programme Management Plan. Investigate electrical engineering installations and oversee commissioning of electrical engineering installations. Candidates must be able to undertake research related to innovative and sustainable infrastructure development and be able to plan and implement projects related to this.
- ENQUIRIES** : Mr G Coetzee Tel No: (021) 467 9261

POST 07/244 : **ASSISTANT DIRECTOR: E-LEARNING PROJECTS COORDINATION REF NO: 9**
Directorate: E-Learning

SALARY : R444 036 per annum
CENTRE : Cape Town
REQUIREMENTS :

An appropriate, recognized 3-years post matric qualification. At least 3 years' experience in technology provisioning or project management, valid driver's license. Proficiency at least in two of the three official languages [English, Afrikaans, isiXhosa]. Knowledge: Thorough knowledge of ICT Technology types and specifications; Knowledge of project risk management and mitigation. Experience with implementing projects. The policies, rules and regulations of the National Department of Education and the Western Cape Education Department especially with respect to White Paper 7. Skills: Above average of computer literacy with particular expertise in excel and other data base platforms and the ability to think analytically and systematically. Analysis of eLearning data to inform on trends and risks. Excellent oral and written communication skills. High degree of focus on departmental needs and customer satisfaction. Quality orientated. Excellent diagnostic skills. Excellent problem-solving skills. Write reports. Be flexible and focused on understanding the needs of the end-user.

DUTIES : Project Management Planning: Project planning, project mapping, processes and manage technology provisioning and related e-Learning projects in line with WCED strategies, priorities, policies and guidelines; Liaise with Cel for technical specifications and technical evaluation of technology. Liaise with and render administrative advice and assistance to district e-Learning staff on e-Learning projects and relevant aspects of technology provisioning. Provide advice and assistance with demonstrations and in-house end-user evaluation of emerging technologies Project Management Implementing. Coordinate and manage relevant processes for e-Learning projects (e.g. facilitate meetings with suppliers and vendors); Coordinate and project manage the delivery, installation and implementation of all technology provisioning at schools (eLearning and Subject Specific rollouts). Conduct site visits (as necessary) to assist with eLearning projects. Remain abreast with project procedures and processes that apply to Head Office and other educational institute offices, e.g. Districts, CTLI and technical partner Cel Project Administration; Manage the preparation of source documentation for procurement. Develop guidelines and templates for project plans for all e-Learning deliverables. Assist with the development of project plans; Assist with the communication and stakeholders' engagements. processes: Quality assure project plans and related project documents; Oversee the administrative deliverables with respect to correspondence & filing systems. Prepare all required documentation with regard to the financial aspects of e-Learning projects in collaboration with management Information Management. Create, update and manage a database to record, monitor and report on all e-Learning projects. Update and maintain a project register; Maintain a risk register. Collaboratively work together with directorate to keep WCED online systems updated. Reporting; Report on all aspects of the roll-out and progress of eLearning projects. Collate reports, data analysis and prepare regular reports to management. Monitor and ensure compliance with relevant legislation and prescripts in respect of adequate and appropriate record keeping of the activities of the Projects and of the resources employed by it. Measuring, managing and reporting on project risks, technical constraints and issues. Ensure project documentation is up to date and saved in the designated repositories.

ENQUIRIES : Mr. C Walker Tel No: (021) 467 2351

POST 07/245 : **ADMIN OFFICER: FINANCE REF NO: 6**
Directorate: National School Nutrition Programme (NSNP)

SALARY : R308 154 per annum
CENTRE : Cape Town
REQUIREMENTS : Matric with a minimum experience of seven years in Financial Administration, a financial post matric qualification will be an advantage. Valid driver's licence. Knowledge and experience of the education system, relevant policies, financial administration, planning, office operations, resource management, logistical arrangements, report writing, coordinate and support staff, work in a team. Financial Management Skills. Budget Administrative Skills. Knowledge of

general accounting principles. Ability to analyse and interpret expenditure trends and financial statistical data. Bookkeeping. Computer literate. Word processing and/or data entry skills in the use of database management, word processing, spreadsheets. Good understanding of all relevant national and provincial financial policies pertaining to NSNP, MOD and EPWP. Strong interpersonal, verbal and written and communication skills. Ability to train staff. Ability to gather data, compile information and prepare reports. Ability to manage projects. Skill in organizing resources and establishing priorities sound organising and planning skills. leadership skills. negotiation skills, compassion for the learners who benefit from the NSNP and MOD.

DUTIES : Oversees and administers the BAS payments. Provides assistance and support to the Finance Manager and office of the Programme Manager. Monitor expenditure trends across the province. Prepare the provincial finance report. Supervise the work of employees in supporting roles. Advise and train NSNP, MOD & EPWP staff w.r.t. financial procedures, processes and policies pertaining to the processing of claims. Oversees the operation of the office accounts (budgets & claims). Provide staff with the appropriate training into NSNP, MOD and EPWP budget and expenditure control. Assist with audit queries. Caution NSNP, MOD and EPWP staff timeously when necessary. Assist the Finance Manager to prepare relevant financial documents and policies. Report to the Finance Manager on the allocated programmes. Performs miscellaneous job-related duties as assigned.

ENQUIRIES : Ms L Dluemnyago-Sopotela Tel No: (021) 467 2561

POST 07/246 : **ADMIN OFFICER: EARLY CHILDHOOD DEVELOPMENT FUNDING REF NO: 5**
Directorate: Early Childhood Development

SALARY : R308 154 per annum
CENTRE : Cape Town
REQUIREMENTS : An appropriate 3-year National Diploma/B-degree (equivalent or higher qualification); A minimum of 1- year relevant experience. Knowledge: PFMA, No 1 of 19999. Treasury Prescripts. Financial Delegations. NPO Act Policy on Financial Awards. Guidelines for the Implementation of the Policy on Financial Awards. Skills: Ability to motivate own ideas and approaches. Ability to break down problems into manageable parts and identify solutions. Ability to listen well and be receptive to the ideas of others. Ability to manage conflict. Ability to communicate (verbally or in writing) with ease and confidence. Ability to speak in public and make presentation to large or small groups. Ability to use desktop communication and information technology resources including MS Office software. Planning and organising. Problem solving. Training. Supervision/Management of staff. Interpersonal relations. Budgeting.

DUTIES : Verification of prescribed documents for payment: Verify and monitor compliance (TPA and business plan) and identify non-compliance with prescribed policy/ legislation and funding conditions. Render a support function to Programme Offices. Supervision of staff.

ENQUIRIES : Ms R Leukes Tel No: (021) 467 2584

POST 07/247 : **WORKS INSPECTOR REF NO: 4**
Directorate: Infrastructure Delivery Management

SALARY : R255 450 per annum
CENTRE : Mitchells Plain
REQUIREMENTS : National Diploma in Building or Mechanical or Electrical or N3 with passed Trade Test or National Diploma in Engineering. One year's relevant experience post-qualification. Valid Driver's license. Computer literate. NOTE: An approximately 6 (six) month orientation period shall precede Works Inspectors relocating to their respective Education District Office (EDO). For the orientation period Works Inspectors shall be based at the WCED Head Office (Cpt CBD). Project management skills, organising, research and report writing, monitoring of projects, time management.

DUTIES : Prepare specifications for all types of maintenance-related work. Contribute to the development of Bills of Quantities for maintenance related work where required. Drafting of Reports and or proposals, including associated costs where required. Conducting inspections on all types of Education Infrastructure construction projects, monitoring progress & quality of work. Conducting Condition Assessments on school infrastructure. Assist schools with the

- development- & management of Maintenance Plans for school facilities. Assist in completing NEIMS (National Education Infrastructure Management System) assessments for existing Education Infrastructure.
Mr GP Nieuwoudt Tel No: (021) 467 2052
- ENQUIRIES** :
- POST 07/248** : **WORKS INSPECTOR REF NO: 8**
Directorate: Infrastructure Delivery Management
- SALARY** : R255 450 per annum
CENTRE : Paarl
REQUIREMENTS : National Diploma in Building or Mechanical or Electrical or N3 with passed Trade Test or National Diploma in Engineering. One year's relevant experience post-qualification. Valid Driver's license. Computer literate. Note: An approximately 6 (six) month orientation period shall precede Works Inspectors relocating to their respective Education District Office (EDO). For the orientation period Works Inspectors shall be based at the WCED Head Office (Cpt CBD). Project management skills, organising, research and report writing, monitoring of projects, time management.
- DUTIES** : Prepare specifications for all types of maintenance-related work. Contribute to the development of Bills of Quantities for maintenance related work where required. Drafting of Reports and or proposals, including associated costs where required. Conducting inspections on all types of Education Infrastructure construction projects, monitoring progress & quality of work. Conducting Condition Assessments on school infrastructure. Assist schools with the development- & management of Maintenance Plans for school facilities. Assist in completing NEIMS (National Education Infrastructure Management System) assessments for existing Education Infrastructure.
Mr. GP Nieuwoudt Tel No: (021) 467 2052
- ENQUIRIES** :
- POST 07/249** : **ADMINISTRATION CLERK REF NO: 10**
Directorate: Cape Teaching & Leadership Institute
- SALARY** : R216 417 per annum
CENTRE : Kuils River
REQUIREMENTS : Grade 12 certificate. Proficiency in at least in two or the three official languages of the Western Cape Province. Knowledge: Knowledge of administration duties, practices as well as the ability to capture data, operate computer and collecting information. Knowledge and understanding of the legislative framework governing the Public Service. Knowledge of working procedures in terms of the working environment. Skills: Numeracy | Literacy | Typing | Computer Literacy | Language skills Attention to detail (Accuracy) Planning and organisation Good verbal and written communication 5. Budgeting and finance 6. Flexibility Teamwork.
- DUTIES** : Render course administration and logistical support for programme delivery. Provide general clerical support services. Provide supply chain clerical support services. Provide financial administration support services.
- ENQUIRIES** : Ms M September Tel No: (021) 900 5017

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 07/250** : **HEAD CLINICAL UNIT (MEDICAL): GRADE 1 (PAEDIATRIC)**
Chief Directorate: Rural Health Services
- SALARY** : Grade 1: R1 976 070 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 Professions Council of South Africa (HPCSA) as

Medical Specialist in Paediatrics. Registration with a professional council: Registration with the HPCSA as Medical Specialist in Paediatrics. Experience: A minimum of 3 years' appropriate experience as a Medical Specialist after registration with the HPCSA as Medical Specialist in Paediatrics. Inherent requirements of the job: Valid SA driver's licence. Participation in commuted overtime system is compulsory. Competencies (knowledge/skills): Proven leadership abilities and experience in supervision of staff Proven experience in principles of planning, organizing and implementation. Proven knowledge of public health policies, guidelines and related prescript to manage resources effectively. Computer literacy.

DUTIES : Ensure an efficient and cost-effective Paediatrics service of high quality with a patient centered focus and addressing the burden of disease in the Worcester ecosystems. Ensure quality of care for the department by developing protocols and guidelines supporting the principles of the clinical governance framework of the department of Health to ensure better outcome of patient care. Support to major referral centers in the Drainage area of Worcester hospital by doing Outreach and support and improving competencies in the District Health System to manage patients appropriately and impact on wellness in the Worcester ecosystems. Assume the duties of the Functional Business Unit (FBU) manager for Paediatrics that includes financial & human resource management, quality assurance, information management and serve as member of the executive management of the Facility. Ensure that Office of Health Standards compliance are adhered to. Create a learning environment for junior staff, and students, both under- and postgraduate as required. Do appropriate clinical audits and research within the department to stay abreast of clinical development.

ENQUIRIES : Mr D Matthew Tel No: (023) 348-1113
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 : 07 March 2025

POST 07/251 : **MANAGER: MEDICAL SERVICES GRADE 1**
Chief Directorate: Rural Health Services

SALARY : Grade 1: R1 348 635 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: An appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Medical Practitioner. Registration with a Professional Council: Registration with the HPCSA as a Medical Practitioner. Experience: A minimum of 3 years of appropriate experience as a Medical Officer after registration with the HPCSA as a Medical Practitioner. Inherent requirements of the job: A valid (code B/EB) driver's licence. Willingness and skills to do work after hours in a clinical area. Ability and willingness to be available for emergencies / mass incidents. Competencies (knowledge/skills): Appropriate and proven managerial experience in a Health Care environment, showing strong leadership, strategic and operational skills. Knowledge of Clinical Governance, Healthcare legislation, and related legal and ethical healthcare practices. Proven skills in the planning and implementation of quality improvement projects. Excellent communication and conflict management skills. Proven computer literacy with proficiency in MS Word, Excel, and PowerPoint with the ability to understand and analyse statistical and financial information.

DUTIES : Effective and efficient Strategic and Operational Management of Clinical services at Worcester hospital, Specialist services for the ecosystem and level 1 services for the subdistrict aligned with Provincial and National directives. Coordination of clinical governance activities to maintain and continuously improve the quality of care. Coordinate clinical outreach programs to District hospitals & in reach from PHC, district, and tertiary facilities. Effective and efficient financial management of clinical services. Effective, efficient, and sustainable Human Resource management and planning of Clinical Personnel. Effective and appropriate training, supervision and evaluation of clinical staff.

