



the dpsa

Department:
Public Service and Administration
REPUBLIC OF SOUTH AFRICA

PUBLIC SERVICE VACANCY CIRCULAR

PUBLICATION NO 12 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

: **GAUTENG: DEPARTMENT OF INFRASTRUCTURE DEVELOPMENT:** Kindly note that the following post was advertised in Public Service Vacancy Circular 11 dated 28 March 2025, The Requirements have been amended as follows: Risk Management Committee Chairperson – (3 Year fixed term performance-based contract), Ref No: REFS/022201; A Degree qualification in Accounting/Risk Management or Auditing such as CIA/CA (SA). A post graduate qualification will be added as an advantage. The closing date has been extended to 18 April 2025.

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DEPARTMENT OF CORRECTIONAL SERVICES

The Department of Correctional Services is an Equal Opportunity Employer and the provisions of the Employment Equity Act will be taken into consideration in filling of these advertised posts. It is our intention to promote representivity in respect of race, gender and disability through the filling of these positions. In support of this strategy applicants need to indicate race, gender and disability status on the application forms/CV.

**APPLICATIONS**

- : Send your complete application to:
- Eastern Cape Region:** The Regional Commissioner Eastern Cape. Recruitment Section, P/Bag X9013, East London or hand deliver at: Moore Street, Block E Ocean Terrace Quigney, East London, 5211 or you can email your application to ECHRM@dcs.gov.za. Contact persons: Ms Myataza Z Tel No: (043) 706 7866/ Ms Mguqudo N (043) 706 7882/ Mr Ndonyela N (043) 706 7883.
- Free State And Northern Cape Region:** The Regional Commissioner Free State and Northern Cape, Recruitment Section, P/Bag X20530, Bloemfontein, 9300 or hand deliver at: 103 Zastron Street, Agrimed Building, Bloemfontein, 9300 or you can email your application to FSNCHRM@dcs.gov.za. Contact persons: Ms Mkuni NJ Tel No: (051) 404 0268/ Ms Molutsoane N/ Ms. Moreki-Rathaba MP/ Ms. Ramncwana B (051) 404 0283.
- Gauteng Region:** The Regional Commissioner Gauteng, Recruitment Section, P/Bag X393, Pretoria, 0001 or hand deliver at: 1077 Forum East Building, Arcadia Street, Hatfield or you can email your application to GPHRM@dcs.gov.za. Contact persons: Mr Masango SS Tel No: (012) 420 0173/ Ms Feni SAP (012) 420 0173/ (012) 420 0179.
- National Head Office:** Department of Correctional Services, Post Advertisement Section, Private Bag X136, Pretoria, 0001 or hand deliver at: 124 WF Nkomo Street, Poyntons Building, Cnr WF Nkomo and Sophie De Bruyn Street, Pretoria, 0001 (Previous: Cnr Church and Schubart Street) or you can email your application to NationalOfficeHRM@dcs.gov.za. Contact persons: Mr Y Naidoo Tel No: (012) 307 2079 / Ms TP Ngobeni (012) 305 8589.
- Kwa-Zulu Natal Region:** The Regional Commissioner: Kwa-Zulu Natal, Recruitment Section, P/Bag X9126, Pietermaritzburg, 3201 or hand deliver at: Correctional Services, Eugene Marais Road, Napierville, Pietermaritzburg, 3201 or you can email your application to KZNHRM@dcs.gov.za. Contact persons: Ms Mchunu GJ Tel No: (033) 355 7386/ Ms Mkhize AL (033) 355 7370/ Mr Khumalo SB (033) 033 355 7368.
- Limpopo, Mpumalanga And North West Region:** The Regional Commissioner Limpopo, Mpumalanga & North West, Recruitment Section, P/Bag X142, Pretoria, 0001 or hand deliver at: Cnr Johannes Ramokhoase (Proes) & Paul Kruger Street, 196 Masada Building, 09th Floor, Pretoria, 0001 or you can email your application to LMNHRM@dcs.gov.za. Contact persons: Mr Ziqubu Z Tel No: (012) 306 2025/ Ms Nomvela PM (012) 306 2033/ Ms Lekhuleni TD (012) 306 2034.
- Western Cape Region:** The Regional Commissioner Western Cape, Recruitment Section, P/Bag X14, Goodwood, 7459 or hand deliver at: Peninsula Drive, Monte Vista, 7460 or you can email your application to WCHRM@dcs.gov.za. Contact persons: Ms NA Mdladlamba Tel No: (021) 550 6014 / Ms A Reddy (021) 559 7929 / Mr S Sikisazane (021) 558 0108 / Ms NC Sotyibi (021) 558 0518. Candidates must comply with the minimum appointment requirements. CV's should be aligned to reflect one's degree of compliance with the advert requirements and responsibilities. It is the sole responsibility of an applicant to ensure that their application reaches DCS before the The Department of Correctional Services reserves the right not to fill any of these advertised posts.

CLOSING DATE

- : 24 April 2025 at 15h45.

NOTE

- : Before you apply: All costs associated with an application will be borne by the applicant. The Department of Correctional Services is an equal opportunity employer. The Department will take into consideration the objectives of Section 195 (1) (i) of the Constitution of the Republic of South Africa, 1996 (Act 108 of 1996) and the Employment Equity Act, 1998 (Act 55 of 1998) in filling of these

vacancies. It is our intention to promote representivity in respect of race, gender and disability through the filling of these positions. In support of this strategy, applicants need to indicate race, gender and disability status on the application form/CV. Applicants who have retired from the Public Service with a specific determination that they cannot be re-appointed or have been declared medically unfit will not be considered. Please take note that correspondence will only be conducted with the shortlisted candidates. If you have not been contacted within three (3) months of the closing date of the advertisement, please accept that your application is unsuccessful. Please do not call the department to enquire about the progress of your application. Applicants must note that further checks will be conducted once they are shortlisted and that their appointment is subject to positive outcomes on these checks, which include security clearance, security vetting, qualification verification and criminal records verification. Appointment will be provisional, pending the issue of a security clearance. If you cannot get a security clearance, your appointment will be re-considered/possibly terminated. Fingerprints may be taken on the day of the interview. Applications: Applications must be submitted on the Z83 form (Public Service application form) obtainable from any Public Service department and must be completed in full. Only a detailed CV should be attached to your application form. Only shortlisted candidates will be required to submit certified copies not older than 6 months of qualifications and other related documents on or before the day of the interview. Please send a complete application for the post you apply for on a pdf format, stating the correct reference for the position you are interested in. Requirement for valid driver's licence is not applicable to applicants with a disability.

OTHER POSTS

- POST 12/01** : **PRINCIPAL PSYCHOLOGIST GRADE 1 REF NO: HO 2025/04/05**
 Directorate: Psychological Services
- SALARY** : R1 180 629 per annum, (all-inclusive package)
- CENTRE** : National Head Office
- REQUIREMENTS** : Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Psychologist in the relevant registration category (Clinical, Counselling, Educational, Industrial or Research Psychology). A minimum of (3) years' experience as a Clinical Psychologist after registration with the HPCSA as a Psychologist. Previous experience working within correctional centres will be an added advantage. Computer literate. Valid driver's licence. Knowledge required: Understanding of the White Paper on Corrections in South Africa and White Paper on Re-mand Detainees. Understanding of Public Service Policy and related legislative framework (Mental Health Care Act, Public Service Act and Regulations, Public Finance Management Act, with emphasis on the Correctional Service Act 111 of 1998 as amended). Competencies and Attributes: Excellent writing and communication skills. Demonstrate people management and administrative skills. Knowledge and ability to conduct research. Knowledge of relevant Correctional Services and Mental Health Acts and other relevant legislations. Ability to train other practitioners and provide such training and supervision in accordance with the requirements of their category of registration and scope of practice. Ability to conduct all aspects of psychological practice and research in accordance with guidelines for professional practice of the HPCSA.
- DUTIES** : Assist the Director in the development, implementation and review of monitoring and evaluation policy, strategy framework and standard operating procedure. Manage the implementation of psychological services and programmes. Assist in the design and implementation of monitoring systems, indicators and frameworks for all psychological programs in the directorate. Coordinate the review of psychology policies and procedures for psychological services. Ensure the development of norms and standards for psychological programmes and services. Coordinate inputs from various regions and write reports. Liaise with regions on the delivery of psychological services and programmes. Provide technical support for psychologists within the regions. Provide performance information related to delivery of services on monthly, quarterly, mid-year and annual basis. Manage training and development of personnel according to agreed training interventions. Provide regular verbal and written feedback (aligned to quarterly performance assessments) to

		regions on performance. Supervise, mentor and coach psychologists within the regions on psychological programme. Plan and allocate work responsibilities and processes to control work performance including quality assurance. Management of human resources, finance and assets. Management of performance information.
<u>ENQUIRIES</u>	:	Mr Y Naidoo Tel No: (012) 307 2079 / Ms TP Ngobeni Tel No: (012) 305 8589
<u>NOTE</u>	:	Appointment under the Public Service Act.
<u>POST 12/02</u>	:	<u>DEPUTY MANAGER NURSING REF NO: FSNC 2025/04/01</u>
<u>SALARY</u>	:	R974 493 per annum, (all-inclusive package)
<u>CENTRE</u>	:	Free State and Northern Cape region: Kimberley
<u>REQUIREMENTS</u>	:	Degree/diploma in Nursing or an equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. A minimum of (9) years appropriate experience in nursing after registration as a Professional Nurse with the SANC. At least (4) years of the period referred to must be appropriate/ recognisable experience at management level. Current registration with the South African Nursing Council as a Professional Nurse. Computer literate. Valid driver's licence. Competencies and Attributes: Policy coordination, communication, financial management, project and programme management, change management, client orientation and customer focus, problem solving and analysis, service delivery innovation, decision making, people management and empowerment, integrity and honesty, confidentiality, good interpersonal relations, understanding of Public Service policy and legislative framework, assertiveness, ability to network and diplomacy.
<u>DUTIES</u>	:	Monitor and evaluate the performance of Primary Health Care services in line with public health indicators. Set norms, standards and targets with a view to report thereon and to initiate corrective action timeously at an appropriate level. Supervise and ensure the provision of quality comprehensive inmate health care through adequate nursing care. Coordinate, monitor and evaluate the implementation of Primary Health Care (PHC) services and programs to the inmate population. Ensure analysis of health data, formulation and implementation of nursing guidelines, practices, standards and procedures. Management of human resources, finance and assets. Management of performance information.
<u>ENQUIRIES</u>	:	Ms Mkuni NJ Tel No: (051) 404 0268/ Ms Molutsoane N/ Ms. Moreki-Rathaba MP/ Ms. Ramncwana B Tel No: (051) 404 0283.
<u>NOTE</u>	:	Appointment under the Public Service Act.
<u>POST 12/03</u>	:	<u>MEDICAL OFFICER GRADE 1</u>
<u>SALARY</u>	:	R949 146 per annum, (all-inclusive package)
<u>CENTRE</u>	:	Eastern Cape region: Mthatha Ref No: EC 2025/04/01 St Albans Ref No: EC 2025/04/02 Free State and Northern Cape region: Grootvlei Ref No: FSNC 2025/04/02 KwaZulu Natal region: Ebongweni Ref No: KZN 2025/04/01
<u>REQUIREMENTS</u>	:	Matric/Grade 12 and recognized MBChB with traceable experience in the Health Services environment. Registration as Medical Practitioner with the Health Professional Council of South Africa. Public Health experience will be an advantage. Computer literate. Valid driver's licence. Competencies And Attributes: Knowledge of public health, financial management, communication, project and programme management, transformation management, change management, stakeholder management, problem solving and analysis, service delivery innovation, decision making, people management and empowerment, evaluation skills, integrity and honesty, confidentiality, good interpersonal relations, understanding of Public Service policy and legislative framework, assertiveness and ability to network.
<u>DUTIES</u>	:	Render basic medical healthcare services to offenders. Provide clinical care and relevant Primary Healthcare Programmes. Render medico-legal services. Maintain good medical practice. Adhere to medical standards. Write reports and keep records. Effectively utilize resources. Provide emergency medical care, including after hours. Refer patients to authorised and recognised healthcare providers. Provide training where necessary. Perform medical procedures. Liaise with internal and external counterparts regarding healthcare delivery. Adhere to departmental policies and orders.
<u>ENQUIRIES</u>	:	Eastern Cape region: Ms Myataza Z Tel No: (043) 706 7866