ENQUIRIES : Mr D Matthew Tel No: (023) 348-1113
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 subject to a practical test and/or competency test. 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** : 07 March 2025
- POST 07/252** : **SENIOR REGISTRAR (ENDOCRINOLOGY)**
(2-Year Contract)
- SALARY** : R1 271 901 per annum. A portion of the package can be structured according to the individual's personal needs.
- CENTRE** : Groote Schuur Hospital, Observatory
- REQUIREMENTS** : Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Medical Specialist in Medicine. Registration with a Professional Council: Registration with the HPCSA as a Medical Specialist in Medicine. Inherent requirement of the job: Commuted overtime is compulsory. Competencies (knowledge/skills): Effective and efficient administration. Communication including report generation, letter writing, consultation. Experience in research. Knowledge appropriate for approach to investigations of common medical and endocrine disorders. Clinical Skills required of a Medical Specialist Physician (e.g. Assessment, diagnosis and treatment in inpatient, outpatient, and emergency contexts).
- DUTIES** : Clinical Service Provision. Research. Clinical Governance and Administration. Teaching and Training/Supervision of Junior Staff.
- ENQUIRIES** : Prof J Dave Tel No: (021) 404-2135 or joel.dave@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. Please ensure that you attach an updated CV. "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. Groote Schuur Hospital has adopted the department's ecosystem framing of its training platform. Accordingly, all registrar appointments may be called upon to work across this platform and may include rotations at Metro West and Rural East hospitals. This includes Red Cross War Memorial Children's Hospital, New Somerset Hospital, Mitchells Plein District Hospital, Victoria Hospital and George Provincial Hospital.
- CLOSING DATE** : 07 March 2025
- POST 07/253** : **MEDICAL SPECIALIST GRADE 1 TO 3 (ANAESTHESIA)**
Chief Directorate: Rural Health Services
- SALARY** : Grade 1: R1 271 901 per annum
Grade 2: R1 451 214 per annum

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| | | Grade 3: R1 680 780 per annum (A portion of the package can be structured according to the individual's personal needs). (It will be expected of the successful candidates to participate in a system of remunerated commuted overtime). |
| <u>CENTRE REQUIREMENTS</u> | : | George Regional Hospital |
| | : | Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Medical Specialist in Anaesthetics. Registration with a professional council: Registration with the HPCSA as a Medical Specialist in Anaesthesia. Experience: Grade 1: None after registration with the HPCSA as Medical Specialist in Anaesthetics. Grade 2: A minimum of 5 years' appropriate experience as Medical Specialist after registration with the HPCSA (or recognised foreign Health Professional Council in respect of foreign qualified employees) as Medical Specialist in Anaesthetics. Grade 3: A minimum of 10 years' appropriate experience as Medical Specialist after registration with the HPCSA (or recognised foreign Health Professional Council in respect of foreign qualified employees) as Medical Specialist in Anaesthetics. Inherent requirements of the job: Commuted overtime contract is compulsory, as well as ability to work flexible and after-hours. Valid (Code B/EB) driver's license, as well as willingness and ability to travel. Competencies (knowledge/skills): Sufficient and appropriate clinical experience in the management of Anaesthetic procedures in a regional hospital comprehensively. Experience in anaesthetizing children under the age of 1 years would be recommended. Good work etiquette; excellent communication skills; conflict management; cost conscious care provision. Good technology and computer skills; problem-solving experience; leadership and mentoring experience. Proven knowledge of public health policies, guidelines and related prescript to manage resources effectively. Performance of audits or research and publications. Experience in anaesthetizing children under the age of 1 year and children with a weight of more than 3 kilograms. Experience in teaching and conducting research. |
| <u>DUTIES</u> | : | Render an efficient and cost-effective Anaesthesia service to patients managed by the institution and district as the Rural East Ecosystem, by balancing throughput with quality. Ensure the rational use of resources, participate in audits and Clinical Governance activities. Ensure appropriate training of all clinical staff, including students, Internship doctors, Community service doctors and nursing and allied staff in the department, the hospital and the district. Partake in Outreach and Support services, as needed, to the greater Rural East Ecosystem. Ensure good relations with patients, nursing staff, colleagues and referral services at tertiary and district hospital level. Adhere to requirements for all HR matters. Do appropriate clinical audits and research within the department to stay abreast of clinical development. |
| <u>ENQUIRIES APPLICATIONS</u> | : | Dr T Koen Tel No: (044) 802-4535 |
| | : | 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 are subjects to a practical. Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable on health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status). |
| <u>CLOSING DATE</u> | : | 07 March 2025 |
| <u>POST 07/254</u> | : | <u>MEDICAL SPECIALIST GRADE 1 TO 3 (GENERAL SURGERY)</u> |
| <u>SALARY</u> | : | Grade 1: R1 271 901 per annum Grade 2: R1 451 214 per annum Grade 3: R1 680 780 per annum (A portion of the package can be structured according to the individual's personal needs). (It will be expected of the successful candidates to participate in a system of remunerated commuted overtime). |
| <u>CENTRE REQUIREMENTS</u> | : | Tygerberg Hospital, Parow Valley |
| | : | Minimum educational qualification: -Appropriate qualification that allows registration with the Health Professional Council of South Africa (HPCSA) as |

Medical Specialist in General Surgery. Registration with a Professional Council: Registration with the HPCSA as Medical Specialist in General Surgery. Experience: **Grade 1:** None after registration with HPCSA as a Medical Specialist in General Surgery. **Grade 2:** A minimum of 5 years' appropriate experience after registration with the HPCSA (or recognized foreign Health Professional Council in the case of a foreign qualified employee) as a Medical Specialist in General Surgery. **Grade 3:** A minimum of 10 years' appropriate experience after registration with the HPCSA (or recognized foreign Health Professional Council in the case of a foreign qualified employee) as a Medical Specialist in General Surgery. Inherent requirements of the job: Commuted overtime is compulsory. Participate in the after-hours call system. Competencies (knowledge/skills): Clinical and surgical competency in General Surgery. Ability to work in a high-volume clinic and surgical environment. Computer literacy, database knowledge, research experience, interest in data collection and analysis for service improvement. Insight into challenges of local health care delivery, diversity, transformation and equity. Experience in supervision and training of staff and students at under- and post-graduate levels.

DUTIES : Oversight of the Acute Care Surgery Unit. Supervision and training of junior surgical staff. Participation in under- and post-graduate academic activities. Clinical service delivery in accordance with the needs of the Division of General Surgery.

ENQUIRIES : Prof G Oosthuizen, email: george-oost@sun.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 the post. Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable to health professionals who apply for the first time for registration as Medical Specialist in General Surgery with the relevant council (including individuals who must apply for change in registration status).

CLOSING DATE : 07 March 2025

POST 07/255 : **MEDICAL SPECIALIST GRADE 1 TO 3 (FAMILY PHYSICIAN)**
West Coast District

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 : Citrusdal Hospital, Cederberg Sub-district

REQUIREMENTS : Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Family Physician. Registration with a Professional Council: Registration with the Health Professions Council of South Africa as a Medical Specialist in Family Medicine. Experience: **Grade 1:** None after registration with the HPCSA as a Medical Specialist. **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, Family Physician. **Grade 3:** A minimum of 10 years' appropriate experience as Medical Specialist after registration with the HPCSA (or a recognized foreign health professional council in respect of a foreign qualified employee) as a Medical Specialist, Family Physician. Inherent requirements of the job: Valid driver's license (Code B/EB). Working Commuted Overtime at the 24-hour facilities. Willingness to work at other facilities in the Sub-structure. Competencies (knowledge/skills): Appropriate experience working at a Primary Healthcare facility in a District Health system. Clinical knowledge to manage complex clients referred from other clinical staff and liaise with other specialists for more advanced care. Ability to work within and lead a multi-disciplinary team to provide service delivery to clients in a Primary Health Care setting. Experience in facilitating clinical teaching, learning and assessment of both undergraduate and postgraduate health sciences students. Ability to support research activities, including postgraduate

- research supervision. Clinical governance skills, including quality improvement methodology. Knowledge of People Management, finance and supply chain management to support clinical service provision. Knowledge of Community Orientated Primary Care approach and ability to engage all relevant stakeholders in the Ecosystem. Participate in on call rosters.
- DUTIES** : Clinical services as a consultant and clinician. Clinical teaching and training. Clinical Governance and quality management. Academic educational activities, teaching of undergraduate and postgraduate students and research. People management of clinical staff and supporting the budget management related to clinical services.
- ENQUIRIES** : Dr. C Adams Tel No: (022) 921 2153
- 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 Cederberg Sub-district for a period of three months.
- CLOSING DATE** : 07 March 2025
- POST 07/256** : **REGISTRAR (RADIATION ONCOLOGY) (X2 POSTS)**
(4-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, Observatory
- REQUIREMENTS** : Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Medical Practitioner. Registration with a Professional Council: Registration with the HPCSA as a Medical Practitioner. Inherent requirements of the job: Commuted overtime is compulsory. Valid (Code B/EB) driver license. Emergency and after hour call cover. Each Registrar will be appointed in a specific training complex but could be required to work across the platform on request. Competencies (knowledge/skills): Research methodologies. Oncology or Palliative care experience. Appropriate and sufficient clinical experience since obtaining the degree of MBChB. Current certificate of ATLS/ACLS. Professionalism, good communication and interpersonal skills, being a team player and leadership.
- DUTIES** : Attending to Oncology patients in clinic and ward settings. Mentor, support, and assist junior colleagues. Participation in performance appraisals/assessments. Involvement in research/audits relating to Radiation Oncology. Participation in the academic activities and teaching responsibilities of the division. Provision of appropriate Oncology care to cancer patients according to accepted protocols under the guidance of the Consultant Radiation Oncologist. Administrative tasks required for optimal patient care and well-organised and efficient clinics and wards. Improving and updating knowledge through participation in teaching and training sessions and self-learning. Radiotherapy planning and treatment skills development.
- ENQUIRIES** : Prof Z Mohamed Tel No: (021) 404 4263
- 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. Candidates will have to undergo profiling assessments prior to appointment. Consideration will be given to existing employees who are already on higher salary packages to retain their existing salary position, as personal. As such they are entitled to receive pay progression. Appointment as Registrar will be for a maximum contract period of 4/5 years. Employees in service who opt to continue with their pension benefits as Registrar, will be required to resign after completion of their registrarship should they not be successful for advertised Specialist positions. Should registration with the HEI as a student be discontinued for any reason the appointment of Registrar also discontinues. Applicants must indicate whether they have bursary obligations. Please ensure that you attach an updated CV. Groote Schuur Hospital has adopted the department's ecosystem framing of its training platform. Accordingly, all registrar appointments may be called upon to work across this platform and may include rotations at Metro West and Rural East hospitals. This includes Red Cross War Memorial Children's Hospital, New Somerset Hospital, Mitchells Plein District Hospital, Victoria Hospital and George Provincial Hospital.

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| <u>CLOSING DATE</u> | : | 07 March 2025 |
| <u>POST 07/257</u> | : | <u>MEDICAL OFFICER GRADE 1 TO 3</u> |
| <u>SALARY</u> | : | 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). |
| <u>CENTRE REQUIREMENTS</u> | : | Red Cross War Memorial Children's Hospital, Rondebosch Minimum educational qualification: Appropriate qualification that allows registration with Health Professions Council of South Africa (HPCSA) as Medical Practitioner. Registration with a professional council: Registration with the HPCSA as a 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 a 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 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: Must provide after-hours emergency services and participate in commuted overtime at 16-hours per week. Exposure and ideally experience in management of paediatric Trauma emergencies including trauma and burns. Competencies (knowledge/skills): The ability to work in a busy tertiary environment. Ability to perform functions of a front room casualty offices including resuscitation, stabilization, investigation and emergent management as well as emergency procedures on injured paediatric Patients Management of paediatric Trauma emergencies including trauma and burns. Ability to supervise Medical Officers and registrars in acquiring emergency front room trauma care capabilities. Ability to work in a team Computer literacy and the ability to develop and work with databases Evidence of ability to initiate research Evidence of ability to teach. Evidence of organizational skills and the ability to manage tasks and resources efficiently. |
| <u>DUTIES</u> | : | To provide full time (including overtime) care to paediatric patients sustaining trauma, including front room and clinic-based care. Ensuring, as part of a team, continuous improvements in the quality, efficiency and outcome of the management of injured children by means of service organization, protocol |

development, equipment and facility oversight, staff allocation, Medico-legal reporting as required. Active participation in all the activities of the division of paediatric Surgery including research, teaching and outreach. Training of under- and post-graduate students and other healthcare personnel.

ENQUIRIES APPLICATIONS : Prof S Cox e-mail: Sharon.cox@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 will be subjected to security clearance, qualification clearance, criminal records, credit records and previous employment checks prior to appointment. Candidates may have to undergo profiling assessments prior to appointment. 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).

CLOSING DATE : 07 March 2025

POST 07/258 : **REGISTRAR (MEDICAL FAMILY MEDICINE) (X2 POSTS)**
West Coast District
(1-Year Contract - Renewable)

SALARY : R949 146 per annum. A portion of the package can be structured according to the individual's personal needs.

CENTRE REQUIREMENTS : Saldanha Sub-District and Swartland Sub-District
: 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 Medical Practitioner. Inherent requirements of the job: A valid (code B/EB) driver's license. Willingness to work overtime. Commuted overtime is compulsory. Competencies (knowledge/skills): Computer literacy (i.e., MS Word, Excel, PowerPoint and internet research). Excellent verbal and written communication skills. Good interpersonal and time-management skills.

DUTIES : Clinical service provision, including participating in community-orientated primary care activities. Participate in the Teaching program, including in-service capacity building of staff and supervision of health sciences students. Research and Professional Development (incl. completion of MMed mini dissertation). Effective Clinical Administration in patient records and patient reports as part of the clinical governance activities.

ENQUIRIES : Dr J Brownbridge Tel No: (022) 487-9200 (Swartland SD) & Dr T Zimri Tel No: (044) 709 7200 (Saldanha SD)

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. Appointment as Registrar will be for a maximum contract period of 4 years. It may become necessary to second/transfer staff to another hospital/institution during their period of training, in which case affected staff will be consulted prior to any decision being implemented. Registrars will function across health facilities, as per an agreed programme. Should registration with the HEI as a student be discontinued for any reason the appointment as a Registrar also discontinues. Consideration will be given to existing employees who are already on higher salary packages to retain their existing salary position, as personal. As such they are entitled to receive pay progression. Appointment as Registrar will be on contract. Employees in service who opt to continue with their pension benefits as Registrar, will be required to resign after completion of their registrarship should they not be successful for advertised Specialist positions. The Department of Health is guided by the principles of Employment Equity. Candidates with disability are encouraged to apply and an indication in this regard will be appreciated. Specific Registrar posts within the Department will be identified as part of the Affirmative Action programme to create a representative Specialist cadre in line with applicable procedures. Preference will be given to SA citizens/permanent residents with a valid identity document. Registrars will be required to register as post-graduates with Stellenbosch

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| | | University or the University of Cape Town according to the yearbook and guidelines. |
| <u>CLOSING DATE</u> | : | 07 March 2025 |
| <u>POST 07/259</u> | : | <u>MEDICAL OFFICER GRADE 1 TO 3 (X2 POSTS)</u> West Coast District |
| <u>SALARY</u> | : | 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). |
| <u>CENTRE REQUIREMENTS</u> | : | Vredendal Hospital, Matzikama Sub-District Minimum educational qualification: Appropriate qualification that allows registration with the Health Professional Council of South Africa (HPCSA) as a Medical Practitioner. Registration with a Professional Council: Registration with the HPCSA as Medical Practitioner. Experience: Grade 1: None after registration as Medical Practitioner with the HPCSA in respect of SA qualified employees. One-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 requirement of the job: Willingness to relieve at Primary Health Care Clinics within the Sub-district. Valid (Code B/EB) driver's license. Willingness to rotate. Willingness to partake in the Commuted Overtime system. Competencies (knowledge/skills): Ability to function/make decisions independently and as part of a multi-disciplinary team. Good communication, interpersonal relationships, exceptional leadership and conflict resolution skills. Basic computer skills in MS Word, Excel, and Outlook. Knowledge of relevant legislation, policies and protocols of the Department of Health, Western Cape. |
| <u>DUTIES</u> | : | Clinical Service provision in OPD. Clinical Service delivery in Casualty. Clinical Service delivery in theatre. Forensic service provision. Service management. Training and Development. |
| <u>ENQUIRIES APPLICATIONS</u> | : | Dr. ECT Ockhuis Tel No: (027) 213-2039 Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications"). |
| <u>NOTE</u> | : | No payment of any kind is required when applying for this post. Shortlisted candidates will be subjected to a practical test. No payment of any kind is required when applying for this post. 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 Matzikama Sub District for a period of 3 months from date of advert. |
| <u>CLOSING DATE</u> | : | 07 March 2025 |
| <u>POST 07/260</u> | : | <u>COUNCILLOR GRADE 1 TO 3</u> West Coast District |
| <u>SALARY</u> | : | Grade 1: R675 450 per annum |

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| | | Grade 2: R769 347 per annum |
| | | Grade 3: R868 662 per annum |
| <u>CENTRE REQUIREMENTS</u> | : | Swartland Hospital, Swartland SD |
| | : | Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa as a Registered Counsellor. Registration with a Professional Council: Registration with HPCSA as a Registered Counsellor. Experience: Grade 1: None after registration with the Health Professions Council of South Africa as a Registered Counsellor. Grade 2: A minimum of 8 years appropriate experience as a Counsellor after registration with Health Professional Council (HPCSA) as Counsellor. Grade 3: A minimum of 16 years appropriate experience as a Counsellor after registration with Health Professional Council (HPCSA) as Counsellor. Inherent requirement of the job: A valid (Code B/EB) driver's license and willingness to travel. Competencies (knowledge/skills): Knowledge and/or experience in counselling, psychometric assessments and identification of mental health challenges. Ability to think strategically and analytically, as well as the ability to interpret and implement policies and guidelines. Work within your professional scope of practice and know when to refer for more specialized mental health interventions. Knowledge and experience in providing mentoring and supervision of other lay health workers. Computer literacy (i.e. MS Word, PowerPoint and Excel). Knowledge and application of regulations, policies and procedures relevant to health programs. Able to work independently and in a team. Good presentation skills and the ability to conduct meetings and training. 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. Conceptualization skills as appropriate for individual and group evidence-based intervention identification and application. Ability to work in a diverse, multi-cultural and inclusive environment. |
| <u>DUTIES</u> | : | Providing preventative and developmental counselling services and interventions on all systems levels. Performing supportive psychological interventions to enhance mental well-being on an individual basis, group basis or at community level. Performing basic psychological screening aimed at overall generalized functioning enhancement. Provide counselling in conjunction with interdisciplinary/multi-sectoral support teams. Provide psycho-education and mental health promotion. Report writing and providing feedback to clients/supervisor(s) on interventions. Provide supervision, mentoring and support to lay health workers. Attend regular clinical supervision. Form part of the sub-district and district mental health teams. |
| <u>ENQUIRIES</u> | : | Dr J Brownbridge Tel No: (022) 487-9200 (Swartland SD) & Dr T Zimri Tel No: (044) 709-7200 (Saldanha SD) |
| <u>APPLICATIONS</u> | : | Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications"). |
| <u>NOTE</u> | : | No payment of any kind is required when applying for this post. Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable on health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status). The pool of applicants will be considered for similar vacant posts within the Swartland Sub-District, for a period of 3 months from date of advert. |
| <u>CLOSING DATE</u> | : | 07 March 2025 |
| <u>POST 07/261</u> | : | <u>ASSISTANT MANAGER NURSING (HEAD OF NURSING SERVICES)</u> West Coast District |
| <u>SALARY</u> | : | R656 964 per annum |
| <u>CENTRE</u> | : | Vredendal Hospital, Matzikama Sub-District |
| <u>REQUIREMENTS</u> | : | Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) 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 Professional Nurse and Midwife. Experience: A minimum of 8 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC |

in General Nursing. At least 3 years of the period referred to above must be appropriate/recognisable experience at management level. Inherent requirements of the job: Valid (Code B/EB) driver's license. Willingness to travel and to attend to community needs after hours. Ability to work in a high stress environment. Competencies (knowledge/skills): Ability to function/make decisions independently and as part of a multi-disciplinary team. Good communication, interpersonal relationships, exceptional leadership and conflict resolution skills. Basic computer skills in MS Word, Excel, PowerPoint and Outlook. Extensive knowledge and understanding of relevant nursing legislation, policies and protocols of the Department of Health, Western Cape as well as experience in office administration, human resource management, financial management, supply chain and procurement processes.

DUTIES : Provide leadership and co-ordinate the nursing service within designated levels of care. Manage and monitor the cost-effective utilisation of human, financial and physical resources. Manage nursing research, nursing practice development and training programmes. Clinical governance and realisation of strategic goals and objectives of the Nursing Division. Manage nursing quality assurance programme and develop nursing policies.

ENQUIRIES : Dr. ECT Ockhuis Tel No: (027) 213-2039

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 the Matzikama Sub-district for a period of three months.

CLOSING DATE : 07 March 2025

POST 07/262 : **CHIEF MEDICAL ORTHOTIST PROSTHETIST GRADE 1**
Chief Directorate: Metro Health Services

SALARY : Grade 1: R545 262 per annum
CENTRE : Western Cape Rehabilitation Centre, Orthotic and Prosthetic Centre, Pinelands

REQUIREMENTS : Minimum educational qualification: Appropriate qualification that allows registration with HPCSA as Medical Orthotist and Prosthetist. Registration with a Professional Council: Registration as a Medical Orthotist and Prosthetist with HPCSA. Experience: A minimum of three (3) years' experience in the Orthotics and Prosthetics field after registration with HPCSA. Inherent requirement of the job: Valid driver's license. Competencies (knowledge/skills): Strong innovative, leadership, problem-solving, decision-making, negotiation- and conflict-resolution skills. Ability to think and function independently as well as in an interdisciplinary team. The ability to collect and critically analyse data and produce reports. Computer literacy skills with competency in MS Office.

DUTIES : Strategic and Operational Planning and coordination of Orthotics and Prosthetics and Orthopaedic Footwear services. Supervise all aspects of Human Resources and Orthotics and Prosthetics and Orthopaedic Footwear production. Participate in production work by Designing, measuring, manufacturing, fitting, repairing and adjusting all O & P devices. Financial and Supply Chain management within resources and according to the prescripts. Provide and supervise the training of students MOPs and In-service trainees Comprehensive clinical governance and Clinical Practice review, including the development and implementation of clinical protocols, guidelines, and SOPs. Liaison with internal and external stakeholders as required to enhance the continuity of care. Participate in MOP Centre meetings and perform duties delegated by the Facility Manager including acting position as facility Manager.

ENQUIRIES : Mr BJ Mlambo Tel No: (021) 531-5300

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/written and oral assessment. No payment of any kind is required when applying for this post. The pool of applicants will be considered for similar posts within the Chief Directorate: Metro Health Services for a period of 3 months from date of advert.

CLOSING DATE : 07 March 2025

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| <u>POST 07/263</u> | : | <u>OPERATIONAL MANAGER NURSING GRADE 1 (GENERAL)</u> Overberg District |
| <u>SALARY</u> | : | R520 560 per annum |
| <u>CENTRE</u> | : | Swellendam Hospital |
| <u>REQUIREMENTS</u> | : | Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as Professional Nurse. Registration with a Professional Council: Registration with the SANC as Professional Nurse. Experience: A minimum of 7 years appropriate/recognisable experience in nursing after registration as a Professional Nurse with SANC in General Nursing. Inherent requirements of the job: Willingness to work shifts (night and day), public holidays and weekends to manage hospital after hours, when required. Perform standby duties/relief duties for Assistant Manager: Nursing. Valid (Code B/EB/C1) driver's licence. Competencies (knowledge/skills): Good communication, interpersonal, decision-making, leadership, organizational and conflict resolution skills with a strong sense of responsibility and accountability. Be able to function independently and as part of a multi-disciplinary team. Demonstrate an in-depth knowledge of legislation pertaining to nursing and public service. Knowledge of People Management and financial policies. Ability to promote quality patient care through the setting, implementation and monitoring of standards. Basic Computer Literacy. |
| <u>DUTIES</u> | : | Management, coordination and provision of quality comprehensive care within the facility. Effective personnel development and management within the Department. Effective financial management and procuring as well as implementing of policies, prescripts and protocols according to the Public Service Finance Management Act and Regulations. Ensure the promotion of Quality Assurance, Infection control and Occupational Health and Safety within the Department. Initiate and participate in training, development and research within the nursing division. Liaise with relevant stakeholders including institutional committees. Promote health education to clients, the public and staff. Collect, verify and timeous submission of accurate statistics. Participates in formulating, monitoring and implementation of policies, guidelines, standard operating procedures and regulations within the department. Deliver an effective support service to the Nursing Manager and ensure effective coordination or the Nursing Division after hours. Maintain ethical standards and promote professional growth and self-development. |
| <u>ENQUIRIES</u> | : | Ms F Vermeulen Tel No: (028) 514 8400 |
| <u>APPLICATIONS</u> | : | Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications"). |
| <u>NOTE</u> | : | No payment of any kind is required when applying for this post. Candidates will be subjected to competency assessment. The pool of applicants will be considered for similar vacant posts within the Overberg District for a period of 3 months from date of advert. |
| <u>CLOSING DATE</u> | : | 07 March 2025 |
| <u>POST 07/264</u> | : | <u>INDUSTRIAL TECHNICIAN PRODUCTION: GENERAL ENGINEERING (BUILDING)</u> Directorate: Engineering and Technical Services |
| <u>SALARY</u> | : | R308 154 per annum |
| <u>CENTRE</u> | : | Head Office, Cape Town (Location in the grounds of Karl Bremer Hospital |
| <u>REQUIREMENTS</u> | : | Minimum educational qualification: B-Tech or National Diploma or equivalent (T- or N- or S- Stream) in the Built Environment (Building, not electrical or mechanical) or an equivalent relevant qualification. Experience: Appropriate experience in design, specification and maintenance of health infrastructure with a strong emphasis on maintenance, compliance and minor works. Inherent requirements of the job: Willing to work overtime, stay away and travel throughout the Western Cape Province, often at short notice. Willing to assist in other institutions and directorates. Willingness to travel within the borders of the Western Cape. Valid (Code B/EB) driver's licence. Competencies (knowledge/skills): Knowledge in the compilation of specifications and tender documentation. Compilation of Drawings for Tender, Construction purposes as well as submission to Council. Contracts and quality management skills. Competent with hands-on practical work, finding practical solutions. Computer literate (Auto CAD, MS Word and Excel). Knowledge and experience in IT, |

- design of Built infrastructure in the health care environment. Registration with SACAP/SACQSP will be advantageous.
- DUTIES** : Compile specifications, drawings and tender documentation within time limits. Liaise with clients with regard to information and work progress. Ensure continuity of service schedules, prioritizing work, and consideration of operational requirements. Ensure equipment and working areas are compliant with Occupational Health and Safety Act. Sound Contract and project management.
- ENQUIRIES APPLICATIONS** : Mr Z Jattiem Tel No: (021) 830-3764
: 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. A practical/competency test may form part of the shortlisting and/or interview process, a full job description is available upon request.
- CLOSING DATE** : 07 March 2025
- POST 07/265** : **PROFESSIONAL NURSE GRADE 1 TO 3 (GENERAL: SURGERY MALE WARD)**
Chief Directorate: Metro Health Services
- SALARY** : Grade 1: R307 473 per annum
Grade 2: R375 480 per annum
Grade 3: R451 533 per annum
- CENTRE REQUIREMENTS** : New Somerset Hospital
: Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the SANC as a Professional Nurse. Registration with a Professional Council: Registration with the SANC as a Professional Nurse. Experience: **Grade 1:** None **Grade 2:** A minimum of 10 years appropriate/recognisable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing **Grade 3:** A minimum of 20 years appropriate/recognisable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. Inherent requirements of the job: Willingness to work shifts, day and night duty, weekends, and public holidays to meet the operational requirements. Must be prepared to assist in all departments according to operational requirements. Competencies (knowledge/skills): Effective communication skills and interpersonal skills. Knowledge of relevant legislation and policies of the Department of Health Western Cape. Skills to plan, organize and coordinate the service by analysing, problem-solving and decision-making.
- DUTIES** : Provide optimal, holistic nursing care with set standards within professional/legal framework. Provision of effective control and management of equipment and stock. Administrative responsibilities and information management. Accurate record-keeping for statistical and legal purposes. Effective utilization of resources. Participate in training and research. Provide support to Nursing Services. Assist with coordination and implementation of the Ideal Hospital Programme in the institution for better quality patient care. Maintain professional growth/ethical standards and self-development.
- ENQUIRIES APPLICATIONS** : Ms S Basardien Tel No: (021) 402- 6485
: Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
- NOTE** : Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview." This concession is only applicable on health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for a change in registration status)". No payment of any kind is required when applying for this post. Shortlisted candidates will be subjected to a practical/written and oral assessment. The pool of applicants will be considered for other vacant Professional Nurse: General posts within the Chief Directorate: Metro Health Services, for a period of 3 months from date of advert.
- CLOSING DATE** : 07 March 2025

POST 07/266 : **PROFESSIONAL NURSE GRADE 1 TO 2 (SPECIALTY: PAEDIATRIC ICU)
(X2 POSTS)**

SALARY : Grade 1: R451 533 (PN-B1) per annum
Grade 2: R553 545 (PN-B2) per annum

CENTRE : Tygerberg Hospital, Parow Valley
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 a Professional Nurse. A post-basic nursing qualification, with duration of at least 1 year accredited with the SANC in Child Nursing Science or Medical and Surgical Nursing Science: Critical Care Nursing: Child Nursing. Registration with a Professional Council: Registration with the SANC as Professional Nurse. Experience: **Grade 1:** A minimum of 4 years appropriate/recognisable experience in nursing after registration with the SANC as Professional Nurse in General Nursing. **Grade 2:** A minimum of 14 years appropriate/recognisable experience in nursing after registration with the SANC as Professional Nurse in General Nursing. At least 10 years of the period referred to above must be appropriate/recognisable experience in Paediatrics after obtaining the 1-year post-basic qualification in the relevant speciality. Inherent requirement of the job: Will be required to work shifts, weekends and public holidays. Competencies (knowledge/skills): Basic computer literacy. Good written and verbal communication skills. Knowledge of relevant legislation and policy related to the nursing speciality. Strong leadership and interpersonal skills. Good organisational skills and the ability to function under pressure.

DUTIES : Ensure quality patient care regarding the identification of nursing care needs, the planning and implementation of nursing care plans and the education of the nursing personnel as a Professional Nurse in the specific speciality clinical area. Render and supervise specialised clinical nursing care and support clinical staff with procedures within the specific clinical speciality unit. Utilize human, material and physical resources and development of self and others. Display core values of the Department of Health and Wellness (WCG) on the execution of duties while practicing within the legislation, regulations and protocols applicable to the public service.

ENQUIRIES : Ms F Baartman Tel No: (021) 938-4055
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. Candidates who are not in possession of the required qualification will be appointed into the general stream, and they will be required to obtain the necessary qualification within the predetermined period of time. Candidates who are not in possession of stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable to candidates who apply for the first time for registration in the post-basic qualification in Child Nursing Science or Medical and Surgical Nursing Science: Critical Care Nursing: Child Nursing.

CLOSING DATE : 07 March 2025

POST 07/267 : **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 : Tygerberg Hospital, Parow Valley
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 a Professional Nurse. A post-basic nursing qualification, with duration of at least 1 year accredited with the SANC in Medical & Surgical Nursing Science: Oncology. Registration with a Professional Council: Registration with the SANC as Professional Nurse. Experience: **Grade 1:** A minimum of 4 years appropriate/recognisable experience in nursing after registration with the SANC as Professional Nurse in General Nursing. **Grade 2:** A minimum of 14 years appropriate/recognisable experience in nursing after registration with the SANC as Professional Nurse in General Nursing. At least 10 years of the period referred to above must be

appropriate/recognisable experience in Oncology after obtaining the 1-year post-basic qualification in the relevant speciality. Inherent requirement of the job: Will be required to work shifts, weekends and public holidays. Competencies (knowledge/skills): Basic computer literacy. Good written and verbal communication skills. Knowledge of relevant legislation and policy related to the nursing speciality. Strong leadership and interpersonal skills. Good organisational skills and the ability to function under pressure.

DUTIES : Ensure quality patient care regarding the identification of nursing care needs, the planning and implementation of nursing care plans and the education of the nursing personnel as a Professional Nurse in the specific speciality clinical area. Render and supervise specialised clinical nursing care and support clinical staff with procedures within the specific clinical speciality unit. Utilize human, material and physical resources and development of self and others. Display core values of the Department of Health and Wellness (WCG) on the execution of duties while practicing within the legislation, regulations and protocols applicable to the public service.