Ms Mgugudo N Tel No: (043) 706 7882
 Mr Ndonyela N Tel No: (043) 706 7883
Free State and Northern Cape region
 Ms Mkuni NJ Tel No: (051) 404 0268
 Ms Molutsoane N/ Ms. Moreki-Rathaba MP/ Ms. Ramncwana B Tel No: (051) 404 0283
KwaZulu Natal region:
 Ms Mchunu GJ Tel No: (033) 355 7386
 Ms Mkhize AL Tel No: (033) 355 7370
 Mr Khumalo SB Tel No: (033) 033 355 7368.
NOTE : Appointment under the Public Service Act.

POST 12/04 : **SOCIAL WORK MANAGER GRADE 1**

SALARY CENTRE : R920 082 per annum, (all-inclusive package)
 : Gauteng region: Johannesburg Ref No: GP 2025/04/01
 Limpopo, Mpumalanga and North West region: Polokwane Ref No: LMN 2025/04/01
 Thohoyandou Ref No: LMN 2025/04/02

REQUIREMENTS : Relevant BA degree in Social Work and a minimum of (10) years appropriate experience in the field of Social Work after registration with South African Council for Social Services Profession. Computer literate. Valid driver's licence. Competencies And Attributes: Conversant with acts, policies and legislation pertaining to social work practice. Understanding of human behaviour social systems, social work intervention, empowerment, confidentiality, time management, listening and interpersonal skills.

DUTIES : Provide needs based social work service of an advanced nature within a defined area/s of specialization with regard to the care, development, correction and after care of offenders through the relevant departmental programmes. Provide mentorship and guidance to senior social workers (specialists) in order to assist them to integrate theory and practice and develop appropriate skills relevant to area of specialization. Monitor, interpret and review legislation and policies to determine whether the legislation and policies are still relevant and complies with current requirements. Develop proposals to change the relevant acts and policies to maintain them and research and develop new policies where required. Facilitate the development and planning of programmes and interventions to render a social work service through the efficient, economical and effective utilization of financial resources in compliance with the PFMA. Manage a social work unit to ensure that an efficient and effective social work service is delivered through the efficient and effective utilization of human resources. Keep up to date and ensure compliance with new developments in the social work / correctional social work field. Plan and ensure that social work research and development are undertaken. Undertake complex social work research. Perform and/or ensure that all administrative functions required in the unit are performed. Management of human resources, finance and assets.

ENQUIRIES : **Gauteng region:**
 Mr Masango SS Tel No: (012) 420 0173
 Ms Feni SAP Tel No: (012) 420 0173/ (012) 420 0179
Limpopo, Mpumalanga and North West region:
 Mr Ziqubu Z Tel No: (012) 306 2025
 Ms Nomvela PM Tel No: (012) 306 2033
 Ms Lekhuleni TD Tel No: (012) 306 2034

NOTE : Appointment under the Public Service Act.

POST 12/05 : **PSYCHOLOGIST: GRADE 1**

SALARY CENTRE : R827 211 per annum, (all-inclusive package)
 : **Eastern Cape region:**
 East London Medium A Ref No: EC 2025/04/03
 Sada Ref No: EC 2025/04/04
 St Albans Medium B Ref No: EC 2025/04/05
Gauteng region:
 Boksburg Ref No: GP 2025/04/02
 Kgosi Mampuru II Ref No: GP 2025/04/03] (X5 Posts)
 Johannesburg Ref No: GP 2025/04/04 (X2 Posts)
KwaZulu Natal region:

Empangeni Ref No: KZN 2025/04/02
Durban Medium B Ref No: KZN 2025/04/03
Limpopo, Mpumalanga and North West region:
Thohoyandou Ref No: LMN 2025/04/03

Western Cape region:

Allandale (Haweque) Ref No: WC 2025/04/01
Drakenstein Ref No: WC 2025/04/02
Pollsmoor Ref No: WC 2025/04/03
West Coast Ref No: WC 2025/04/04 (X2 Posts)
Goodwood Ref No: WC 2025/04/05
Voorberg Ref No: WC 2025/04/06

REQUIREMENTS

: Matric/Grade 12 and appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Clinical Psychologist. Registration with the Health Professional Council of South Africa (HPCSA) as a Clinical Psychologist. Computer literate. Valid driver's licence. Competencies And Attributes: Financial management. Problem solving and decision-making. Facilitation skills. Plan, organise, lead and control. Change management. Team leadership. Project management. Presentation skills. Conflict management. Report writing. Computer literacy. Training and development. Time management. Confidentiality. Coaching and mentoring. Understanding of the Public Service policy and legislative framework. Service delivery and client orientation. Integrity and honesty. Assertiveness. Ability to network. Influence and impact. Applied strategic thinking. Willingness to travel.

DUTIES

: Render psychological services to inmates, parolees and probationers. Co-ordinate the rendering of psychological services to inmates, parolees and probationers. Liaise with internal and external organizations for the provision of psychological services.

ENQUIRIES

: **Eastern Cape region:**

Ms Myataza Z Tel No: (043) 706 7866
Ms Mgugudo N Tel No: (043) 706 7882
Mr Ndonyela N Tel No: (043) 706 7883

Gauteng region:

Mr Masango SS Tel No: (012) 420 0173
Ms Feni SAP Tel No: (012) 420 0173/ (012) 420 0179

KwaZulu Natal region:

Ms Mchunu GJ Tel No: (033) 355 7386
Ms Mkhize AL Tel No: (033) 355 7370
Mr Khumalo SB Tel No: (033) 033 355 7368

Limpopo, Mpumalanga and North West region:

Mr Ziqubu Z Tel No: (012) 306 2025
Ms Nomvela PM Tel No: (012) 306 2033
Ms Lekhuleni TD Tel No: (012) 306 2034

Western Cape region:

Ms NA Mdladlamba Tel No: (021) 550 6014
Ms A Reddy Tel No: (021) 559 7929
Mr S Sikisazane Tel No: (021) 558 0108
Ms NC Sotyibi Tel No: (021) 558 0518

NOTE

: Appointment under the Public Service Act.

POST 12/06

: **ASSISTANT MANAGER NURSING: PRIMARY HEALTH CARE (PHC)**

SALARY CENTRE

: R715 977 per annum

: **Limpopo, Mpumalanga and North West region:**

Rustenburg Ref No: LMN 2025/04/04
Thohoyandou Ref No: LMN 2025/04/05

National Head Office: Directorate

Core Curriculum (Kroonstad College) Ref No: HO 2025/04/06

REQUIREMENTS

: Diploma/degree in Nursing or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. Post basic qualification with a duration of at least 1 year in Curative Skills in Primary Health Care accredited with the SANC. A minimum of (10) years appropriate/recognisable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. At least 6 years of this period must be appropriate/recognisable experience after obtaining the 1-year post basic qualification in the relevant speciality. Further, at least (3) years of the period referred to above must be appropriate/recognisable experience at managerial level. Computer literate. Valid driver's licence. Competencies And Attributes:

		Financial management, problem solving, decision-making and facilitation skills. Plan, organize, lead and control. Change Management. Team leadership. Project management. Presentation skills. Conflict management. Report writing, training and development. Time management. Confidentiality. Coaching and mentoring. Understanding of the Public Service policy and legislative frameworks. Service delivery and client orientation. Integrity and honesty. Assertiveness. Ability to network. Influence and impact. Applied strategic thinking. Willingness to travel.
<u>DUTIES</u>	:	Ensure that a comprehensive nursing treatment and care service is delivered to patients in a cost effective, efficient and equitable manner, including the overall management of nursing services (i.e. operational, HR and Finance of the nursing department). Ensure compliance to professional and ethical practice. Ensure that the clinical nursing practice by the nursing team in the facility is rendered in accordance with the scope of practice and nursing standards as determined by relevant health facility. Promote quality nursing care as directed by the professional scope of practice and standards as determined by the relevant health facility. Management of performance information. Management of human resources, finances and assets.
<u>ENQUIRIES</u>	:	National Head Office: Mr Y Naidoo Tel No: (012) 307 2079 Ms TP Ngobeni Tel No: (012) 305 8589 Limpopo, Mpumalanga and North West region: Mr Ziqubu Z Tel No: (012) 306 2025 Ms Nomvela PM Tel No: (012) 306 2033 Ms Lekhuleni TD Tel No: (012) 306 2034
<u>NOTE</u>	:	Appointment under the Public Service Act.
<u>POST 12/07</u>	:	<u>ASSISTANT MANAGER NURSING: (GENERAL NURSING)</u>
<u>SALARY CENTRE</u>	:	R656 964 per annum
	:	KwaZulu Natal region: Glencoe Ref No: KZN 2025/04/04
	:	Western Cape region: Goodwood Ref No: WC 2025/04/07
<u>REQUIREMENTS</u>	:	Degree/diploma in nursing or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. Registration with the SANC as a Professional Nurse. A minimum of (8) years appropriate/ recognisable experience in Nursing after registration as a Professional Nurse in General Nursing. At least (3) years of the said period must be appropriate/ recognisable experience at management level. Computer literate. Valid driver's licence. Competencies And Attributes: Knowledge of nursing care processes and procedures, nursing statutes, and other relevant legal frameworks such as: Nursing, Health, Occupational and Safety Act. Knowledge of Offender Rights Charter and Batho-Pele principles. Sound knowledge of the health programmes. Ability to relieve in different service areas. Co-ordination and planning, team building, supervisory, good communication and problem-solving skills. Knowledge of all applicable legislation guidelines and policies related to nursing principles. Good interpersonal relationship and listening skills. Empathy, tactfulness, integrity and honesty. Good report writing skills. Adaptability, conflict management, ability to co-ordinate and collaborate with internal and external stakeholders.
<u>DUTIES</u>	:	Delegate, supervise and coordinate the provision of effective and efficient patient care through adequate nursing care. Initiate and participate in health promotion to ensure consistent communication of relevant, accurate and comprehensive information on health care. Develop/establish and maintain constructive working relationships with nursing and other stakeholders (i.e. inter-sectoral and multidisciplinary teamwork). Participate in the analysis, formulation and implementation of nursing guidelines, practices, policies and procedures. Manage effective utilization and supervision of human, financial, and material resources. Coordination of provision of effective training and research. Maintain professional growth / ethical standards and development of self and subordinates.
<u>ENQUIRIES</u>	:	KwaZulu Natal region: Ms Mchunu GJ Tel No: (033) 355 7386 Ms Mkhize AL Tel No: (033) 355 7370 Mr Khumalo SB Tel No: (033) 033 355 7368 Western Cape region:

Ms NA Mdladlamba Tel No: (021) 550 6014
Ms A Reddy Tel No: (021) 559 7929
Mr S Sikisazane Tel No: (021) 558 0108
Ms NC Sotyibi Tel No: (021) 558 0518
Appointment under the Public Service Act.