ENQUIRIES : Mrs F Baartman Tel No: (021) 938-4055

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. Candidates who are not in possession of the required qualification will be appointed into the general stream, and they will be required to obtain the necessary qualification within the predetermined period of time. Candidates who are not in possession of stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable to candidates who apply for the first time for registration in the post-basic qualification in Medical & Surgical Nursing Science: Oncology.

CLOSING DATE : 07 March 2025

POST 07/268 : **PROFESSIONAL NURSE GRADE 1 TO 2 (SPECIALTY: ORTHOPAEDICS)**

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

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

CENTRE : Tygerberg Hospital, Parow Valley

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 a Professional Nurse. A post-basic nursing qualification, with duration of at least 1 year accredited with the SANC in Medical and Surgical Nursing Science: Orthopaedic Nursing. Registration with a Professional Council: Registration with the SANC as Professional Nurse. Experience: **Grade 1:** A minimum of 4 years appropriate/recognisable experience in nursing after registration with the SANC as Professional Nurse in General Nursing. **Grade 2:** A minimum of 14 years appropriate/recognisable experience in nursing after registration with the SANC as Professional Nurse in General Nursing. At least 10 years of the period referred to above must be appropriate/recognisable experience in Orthopaedics after obtaining the 1-year post-basic qualification in the relevant speciality. Inherent requirement of the job: Will be required to work shifts, weekends and public holidays. Competencies (knowledge/skills): Basic computer literacy. Good written and verbal communication skills. Knowledge of relevant legislation and policy related to the nursing speciality. Strong leadership and interpersonal skills. Good organisational skills and the ability to function under pressure.

DUTIES : Ensure quality patient care regarding the identification of nursing care needs, the planning and implementation of nursing care plans and the education of the nursing personnel as a Professional Nurse in the specific speciality clinical area. Render and supervise specialised clinical nursing care and support clinical staff with procedures within the specific clinical speciality unit. Utilize human, material and physical resources and development of self and others. Display core values of the Department of Health and Wellness (WCG) on the execution of duties while practicing within the legislation, regulations and protocols applicable to the public service.

ENQUIRIES : Ms F Baartman Tel No: (021) 938-4055

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

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| <u>NOTE</u> | : | No payment of any kind is required when applying for the 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 the predetermined period of time. Candidates who are not in possession of stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable to candidates who apply for the first time for registration in the post-basic qualification in Medical and Surgical Nursing Science: Orthopaedic Nursing. |
| <u>CLOSING DATE</u> | : | 07 March 2025 |
| <u>POST 07/269</u> | : | <u>PROFESSIONAL NURSE GRADE 1 TO 2 (SPECIALTY: PAEDIATRICS) (X2 POSTS)</u> |
| <u>SALARY</u> | : | Grade 1: R451 533 (PN-B1) per annum Grade 2: R553 545 (PN-B2) per annum |
| <u>CENTRE REQUIREMENTS</u> | : | Tygerberg Hospital, Parow Valley 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 a Professional Nurse. A post-basic nursing qualification, with duration of at least 1 year accredited with the SANC in Child Nursing Science. Registration with a Professional Council: Registration with the SANC as Professional Nurse. Experience: Grade 1: A minimum of 4 years appropriate/recognisable experience in nursing after registration with the SANC as Professional Nurse in General Nursing. Grade 2: A minimum of 14 years appropriate/recognisable experience in nursing after registration with the SANC as Professional Nurse in General Nursing At least 10 years of the period referred to above must be appropriate/recognisable experience in Paediatrics after obtaining the 1-year post-basic qualification in the relevant specialty. Inherent requirement of the job: Will be required to work shifts, weekends and public holidays. Competencies (knowledge/skills): Basic computer literacy. Good written and verbal communication skills. Knowledge of relevant legislation and policy related to the nursing specialty. Strong leadership and interpersonal skills. Good organisational skills and the ability to function under pressure. |
| <u>DUTIES</u> | : | Ensure quality patient care regarding the identification of nursing care needs, the planning and implementation of nursing care plans and the education of the nursing personnel as a Professional Nurse in the specific specialty clinical area. Render and supervise specialised clinical nursing care and support clinical staff with procedures within the specific clinical specialty unit. Utilize human, material ad physical resources and development of self and others. Display core values of the Department of Health and Wellness (WCG) on the execution of duties while practicing within the legislation, regulations and protocols applicable to the public service. |
| <u>ENQUIRIES APPLICATIONS</u> | : | Ms F Baartman Tel No: (021) 938-4055 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 the 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 the predetermined period of time. Candidates who are not in possession of stipulated registration requirements may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable to candidates who apply for registration for the first time in the post-basic qualification in Child Nursing Science. |
| <u>CLOSING DATE</u> | : | 07 March 2025 |
| <u>POST 07/270</u> | : | <u>PROFESSIONAL NURSE GRADE 1 TO 2 (SPECIALTY: THEATRE) (X5 POSTS)</u> |
| <u>SALARY</u> | : | Grade 1: R451 533 (PN-B1) per annum Grade 2: R553 545 (PN-B2) per annum |

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| <u>CENTRE REQUIREMENTS</u> | : Tygerberg Hospital, Parow Valley : 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 a Professional Nurse. A post-basic nursing qualification, with duration of at least 1 year accredited with the SANC in Medical and Surgical Nursing Science: Operating Theatre Nursing. Registration with a Professional Council: Registration with the SANC as Professional Nurse. Experience: Grade 1: A minimum of 4 years appropriate/recognisable experience in nursing after registration with the SANC as Professional Nurse in General Nursing. Grade 2: A minimum of 14 years appropriate/recognisable experience in nursing after registration with the SANC as Professional Nurse in General Nursing. At least 10 years of the period referred to above must be appropriate/recognisable experience in Operating Theatre after obtaining the 1-year post-basic qualification in the relevant specialty. Inherent requirement of the job: Will be required to work shifts, weekends and public holidays. Competencies (knowledge/skills): Basic computer literacy. Good written and verbal communication skills. Knowledge of relevant legislation and policy related to the nursing speciality. Strong leadership and interpersonal skills. Good organisational skills and the ability to function under pressure. |
| <u>DUTIES</u> | : Ensure quality patient care regarding the identification of nursing care needs, the planning and implementation of nursing care plans and the education of the nursing personnel as a Professional Nurse in the specific speciality clinical area. Render and supervise specialised clinical nursing care and support clinical staff with procedures within the specific clinical speciality unit. Utilize human, material and physical resources and development of self and others. Display core values of the Department of Health and Wellness (WCG) on the execution of duties while practicing within the legislation, regulations and protocols applicable to the public service. |
| <u>ENQUIRIES APPLICATIONS</u> | : Ms F Baartman Tel No: (021) 938-4055 : 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 the 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 the predetermined period of time. Candidates who are not in possession of stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable to candidates who apply for the first time for registration in the post-basic qualification in Medical and Surgical Nursing Science: Operating Theatre Nursing. |
| <u>CLOSING DATE</u> | : 07 March 2025 |
| <u>POST 07/271</u> | : <u>CLINICAL NURSE PRACTITIONER GRADE 1 (PHC, EC AND OPD)</u> Overberg District |
| <u>SALARY</u> | : Grade 1: R451 533 (PN-B1) per annum Grade 2: R553 545 (PN-B2) per annum |
| <u>CENTRE REQUIREMENTS</u> | : Hermanus Hospital : Minimum educational qualification: Basic R425 qualification (i.e., diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council as a 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 South African Nursing Council as a Professional Nurse and Midwife. Experience: Grade 1: A minimum of 4 years appropriate/recognizable nursing experience after registration with the SANC as Professional Nurse in General nursing. Grade 2: A minimum of 14 years appropriate/recognizable nursing experience after registration with the SANC as Professional Nurse in General Nursing. At least 10 years of the period referred to above must be appropriate/recognizable experience after obtaining the 1 year post basic qualification in the relevant specialty. Inherent requirement of the job: Willing to work shifts included weekends and public holidays. Competencies |

- (knowledge/skills): Demonstrate in-depth knowledge of Nursing and public service legislation. Computer literacy (MS Word and Excel).
- DUTIES** : Rendering a comprehensive primary health care service within the emergency room within standards and a professional/legal framework. Rendering acute emergency care to all patients. Effective utilize and supervision of human and financial resources and participation in training and development and research. Effective implementation of infection control policies and occupational and health legislation. Provide effective support to nursing services and hospital management.
- ENQUIRIES** : Ms AE Klaasen Tel No: (028) 313-5221
- 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. Candidates who are not in possession of the required qualification will be appointed into the general stream, and they will be required to obtain the necessary qualification within the predetermined period of time. Candidates who are not in possession of stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable to candidates who apply for the first time for registration in the post basic qualification: Diploma in Clinical Nursing Science, Health Assessment, Treatment Care. The pool of applicants will be considered for other vacant Clinical Nurse Practitioner posts within the Overberg District Health Services, for a period of 3 months from date of advert."
- CLOSING DATE** : 07 March 2025
- POST 07/272** : **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 the SANC as 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 requirement of the job: Willingness to work shifts and after-hours including weekends, public holidays and night duty. Competencies (knowledge/skills): Sound knowledge and understanding of nursing and health service-related acts, legislation, policies and practices. Problem-solving report writing, liaison and facilitation skills. Basic computer skills in MS package. Ability to lift and turn patients. Ability to think and function independently and to work in a multidisciplinary team.
- DUTIES** : Provide optimal, holistic specialised nursing care within set standards and professional/legal framework. Effective utilisation of human, financial and physical resources (equipment and consumables). Maintain professional growth/ethical standards and self-development, compliance to professional, legal and ethical regulations governing nursing practice. Ensure efficient and accurate documentation, statistical data collection capturing and participation in research activities. Liaise, advise and effectively communicate with the relevant internal and external stakeholders for continuity of client care.
- ENQUIRIES** : Sr Burgess Tel No: (021) 370-2412
- 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. "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)". 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** : 07 March 2025
- POST 07/273** : **PROFESSIONAL NURSE GRADE 1 TO 2 (SPECIALTY NURSING: MENTAL HEALTH)**
Overberg District
- SALARY** : Grade 1: R451 533 (PN-B1) per annum
Grade 2: R553 545 (PN-B2) per annum
- CENTRE REQUIREMENTS** : Caledon Clinic, Theewaterskloof Sub-district
Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the SANC as a Professional Nurse with Psychiatry. Post-basic nursing qualification, with duration of at least 1 year accredited with the SANC in Advanced Psychiatric Nursing Science. Registration with a Professional Council: Registration with the SANC as a Professional Nurse and Psychiatry. Experience: **Grade 1:** A minimum of 4 years appropriate/recognisable experience in nursing after registration with the SANC as Professional Nurse in General Nursing. **Grade 2:** A minimum of 14 years appropriate/recognisable experience in nursing after registration with the SANC as a Professional Nurse in General Nursing and at least 10 years of the period referred to above must be appropriate/recognisable experience in Psychiatry after obtaining the 1-year post-basic qualification in the specialty. Inherent requirements of the job: Valid (Code B/EB/C1) driver's licence. Willingness to rotate and consult patients at different facilities within the Sub-district. Competencies (knowledge/skills): - Good Interpersonal and communication skills. Computer literacy (Microsoft Word). Knowledge and insight of relevant legislation and policy related to Mental Illness within the public sector. Ability to consult with clients who require mental health counselling.
- DUTIES** : Actively participate in the clinical management and nursing care to patients with Mental Health problems within the Sub-district. Provide support and capacity development to PHC personnel for Sub-district level services and students and peers. Promote community development and participation in Mental Health care delivery. Liaise with other role players. Conduct research related to Mental Health and service delivery.
- ENQUIRIES APPLICATIONS** : Ms H Human Tel No: (021) 028 214-1070
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 required to undergo a practical assessment. 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: Advanced Psychiatric Nursing Science. The pool of applicants will be considered for similar vacant posts within Overberg District for a period of 3 months from date of advert.
- CLOSING DATE** : 07 March 2025

POST 07/274 : **SENIOR ADMINISTRATIVE OFFICER: LABOUR RELATIONS AND HUMAN RESOURCE DEVELOPMENT**
Chief Directorate: Metro Health Services

SALARY : R376 413 per annum
CENTRE : Brackengate TFC
REQUIREMENTS : Minimum educational qualification: Appropriate 3-year National Diploma or Degree. Experience: Appropriate experience in facilitating grievance and disciplinary procedures. Appropriate experience in Labour Relations. Appropriate experience in Human Resource Development & Training. Inherent requirement of the job: Valid Driver's licence and willingness to travel between facilities. Competencies (knowledge/skills): Computer skills in MS Office. Ability to interpret labour legislation, policies and procedures. Ability to work under pressure and meet deadlines. Excellent report writing, presentation, negotiation, conflict management and research skills. Knowledge of Labour Relations and training standards and prescripts. Willingness to work overtime when required. Knowledge of and application of applicable human resource policies and circulars.

DUTIES : Case management with regards to disciplinary and grievance matters. Consult and advise Line Managers on Labour Relations procedures and interventions. Facilitating the training & development of staff in respect of Labour Relations. Provide advice and support with regards to labour relations matters. Conduct investigations (misconduct, queries, and disputes). Render advice on misconduct and grievance matters. Facilitate the effective functioning of the IMLC at institution level. Draft submissions for mandates and represent the employer in disciplinary hearings. Provide appropriate Labour Relations training to all employees. Compilation of Labour Relations statistics and implementation of appropriate interventions. Assist with the development, implementation and evaluation of the WSP in the absence of Senior Administrative Officer: Human Resource Development. Assist with the drafting of the Annual Training Report (ATR) against the approved WSP.

ENQUIRIES : Mr J Minnies Tel No: (021) 370 2348
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 other vacant similar posts within the Chief Directorate: Metro Health Services, for a period of 3 months from date of advert.

CLOSING DATE : 07 March 2025

POST 07/275 : **SENIOR ADMINISTRATIVE OFFICER (PATIENT ADMINISTRATION)**

SALARY : R376 413 per annum
CENTRE : Tygerberg Hospital, Parow Valley
REQUIREMENTS : Minimum educational qualification: Appropriate three-year National Diploma or degree. Experience: Appropriate experience in Patient Administration or Hospital Fees. Competencies (knowledge/skills): Knowledge of a Health information system. Knowledge of the uniform patient fee structure. Abreast with Patient Administration policies and procedures. Good verbal and written communication skills. Good interpersonal skills and the ability to act independently or as a team, objectively and with confidence. Computer literate - Microsoft Office: Word, Excell. Ability to work under pressure, handle a high work volume and meet strict deadlines.

DUTIES : Manage the correct application of Patient Administration policies and procedures pertaining to the registration, admission/attendance and discharge procedures of all patient categories. Ensure UPFS accounts are accurate and timeously submitted to Hospital Fees. Monitor and evaluate patient stats and implement corrective actions where necessary. Compile quarterly and annual reports of the sub-section. Effective interaction with multi-disciplinary team. Ability to work under pressure, independently and meet strict deadlines. Responsible for the supervision of Patient Administration staff as per HR policies. Plan and monitor internal and external training program of staff. Comply with the Code of Conduct regarding the Discipline and Grievance procedures.