NOTE

POST 12/08

OPERATIONAL MANAGER NURSING GRADE 1: PRIMARY HEALTH CARE (PHC)

SALARY CENTRE

R656 964 per annum
Free State and Northern Cape region:
Bizzah Makhate Ref No: FSNC 2025/04/03
Goedemoed (Medium A Ref No: FSNC 2025/04/04
Groenpunt Medium Ref No: FSNC 2025/04/05
Tswelopele Ref No: FSNC 2025/04/06
Vereeniging Ref No: FSNC 2025/04/07
Gauteng region:
Baviaansport Ref No: GP 2025/04/05
Johannesburg Ref No: GP 2025/04/06 (X4 Posts)
Kgoši Mampuru II Ref No: GP 2025/04/07 (X5 Posts)
KwaZulu Natal region:
Ebongweni Maximum Ref No: KZN 2025/04/05
Glencoe Ref No: KZN 2025/04/06
Ladysmith Ref No: KZN 2025/04/07
Limpopo, Mpumalanga and North West region:
Bethal Ref No: LMN 2025/04/06
Klerksdorp Ref No: LMN 2025/04/07
Polokwane Ref No: LMN 2025/04/08
Thohoyandou Ref No: LMN 2025/04/09
Western Cape region:
Pollsmoor Medium C Ref No: WC 2025/04/08
Southern Cape (Mosselbay) Ref No: WC 2025/04/09

REQUIREMENTS

Degree/diploma in nursing or an equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. Post basic qualification with a duration of at least one (1) year in Curative Skills in Primary Health Care accredited with the SANC. A minimum of nine (9) years appropriate/recognisable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. At least five (5) years of the said period must be appropriate/recognisable experience after obtaining the one (1) year post basic qualification in the relevant speciality. Registration with the SANC as a Professional Nurse. Computer literate. Valid driver's licence. Competencies And Attributes: Conflict resolution. Report writing. Presentation skills. Problem solving and decision-making. Team leadership. Policy interpretation. Computer literacy. Facilitation skills. Analytical skills. Training skills. Confidentiality. Integrity and honesty. Time management. Assertiveness. Ability to network. Service delivery and client orientation. Friendly and adaptability. Confident and independent. Ability to work under pressure. Willingness to travel.

DUTIES

Provide direction and supervision in the implementation of the nursing plan (clinical practice/ quality patient care). Implement standards, practices, criteria and indicators for quality nursing (quality of practices). Practice nursing and health care in accordance with the relevant laws and regulations. Display a concern for patients. Promoting and advocating proper treatment and care including an awareness and willingness to respond to patient's needs, requirements and expectations (Batho Pele Principles). Maintain the quality of nursing data and information and utilize it to advise accordingly. Advance and evaluate the quality and cost-effectiveness of nursing care. Ensure that a comprehensive general nursing service is delivered to patients in a cost effective, efficient and equitable manner at a primary health care facility. Ensure compliance to professional and ethical practice. Ensure clinical nursing practice by the nursing team (unit) in accordance with the scope of practice and nursing standards as determined by the relevant health facility. Promote quality of nursing care as directed by the professional scope of practice and standards as determined by the relevant health facility. Management of human resource, finance and assets. Management of performance information.

ENQUIRIES

Free State and Northern Cape region:
Ms Mkuni NJ Tel No: (051) 404 0268/

Ms Molutsoane N/ Ms. Moreki-Rathaba MP/ Ms. Ramncwana B Tel No: (051) 404 0283

Gauteng region:

Mr Masango SS Tel No: (012) 420 0173

Ms Feni SAP Tel No: (012) 420 0173/ (012) 420 0179

KwaZulu Natal region:

Ms Mchunu GJ Tel No: (033) 355 7386

Ms Mkhize AL Tel No: (033) 355 7370

Mr Khumalo SB Tel No: (033) 033 355 7368

Limpopo, Mpumalanga and North West region:

Mr Ziqubu Z Tel No: (012) 306 2025

Ms Nomvela PM Tel No: (012) 306 2033

Ms Lekhuleni TD Tel No: (012) 306 2034

Western Cape region:

Ms NA Mdladlamba Tel No: (021) 550 6014

Ms A Reddy Tel No: (021) 559 7929

Mr S Sikisazane Tel No: (021) 558 0108

Ms NC Sotyibi Tel No: (021) 558 0518

NOTE : Appointment under the Public Service Act.

POST 12/09 : **ASSISTANT MANAGER: MATERNAL/CHILD AND YOUTH HEALTH REF NO: HO 2025/04/07**

Directorate: Health Care Services

SALARY CENTRE REQUIREMENTS : R656 964 per annum
: National Head Office
: Recognised three (3) year degree/national diploma in Nursing or equivalent qualification that allows registration with the South African Nursing Council as a Professional Nurse. Current registration with the South African Nursing Council as a Professional Nurse. A minimum of 8 years appropriate/recognizable experience in nursing after registration as Professional Nurse in General Nursing. At least 3 years of the period referred to above must be appropriate /recognizable experience at managing or coordinating mental health care users, maternal, child and youth health. Computer literate. Valid driver's licence. Competencies And Attributes: Policy and procedure design and development. Programme management. Monitoring and evaluation. National standard setting. Resource management. Nursing statutes and other relevant legal frameworks. Communication. Interpersonal skills. Research. Liaison and networking. Coordination. Facilitation. Problem solving. Planning and organizing.

DUTIES : Design, develop, monitor and review policies, programmes and guidelines for special categories i.e. women, children, adolescents, youth, geriatrics, inmates with disabilities and mental health care users (including forensic mental health care). Provide a comprehensive package of preventive, promotive, curative and rehabilitative services for special categories. Facilitate audit on quality of clinical records pertaining to the provision of clinical care to special categories. Reporting on indicators and programme performance for special categories. Develop and review relevant Information, Education and Communication (IEC) material for special categories programmes and services. Utilize resources efficiently and effectively. Maintain a constructive working relationship with nursing and other stakeholders. Execute the responsibilities of officials as stipulated in section 45 of the Public Finance Management Act 101 of 1999 as amended. Management of human resources, finance and assets.

ENQUIRIES NOTE : Mr Y Naidoo Tel No: (012) 307 2079 / Ms TP Ngobeni Tel No: (012) 305 8589
: Appointment under the Public Service Act.

POST 12/10 : **REGIONAL CO-ORDINATOR: EDUCATION AND TRAINING REF NO: WC 2025/04/79**

SALARY CENTRE REQUIREMENTS : R602 460 per annum
: Western Cape region: Regional Office
: Matric/Grade 12 and recognised four (4) year degree or equivalent qualification in Education with nine (9) years teaching experience. Registration with the South African Council for Educators. Computer literate. Valid driver's licence. Competencies And Attributes: Financial management, problem solving, decision-making skills and facilitation skills. Plan, organise, lead and control. Change management. Team leadership. Project management. Presentation

		skills. Conflict management. Report writing. Training and development. Time management. Confidentiality. Coaching and mentoring. Understanding of the Public Service policy and legislative framework. Service delivery and client orientation. Integrity and honesty. Assertiveness. Ability to network. Influence and impact. Applied strategic thinking. Willingness to travel.
<u>DUTIES</u>	:	Responsible for the administration of education and training. Management of quality assessment of educational services. Ensure service levels for education and training. Planning and managing of activities. The management of infrastructure for education and training. Initiate policy with regard to sport, recreation, libraries and life skills programmes. Manage the education and training system. Liaise with external role players regarding education and recreation opportunity. Manage human resource, finance and assets. Management of performance information.
<u>ENQUIRIES</u>	:	Ms NA Mdladlamba Tel No: (021) 550 6014 Ms A Reddy Tel No: (021) 559 7929 Mr S Sikisazane Tel No: (021) 558 0108 Ms NC Sotyibi Tel No: (021) 558 0518
<u>NOTE</u>	:	Appointment under the Correctional Services Act.
<u>POST 12/11</u>	:	<u>SENIOR LEGAL ADMINISTRATION OFFICER (MR6) REF NO: WC 2025/04/10</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R556 356 per annum Western Cape Region: Regional Office LLB or equivalent legal qualification. Eight (8) years post-qualification legal experience. Admitted attorney/advocate will be an advantage. Supervisory experience in legal administrative environment. Computer literate. Valid driver's licence. Competencies and Attributes: Excellent verbal and written communication skills. Good negotiation, conflict resolution and facilitation skills. Service rendering and credibility. Presentation, analytical thinking and decision-making skills. Planning, organizing, conceptualization, listening and writing skills. Lead and control. Financial management. Change management. Team leadership. Project management. Presentation skills. Conflict management. Training and development. Time management. Confidentiality. Coaching and mentoring. Understanding of public service policy and legislative framework. Service delivery and client orientation. Integrity and honesty. Assertiveness. Ability to network. Willingness to travel. Applied strategic thinking. Influence and impact.
<u>DUTIES</u>	:	Management, administration and handling of litigation for and against the department. Provide legal advice to the department. Initiate policy amendments in the department. Draft memoranda on policy amendments. Draft legislation/legal documents. Receive request from functionaries for legal assistance. Furnish legal advice to the department. Conduct legal research and legal education. Represent the department at various forums. Supervise legal administration officers within the component. Management of human resources, finance and assets. Manage performance information. Maintain legal libraries.
<u>ENQUIRIES</u>	:	Ms NA Mdladlamba Tel No: (021) 550 6014 Ms A Reddy Tel No: (021) 559 7929 Mr S Sikisazane Tel No: (021) 558 0108 Ms NC Sotyibi (Tel No: 021) 558 0518
<u>NOTE</u>	:	Appointment under the Public Service Act.
<u>POST 12/12</u>	:	<u>OPERATIONAL MANAGER NURSING GRADE 1: GENERAL NURSING</u>
<u>SALARY CENTRE</u>	:	R520 560 per annum
	:	Gauteng region: Modderbee Ref No: GP 2025/04/08 KwaZulu Natal region: Kokstad Ref No: KZN 2025/04/08 Qalakabusha Ref No: KZN 2025/04/09 Waterval Medium B Ref No: KZN 2025/04/10 Western Cape region: Breede River (Dwarsrivier) Ref No: WC 2025/04/11 Pollsmoor Medium C Ref No: WC 2025/04/12 West Coast Ref No: WC 2025/04/13

<u>REQUIREMENTS</u>	:	Diploma/degree in Nursing or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. Seven (7) years appropriate/recognisable experience in nursing after registration as a Professional Nurse with the SANC. Current registration with the (SANC). Computer literate. Valid driver's licence. Competencies and Attributes: Understanding of the Public Service Policy and legislative framework. Program Management. Confidentiality. Time management, listening and interpersonal skills. Client orientation. Good communication skills. Empathy, tactfulness, integrity and honesty. Report writing skills. Adaptability. Conflict management. Ability to coordinate and collaborate with internal and external stakeholders. Demonstrate an in depth understanding of nursing legislation and related legal and ethical nursing practices and how this impacts on service delivery.
<u>DUTIES</u>	:	Ensure the formulation of accurate nursing and health care diagnosis to clarify client's needs including learning, information and counseling. Screen and diagnose complex ailments and health problems and diseases in accordance with prescribed norms and standards. Audit records by analyzing data, identification of health indicators and risk factors as well as co-ordinate the conducting of client satisfaction surveys. Collaborate with other members of the health care teams to identify actual and potential areas for nursing and health research in order to improve or maintain quality care. Empower individuals, groups and communities in adopting healthy lifestyles and self-care. Conduct nursing staff meetings to disseminate information such as new developments on nursing policies, circulars etc. Apply the principles of General Nursing in service rendering for the maintenance of professional excellence. Collaborate with members of the health and social care teams and participate in decision-making pertaining to health care delivery. Consult within the multi-disciplinary health teams, organizations and special interest groups when dealing with community health issues and needs. Facilitate the setting, review and update of offender care standards, policies and procedures. Ensure the awareness, compliance and adherence to the relevant acts/prescripts applicable within the nursing environment. Implement nursing care management activities according to the Standards of Practice and Scope of Practice and act upon the breaching of laws relating to nursing practice and professional code of conduct and practice standards. Management of human resources, finances and asset. Management of performance information.
<u>ENQUIRIES</u>	:	Gauteng region: Mr Masango SS Tel No: (012) 420 0173 Ms Feni SAP Tel No: (012) 420 0173/ (012) 420 0179 KwaZulu Natal region: Ms Mchunu GJ Tel No: (033) 355 7386 Ms Mkhize AL Tel No: (033) 355 7370 Mr Khumalo SB Tel No: (033) 033 355 7368 Western Cape region: Ms NA Mdladlamba Tel No: (021) 550 6014 Ms A Reddy Tel No: (021) 559 7929 Mr S Sikisazane Tel No: (021) 558 0108 Ms NC Sotyibi Tel No: (021) 558 0518
<u>NOTE</u>	:	Appointment under the Public Service Act.
<u>POST 12/13</u>	:	<u>ASSISTANT DIRECTOR: MANAGER: EDUCATION AND TRAINING</u>
<u>SALARY CENTRE</u>	:	R497 685 per annum
	:	Western Cape region: Drakenstein Ref No: WC 2025/04/80 Southern Cape Ref No: WC 2025/04/81 Voorberg Ref No: WC 2025/04/82 West coast Ref No: WC 2025/04/83
<u>REQUIREMENTS</u>	:	Recognised degree/national diploma in Education coupled with eight (08) years teaching experience in education. Registration with the South African Council for Educators (SACE). Post graduate degree will be an added advantage. Computer literate. Valid driver's licence. Competencies And Attributes: Financial management, problem solving and decision-making. Plan, organise, lead and control. Change management. Team leadership. Project management. Presentation, conflict management, report writing, training and development. Training, facilitation, time management skills. Confidentiality. Coaching and mentoring. Understanding of Public Service policy and legislative framework. Service delivery and client orientation. Integrity and

<u>DUTIES</u>	:	honest. Assertiveness. Ability to network. Influence and impact. Applied strategic thinking. Willingness to travel.
	:	Administration of education and training. Manage budget for education and training. Advise the Area Commissioner. Provide personal development of officials within the area. Responsible for the total establishment of the area. Initiate policy with regard to sport and recreation, libraries and life skills programmes. Manage education and training system. Liaise with external role players regarding education and recreation opportunities. Manage human resources, finances and assets. Manage performance information.
<u>ENQUIRIES</u>	:	Ms NA Mdladlamba Tel No: (021) 550 6014 Ms A Reddy Tel No: (021) 559 7929 Mr S Sikisazane Tel No: (021) 558 0108 Ms NC Sotyibi Tel No: (021) 558 0518
<u>NOTE</u>	:	Appointment under the Correctional Services Act.
<u>POST 12/14</u>	:	<u>CHIEF ARTISAN GRADE A (PRODUCTION WORKSHOPS)</u>
<u>SALARY CENTRE</u>	:	R455 223 per annum Free State and Northern Cape Region Kimberley Ref No: FSNC 2025/04/08 Gauteng Region: Kgoši Mampuru II Ref No: GP 2025/04/09
<u>REQUIREMENTS</u>	:	An appropriate Trade Test Certificate. Ten years post qualification experience required as an Artisan/Artisan Foreman. Valid driver's licence. Competencies And Attributes: Project management. Technical design and analysis knowledge. Computer-aided technical applications. Knowledge of legal compliance. Technical report writing. Technical consulting. Production, process knowledge and skills. Problem solving and analysis. Decision making, team work, creativity, change management, financial management, customer focus and responsiveness. Communication, planning and organising skills.
<u>DUTIES</u>	:	Policy development and interpretation. Monitoring, evaluation and support service to workshop personnel. Economic analysis of work-shop performance. Research and development of new workshop projects. Monitor and evaluate adherence to set service level standards for production workshop. Interpret the relevant workshop policies, manuals and legislation for workshop personnel. Conduct compliance inspection workshop policies, manuals and legislation. Compiling financial budgets and estimates. Evaluate financial expenditure and control at all workshop facilities. Understand and apply good human resources relations with subordinates and workshop personnel. Monitor and evaluate the credibility and effective management of the workshops costing system and its reports. Management of human resources, financial and assets.
<u>ENQUIRIES</u>	:	Free State and Northern Cape region: Ms Mkuni NJ Tel No: (051) 404 0268 Ms Molutsoane N/ Ms. Moreki-Rathaba MP/ Ms. Ramncwana B Tel No: (051) 404 0283. Gauteng region: Mr Masango SS Tel No: (012) 420 0173 Ms Feni SAP Tel No: (012) 420 0173/ (012) 420 0179.
<u>NOTE</u>	:	Appointment under the Public Service Act.
<u>POST 12/15</u>	:	<u>SOCIAL WORK SUPERVISOR GRADE 1</u>
<u>SALARY CENTRE</u>	:	R452 667 per annum Gauteng region: Modderbee Ref No: GP 2025/04/10 KwaZulu Natal region: Durban Female Ref No: KZN 2025/04/11 Ebongweni Maximum Ref No: KZN 2025/04/12 Limpopo, Mpumalanga and North West region: Bethal Ref No: LMN 2025/04/10 Bethal (Standerton) Ref No: LMN 2025/04/11 Western Cape region: Breede Rivier (Males) Ref No: WC 2025/04/14 Goodwood (Bellville) Ref No: WC 2025/04/15 Overberg (Buffelsjagsriver) Ref No: WC 2025/04/16 Pollsmoor Medium A Ref No: WC 2025/04/17) (X2 Posts) Pollsmoor Medium B Ref No: WC 2025/04/18 Pollsmoor RDF Ref No: WC 2025/04/19

		<p>Pollsmoor (Mitchells Plain) Ref No: WC 2025/04/20 Voorberg Ref No: WC 2025/04/21</p>
<u>REQUIREMENTS</u>	:	<p>BA degree in Social Work and seven (7) years relevant experience in social work after registration with the South African Council for Social Services Profession (SACSSP). Current registration with the South African Council for Social Services Professions. Computer literate. Valid driver's licence. Competencies And Attributes: Conversant with acts, policies and legislation pertaining to social work practice. Understanding of human behaviour social systems. Social work intervention. Empowerment, confidentiality, time management and listening skills. Interpersonal, client orientation and good communication skills. Empathy, tactfulness, integrity and honesty. Good report writing skills. Adaptability. Conflict management. Ability to co-ordinate and collaborate with internal and external stakeholders.</p>
<u>DUTIES</u>	:	<p>Provide needs-based social work services to offenders through individual attention, group work and community work. Conduct research and social work administration. Conduct individual assessments. Market social work service. Monitor and evaluate social work interventions. Provide guidance to subordinates and ensure that the requirements of the operational plans are complied with. Manage human resources, finance and assets. Management of performance information.</p>
<u>ENQUIRIES</u>	:	<p>Gauteng region: Mr Masango SS Tel No: (012) 420 0173 Ms Feni SAP Tel No: (012) 420 0173/ (012) 420 0179 KwaZulu Natal region: Ms Mchunu GJ Tel No: (033) 355 7386 Ms Mkhize AL Tel No: (033) 355 7370 Mr Khumalo SB Tel No: (033) 033 355 7368 Limpopo, Mpumalanga and North West region: Mr Ziqubu Z Tel No: (012) 306 2025 Ms Nomvela PM Tel No: (012) 306 2033 Ms Lekhuleni TD Tel No: (012) 306 2034 Western Cape region: Ms NA Mdladlamba Tel No: (021) 550 6014 Ms A Reddy Tel No: (021) 559 7929 Mr S Sikisazane Tel No: (021) 558 0108 Ms NC Sotyibi Tel No: (021) 558 0518</p>
<u>NOTE</u>	:	<p>Appointment under the Public Service Act.</p>
<u>POST 12/16</u>	:	<p><u>CLINICAL NURSE PRACTITIONER GRADE 1 (PHC)</u></p>
<u>SALARY CENTRE</u>	:	<p>R451 533 per annum</p>
	:	<p>Eastern Cape region: Amathole (Grahamstown) Ref No: EC 2025/04/06 Amathole (Middledrift) Ref No: EC 2025/04/07 (X5 Posts) Amathole (Stutterheim) Ref No: EC 2025/04/08 East London Medium A Ref No: EC 2025/04/09 (X2 Posts) East London Medium B Ref No: EC 2025/04/10 (X2 Posts) East London Medium C Ref No: EC 2025/04/11 Mthatha (Mount Fletcher) Ref No: EC 2025/04/12 Mthatha Maximum Ref No: EC 2025/04/13 Sada Ref: EC 2025/04/14 Sada (Cradock) Ref No: EC 2025/04/15 Sada (Idutywa) Ref No: EC 2025/04/16 Sada (Lady Frere) Ref No: EC 2025/04/17 St Albans (Port Elizabeth) Ref No: EC 2025/04/18 St Albans Medium A Ref No: EC 2025/04/19 (X2 Posts) St Albans Medium B Ref No: EC 2025/04/20 (X2 Posts) St Albans Maximum Ref No: EC 2025/04/21 (X3 Posts) Gauteng region: Boksburg Ref No: GP 2025/04/11 (X5 Posts) Johannesburg Ref No: GP 2025/04/12 (X4 Posts) Kgoši Mampuru II Ref No: GP 2025/04/13 (X9 Posts) Krugersdorp Ref No: GP 2025/04/14 Leeuwkop Ref No: GP 2025/04/15 (X3 Posts) Modderbee Ref No: GP 2025/04/16 (X2 Posts) KwaZulu Natal region: Ebongweni Maximum Ref No: KZN 2025/04/13 (X4 Posts)</p>