ENQUIRIES : Ms J Jooste Tel No: (021) 938-4140
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 candidates may be subjected to a practical assessment.
- CLOSING DATE** : 07 March 2025
- POST 07/276** : **PROFESSIONAL NURSE GRADE 1 TO 3 (GENERAL NURSING: CBS TRAINING)**
Chief Directorate: Metro Health Services
- SALARY** : Grade 1: R307 473 per annum
Grade 2: R375 480 per annum
Grade 3: R451 533 per annum
- CENTRE REQUIREMENTS** : Northern Tygerberg Sub-structure Office
Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. Registration with SANC as Professional Nurse and Midwifery or Psychiatric. Registration with a Professional Council: Registration with the SANC as a Professional Nurse and Midwifery or Psychiatric. Experience: **Grade 1:** None. **Grade 2:** A Minimum of 10 years appropriate/recognisable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. **Grade 3:** A Minimum of 20 years appropriate/recognisable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. Inherent requirements of the job: Valid (Code B/EB driver's licence. Willingness to travel. Competencies (knowledge/skills): Appropriate training/facilitation experience, proficiency in report writing. Knowledge and understanding of nursing Code of Ethics and Professional Practice of the SANC of nursing Standard of Practice and scope of practice. Knowledge and understanding of Community Based Services and the NGO Sector. Computer literate in MS Office (Excel, Word and PowerPoint), Access, Database management. and MS Outlook.
- DUTIES** : Facilitate and teach the formal training programme developed for the Community Health Workers. Facilitate the in-service training/updating of skills and competencies (including mentoring and coaching) as well as the orientation of the Community Care Workers. Conducting monitoring and evaluation of all training activities offered to Community Care Workers. Coordinate other nursing training according to need identified within the sub-structure.
- ENQUIRIES APPLICATIONS** : Ms. DJ Fourie Tel No: (021) 815-8883
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. Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview." This concession is only applicable on health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for a change in registration status)". The pool of applicants will be considered for other vacant Professional Nurse; General CBS Training posts within the Chief Directorate: Metro Health Services, for a period of 3 months from date of advert. Candidates will be subjected to a practical/written and oral assessment.
- CLOSING DATE** : 07 March 2025
- POST 07/277** : **PROFESSIONAL NURSE GRADE 1 TO 3 (GENERAL NURSING: PHC)**
Overberg District
- SALARY** : Grade 1: R307 473 per annum
Grade 2: R375 480 per annum
Grade 3: R451 533 per annum
- CENTRE REQUIREMENTS** : Hermanus CDC (Based at Gansbaai Clinic), Overstrand Sub-district
Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) that allows registration with the South African Nursing Council (SANC) as a Professional Nurse and Midwife. Registration with 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 at SANC as a Professional Nurse in General Nursing. **Grade 3:** A minimum of 20 years appropriate/recognizable experience in nursing after registration with the SANC as Professional Nurse in General Nursing. Inherent requirements of the job: Willing to work in all Primary Health Care facilities e.g. Community Day Centres, Clinics, Satellite clinics and on Mobile Clinics. Valid driver's license. Willing to work overtime when needed. Competencies (knowledge/skills): Basic computer literacy (MS Office). Ability to function independently, as well as in a multi-disciplinary team to ensure good patient care. NIMART training or experience. Effective communication skills.

DUTIES : Provide direction and supervision for the implementation of quality comprehensive nursing care within the Primary Health Care context. Maintain ethical practise within legal and regulatory frameworks. Maintain a constructive working relationship with all relevant stakeholders of the Primary Health Care Team. Utilize human, material and physical resources efficiently and effectively. Participate in training programmes and research activities. Maintain workplace disciplinary of sub-ordinates.

ENQUIRIES APPLICATIONS : Ms MA Samuels Tel No: (028) 313-5216
: 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 Overberg District for a period of 3 months from date of advert.

CLOSING DATE : 07 March 2025

POST 07/278 : **ARTISAN PRODUCTION GRADE A TO C (MECHANICAL) (X2 POSTS)**
Directorate: Engineering and Technical Support Services

SALARY : Grade A: R230 898 per annum
Grade B: R270 915 per annum
Grade C: R314 751 per annum

CENTRE REQUIREMENTS : Head Office, Cape Town, (Metro West, Zwaanswyk Mobile Wokshop)
: Minimum educational qualification: Appropriate Trade Test Certificate. Experience: **Grade A:** No experience required. **Grade B:** At least 18 years appropriate/recognisable experience in the area after obtaining the relevant Trade Test Certificate. **Grade C:** At least 34 years appropriate/recognisable experience in the area after obtaining the relevant Trade Test Certificate. Inherent requirement of the job: A valid driver's licence (Code B/EB) and willing to travel throughout the Western Cape. Competencies (knowledge/skills): Be conversant with the requirements of the Machinery and Occupational Health and Safety Act.

DUTIES : Perform standby duties. Perform necessary administrative functions. Control over tools and materials. Train and supervision of subordinates. Assist with the execution of the installation and repairs of mechanical components at hospitals and health institutions. Maintenance of mechanical components (including autoclaves) at health institutions within the Western Cape Province. Assist Artisan Foremen/Chief Artisan with their duties.

ENQUIRIES APPLICATIONS : Mr K Matthews Tel No: (021) 715 5921
: Applicants apply online: www.westerncape.gov.za/health-jobs (click "online applications")

NOTE : No payment of any kind is required when applying for the post.
CLOSING DATE : 07 March 2025

POST 07/279 : **ARTISAN PRODUCTION GRADE A TO C (CARPENTRY)**
Directorate: Engineering and Technical Support Services

SALARY : Grade A: R230 898 per annum
Grade B: R270 915 per annum

- Grade C: R314 751 per annum
- CENTRE REQUIREMENTS** : Head Office, Cape Town, (Metro West, Zwaanswyk Mobile Wokshop)
: Minimum educational qualification: Appropriate Trade Test Certificate. Experience: **Grade A:** No experience required. **Grade B:** At least 18 years appropriate/recognisable experience in the area after obtaining the relevant Trade Test Certificate. **Grade C:** At least 34 years appropriate/recognisable experience in the area after obtaining the relevant Trade Test Certificate. Inherent requirement of the job: A valid driver's licence (Code B/EB) and willing to travel throughout the Western Cape. Competencies (knowledge/skills): Be conversant with the requirements of the Machinery and Occupational Health and Safety Act.
- DUTIES** : Perform standby duties. Perform necessary administrative functions. Control over tools and materials. Train and supervision of subordinates. Assist with the execution of building projects/repairs at hospitals and health institutions. Maintain and repairs of buildings and equipment at health institutions within the Western Cape Province Assist Artisan Foremen/Chief Artisan with their duties.
- ENQUIRIES APPLICATIONS** : Mr K Matthews Tel No: (021) 715 5921
: Applicants apply online: www.westerncape.gov.za/health-jobs (click "online applications")
- CLOSING DATE** : 07 March 2025
- POST 07/280** : **ADMINISTRATION CLERK: REGISTRY (MEDICAL RECORDS)**
- SALARY CENTRE REQUIREMENTS** : R216 417 per annum
: Tygerberg Hospital, Parow Valley
: Minimum educational qualification: Senior Certificate (or equivalent) qualification. Experience: Experience of Medical Records or Registry services. Inherent requirements of the job: Willingness to work shifts. Must be willing to rotate and/or relief personnel. Competencies (knowledge/skills): Computer literacy. Good written and verbal communication skills.
- DUTIES** : Batching of all incoming episode folders. Issue and receive folders master file daily. Responsible for archiving all inactive folders. Ensure that folders are prepared correctly. Ensure that folders are scanned as per prescripts. Ensure that folders are being index correctly. Daily re-filing of episodes into yellow folders. File tracking on Hospital Information System and Trace misfiles. Ensure duplicate folders are being merged correctly. Handle of Microfilm as per request. Handle telephone enquiries.
- ENQUIRIES APPLICATIONS** : Ms M Xontana Tel No: (021) 938-4512
: 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 candidates may be subjected to a practical assessment.
- CLOSING DATE** : 07 March 2025
- POST 07/281** : **ADMINISTRATION CLERK: HUMAN RESOURCE MANAGEMENT**
- SALARY CENTRE REQUIREMENTS** : R216 417 per annum
: Tygerberg Hospital, Parow Valley
: Minimum educational qualification: Senior Certificate (or equivalent). Experience: Appropriate experience in Human Resource Management. Appropriate experience regarding the PERSAL salary system. Competencies (knowledge/skills): Good communication skills. Computer literacy (MS Word, Excel, PowerPoint). Basic understanding of Human Resource Management. Knowledge and experience of PERSAL and their relevant functions.
- DUTIES** : Perform all administrative duties pertaining to personnel administration, e.g. appointments, resignations, transfers, pension administration, salary administration, leave, distribution of payslips, debt management and verify documents and qualifications. Responsible for capturing transactions on PERSAL. Audit personnel and leave records. Handle all personnel enquiries and correspondence (written and verbal). File personnel data, policies, regulations and circulars. Assist with all other administrative functions in the Personnel component.
- ENQUIRIES APPLICATIONS** : Ms. P Jansen Tel No: (021) 938-4684
: Applicants apply online: www.westerncape.gov.za/health-jobs (click "online applications")
- NOTE** : No payment of any kind is required when applying for the post. Shortlisted candidates may be subjected to a practical assessment

CLOSING DATE : 07 March 2025

POST 07/282 : **STERILIZATION OPERATOR: SUPERVISOR (CSSD)**

SALARY : R216 417 per annum
CENTRE : Tygerberg Hospital, Parow Valley
REQUIREMENTS : Minimum educational qualification: General Education and Training Certificate (GETC) /Grade 9 (Std 7). Experience: Appropriate experience in a central sterile service department. Inherent requirement of the job: Willingness to work shifts and the ability to report defects (test data), to do elementary stock control and also do heavy duty functions e.g. the transport of heavy trollies with packs. Competencies (knowledge/skills): Leadership skills. Ability to work in a team context. Ability to write reports. Literacy and numeracy skills.

DUTIES : Supervise service in terms of control, cleaning, sterilizing, packing and collecting of instruments and distribution of sterile instruments. Ensure continuous monitoring and evaluation of staff reporting to you. Supervise and implement the cleaning control and testing of washing machines, autoclaves and other equipment in the department.

ENQUIRIES : Ms F Baartman Tel No: (021) 938-4055
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 candidates may be subjected to a practical assessment.

CLOSING DATE : 07 March 2025

POST 07/283 : **ADMINISTRATION CLERK: ADMISSIONS**
Overberg District

SALARY : R216 417 per annum
CENTRE : Hermanus Hospital, Overstrand Sub-district
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 focus on the key performance areas of the post. Experience: Appropriate experience in patient administration/ admissions at a hospital. Inherent requirements of the job: A valid (Code B/EB/C1) driver's licence. Must be prepared to work 12-hour shifts (i.e. night duty, weekends, public holidays) and work overtime on short notice. Ability to work in a physically demanding environment. Competencies (knowledge/skills): Sound communication skills, with internal and external clients (verbal and written). Numerical skills and the ability to maintain confidentiality. Knowledge of electronic patient administration system Clinicom. Computer literacy in Microsoft (Word, Excel and Outlook). Ability to accept accountability and responsibility and to work independently.

DUTIES : Assessment of patients according to the means test when admitting patients, update patient information and ensure availability of patient folders. Responsible for sound cash management for revenue control which includes the receipt of money, issue of accounts, receipt and safekeeping of money. Open and maintain patient folders and loan of patient folders to relevant departments on the Clinicom system. Responsible for handling of patient enquiries. Filing of patient folders and documents daily. Record keeping, trace old folders, compile new folders and destruction of folders. Reporting of IOD and MVA cases.

ENQUIRIES : Ms CE Langley Tel No: (028) 312-1166
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 may be subjected to a practical test.

CLOSING DATE : 07 March 2025

POST 07/284 : **STAFF NURSE GRADE 1 TO 3 (CHRONIC WARD)**
Garden Route District

SALARY : Grade 1: R209 112 per annum
Grade 2: R248 613 per annum
Grade 3: R290 805 per annum
CENTRE : Harry Comay Hospital

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| <u>REQUIREMENTS</u> | : | 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 requirement of the job: Willingness to work overtime when necessary and to work at other clinics in the Sub-district. Competencies (knowledge/skills): Good Communication skills. Self-discipline and motivation. |
| <u>DUTIES</u> | : | 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. |
| <u>ENQUIRIES</u> | : | Ms G Lloyd Tel No: (044) 814-1123 |
| <u>APPLICATIONS</u> | : | Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications"). |
| <u>NOTE</u> | : | No payment of any kind is required when applying for this post. Shortlisted candidates may be requested to undertake 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 Garden Route District for a period of 3 months from date of advert. |
| <u>CLOSING DATE</u> | : | 07 March 2025 |
| <u>POST 07/285</u> | : | <u>SOCIAL WORKER GRADE 1 TO 4</u> (Chief Directorate: Metro Health Services) |
| <u>SALARY</u> | : | Grade 1: R308 247 per annum Grade 2: R376 416 per annum Grade 3: R452 667 per annum Grade 4: R554 919 per annum |
| <u>CENTRE</u> | : | Valkenberg Hospital |
| <u>REQUIREMENTS</u> | : | Minimum educational qualification: Appropriate qualification as a Social Worker that allows for registration with the South African Council for Social Service Professionals (SACSSP). Registration with a Professional Council: Registration with the SACSSP as a social worker. Experience: Grade 1: None after registration. Grade 2: A minimum of 10 years appropriate experience in social work after registration as a Social Worker with the SACSSP. Grade 3: A minimum of 20 years appropriate experience in social work after registration as a Social Worker with the SACSSP. Grade 4: A minimum of 30 years appropriate experience in social work after registration as a Social worker with the SACSSP. Inherent requirement of the job: A valid driver's license. Competencies (knowledge/skills): Ability to render a clinical social work practise as a member of a multi-disciplinary team in a Specialist Acute Mental Health Care setting. Sound knowledge and skills in psycho-social assessment, family and individual counselling skills. Knowledge of relevant statutory processes. Computer literacy. Experience in working with vulnerable clients. |
| <u>DUTIES</u> | : | Provide clinical social work services with regards to the care, support, protection and development of vulnerable individuals, groups, families and communities. Utilise specialist knowledge and skills to conduct psychosocial assessments, counsel individuals and families, network effectively internally with the multi-disciplinary team as well as with relevant external role players, conduct appropriate referrals to relevant role players / stake holders, actively contribute to development of care and safety plans. Deliver accountable services through the application of the Social Work Administrative process. Ensure continued professional development by keeping updated with developments in the field. |
| <u>ENQUIRIES</u> | : | Ms Siviwe Mdunyelwa Tel No: (021) 826 5838 |
| <u>APPLICATIONS</u> | : | 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". No payment of any kind is required when applying for this post. Shortlisted candidates will be subjected to a practical assessment. The pool of applicants will be considered for other similar posts within the Chief Directorate: Metro Health Services for a period of 3 months from date of advert.
- CLOSING DATE** : 07 March 2025
- POST 07/286** : **PROFESSIONAL NURSE GRADE 1 TO 3 (GENERAL NURSING) (X2 POSTS)**
Cape Winelands Health District
- SALARY** : Grade 1: R307 473 per annum
Grade 2: R375 480 per annum
Grade 3: R451 533 per annum
- CENTRE** : Kylemore CC (X1 Post)
Cloetesville CDC (X1 Post)
- 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 and Midwife. Registration with a Professional Council: Registration with the SANC as Professional Nurse and Midwife. Experience: **Grade 1:** None **Grade 2:** A minimum of 10 years appropriate/recognisable nursing experience after registration with the SANC as Professional Nurse in General Nursing. **Grade 3:** A minimum of 20 years appropriate/recognizable experience in nursing after registration with the SANC as Professional Nurse in General Nursing. Inherent requirements of the job: Prepared to work at different facilities within the Sub District inclusive a Mobile, hospital and when needed within the community (COPC concept). Valid (code B/EB) driver's license. Competencies (knowledge/skills): Knowledge and insight of relevant legislation and policy related to nursing within the public sector and basic computer literacy (MS Word, Excel and Outlook) to be able to communicate, capture patient information, check results, capture data and do track referrals on the different electronic systems. Ability to promote quality patient care through the implementation of protocols, guidelines, and standards.
- DUTIES** : Provision of Primary Health Care in accordance with the guidelines and protocols of the Western Cape. Maintain accurate clinical records, statistics registers, and referral records. Effective utilization of Resources/Stock within the limited budget constraints. Participation in Community events and initiating awareness with regards to health-related issues. Maintain and participate in inter-professional and multi-disciplinary teamwork but able to work independently. Supervise and mentor lower categories of staff and improving quality of health services. Maintain professional growth/ethical standards and self-development.
- ENQUIRIES** : Ms. MM Muller Tel No: (021) 808-6108
- 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 may be subjected to a practical test. Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable on health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status). The pool of applicants will be considered for similar vacant posts within the Stellenbosch Sub District for a period of 3 months from date of advert.
- CLOSING DATE** : 07 March 2025