Durban (Female) Ref No: KZN 2025/04/14
 Durban Medium A Ref No: KZN 2025/04/15 (X2 Posts)
 Durban Medium B Ref No: KZN 2025/04/16 (X3 Posts)
 Empangeni Ref No: KZN 2025/04/17
 Estcourt Ref No: KZN 2025/04/18
 Pietermaritzburg Medium A Ref No: KZN 2025/04/19 (X2 Posts)
 Qalakabusha Ref No: KZN 2025/04/20 (X2 Posts)
 Umzinto Ref No: KZN 2025/04/21
 Waterval Medium A Ref No: KZN 2025/04/22
Limpopo, Mpumalanga and North West region:
 Barberton (Nelspruit) Ref No: LMN 2025/04/12
 Barberton Medium B Ref No: LMN 2025/04/13
 Barberton Maximum Ref No: LMN 2025/04/14 (X3 Posts)
 Bethal (Standerton) Ref No: LMN 2025/04/15
 Bethal (Piet Retief) Ref No: LMN 2025/04/16
 Klerksdorp Ref No: LMN 2025/04/17
 Klerksdorp (Christiana) Ref No: LMN 2025/04/18
 Klersdrop (Potchefstroom) Ref No: LMN 2025/04/19
 Rooigrond Medium A Ref No: LMN 2025/04/20
 Rooigrond Medium B Ref No: LMN 2025/04/21
 Rustenburg (Mogwase) Ref No: LMN 2025/04/22
 Rustenburg (Juvenile) Ref No: LMN 2025/04/23
 Rustenburg (Losperfontein) Ref No: LMN 2025/04/24 (X2 Posts)

Western Cape region:

Allandale Ref No: WC 2025/04/22
 Allandale (Hawequa) Ref No: WC 2025/04/23
 Allandale (Obiqua) Ref No: WC 2025/04/24
 Brandvlei Medium Ref No: WC 2025/04/25
 Brandvlei Maximum Ref No: WC 2025/04/26 (X3 Posts)
 Breede River (Female) Ref No: WC 2025/04/27 (X2 Posts)
 Breede River (Male) Ref No: WC 2025/04/28
 Drakenstein Maximum Ref No: WC 2025/04/29 (X4 Posts)
 Drakenstein Medium A Ref No: WC 2025/04/30
 Goodwood Ref No: WC 2025/04/31 (02 Posts)
 Overberg (Buffelsjagsriver) Ref No: WC 2025/04/32
 Pollsmoor (Female) Ref No: WC 2025/04/33 (02 Posts)
 Pollsmoor Medium A Ref No: WC 2025/04/34 (X2 Posts)
 Pollsmoor Medium B Ref No: WC 2025/04/35 (X3 Posts)
 Pollsmoor Medium C Ref No: WC 2025/04/36
 Pollsmoor (RDF) Ref No: WC 2025/04/37 (X5 Posts)
 Southern Cape (George) Ref No: WC 2025/04/38 (X2 Posts)
 Voorberg (Van Rhynsdorp) Ref No: WC 2025/04/39 (X2 Posts)

REQUIREMENTS

: Degree/national diploma with four years relevant nursing experience after registration as a professional nurse with the South African Nursing Council and post basic qualification in Primary Health Care accredited with the Council. Current registration with the council as a professional Nurse. Computer literate. Valid driver's licence. Competencies And Attributes: Knowledge of nursing care processes and procedures, nursing statutes, and other relevant legal frameworks such as: Nursing, Health, Occupational and Safety Act. Knowledge of Offender Rights Charter and Batho-Pele principles. Sound knowledge of the health programmes run at the PHC level. Ability to relieve in different service areas. Co-ordination, planning team building, supervisory, good communication and problem-solving skills. Knowledge of all applicable legislation guidelines and policies related to nursing principles. Good interpersonal relationship and listening skills. Empathy, tactfulness, integrity and honesty. Report writing skills. Adaptability and conflict management. Ability to co-ordinate and collaborate with internal and external stakeholders.

DUTIES

: Provide quality comprehensive Primary Health care services through promoting preventative, curative and rehabilitative services for offenders. Perform clinical nursing practice in accordance with the scope of practice and nursing standards for primary health care. Conduct routine examination of offenders and treatment of minor ailments according to scope of practice. Render administrative services such as providing accurate statistics for evaluation and future planning. Identifying needs for financial planning and indirect control of expenditure as an integral part of planning and organizing, including ordering and control of medicine and medical stock. Develop and ensure implementation of nursing care plans. Updating of offender's records

and participate in clinical records audits. Provide safe and therapeutic environment as laid down by the Nursing, Occupational Health and Safety Act and all other applicable prescripts. Manage human resources, finances and assets.

ENQUIRIES

: **Eastern Cape region:**
Ms Myataza Z Tel No: (043) 706 7866/
Ms Mgugudo N Tel No: (043) 706 7882
Mr Ndonyela N Tel No: (043) 706 7883
Gauteng region:
Mr Masango SS Tel No: (012) 420 0173
Ms Feni SAP Tel No: (012) 420 0173/ (012) 420 0179
KwaZulu Natal region:
Ms Mchunu GJ Tel No: (033) 355 7386
Ms Mkhize AL Tel No: (033) 355 7370
Mr Khumalo SB Tel No: (033) 033 355 7368
Limpopo, Mpumalanga and North West region:
Mr Ziqubu Z Tel No: (012) 306 2025
Ms Nomvela PM Tel No: (012) 306 2033
Ms Lekhuleni TD Tel No: (012) 306 2034
Western Cape region:
Ms NA Mdladlamba Tel No: (021) 550 6014
Ms A Reddy Tel No: (021) 559 7929
Mr S Sikisazane Tel No: (021) 558 0108
Ms NC Sotyibi Tel No: (021) 558 0518

NOTE

: Appointment under the Public Service Act.

POST 12/17

: **SECTION HEAD: EDUCATIONIST**

SALARY CENTRE

: R413 316 per annum
: **Eastern Cape region:**
Cradock Ref: EC 2025/04/29 (X2 Posts)
Western Cape region:
Allandale (Hawequa) Ref No: WC 2025/04/84
Brandvlei Medium B Ref No: WC 2025/04/85
Breede River (Males) Ref No: WC 2025/04/86
Drakenstein Maximum Ref No: WC 2025/04/87
Overberg Medium Ref No: WC 2025/04/88
Overberg Maximum Ref No: WC 025/04/89
Pollsmoor Medium A Ref No: WC 2025/04/90
West Coast Medium Ref No: WC 2025/04/91

REQUIREMENTS

: Recognised National Diploma/ Degree or equivalent qualification in Education and registration with the South African Council for Educators (SACE). Six (6) years relevant experience gained after registration with SACE. Computer literate. Valid driver's licence. competencies and attributes: Plan, organise, lead and control. Client orientation and communication, policy interpretation, report writing, diversity management, training and development, service delivery innovation and creativity. Project management, conflict management, financial management, facilitation management, change management, integrity and honesty. Coaching and mentoring, confidentiality, interpersonal relations, openness and transparency, networking, influence and impact, presentation, conceptual and conflict management skills.

DUTIES

: Quality assessment of education services. Monitor performance in education services. Evaluate and ensure service levels. Undertake educational research. Investigate learner related complaints. Plan educational activities. Manage human resources, finances and assets. Manage training requirements. Arrange training workshops.

ENQUIRIES

: **Eastern Cape region:**
Ms Myataza Z Tel No: (043) 706 7866
Ms Mgugudo N Tel No: (043) 706 7882
Mr Ndonyela N Tel No: (043) 706 7883
Western Cape region:
Ms NA Mdladlamba Tel No: (021) 550 6014
Ms A Reddy Tel No: (021) 559 7929
Mr S Sikisazane Tel No: (021) 558 0108
Ms NC Sotyibi Tel No: (021) 558 0518

NOTE

: Appointment under the Correctional Services Act.

POST 12/18

ARTISAN FOREMAN GRADE A

SALARY CENTRE

R362 130 per annum
Eastern Cape Region: Electrician:
St Albans: Ref No: EC 2025/04/26 (X3 Posts)
Radio and Tech: St Albans: Ref No: EC 2025/04/27
Free State and Northern Cape Region: Bricklayer:
Kroonstad Medium A: Ref No: FSNC 2025/04/09
Carpenter: Kroonstad Medium A Ref No: FSNC 2025/04/10
Electrician: Grootvlei Medium Ref No: FSNC 2025/04/11
Kimberley Ref No: FSNC 2025/04/12
Kroonstad Medium A: Ref No: FSNC 2025/04/13 (X2 Posts)
Painter: Kroonstad Medium A Ref No: FSNC 2025/04/14
Plumber: Groenpunt Ref No: FSNC 2025/04/15
Kroonstad Medium A Ref No: FSNC 2025/04/16
Welder: Bizzah Makhate Ref No: FSNC 2025/04/17
Wood Machinist: Bizzah Makhate Ref No: FSNC 2025/04/18
Upholstery: Bizzah Makhate Ref No: FSNC 2025/04/19
Gauteng Region:
Carpenter: Leeuwkop Ref No: GP 2025/04/29
Cabinet Maker: Boksburg Ref No: GP 2025/04/30 (X2 Posts)
Electrician: Baviaanspoort Ref No: GP 2025/04/31
Johannesburg Ref No: GP 2025/04/32
Modderbee Ref No: GP 2025/04/33
Plumber: Baviaanspoort Ref No: GP 2025/04/34
Johannesburg Ref No: GP 2025/04/35
Upholstery: Boksburg Ref No: GP 2025/04/36
Leeuwkop Ref No: GP 2025/04/37
Painter: Baviaanspoort Ref No: GP 2025/04/38
Leeuwkop Ref No: GP 2025/04/39
Spray Painter/Wood Finishing: Leeuwkop Ref No: GP 2025/04/40
Welder: Boksburg Ref No: GP 2025/04/41
Wood Machinist: Boksburg Ref No: GP 2025/04/42
Leeuwkop Ref No: GP 2025/04/43
KwaZulu Natal Region: Carpenter:
Pietermaritzburg Ref No: KZN 2025/04/31
Waterval Medium A Ref No: KZN 2025/04/32
Handyman: Pietermaritzburg Ref No: KZN 2025/04/33
Plumber: Kokstad Ref No: KZN 2025/04/34
Asset Maintenance: Waterval Medium A Ref No: KZN 2025/04/35
Limpopo, Mpumalanga and North West Region: Asset Maintenance:
Bethal Ref No: LMN 2025/04/37
Rooigrond Ref No: LMN 2025/04/38
Standerton Medium A Ref No: LMN 2025/04/39
Plumber: Thohoyandou Ref No: LMN 2025/04/40
Western Cape Region: Asset Maintenance:
Goodwood Ref No: WC 2025/04/54
Overberg Ref No: WC 2025/04/55
Boiler Maker/Plate Maker: Pollsmoor Ref No: WC 2025/04/56 (X2 Posts)
Bricklayer: Southern Cape (George) Ref No: WC 2025/04/57
Cabinet Making/Wood Machinist: Pollsmoor Ref No: WC 2025/04/58
Carpenter: Pollsmoor Ref No: WC 2025/04/59
Electrician: Allandale Ref No: WC 2025/04/60
Brandvlei: Ref: WC 2025/04/61 (X2 Posts)
Pollsmoor: Ref No: WC 2025/04/62
Plumber: Pollsmoor: Ref No: WC 2025/04/63
Voorberg: Ref No: WC 2025/04/64
Welder: Brandvlei: Ref No: WC 2025/04/65

REQUIREMENTS

An appropriate Trade Test Certificate underwritten by the Manpower Training Act (Red Seal). Five (5) years post qualification experience as an Artisan. Valid driver's licence. Competencies And Attributes: Team leadership. Technical analysis knowledge. Computer-aided applications. Knowledge of legal compliance. Technical report writing. Production, process knowledge and skills. Problem solving and analysis. Decision making, team work and analytical skills. Creativity, self-management, customer focus and responsiveness. Communication, planning and organizing skills. Conflict Management.

- DUTIES** : Training and development of offenders. Management of administration task. Control over work-places and tools. Inventory control and logistical administration as well as efficient management of resources and work orders and compliance with administration. Design, production, maintenance, performance administrative and related function. Maintain and advance expertise. Management of human and financial resources and assets. Management of performance information.
- ENQUIRIE** : **Eastern Cape region:**
 Ms Myataza Z Tel No: (043) 706 7866
 Ms Mgugudo N Tel No: (043) 706 7882
 Mr Ndonyela N Tel No: (043) 706 7883
Free State and Northern Cape region:
 Ms Mkuni NJ Tel No: (051) 404 0268
 Ms Molutsoane N/ Ms. Moreki-Rathaba MP/ Ms. Ramncwana B Tel No: (051) 404 0283.
Gauteng region
 Mr Masango SS Tel No: (012) 420 0173
 Ms Feni SAP Tel No: (012) 420 0173/ (012) 420 0179
KwaZulu Natal region:
 Ms Mchunu GJ Tel No: (033) 355 7386
 Ms Mkhize AL Tel No: (033) 355 7370
 Mr Khumalo SB Tel No: (033) 033 355 7368
Limpopo, Mpumalanga and North West region:
 Mr Ziqubu Z Tel No: (012) 306 2025
 Ms Nomvela PM Tel No: (012) 306 2033
 Ms Lekhuleni TD Tel No: (012) 306 2034
Western Cape region:
 Ms NA Mdladlamba Tel No: (021) 550 6014
 Ms A Reddy Tel No: (021) 559 7929
 Mr S Sikisazane Tel No: (021) 558 0108
 Ms NC Sotyibi Tel No: (021) 558 0518
- NOTE** : Appointment under the Public Service Act.
- POST 12/19** : **EDUCATIONIST M+4**
- SALARY CENTRE** : R337 746 per annum
 : **Eastern Cape region:**
 East London Ref No: EC 2025/04/30 (X2 Posts)
 Middledrift Ref No: EC 2025/04/31
 St Albans Ref No: EC 2025/04/32 (X3 Posts)
Limpopo, Mpumalanga and North West region:
 Klerksdorp: Potchefstroom Ref No: LMN 2025/04/44 (X2 Posts)
- REQUIREMENTS** : Matric/Grade 12 plus recognized 4-year degree or equivalent qualification in Education that allows registration with the South African Council for Educators. Registration with the South African Council for Educators. Computer literate. Valid driver's licence. Competencies And Attributes: Plan, organise, lead and control, client orientation and communication, policy implementation, report writing, diversity management, training and development, service delivery innovation and creativity, project management, conflict management, facilitation management integrity and honesty, knowledge and understanding of public service management framework, influence and impact, presentation skills, conceptual skills and conflict management skills.
- DUTIES** : Implement educational programs for offenders. Implement educational policy at correctional facilities in the Management Area. Adhere to set standards for education services in accordance with Government Education Departments. Assess educational services. Ensure service level standards for education and training. Management of resources and performance information.
- ENQUIRIES** : **Eastern Cape region:**
 Ms Myataza Z Tel No: (043) 706 7866
 Ms Mgugudo N Tel No: (043) 706 7882
 Mr Ndonyela N Tel No: (043) 706 7883
Limpopo, Mpumalanga and North West region:
 Mr Ziqubu Z Tel No: (012) 306 2025
 Ms Nomvela PM Tel No: (012) 306 2033
 Ms Lekhuleni TD Tel No: (012) 306 2034
- NOTE** : Appointment under the Correctional Services Act.

<u>POST 12/20</u>	:	<u>EDUCATIONIST M+4 (XHOSA)</u>
<u>SALARY CENTRE</u>	:	R337 746 per annum
	:	Eastern Cape region: Cradock Ref No: EC 2025/04/33
	:	Western Cape region: Brandvlei Medium Ref No: WC 2025/04/92 (X2 Posts)
<u>REQUIREMENTS</u>	:	Matric/Grade 12 plus recognized 4-year degree or equivalent qualification in Education, majoring in Xhosa that allows registration with the South African Council for Educators (SACE). Registration with the South African Council for Educators. Computer literate. Valid driver's licence. Competencies And Attributes: Plan, organise, lead and control, client orientation and communication, policy implementation, report writing, diversity management, training and development, service delivery innovation and creativity, project management, conflict management, facilitation management integrity and honesty, knowledge and understanding of public service management framework, influence and impact, presentation skills, conceptual skills and conflict management skills.
<u>DUTIES</u>	:	Implement educational programs for offenders. Implement educational policy at correctional facilities in the Management Area. Adhere to set standards for education services in accordance with Government Education Departments. Assess educational services. Ensure service level standards for education and training. Management of resources and performance information.
<u>ENQUIRIES</u>	:	Eastern Cape region: Ms Myataza Z Tel No: (043) 706 7866 Ms Mgugudo N Tel No: (043) 706 7882 Mr Ndonyela N Tel No: (043) 706 7883 Western Cape region: Ms NA Mdladlamba Tel No: (021) 550 6014 Ms A Reddy Tel No: (021) 559 7929 Mr S Sikisazane Tel No: (021) 558 0108 Ms NC Sotyibi Tel No: (021) 558 0518
<u>NOTE</u>	:	Appointment under the Correctional Services Act.
<u>POST 12/21</u>	:	<u>EDUCATIONIST M+4 (MATHS AND ENGLISH)</u>
<u>SALARY CENTRE</u>	:	R337 746 per annum
	:	Eastern Cape region: Cradock Ref No: EC 2025/04/34
	:	Western Cape region: Goodwood Ref No: WC 2025/04/93
<u>REQUIREMENTS</u>	:	Matric/Grade 12 plus recognized 4-year degree or equivalent qualification in Education majoring in Maths and English that allows registration with the South African Council for Educators (SACE). Registration with the South African Council for Educators. Computer literate. Valid driver's licence. Competencies And Attributes: Plan, organise, lead and control, client orientation and communication, policy implementation, report writing, diversity management, training and development, service delivery innovation and creativity, project management, conflict management, facilitation management integrity and honesty, knowledge and understanding of public service management framework, influence and impact, presentation skills, conceptual skills and conflict management skills.
<u>DUTIES</u>	:	Implement educational programs for offenders. Implement educational policy at correctional facilities in the Management Area. Adhere to set standards for education services in accordance with Government Education Departments. Assess educational services. Ensure service level standards for education and training. Management of resources and performance information.
<u>ENQUIRIES</u>	:	Eastern Cape region: Ms Myataza Z Tel No: (043) 706 7866 Ms Mgugudo N Tel No: (043) 706 7882 Mr Ndonyela N Tel No: (043) 706 7883 Western Cape region: Ms NA Mdladlamba Tel No: (021) 550 6014 Ms A Reddy Tel No: (021) 559 7929 Mr S Sikisazane Tel No: (021) 558 0108 Ms NC Sotyibi Tel No: (021) 558 0518
<u>NOTE</u>	:	Appointment under the Correctional Services Act.

<u>POST 12/22</u>	:	<u>EDUCATIONIST M+4 (MATHS, ENGLISH AND AFRIKAANS)</u>
<u>SALARY</u>	:	R337 746 per annum
<u>CENTRE</u>	:	Western Cape region: Southern Cape Ref No: WC 2025/04/94 Overberg Ref No: WC 2025/04/95 (X2 Posts)
<u>REQUIREMENTS</u>	:	Matric/Grade 12 plus recognized 4-year degree or equivalent qualification in Education majoring in Maths, English and Afrikaans that allows registration with the South African Council for Educators (SACE). Registration with the South African Council for Educators. Computer literate. Valid driver's licence. Competencies And Attributes: Plan, organise, lead and control, client orientation and communication, policy implementation, report writing, diversity management, training and development, service delivery innovation and creativity, project management, conflict management, facilitation management integrity and honesty, knowledge and understanding of public service management frame-work, influence and impact, presentation skills, conceptual skills and conflict management skills.
<u>DUTIES</u>	:	Implement educational programs for offenders. Implement educational policy at correctional facilities in the Management Area. Adhere to set standards for education services in accordance with Government Education Departments. Assess educational services. Ensure service level standards for education and training. Management of resources and performance information.
<u>ENQUIRIES</u>	:	Western Cape region: Ms NA Mdladlamba Tel No: (021) 550 6014 Ms A Reddy Tel No: (021) 559 7929 Mr S Sikisazane Tel No: (021) 558 0108 Ms NC Sotyibi Tel No: (021) 558 0518
<u>NOTE</u>	:	Appointment under the Correctional Services Act.
<u>POST 12/23</u>	:	<u>EDUCATIONIST M+4 (BUSINESS STUDIES) REF NO: LMN 2025/04/45</u>
<u>SALARY</u>	:	R337 746 per annum
<u>CENTRE</u>	:	Limpopo, Mpumalanga and North West region: Barberton Medium B
<u>REQUIREMENTS</u>	:	Matric/Grade 12 plus recognized 4-year degree or equivalent qualification in Education majoring in Business Studies that allows registration with the South African Council for Educators (SACE). Registration with the South African Council for Educators. Computer literate. Valid driver's licence. Competencies And Attributes: Plan, organise, lead and control, client orientation and communication, policy implementation, report writing, diversity management, training and development, service delivery innovation and creativity, project management, conflict management, facilitation management integrity and honesty, knowledge and understanding of public service management frame-work, influence and impact, presentation skills, conceptual skills and conflict management skills.
<u>DUTIES</u>	:	Implement educational programs for offenders. Implement educational policy at correctional facilities in the Management Area. Adhere to set standards for education services in accordance with Government Education Departments. Assess educational services. Ensure service level standards for education and training. Management of resources and performance information.
<u>ENQUIRIES</u>	:	Limpopo, Mpumalanga and North West region: Mr Ziqubu Z Tel No: (012) 306 2025 Ms Nomvela PM Tel No: (012) 306 2033 Ms Lekhuleni TD Tel No: (012) 306 2034
<u>NOTE</u>	:	Appointment under the Correctional Services Act.
<u>POST 12/24</u>	:	<u>EDUCATIONIST M+4 (MATHS AND SCIENCE)</u>
<u>SALARY</u>	:	R337 746 per annum
<u>CENTRE</u>	:	Limpopo, Mpumalanga and North West region: Bethal Ref No: LMN 2025/04/46 Standerton Ref No: LMN 2025/04/47 (X3 Posts) Western Cape region: Pollsmoor Medium B Ref No: WC 2025/04/96
<u>REQUIREMENTS</u>	:	Matric/Grade 12 plus recognized 4-year degree or equivalent qualification in Education majoring in Maths and Science that allows registration with the South African Council for Educators (SACE). Registration with the South

African Council for Educators. Registration with the South African Council for Educators. Computer literate. Valid driver's licence. Competencies And Attributes: Plan, organise, lead and control, client orientation and communication, policy implementation, report writing, diversity management, training and development, service delivery innovation and creativity, project management, conflict management, facilitation management integrity and honesty, knowledge and understanding of public service management framework, influence and impact, presentation skills, conceptual skills and conflict management skills.