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| <u>POST 07/287</u> | : | <u>PROFESSIONAL NURSE GRADE 1 TO 3 (GENERAL NURSE)</u> Cape Winelands Health District |
| <u>SALARY</u> | : | Grade 1: R307 473 per annum Grade 2: R375 480 per annum Grade 3: R451 533 per annum |
| <u>CENTRE REQUIREMENTS</u> | : | Wolseley Mobile, Witzenberg Sub-district Minimum educational qualification: Basic R425 qualification (i.e., diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse and Midwife. Registration with a Professional Council: Registration with the SANC as Professional Nurse and Midwife. Experience: Grade 1: None Grade 2: A minimum of 10 years appropriate/recognisable nursing experience after registration with the SANC as Professional Nurse in General Nursing. Grade 3: A minimum of 20 years appropriate/recognizable experience in nursing after registration with the SANC as Professional Nurse in General Nursing. Inherent requirements of the job: Valid (Code B/EB) driver's license and willingness to travel. Prepared to work at different facilities within the Sub District inclusive a Mobile, hospital and when needed within the community (COPC concept). Competencies (knowledge/skills): Computer literacy (MS Word, Excel). Good interpersonal and communication skills (verbal and written). Ability to work independently and in a multi-disciplinary team. Knowledge of Community Oriented Primary care. |
| <u>DUTIES</u> | : | Provision of Primary Health Care in accordance with the guidelines and protocols of the Western Cape. Maintain accurate clinical records, statistics registers, and referral records. Effective utilization of Resources/Stock within the limited budget constraints. Participation in Community events and initiating awareness with regards to health-related issues. Maintain and participate in inter-professional and multi-disciplinary teamwork but able to work independently. Supervise and mentor lower categories of staff and improving quality of health services. Maintain professional growth/ethical standards and self-development. |
| <u>ENQUIRIES APPLICATIONS</u> | : | Mr L Wawini Tel No: (023) 316-9600 Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications") |
| <u>NOTE</u> | : | No payment of any kind is required when applying for this post. Shortlisted candidates may be subjected to a practical test. 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 Witzenberg Sub District for a period of 3 months from date of advert. |
| <u>CLOSING DATE</u> | : | 07 March 2025 |
| <u>POST 07/288</u> | : | <u>PROFESSIONAL NURSE GRADE 1 TO 3 (GENERAL NURSING) (X2 POSTS)</u> Central Karoo District |
| <u>SALARY</u> | : | Grade 1: R307 473 per annum Grade 2: R375 480 per annum Grade 3: R451 533 per annum |
| <u>CENTRE REQUIREMENTS</u> | : | Laingsburg Hospital Minimum educational qualification: Basic R425 qualification (i.e., diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as 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/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. Grade 3: A minimum of 20 years appropriate/recognisable experience in nursing after |

registration as Professional Nurse with the SANC in General Nursing. Inherent requirements of the job: Willingness to work shifts, night duty, overtime, public holidays and weekends. Willingness to rotate in Hospital and to assist at PHC services when needed. Competencies (knowledge/skills): Basic Computer literacy (MS Office). Ability to function independently, as well as in a multi-disciplinary team to ensure good patient care. Excellent communication skills (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 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 Central Karoo District for a period of 3 months from date of advert. Candidates will be subjected to a practical/written assessment.

CLOSING DATE : 07 March 2025

POST 07/289 : **ADMINISTRATIVE OFFICER: SUPPORT SERVICES**
Cape Winelands District'

SALARY : R308 154 per annum
CENTRE : Drakenstein Sub-district
REQUIREMENTS : Minimum educational qualification: Senior Certificate (or equivalent). Experience: Appropriate experience in working in Key Performance Areas. Inherent requirement of the job: Valid (Code B/EB) driver's license. Competencies (knowledge/skills): Excellent interpersonal, communication and organisation skills. Ability to efficiently operate computer programmes such as Microsoft Word, Excel, PowerPoint and E-mail. Knowledge of Contract Management.

DUTIES : Control and Manage of Support Services which include Infrastructure, Workshops. Effective Contract management of services delivered by suppliers. Effective management and control of Auxiliary Services. Efficient and effective management of Transport Services. Supervision of respective areas.

ENQUIRIES : Mr. S Adams Tel No: (021) 877-6400

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 may be required to do a practical test as part of the interview process. The pool of applicants will be considered for similar vacant posts within Drakenstein Sub District for a period of 3 months from date of advert.

CLOSING DATE : 07 March 2025

POST 07/290 : **ADMINISTRATIVE OFFICER: SUPPLY CHAIN MANAGEMENT**
(Chief Directorate: Metro Health Services)

SALARY : R308 154 per annum
CENTRE : Lentegeur Hospital
REQUIREMENTS : Minimum educational qualification: Senior Certificate (or equivalent) with Mathematics and/or Accountancy as a passed subject and/or Senior Certificate (or equivalent) with experience/competencies that focuses on the Key Performance Areas (KRA's) of the post. Experience: Appropriate experience in Supply Chain Management environment, Inventory Management, Procurement processes, Warehouse Management, Asset Management.

Appropriate experience and skills in LOGIS, IPS/SEB. Inherent requirement of the job: Valid (Code B/EB) code drivers' license. Competencies (knowledge/skills): In depth knowledge of SCOA codes and reports on LOGIS. Appropriate knowledge of System controller functions and duties be able to do reconciliations. Good interpersonal and organisational skills. Good strong people management skills, ability to work in a team context and motivate team members. Computer literacy Microsoft Package with knowledge and experience in (LOGIS, BAS and IPS/EPS- certificate to be attached). Knowledge of PFMA, Finance instructions, Provincial and National Treasury regulations, Preferential Procurement Policy Framework Act 5 of 2000 (PPPFA) as well as Accounting Officer System.

DUTIES : Effective management and monitoring of Inventory control and Warehouse Management, Asset Management process and prepare documents for the Quotation Committee meetings. Perform LOGIS system Controller functions. Supervise staff attached to the Supply Chain Management component. Ensure that all transactions comply with legislative requirements (Audit compliance). Assist with the reporting of Annual and Interim Financial Statements, drawing of monthly reports as well as monthly Inventory, Assets and Lease reporting. Authorise Procurement Advices & Orders where applicable. Handle all Audit queries related to SCM and execute control compliance related to SCM. Ensure sound Labour practices are executed and implemented.

ENQUIRIES : Mr M Mdodeni Tel No: (021) 370 1125

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. No payment of any kind is required when applying for this post. Shortlisted candidates will be subjected to an oral or written practical assessment. The pool of applicants will be considered for similar posts within the Chief Directorate: Metro Health Services for a period of 3 months from date of advert.

CLOSING DATE : 07 March 2025

POST 07/291 : **ADMINISTRATION CLERK: ADMISSIONS (X2 POSTS)**
Chief Directorate: Metro Health Services

SALARY : R216 417 per annum
CENTRE : Brackengate TFC
REQUIREMENTS : Minimum educational qualification: Senior Certificate (or equivalent). Experience: Appropriate patient administration experience in an admissions environment. Inherent requirement of the job: Willingness to perform relief functions when required. Competencies (knowledge/skills): A strong sense of confidentiality and trustworthiness. Good interpersonal skills. Good computer literacy in Outlook, Word and Excel. Willingness to interact/work with people with physical and mental disabilities.

DUTIES : Render an Administrative support service to patients, public, supervisor and staff. Assess patients in accordance with Hospital Memorandum 18, UPFS manual and related Finance instructions. Record and capture all patient information and activities (admission and discharge of patient) accurately and promptly on Clinicom and report all MVA's / WCA cases to AFCT hotline. Responsible for effective revenue collection, which includes receipt of money, issue of receipt, banking of deposit, capture deposit close off and journals in BAS, issue of accounts and safekeeping of patient's valuables. Responsible for folder management, which includes completion and processing of folders.

ENQUIRIES : Ms S Abrahams, Tel No: (021) 834 5826

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 other vacant similar posts within the Chief Directorate: Metro Health Services, for a period of 3 months from date of advert.

CLOSING DATE : 07 March 2025

POST 07/292 : **PERSONNEL OFFICER**
Directorate: People Management Planning and Practices

SALARY : R216 417 per annum
CENTRE : Head Office, Cape Town

- REQUIREMENTS** : Minimum educational qualification: Senior Certificate (or equivalent). Experience: Appropriate Salary administration (HR) experience. Competencies (knowledge/skills): Experience of PERSAL system and MS Outlook. Computer Literacy (MS Office Package). Sound knowledge regarding related matters to the post.
- DUTIES** : Administration of Personnel Management practices for Head Office pertaining to appointments (Permanent and Contract), transfers, salary deductions and allowances related to Personnel and Salary Administration. Administer PERSAL functions related to Personnel and Salary Administration. Administer quarterly probation reports and general personnel administration practices. Handle telephone and written enquiries.
- ENQUIRIES APPLICATIONS** : Mr. T Adams Tel No: (021) 483 3014
Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
- NOTE CLOSING DATE** : No payment of any kind is required when applying for this post.
07 March 2025
- POST 07/293** : **ADMINISTRATION CLERK: HUMAN RESOURCE MANAGEMENT (PEOPLE MANAGEMENT)**
Cape Winelands District
- SALARY CENTRE REQUIREMENTS** : R216 417 per annum
Drakenstein Sub-district
Minimum educational qualification: Senior Certificate (or equivalent). Experience: Appropriate experience in People Management and PERSAL. Inherent requirement of the job: Valid (Code B/EB) driver's licence. Competencies (knowledge/skills): Good computer (MS Word, Excel, PowerPoint, Outlook), numeracy and mathematical skills. Knowledge of the People Management prescripts in the Public Service. Good interpersonal and organisational skills and the ability to function under pressure and meet deadlines.
- DUTIES** : Responsible for recruitment and selection, appointments, sessional appointments, pensions service terminations, promotions, translations in rank and transfers of personnel on the PERSAL System. Handle all aspects pertaining to People Management i.e. salary matters, commuted overtime, housing allowances and pension matters. Handle all personnel queries and correspondence, resignations, retirements, deaths and medical boarding. Responsible for leave and PILLIR handling, auditing of personnel and leave folders. Application of general administration, office correspondence, enquiries and supervisor support and implementation and application of People management policies.
- ENQUIRIES APPLICATIONS** : Ms J Cecils Tel No: (021) 877-6444
Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
- NOTE CLOSING DATE** : No payment of any kind is required when applying for this post.
07 March 2025
- POST 07/294** : **ADMINISTRATION CLERK: SUPPLY CHAIN MANAGEMENT**
Western Cape Health Warehouse
- SALARY CENTRE REQUIREMENTS** : R216 417 per annum
Head Office, Cape Town
Minimal Educational Qualification: Senior Certificate (or equivalent). Experience: Appropriate experience. Inherent Requirement: Valid (Code B/EB) driver's licence. Competencies (knowledge/skills): Ability to collate, verify data, work accurately and methodically. Good interpersonal and organisational skills. Computer skills (MS Word, Excel and Outlook). Knowledge and practical experience in LOGIS and Basic Accounting System (BAS). Knowledge of administrative and/or support duties in a store/warehouse. Knowledge in administration and rendering support services in a store or warehouse. Appropriate experience in handling stock in a store/warehouse environment.
- DUTIES** : Capturing of Log 1 requisitions and Issue vouchers according to Standard Chats of Accounts (SCOA). Render an effective and efficient administrative support service in the Western Cape Health Warehouse. Render effective and efficient Warehouse related support functions. Keeping abreast and record relevant and Departmental prescripts/policies and procedures. Any other ad-hoc administrative tasks as required.

ENQUIRIES : Mr D Botha Tel No: (021) 833 7623 or email: Daniel.Botha@westerncape.gov.za

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

NOTE : No payment of any kind is required when applying for this post.

CLOSING DATE : 07 March 2025

POST 07/295 : **ADMINISTRATION CLERK: FINANCE/ADMIN**
Chief Directorate: Emergency and Clinical Services Support

SALARY : R216 417 per annum

CENTRE : Emergency Medical Services, U2 Building, Tygerberg Revenue

REQUIREMENTS : Minimum educational qualification: Senior Certificate (or equivalent) with Mathematics and/or Accounting as a passed subject. Experience: Appropriate experience in a Revenue management environment. Appropriate experience in dealing with medical aids. Appropriate experience in HIS System (Clinicom and Accounts Receivable). Appropriate experience in BAS. Appropriate experience in ICD10 coding. Inherent requirement of the job: Valid Driver's License. Computer literate (MS Office package, e-mail and internet). Competencies (knowledge/skills): Ability to prioritise and good problem-solving skills. Ability to work independently and function well in a team. Excellent communication and interpersonal skills. Ability to maintain accurate record keeping and reporting to the supervisor. Good interpersonal skills. Computer literacy (MS Office: Word, Excel and PowerPoint).

DUTIES : Provide support to patients and attend to queries. Provide support to medical aids and do follow ups. Receive and verify electronic and Manual PCR's (Patient Care Reports). Effective administration and generation of revenue.