DUTIES : Implement educational programs for offenders. Implement educational policy at correctional facilities in the Management Area. Adhere to set standards for education services in accordance with Government Education Departments. Assess educational services. Ensure service level standards for education and training. Management of resources and performance information.

ENQUIRIES : **Limpopo, Mpumalanga and North West region:**
 Mr Ziqubu Z Tel No: (012) 306 2025
 Ms Nomvela PM Tel No: (012) 306 2033
 Ms Lekhuleni TD Tel No: (012) 306 2034
Western Cape region:
 Ms NA Mdladlamba Tel No: (021) 550 6014
 Ms A Reddy Tel No: (021) 559 7929
 Mr S Sikisazane Tel No: (021) 558 0108
 Ms NC Sotyibi Tel No: (021) 558 0518

NOTE : Appointment under the Correctional Services Act.

POST 12/25 : **EDUCATIONIST M+4 (ELECTRICAL ENGINEERING) REF NO: LMN 2025/04/48**

SALARY CENTRE REQUIREMENTS : R337 746 per annum
 : Limpopo, Mpumalanga and North West region: Standerton
 : Matric/Grade 12 plus recognized 4-year degree or equivalent qualification in Education majoring in Electrical Engineering that allows registration with the South African Council for Educators. Registration with the South African Council for Educators. Computer literate. Valid driver's licence. Competencies And Attributes: Plan, organise, lead and control, client orientation and communication, policy implementation, report writing, diversity management, training and development, service delivery innovation and creativity, project management, conflict management, facilitation management integrity and honesty, knowledge and understanding of public service management framework, influence and impact, presentation skills, conceptual skills and conflict management skills.

DUTIES : Implement educational programs for offenders. Implement educational policy at correctional facilities in the Management Area. Adhere to set standards for education services in accordance with Government Education Departments. Assess educational services. Ensure service level standards for education and training. Management of resources and performance information.

ENQUIRIES : Limpopo, Mpumalanga and North West region:
 Mr Ziqubu Z Tel No: (012) 306 2025
 Ms Nomvela PM Tel No: (012) 306 2033
 Ms Lekhuleni TD Tel No: (012) 306 2034

NOTE : Appointment under the Correctional Services Act.

POST 12/26 : **EDUCATIONIST M+4 (APPLIED AGRICULTURAL TECHNOLOGY AND ENGLISH)**

SALARY CENTRE REQUIREMENTS : R337 746 per annum
 : **Limpopo, Mpumalanga and North West region:**
 Rustenburg Juvenile Centre of Excellence Ref No: LMN 2025/04/49
 Polokwane Tzaneen Correctional Centre Ref No: LMN 2025/04/50
 : Matric/Grade 12 plus recognized 4-year degree or equivalent qualification in Education majoring in Applied Agricultural Technology & English that allows registration with the South African Council for Educators. Registration with the South African Council for Educators. Computer literate. Valid driver's licence. Competencies And Attributes: Plan, organise, lead and control, client orientation and communication, policy implementation, report writing, diversity management, training and development, service delivery innovation and creativity, project management, conflict management, facilitation management

		integrity and honesty, knowledge and understanding of public service management frame-work, influence and impact, presentation skills, conceptual skills and conflict management skills.
<u>DUTIES</u>	:	Implement educational programs for offenders. Implement educational policy at correctional facilities in the Management Area. Adhere to set standards for education services in accordance with Government Education Departments. Assess educational services. Ensure service level standards for education and training. Management of resources and performance information.
<u>ENQUIRIES</u>	:	Limpopo, Mpumalanga and North West region: Mr Ziqubu Z Tel No: (012) 306 2025 Ms Nomvela PM Tel No: (012) 306 2033 Ms Lekhuleni TD Tel No: (012) 306 2034
<u>NOTE</u>	:	Appointment under the Correctional Services Act.
<u>POST 12/27</u>	:	<u>EDUCATIONIST M+4 (ENGLISH AND SEPEDI) REF NO: LMN 2025/04/51</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R337 746 per annum Limpopo, Mpumalanga and North West region: Modimolle Matric/Grade 12 plus recognized 4-year degree or equivalent qualification in Education majoring in English and Sepedi that allows registration with the South African Council for Educators. Registration with the South African Council for Educators. Computer literate. Valid driver's licence. Competencies And Attributes: Plan, organise, lead and control, client orientation and communication, policy implementation, report writing, diversity management, training and development, service delivery innovation and creativity, project management, conflict management, facilitation management integrity and honesty, knowledge and understanding of public service management frame-work, influence and impact, presentation skills, conceptual skills and conflict management skills.
<u>DUTIES</u>	:	Implement educational programs for offenders. Implement educational policy at correctional facilities in the Management Area. Adhere to set standards for education services in accordance with Government Education Departments. Assess educational services. Ensure service level standards for education and training. Management of resources and performance information.
<u>ENQUIRIES</u>	:	Limpopo, Mpumalanga and North West region: Mr Ziqubu Z Tel No: (012) 306 2025 Ms Nomvela PM Tel No: (012) 306 2033 Ms Lekhuleni TD Tel No: (012) 306 2034
<u>NOTE</u>	:	Appointment under the Correctional Services Act.
<u>POST 12/28</u>	:	<u>EDUCATIONIST M+4 (GEOGRAPHY AND ENGLISH) REF NO: LMN 2025/04/52</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R337 746 per annum Limpopo, Mpumalanga and North West region: Rustenburg Juvenile Centre of Excellence Matric/Grade 12 plus recognized 4-year degree or equivalent qualification in Education majoring in Geography and English that allows registration with the South African Council for Educators (SACE). Registration with the South African Council for Educators. Computer literate. Valid driver's licence. Competencies And Attributes: Plan, organise, lead and control, client orientation and communication, policy implementation, report writing, diversity management, training and development, service delivery innovation and creativity, project management, conflict management, facilitation management integrity and honesty, knowledge and understanding of public service management frame-work, influence and impact, presentation skills, conceptual skills and conflict management skills.
<u>DUTIES</u>	:	Implement educational programs for offenders. Implement educational policy at correctional facilities in the Management Area. Adhere to set standards for education services in accordance with Government Education Departments. Assess educational services. Ensure service level standards for education and training. Management of resources and performance information.
<u>ENQUIRIES</u>	:	Limpopo, Mpumalanga and North West region: Mr Ziqubu Z Tel No: (012) 306 2025 Ms Nomvela PM Tel No: (012) 306 2033 Ms Lekhuleni TD Tel No: (012) 306 2034
<u>NOTE</u>	:	Appointment under the Correctional Services Act.

POST 12/29 : **EDUCATIONIST M+4 (ECONOMICS AND MANAGEMENT SCIENCE) A REF NO: LMN 2025/04/53**

SALARY : R337 746 per annum
CENTRE : Limpopo, Mpumalanga and North West region: Rustenburg Medium
REQUIREMENTS : Matric/Grade 12 plus recognized 4-year degree or equivalent qualification in Education majoring in Economics that allows registration with the South African Council for Educators (SACE). Registration with the South African Council for Educators. Computer literate. Valid driver's licence. Competencies And Attributes: Plan, organise, lead and control, client orientation and communication, policy implementation, report writing, diversity management, training and development, service delivery innovation and creativity, project management, conflict management, facilitation management integrity and honesty, knowledge and understanding of public service management framework, influence and impact, presentation skills, conceptual skills and conflict management skills.

DUTIES : Implement educational programs for offenders. Implement educational policy at correctional facilities in the Management Area. Adhere to set standards for education services in accordance with Government Education Departments. Assess educational services. Ensure service level standards for education and training. Management of resources and performance information.

ENQUIRIES : Limpopo, Mpumalanga and North West region:
Mr Ziqubu Z Tel No: (012) 306 2025
Ms Nomvela PM Tel No: (012) 306 2033
Ms Lekhuleni TD Tel No: (012) 306 2034

NOTE : Appointment under the Correctional Services Act.

POST 12/30 : **EDUCATIONIST M+4 (AGRICULTURE TECHNOLOGY AND ENGLISH)**

SALARY : R337 746 per annum
CENTRE : **Limpopo, Mpumalanga and North West region:**
Tzaneen Correctional Centre Ref No: LMN 2025/04/54
Western Cape region:
Brandvlei Juvenile Ref No: WC 2025/04/97

REQUIREMENTS : Matric/Grade 12 plus recognized 4-year degree or equivalent qualification in Education majoring in Agriculture Technology and English that allows registration with the South African Council for Educators (SACE). Registration with the South African Council for Educators. Computer literate. Valid driver's licence. Competencies And Attributes: Plan, organise, lead and control, client orientation and communication, policy implementation, report writing, diversity management, training and development, service delivery innovation and creativity, project management, conflict management, facilitation management integrity and honesty, knowledge and understanding of public service management framework, influence and impact, presentation skills, conceptual skills and conflict management skills.

DUTIES : Implement educational programs for offenders. Implement educational policy at correctional facilities in the Management Area. Adhere to set standards for education services in accordance with Government Education Departments. Assess educational services. Ensure service level standards for education and training. Management of resources and performance information.

ENQUIRIES : **Limpopo, Mpumalanga and North West region:**
Mr Ziqubu Z Tel No: (012) 306 2025
Ms Nomvela PM Tel No: (012) 306 2033
Ms Lekhuleni TD Tel No: (012) 306 2034

Western Cape region:
Ms NA Mdladlamba Tel No: (021) 550 6014
Ms A Reddy Tel No: (021) 559 7929
Mr S Sikisazane Tel No: (021) 558 0108
Ms NC Sotyibi Tel No: (021) 558 0518

NOTE : Appointment under the Correctional Services Act.