ENQUIRIES : Ms L Sadie Tel No: (021) 834 4613

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 : 07 March 2025

POST 07/296 : **SOCIAL AUXILIARY WORKER GRADE 1 TO 3**
Cape Winelands Health District

SALARY : Grade 1: R182 913 per annum
Grade 2: R215 442 per annum
Grade 3: R255 933 per annum

CENTRE : Worcester CDC, Breede Valley Sub District

REQUIREMENTS : Minimum educational qualification: Appropriate qualification that allows registration with the South African Council for Social Services Professions (SACSSP) as Social Auxiliary Worker. Registration with a Professional Council: Registration with the SACSSP as a Social Auxiliary Worker. Experience: **Grade 1:** None. **Grade 2:** A minimum of 10 years appropriate experience as Social Auxiliary Worker after registration with the SACSSP or No experience as Social Auxiliary Worker after registration with the SACSSP and successful completion of 2nd academic year of an appropriate tertiary qualification that allows for registration as a Social Worker with the SACSSP. **Grade 3:** A minimum of 20 years appropriate experience as Social Auxiliary Worker after registration with the SACSSP or 10 years' experience after registration as Social Auxiliary Worker with SACSSP and successful completion of 2nd academic year of an appropriate tertiary qualification that allows for registration as Social Worker with the SACSSP or No experience after registration as Social Auxiliary Worker with the SACSSP and successful completion of 3rd academic year of an appropriate tertiary qualification that allows for registration as a Social Worker with the SACSSP. Inherent requirements of the job: Inherent requirement of the job: Willingness to relieve at Primary Health Care Clinics within the Sub-district. Valid (Code B/EB) driver's license. Willingness to rotate. Willingness to partake in the Commuted Overtime system. Competencies (knowledge/skills): Skills and knowledge of working within a hospital/medical setting and skills in psycho-social assessments. Skills and experience in substance use, parenting and grief management. Sound knowledge of relevant community resources and computer literacy. Sound interpersonal and communication skills.

DUTIES : Undertake psychosocial assessments, give advice and refer to appropriate resources. Maintain all administrative functions on work undertaken.

Undertake telephonic enquiries and patient follow ups. Provide appropriate feedback to multi-disciplinary team. Participate in training and upskilling of patients and staff. Facilitate and participate in educational and awareness programmes.

ENQUIRIES APPLICATIONS : Ms A Theron Tel No: (023) 348-1316
: 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 may be required to do a practical test. Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable on health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status). The pool of applicants will be considered for similar vacant posts within the Breede Valley Sub District for a period of 3 months from date of advert.

CLOSING DATE : 07 March 2025

POST 07/297 : **HOUSEKEEPING SUPERVISOR**
Cape Winelands Health District

SALARY CENTRE REQUIREMENTS : R183 279 per annum
: Cape Winelands TB Centre
: Minimum educational qualification: General Education and Training Certificate (GETC) / Grade 9 (Std 7). Experience: Appropriate cleaning and household experience in a hospital environment and in the use of cleaning equipment and stock. Inherent requirements of the job: Willingness to work in a high occupational health risk environment with blood, infectious diseases, human and medical waste, contaminated linen and sharps. The ability to do physical tasks and operate heavy duty cleaning and household equipment. Ability to work shifts during day and night, weekends and public holiday and overtime when required by supervisor. Competencies (knowledge/skills): Knowledge of Infection Control and Provincial Food Service Policy and disciplinary code of conduct. Good interpersonal relations with supervisor, colleagues. Knowledge of safety and hygiene standards and inventory/stock control.

DUTIES : Co-ordinate operational household functions. Correct utilization of resources. Support human resource functions. Effective co-ordination and controlling of all linen in hospital.

ENQUIRIES APPLICATIONS : Ms. L Mampa Tel No: (023) 348-1374
: 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. A practical test will form part of the interview process. The pool of applicants will be considered for similar vacant post within Cape Winelands TB Centre for a period of 3 months from date of the advert.

CLOSING DATE : 07 March 2025

POST 07/298 : **HOUSEHOLD AID**
Cape Winelands Health District

SALARY CENTRE REQUIREMENTS : R131 265 per annum
: Cape Winelands TB Centre
: Minimum educational qualification: Basic numeracy and literacy. Experience: Appropriate household experience in a Hospital/Clinic or similar environment. Appropriate experience in Food Service. Inherent requirement 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 : Ms DL Jacobs Tel No: (023) 348-1314
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 may be subjected to a practical test. The pool of applicants will be considered for similar vacant post within Cape Winelands TB Centre for a period of 3 months from date of the advert.

CLOSING DATE : 07 March 2025

POST 07/299 : **LINEN SUPERVISOR**
Garden Route District

SALARY : R183 279 per annum
CENTRE : Mossel Bay Hospital
REQUIREMENTS : Minimum educational qualification: General Education and Training Certificate (GETC)/ grade 9 (Std 7). Experience: Appropriate experience in a Linen Bank. Inherent requirements of the job: Valid driver's license (Code B/EB) and willingness to drive. Ability to handle heavy objects. Willingness to work overtime, on weekends and on Public Holidays. Computer literacy (MS Word and Excel). Competencies (knowledge/skills): Ability to work under pressure and perform physically demanding tasks. Ability to achieve and maintaining good interpersonal relations with staff and the service provider. Good numerical skills. Knowledge of and the ability to interpret the Western Cape Government Linen Management Policy.

DUTIES : Ensure effective and efficient processing of linen within the Hospital. Effective quality control of the outsourced laundering and supervision of the internal linen services. Effective and efficient management of all linen records, data, and information and ensure communication regarding operational aspects. Perform pre-condemning of linen and report irregularities to your supervisor. Responsible for all HR related functions and general administrations tasks in the linen bank.

ENQUIRIES : Ms R Coetzee Tel No: (044) 604 - 6110
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 will be subjected to a practical/written assessment

CLOSING DATE : 07 March 2025

POST 07/300 : **ARTISAN ASSISTANT (MECHANICAL)**
Directorate: Engineering and Technical Support Services

SALARY : R183 279 per annum
CENTRE : Head Office, Cape Town, (Metro West Hub, Zwaanswyk, Retreat)
REQUIREMENTS : Minimum requirement: NQF 3 (Grade 10 or equivalent). Experience: Appropriate experience of maintenance and repairs of mechanical components. Inherent requirements of the job: Ability to operate and use required tools and equipment skilfully and safely. Ability to perform heavy physical labour. A valid (Code B/EB) driver's licence. Competencies (knowledge/skills): Be conversant with the requirements of the Machinery and Occupational Health and Safety Act.

DUTIES : Perform standby duties. Carry out minor maintenance and repairs of mechanical fixtures and components. Assist with repairs and emergency breakdowns (including after-hours repairs). Assist with the control and requisitioning of material and parts. Clean areas where work has been carried out. Ensure that all tools and materials are available before commencing any tasks. Assist the artisan Cadre in the execution of their respective duties.

ENQUIRIES : Mr K Matthews Tel No: (021) 715 5921
APPLICATIONS : Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").

NOTE : No payment of any kind is required when applying for the post.
CLOSING DATE : 07 March 2025

- POST 07/301** : **TRADESMAN AID (BUILDING: BRICKLAYING)**
Directorate: Engineering and Technical Support Services
- SALARY** : R155 148 per annum
CENTRE : Head Office, Cape Town (Metro West Hub, Zwaanswyk, Retreat)
REQUIREMENTS : Minimum requirement: NQF 3 (Grade 10 or equivalent). Experience: Appropriate experience within the respective field. Inherent requirements of the job: Willingness to travel throughout the Western Cape Province. Physically fit to do manual labour. Competencies (knowledge/skills): Ability to handle tools. Good interpersonal skills.
- DUTIES** : Carry out minor maintenance tasks. Assist with repairs and emergency breakdowns (including after hour's repairs). Assist with the installation of plant, equipment and alterations. Clear areas where work has been carried out. Ensure that tools and material are available when needed. Assist the Artisans in the execution of their duties.
- ENQUIRIES** : Mr K Matthews Tel No: (021) 715-5921
APPLICATIONS : Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
- NOTE** : No payment of any kind is required when applying for the post.
CLOSING DATE : 07 March 2025
- POST 07/302** : **NURSING ASSISTANT GRADE 1 TO 3**
West Coast District
- SALARY** : Grade 1: R165 177 per annum
Grade 2: R192 675 per annum
Grade 3: R227 070 per annum
- CENTRE** : Swartland Hospital, Swartland SD
REQUIREMENTS : Minimum educational qualification: Qualification that allows registration with the SANC as a Nursing Assistant. Registration with a Professional Council: Registration with the SANC as Nursing Assistant Experience: **Grade 1:** None. **Grade 2:** A minimum of 10 years' appropriate/recognisable experience after registration with the SANC as Nursing Assistant. **Grade3:** A minimum of 20 years' appropriate/recognisable nursing experience after registration with the SANC as Nursing Assistant. Inherent requirement of the job: Must be prepared to work shifts, weekends and public holidays. Competencies (knowledge/skills): Good communication skills (written and verbal).
- DUTIES** : Assist patients with activities of daily living. Provide elementary clinical nursing care. Maintain professional growth/ethical standards and self-development. Effective functioning within multidisciplinary team. Effective utilisation of resources.
- ENQUIRIES** : Ms L Julius Tel No: (022) 487-9204
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 Swartland Sub-District for a period of 3 months from date of advert.
- CLOSING DATE** : 07 March 2025
- POST 07/303** : **STERILISATION PRODUCTION OPERATOR (CSSD AND GAS)**
- SALARY** : R155 148 per annum
CENTRE : Groote Schuur Hospital, Observatory
REQUIREMENTS : Minimum educational qualification: General Education and Training Certificate (GETC)/Grade 9 (Std 7). Experience: Appropriate experience. Inherent requirement of the job: Willingness to work in any department within CPD (CSSD & Gas). Willingness to work shifts including weekends, public holidays and night duty. Basic understanding of disinfection, decontamination and sterilization. Competencies (knowledge/skills): Good interpersonal relations

skills. Ability to work in a co-operative way within a team context and willingness to be rotated within the CPD department.

DUTIES : Effective application of sterilisation processes and techniques and promote/adhere to infection control as well as health and safety regulations. Decontaminate, pack and sterilise instruments linen and supplies. Assist with cleaning and testing of sterilisation equipment, washing machine and autoclaves, lift-up and pushing heavy equipment. Maintain equipment in an optimum working condition and utilisation of resources. Use autoclaves, washing machines and equipment/consumables in a cost-effective manner. Monitor, control and maintain adequate stock levels, report, and assist with investigation of lost instruments/equipment.

ENQUIRIES : Ms R. Sutcliffe Tel No: (021) 404-2092
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 : 07 March 2025

POST 07/304 : **DRIVER (HEAVY DUTY VEHICLE)**
 Directorate: Facility Management

SALARY : R151 148 per annum
CENTRE : Head Office, Cape Town (Laundry Services: Lentegeur Laundry)
REQUIREMENTS : Minimum requirement: Basic literacy and numeracy skills. Experience: Appropriate driving experience. Inherent requirements of the job: Willingness to work shifts and overtime, after hours and public holidays on a standby basis. Valid (Code C) with PDP driver's licence. Physically fit. Competencies (knowledge/skills): Good written and verbal communication skills. Safe driving skills.

DUTIES : Effective transportation of soiled and clean linen. Assist with the uploading and offloading of truck. Accurately and timeously delivery of clean linen to health institutions. Conduct routine maintenance, inspect vehicles and timely reporting of defects. Ensure that all vehicles are kept clean and tidy. Ensure proper completion of logbooks. Adhere to departmental codes and procedures. Effective support to Transport Officer.

ENQUIRIES : Mr V Jooste Tel No: (021) 200-0196
APPLICATIONS : Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications")

NOTE : No payment of any kind is required when applying for the post.
CLOSING DATE : 07 March 2025

POST 07/305 : **LINEN STORES ASSISTANT (LAUNDRY SERVICES)**
 Directorate: Facility Management (Lentegeur Laundry)

SALARY : R131 265 per annum
CENTRE : Head Office, Cape Town
REQUIREMENTS : Minimum requirement: Basic numeracy and literacy. Experience: Appropriate laundry experience. Inherent requirement of the job: Physically fit to do manual labour. Competencies (knowledge/skills): Ability to effectively communicate both written and verbally.

DUTIES : Load/offload soiled/clean linen bags on and off trucks. Pack shelves in linen bank and packing of Linen for despatching. Empty soiled linen bags. Sort and count linen. Load and offload trolleys and push trolleys. Load linen bags on conveyer belt and on overhead rails. Clean work area.

ENQUIRIES : Mr V Jooste Tel No: (021) 200-0196
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 : 07 March 2025

POST 07/306 : **SEAMSTRESS**
 Directorate: Facility Management (Lentegeur Laundry Sewing)

SALARY : R131 265 per annum
CENTRE : Head Office, Cape Town
REQUIREMENTS : Minimum educational qualification: General Education and Training Certificate (GETC)/Grade 9 (Std7). Experience: Appropriate experience in the operating

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| | | of an industrial sewing machine. Competencies: (knowledge/skills): Mending of torn/damaged hospital linen. Working knowledge of fabrics and fibres. |
| <u>DUTIES</u> | : | Mending of torn/damaged hospital linen. To control supplies and raw materials. To control irreparable linen. Monitor the quality of the work. Inspect machinery to see if functioning correctly. To assist with linen stock counts. |
| <u>ENQUIRIES APPLICATIONS</u> | : | Mr V Jooste Tel No: (021) 200-0196 |
| <u>NOTE</u> | : | No payment of any kind is required when applying for this post. |
| <u>CLOSING DATE</u> | : | 07 March 2025 |
| <u>POST 07/307</u> | : | <u>LAUNDRY AID (FOLDERS/IRONING)</u> Directorate: Facility Management (Lentegeur Laundry) |
| <u>SALARY</u> | : | R131 265 per annum |
| <u>CENTRE</u> | : | Head Office, Cape Town |
| <u>REQUIREMENTS</u> | : | Minimum requirement: Basic literacy and numeracy skills. Experience: Appropriate Laundry and Linen experience in a Central Laundry setting. Inherent requirement of the job: Physically fit to do manual labour. |
| <u>DUTIES</u> | : | Wash, dry, fold and iron linen, clothing and other textiles. Assist with the mixing of chemicals. Load and unload washing machines and tumble driers. Empty soiled linen bags for sorting, counting, sealing and stacking of linen bags for dispatching. Clean work area. |
| <u>ENQUIRIES APPLICATIONS</u> | : | Mr V Jooste Tel No: (021) 200-0196 |
| <u>NOTE</u> | : | No payment of any kind is required when applying for this post. |
| <u>CLOSING DATE</u> | : | 07 March 2025 |
| <u>POST 07/308</u> | : | <u>FOOD SERVICES AID (CATERING SERVICES)</u> Chief Directorate: Metro Health Services |
| <u>SALARY</u> | : | R131 265 per annum |
| <u>CENTRE</u> | : | Valkenberg Hospital |
| <u>REQUIREMENTS</u> | : | Minimum educational qualification: Basic reading, writing and numerical skills. Experience: Appropriate experience in a large-scale hospital Food Service environment. Inherent requirement of the job: Incumbent must be prepared to work shifts and overtime which include weekends and public holidays. Incumbent must be physically strong to lift heavy objects and be on their feet the entire day. Must be willing to enter hospital wards. Competencies (knowledge/skills): Knowledge of production for normal and therapeutic diets. Ability to prepare food according to standardised recipes. Knowledge of hygiene, occupational health, Hazard Analysis and Critical Control Points (HACCP) and safety principles. Knowledge of basic cleaning and maintenance of equipment. Ability to function in a group and to work under pressure. Good communication skills and maintain good interpersonal skills. |
| <u>DUTIES</u> | : | Prepare and dish all normal and therapeutic diets. Weigh, dish and distribute food to various wards. Assist in the receipt and storage of all provisions and stock in the food service unit. Clean all areas, utensils and equipment in the Food Service Department. Follow and adhere to Health and Safety prescripts. Follow standardized recipes and menus during production. Follow and adhere to elementary control measures and standard operational procedures. |
| <u>ENQUIRIES APPLICATIONS</u> | : | Ms A Getyeza Tel No: (021) 440 3188 |
| <u>NOTE</u> | : | No payment of any kind is required when applying for this post. Candidates will be subjected to a written/practical and oral assessment. The pool of applicants will be considered for other similar within the Chief Directorate: Metro Health Services, for a period of 3 months from date of advert. |
| <u>CLOSING DATE</u> | : | 07 March 2025 |
| <u>POST 07/309</u> | : | <u>MEDICAL OFFICER GRADE 1 TO 3 (20 SESSIONS P/WEEK) (X14 POSTS)</u> Garden Route District (12 Month Contract) |
| <u>SALARY</u> | : | Grade 1: R457 per hour Grade 2: R521 per hour |

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| <u>CENTRE</u> | : | Grade 3: R603 per hour George Sub District Knysna/Bitou Sub District Mossel Bay Sub District Oudtshoorn Sub District NHI Project (Various Institutions) |
| <u>REQUIREMENTS</u> | : | Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Medical Practitioner. Registration with a Professional Council: Registration with the HPSCA as a Medical Practitioner. Experience: -Experience: Grade 1: None after registration as a Medical Practitioner with the HPCSA in respect of SA qualified employees. One-year relevant experience after registration as Medical Practitioner with a recognized foreign Health Professional Council in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. Grade 2: A minimum of 5 years' appropriate experience as a Medical Practitioner after registration with the HPCSA as a Medical Practitioner in respect of SA qualified employees. A minimum of 6 years' relevant experience after registration as a Medical Practitioner with a recognized foreign Health Professional Council in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. Grade 3: A minimum of 10 years' appropriate experience as a Medical Practitioner after registration with the HPCSA as Medical Practitioner in respect of SA qualified employees. A minimum of 11 years' relevant experience after registration as Medical Practitioner with a recognized foreign Health Professional Council in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. Inherent requirements of the job: Valid driver's licence (Code B/EB). Willingness to travel throughout the Garden Route and Central Karoo Districts. Competencies (knowledge/skills): Knowledge of general medical and surgical conditions on hospital and PHC level. Knowledge applicable to South African TB and HIV care guidelines and including paediatrics HIV and Drug-resistant TB. Comprehensive evidence-based, direct patient-centred Clinical Service Provision in the District Health Services. Computer literacy (MS Excel, Word, Outlook etc.). Good interpersonal, organizational and teamwork skills. Primary healthcare experience. Ability and willingness to do outreach services to clinics throughout the Garden Route and Central Karoo Districts, guiding health care colleagues in managing difficult PHC cases. |
| <u>DUTIES</u> | : | Provide quality outpatient care to patients in the Garden Route and Central Karoo Districts Primary Healthcare and Hospital facilities. Provide an Outreach and Support service to PHC facilities in the Garden Route and Central Karoo Districts. Actively participate in skills transfer, training, and academic opportunities relevant to the post. Active involvement in the clinical governance of Garden Route and Central Karoo Districts facilities as required. Provide an efficient administration service regarding all clinical and non-clinical matters and medico-legal work. Ensure a cost-efficient service at clinical level with regards to laboratory services, blood, medicine, consumables and equipment. |
| <u>ENQUIRIES</u> | : | Ms S Pienaar Tel No: (044) 803-2703 |
| <u>APPLICATIONS</u> | : | Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications"). |
| <u>NOTE</u> | : | No payment of any kind is required when applying for this post. Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable on health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status). The pool of applicants will be considered for similar vacant posts within the Garden Route and Central Karoo District's for a period of 3 months from date of advert. |
| <u>CLOSING DATE</u> | : | 07 March 2025 |

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| <u>POST 07/310</u> | : | <u>DENTIST GRADE 1 TO 3 (20 SESSIONS PER WEEK) (X4 POSTS)</u> Garden Route District (1 Year Contract) |
| <u>SALARY</u> | : | Grade 1: R444 per hour Grade 2: R521 per hour Grade 3: R603 per hour |
| <u>CENTRE REQUIREMENTS</u> | : | NHI Project Garden Route District (Various Institutions) Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Dentist. Registration with a Professional Council: Registration with the Health Professions Council of South Africa (HPCSA) as a Dentist. Experience: Grade 1: None after registration as Dentist with the HPCSA in respect of SA-qualified employees. 1-year relevant experience after registration as Dentist with a recognized foreign health professional council in respect of foreign qualified employees, of whom it is not required to perform community service, as necessary in South Africa. Grade 2: Minimum of 7 years' appropriate experience as Dentist after registration with the HPCSA as a Dentist in respect of SA-qualified employees. Minimum of 8 years' relevant experience after registration as Dentist with a recognized foreign health professional council in respect of foreign qualified employees, of whom it is not required to perform community service, as necessary in South Africa. Grade 3: Minimum of 12 years' appropriate experience as Dentist after registration with the HPCSA as a Dentist in respect of SA-qualified employees. Minimum of 13 years' relevant experience after registration as Dentist with a recognized foreign health professional council in respect of foreign qualified employees, of whom it is not required to perform community service, as necessary in South Africa. Inherent requirement of the job: Valid driver's licence (Code B/EB). Willingness to travel throughout the Garden Route and Central Karoo Districts. Competencies (knowledge/skills): Adhere to all departmental requirements and protocols. Excellent report writing, clinical documentation, recording keeping and referral writing skills. Sound verbal and written communication skills. Good computer skills (MS Word, Excel and PowerPoint). Comply with National Core Standards and or ideal facility/clinic requirements as applicable and good time management. Clinical therapeutic skills including assessment techniques, treatment, discharge planning and follow up as needed. Ability to be flexible and innovative in response to differing client needs. |
| <u>DUTIES</u> | : | Provide clinical primary and secondary dental treatment to children on the wellness bus and inpatients and outpatients as applicable to the designated work areas. Provide dental care support in dental clinics in the different sub-districts within Garden Route and Central Karoo Districts Ecosystem. Provide a holistic dental service independently and as part of a team in a hospital and primary health care setting. Diagnose and appropriate management of patients. Daily collection and monthly submission of data as per departmental protocols. Effective, efficient and optimal use of resources including facilitating the repair and maintenance of dental equipment. Stock taking and ordering of consumables as required within departmental norms. Relevant in-service training and skills transfer. Provide relevant relief duty within the Garden Route and Central Karoo Districts Ecosystem in absence of a peer colleague. |
| <u>ENQUIRIES APPLICATIONS</u> | : | Ms S Pienaar Tel No: (044) 803 2703 Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications") |
| <u>NOTE</u> | : | No payment of any kind is required when applying for this post. Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable on health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status). The pool of applicants will be considered for similar vacant posts within the Garden Route and Central Karoo District's for a period of 3 months from date of advert. |
| <u>CLOSING DATE</u> | : | 07 March 2025 |

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| <u>POST 07/311</u> | : | <u>PHARMACIST GRADE 1 TO 3 (20 SESSIONS PER WEEK) (X2 POSTS)</u> Garden Route District (1 March 2025 until 31 March 2026) |
| <u>SALARY</u> | : | Grade 1: R387 per hour Grade 2: R419 per hour Grade 3: R457 per hour |
| <u>CENTRE REQUIREMENTS</u> | : | George Sub District, Mossel Bay Sub District (Various Institutions) Minimum educational qualification: A qualification accredited with the South African Pharmacy Council (SAPC) that allows registration with the SAPC as a Pharmacist. Registration with a Professional Council: Registration with the SAPC as Pharmacist. Experience: Grade 1: None after registration as Pharmacist with the SAPC in respect of SA qualified employees. 1-year relevant experience after registration as Pharmacist with a recognized foreign Health Professional Council in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa. Grade 2: A minimum of 5 years' appropriate experience after registration as a Pharmacist with the SAPC in respect of SA qualified employees. 6 years' relevant experience after registration as Pharmacist with a recognized foreign Health Professional Council in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa. Grade 3: A minimum of 13 years' relevant experience after registration as Pharmacist with the SAPC in respect of SA qualified employees. 14 years' relevant experience after registration as Pharmacist with a 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 driver's licence (Code B/EB) and willingness to travel in the district. Willingness to travel between facilities and provide relief as pharmacist in all facilities in the Garden Route District. Competencies (knowledge/skills): Ability to work accurately under pressure and maintain a high standard of professionalism. Ability to work in a multi-disciplinary team with excellent interpersonal and communication skills. Appropriate clinical and pharmaceutical knowledge with innovative analytical thinking and the ability to initiate, co-ordinate, manage and sustain programs. Sound Management, communication, and conflict handling skills. Computer literacy including Pharmacy Dispensing and Stock Systems, Microsoft Excel, Microsoft Word, Microsoft PowerPoint (To be specified in application/CV). |
| <u>DUTIES</u> | : | Pharmaceutical service delivery including improving continuity of care within the Rural East Ecosystem. Effective medicine supply management (Procurement, storage, control and distribution of pharmaceuticals) including cold chain management in all areas where medications are kept. Quality assurance and clinical governance including rational medicine use, attendance of sub district PTC meetings, antibiotic stewardship and pharmacovigilance. Assist with corporate governance functions including financial control, implementation and evaluation of budgetary control measures, human resource management and development and information management. Ensure compliance with policy and legislative requirements and good Pharmacy Practice Guidelines. Assist with the management of the Chronic Dispensing Unit (CDU) and Private Provider processes. |
| <u>ENQUIRIES APPLICATIONS</u> | : | Ms S Pienaar Tel No: (044) 803 2703 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 the post. Shortlisted candidates will be subjected to a practical test and /or 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 to register with 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 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 Garden Route District for a period of 3 months from date of advert. |
| <u>CLOSING DATE</u> | : | 07 March 2025 |

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| <u>POST 07/312</u> | : | <u>PHYSIOTHERAPIST GRADE 1 TO 3 (20 SESSIONS PER WEEK)</u> Garden Route District (1 Year Contract) |
| <u>SALARY</u> | : | Grade 1: R248 per hour Grade 2: R290 per hour Grade 3: R340 per hour |
| <u>CENTRE REQUIREMENTS</u> | : | George Sub-district Minimum educational qualification: Appropriate qualification that allows registration with the HPCSA as a Physiotherapist. Registration with a Professional Council: Registration with the Health Professions Council of South Africa (HPCSA) as a Physiotherapist. Experience: Grade 1: None after registration with the HPCSA as a Physiotherapist in respect of RSA qualified employees. 1-year relevant experience after registration with the HPCSA as a Physiotherapist in respect of foreign qualified employees, of whom it is not required to perform Community Service, as a job opportunity required in South Africa. Grade 2: A minimum of 10 years' relevant experience after registration with the HPCSA as a Physiotherapist in respect of SA qualified employees. A Minimum of 11 years' relevant experience after registration with the HPCSA as a Physiotherapist 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 a Physiotherapist in respect of SA qualified employees. A minimum of 21 years' relevant experience after registration with the HPCSA as a Physiotherapist in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. Inherent requirement of the job: Valid driver's licence (Code B/EB). Competencies (knowledge/skills): Adhere to all departmental requirements and protocols. Excellent report, clinical note and referral writing skills. Good computer skills (MS Word, Excel and PowerPoint). Comply with National Core Standards and or ideal facility/clinic requirements as applicable. Knowledge of prescription and issuing of assistive devices including mobility. Clinical therapeutic skills including assessment techniques, treatment, discharge planning and follow up as needed. Basic to intermediate wheelchair seating assessments, prescription, fitting and issuing and other relevant assistive devices and therapeutic knowledge and skills within the field of physiotherapy and rehabilitation. |
| <u>DUTIES</u> | : | Provide clinical physiotherapy service delivery to inpatients and outpatients as applicable to the designated work areas. Provide clinical physiotherapy service delivery to patients at a primary healthcare level, including transitional care facilities/ intermediate care facilities, and relevant NGO's applicable to the designated work areas. Oversee physiotherapy students and support their learning in designated clinical areas. Participate in ward rounds, multidisciplinary meetings, and support to specialist outreaches as applicable to the designated work area. Participate in personal, district, sub district and hospital in-service and training programs as applicable to the designated work area including transitional care facilities/intermediate care facilities, and relevant' s. Daily collection and monthly submission of data as per departmental protocols. Effective, efficient and optimal use of resources including facilitating the repair and maintenance of assistive devices. Stock taking and ordering of consumables and assistive devices as required within departmental norms. Relevant in-service training and skills transfer, clinical facilitation, and mentorship of placed students. Provide relevant relief duty in absence of a peer colleague and provide support to supervisor. |
| <u>ENQUIRIES APPLICATIONS</u> | : | Dr TS Ackerman Tel No: (044) 814 1124 Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications"). |
| <u>NOTE</u> | : | No payment of any kind is required when applying for this post. Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable on health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status). The pool of applicants will be |

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| | | considered for similar vacant posts within the Garden Route and Central Karoo District's for a period of 3 months from date of advert. |
| <u>CLOSING DATE</u> | : | 07 March 2024 |
| <u>POST 07/313</u> | : | <u>DENTAL ASSISTANT GRADE 1 TO 2 (20 SESSIONS PER WEEK) (X4 POSTS)</u> Garden Route District (1 Year Contract) |
| <u>SALARY</u> | : | Grade 1: R136 per hour Grade 2: R128 per hour |
| <u>CENTRE REQUIREMENTS</u> | : | NHI Project Garden Route District (Various Institutions) Minimum educational qualification: Appropriate qualification or prescribed in-service training (with duration of less than 2 years) that allows for the required registration with the Health Professions Council of South Africa (HPCSA) as Dental Assistant. Registration with a Professional Council: Registration with the Health Professions Council of South Africa (HPCSA) as Dental Assistant. Experience: Grade 1: None after obtaining an appropriate qualification or prescribed in-service training that allows for the required registration with the HPCSA as Dental Assistant. Grade 2: A minimum of 10 years' appropriate experience after obtaining an appropriate qualification or prescribed in-service training that allows for the required registration with the HPCSA as Dental Assistant. Inherent requirements of the job: Valid driver's licence (Code B/EB). Willingness to travel between PHC facilities and Hospital. Competencies (knowledge/skills): Adhere to all departmental requirements and protocols. Sound verbal and written communication skills. Good computer skills (MS Word, Excel and PowerPoint). Appropriate inoculation. Knowledge of patient preparations and dental instruments. Knowledge of the National Oral Health Policy, National Norms, Standards and Practice. Guidelines for Primary Oral Health Care, Occupational Health & Safety Act. |
| <u>DUTIES</u> | : | Assisting Clinician, maintaining hygienic environment and maintaining infection control. Planning and packing for outside clinics, marathon sessions and outreach sessions. Clinical patient care. Stock control, stocking surgery and maintenance of equipment. Maintain appropriate database of work done. Waste management and practical patient flow management. Responsible for own continuous Professional Development. |
| <u>ENQUIRIES APPLICATIONS</u> | : | Ms S Pienaar Tel No: (044) 803-2703 Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications"). |
| <u>NOTE</u> | : | No payment of any kind is required when applying for this post. Shortlisted candidates may be required to do a competency test as part of the interview process. Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable on health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status). |
| <u>CLOSING DATE</u> | : | 07 March 2025 |