POST 12/31 : **EDUCATIONIST M+4 (MATHS AND AGRICULTURE)**

SALARY : R337 746 per annum
CENTRE : **Limpopo, Mpumalanga and North West region:**
Rustenburg Juvenile Ref No: LMN 2025/04/55

<u>REQUIREMENTS</u>	:	Thohoyandou Ref No: LMN 2025/04/56] Matric/Grade 12 plus recognized 4-year degree or equivalent qualification in Education majoring in Maths and Agriculture that allows registration with the South African Council for Educators (SACE). Registration with the South African Council for Educators. Computer literate. Valid driver's licence. Competencies And Attributes: Plan, organise, lead and control, client orientation and communication, policy implementation, report writing, diversity management, training and development, service delivery innovation and creativity, project management, conflict management, facilitation management integrity and honesty, knowledge and understanding of public service management frame-work, influence and impact, presentation skills, conceptual skills and conflict management skills.
<u>DUTIES</u>	:	Implement educational programs for offenders. Implement educational policy at correctional facilities in the Management Area. Adhere to set standards for education services in accordance with Government Education Departments. Assess educational services. Ensure service level standards for education and training. Management of resources and performance information.
<u>ENQUIRIES</u>	:	Limpopo, Mpumalanga and North West region: Mr Ziqubu Z Tel No: (012) 306 2025 Ms Nomvela PM Tel No: (012) 306 2033 Ms Lekhuleni TD Tel No: (012) 306 2034
<u>NOTE</u>	:	Appointment under the Correctional Services Act.
<u>POST 12/32</u>	:	<u>EDUCATIONIST M+4 (HISTORY) REF NO: EC 2025/04/35</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R337 746 per annum Eastern Cape region: Cradock
<u>DUTIES</u>	:	Matric/Grade 12 plus recognized 4-year degree or equivalent qualification in Education majoring in History that allows registration with the South African Council for Educators (SACE). Registration with the South African Council for Educators. Computer literate. Valid driver's licence. Competencies And Attributes: Plan, organise, lead and control, client orientation and communication, policy implementation, report writing, diversity management, training and development, service delivery innovation and creativity, project management, conflict management, facilitation management integrity and honesty, knowledge and understanding of public service management framework, influence and impact, presentation skills, conceptual skills and conflict management skills.
<u>DUTIES</u>	:	Implement educational programs for offenders. Implement educational policy at correctional facilities in the Management Area. Adhere to set standards for education services in accordance with Government Education Departments. Assess educational services. Ensure service level standards for education and training. Management of resources and performance information.
<u>ENQUIRIES</u>	:	Eastern Cape region: Ms Myataza Z Tel No: (043) 706 7866 Ms Mgugudo N Tel No: (043) 706 7882 Mr Ndonyela N Tel No: (043) 706 7883.
<u>NOTE</u>	:	Appointment under the Correctional Services Act.
<u>POST 12/33</u>	:	<u>SOCIAL WORKER GRADE 1</u>
<u>SALARY CENTRE</u>	:	R308 247 per annum Eastern Cape region: Grahamstown Ref No: EC 2025/04/22 Gauteng region: Johannesburg Ref No: GP 2025/04/17 Krugersdorp Ref No: GP 2025/04/18 (X3 Posts) Kgoši Mampuru II Ref No: GP 2025/04/19 Modderbee Ref No: GP 2025/04/20 Zonderwater Ref No: GP 2025/04/21 KwaZulu Natal region: Durban Medium B Ref No: KZN 2025/04/23 (X2 Posts) Ebongweni Maximum Ref No: KZN 2025/04/24 (X2 Posts) Vryheid Community Corrections Ref No: KZN 2025/04/25 Waterval Medium A Ref No: KZN 2025/04/26 Waterval Medium B Ref No: KZN 2025/04/27 Limpopo, Mpumalanga and North West region:

		Klerksdorp (Potchefstroom) Ref No: LMN 2025/04/25
		Rooigrond (Lichtenburg) Ref No: LMN 2025/04/26
		Rooigrond Medium A Ref No: LMN 2025/04/27
		Rooigrond (Mafikeng) Ref No: LMN 2025/04/28
		Rustenburg (Brits) Ref No: LMN 2025/04/29
		Western Cape region:
		Brandvlei Maximum Ref No: WC 2025/04/40 (X2 Posts)
		Breede River (Males) Ref No: WC 2025/04/41
		Overberg Medium Ref No: WC 2025/04/42
		Pollsmoor Medium C Ref No: WC 2025/04/43
		Pollsmoor (Cape Town) Ref No: WC 2025/04/44
		West Coast Medium A Ref No: WC 2025/04/45 (X2 Posts)
		West Coast (Riebeeck West) Ref No: WC 2025/04/46
<u>REQUIREMENTS</u>	:	BA degree in Social Work. Registration with the South African Council for Social Service Professions. Computer literate. Valid driver's licence. Competencies And Attributes: Problem solving and decision making, facilitation, plan, organize, lead and control, project management, presentation and counselling skills. Ability to interpret policy/legislation. Conflict management, coaching and mentoring. Understanding of Public Service policy and legislative framework. Service delivery and client orientation. Integrity and honesty. Assertiveness, willingness to travel, influence and impact and ability to network. Ability to coordinate and collaborate with internal and external stakeholders.
<u>DUTIES</u>	:	Provide needs-based social work services to offenders through individual attention, group work, community work, research and social work administration. Conduct individual assessments. Market social work services. Monitor and evaluate social work, intervention work, community work, research and social work administration.
<u>ENQUIRIES</u>	:	Eastern Cape region: Ms Myataza Z Tel No: (043) 706 7866 Ms Mgugudo N Tel No: (043) 706 7882 Mr Ndonyela N Tel No: (043) 706 7883. Gauteng region: Mr Masango SS Tel No: (012) 420 0173 Ms Feni SAP Tel No: (012) 420 0173/ (012) 420 0179 KwaZulu Natal region: Ms Mchunu GJ Tel No: (033) 355 7386 Ms Mkhize AL Tel No: (033) 355 7370 Mr Khumalo SB Tel No: (033) 033 355 7368 Limpopo, Mpumalanga and North West region: Mr Ziqubu Z Tel No: (012) 306 2025 Ms Nomvela PM Tel No: (012) 306 2033 Ms Lekhuleni TD Tel No: (012) 306 2034 Western Cape region: Ms NA Mdladlamba Tel No: (021) 550 6014 Ms A Reddy Tel No: (021) 559 7929 Mr S Sikisazane Tel No: (021) 558 0108 Ms NC Sotyibi Tel No: (021) 558 0518
<u>NOTE</u>	:	Appointment under the Public Service Act.
<u>POST 12/34</u>	:	<u>PROFESSIONAL NURSE GRADE 1 (GENERAL NURSING)</u>
<u>SALARY CENTRE</u>	:	R307 473 per annum
	:	Eastern Cape region: Kirkwood Ref No: EC 2025/04/23 (0X2 Posts) St Albans Ref No: EC 2025/04/24 Gauteng region: Baviaanspoort Ref No: GP 2025/04/22 Boksburg Ref No: GP 2025/04/23 Johannesburg Ref No: GP 2025/04/24 Kgoši Mampuru II Ref No: GP 2025/04/25 (X4 Posts) Krugersdorp Ref No: GP 2025/04/26 Leeuwkop Ref No: GP 2025/04/27 (X2 Posts) Zonderwater Ref No: GP 2025/04/28 KwaZulu Natal region: Ebongweni Maximum Ref No: KZN 2025/04/28 (X4 Posts) Waterval Medium B Ref No: KZN 2025/04/29

Limpopo, Mpumalanga and North West region:

Bethal (Volkrust) Ref No: LMN 2025/04/30

Klersdrop Ref No: LMN 2025/04/31

Polokwane Ref No: LMN 2025/04/32

Rustenburg Ref No: LMN 2025/04/33

Western Cape region:

Brandvlei Ref No: WC 2025/04/47

Pollsmoor Medium B Ref No: WC 2025/04/48] (X2 Posts)

Pollsmoor (RDF) Ref No: WC 2025/04/49] (X2 Posts)

Voorberg Medium B Ref No: WC 2025/04/50

West Coast Medium A Ref No: WC 2025/04/51

West Coast (Riebeeck West) Ref No: WC 2025/04/52

REQUIREMENTS : Degree/national diploma in Nursing or equivalent qualification that allows registration with the South African Nursing Council as a Professional Nurse. Current registration with the South African Nursing Council (SANC). Computer literate. Valid driver's licence. Competencies And Attributes: Knowledge of nursing care process and procedures, nursing statutes and other relevant legal frameworks including grievance procedure and disciplinary code and procedure, communication, report-writing, liaison, coordination, facilitation, problem-solving, planning and organising skills.

DUTIES : Provide direction and supervision in the implementation of the nursing plan (Clinical practice/quality patient care). Implement standards, practices, criteria and indicators for quality nursing (quality of practice). Practice nursing and healthcare in accordance with the relevant laws and regulations. Utilise human, material and physical resources efficiently and effectively. Display a concern for patients, promoting and advocating proper treatment and care including an awareness and willingness to respond to patients' needs, requirement and expectations (Batho Pele principles). Maintain a constructive working relationship with nursing and other stakeholders. Management of resources. Management of performance information.

ENQUIRIES : **Eastern Cape region:**
Ms Myataza Z Tel No: (043) 706 7866
Ms Mgugudo N Tel No: (043) 706 7882
Mr Ndonyela N Tel No: (043) 706 7883
Gauteng region:
Mr Masango SS Tel No: (012) 420 0173
Ms Feni SAP Tel No: (012) 420 0173/ (012) 420 0179
KwaZulu Natal region:
Ms Mchunu GJ Tel No: (033) 355 7386
Ms Mkhize AL Tel No: (033) 355 7370
Mr Khumalo SB Tel No: (033) 033 355 7368
Limpopo, Mpumalanga and North West region:
Mr Ziqubu Z Tel No: (012) 306 2025
Ms Nomvela PM Tel No: (012) 306 2033
Ms Lekhuleni TD Tel No: (012) 306 2034
Western Cape region:
Ms NA Mdladlamba Tel No: (021) 550 6014
Ms A Reddy Tel No: (021) 559 7929
Mr S Sikisazane Tel No: (021) 558 0108
Ms NC Sotyibi Tel No: (021) 558 0518.

NOTE : Appointment under the Public Service Act.

POST 12/35 : **LEGAL ADMINISTRATION OFFICERS (MR1-5)**

SALARY : R239 673 – R1 053 387 per annum, (Grade and salary notch will be determined in accordance with the OSD appointment requirements and years of experience)

CENTRE : Eastern Cape Region: Regional Office Ref No: EC 2025/04/25
KwaZulu Natal Region: Pietermaritzburg Ref No: KZN 2025/04/30
Limpopo, Mpumalanga and North West Region: Klerksdorp Ref No: LMN 2025/04/34)
Rustenburg Ref No: LMN 2025/04/35
Witbank Ref No: LMN 2025/04/36
Western Cape Region: Allandale Ref No: WC 2025/04/53

REQUIREMENTS : LLB or equivalent legal qualification. Prescribed experience requirement is as follows: **MR1-** no previous legal experience required. **MR2-** at least 1-years' appropriate post qualification legal experience. **MR3-** at least 2-years'

		appropriate post qualification legal experience. MR4- at least 8-years' appropriate post qualification legal experience. MR5- at least 14-years' appropriate post qualification legal experience. Computer literate. Valid driver's licence. Competencies And Attributes: Financial management. Problem solving, decision-making and facilitation skills. Plan, organise, lead and control. Change management. Team leadership. Project management. Presentation skills. Conflict management. Report writing. Training and development. Time management. Confidentiality. Coaching and mentoring. Understanding of Public Service policy and legislative framework. Service delivery and client orientation. Integrity and honesty. Assertiveness. Ability to network. Willingness to travel. Applied strategic thinking. Influence and impact.
<u>DUTIES</u>	:	Responsibilities: Administration and handling of litigation for and against the department. Initiation of policy amendments in the department. Rendering of legal advice on the activities of the department. Provide legal training. Represent the department at various forums. Undertaking of hearings/trials administration. Maintenance of legal libraries. Planning of activities. Management of human resources, finance and assets. Manage performance information.
<u>ENQUIRIES</u>	:	<p>Eastern Cape region: Ms Myataza Z Tel No: (043) 706 7866 Ms Mgugudo N (043) 706 7882 Mr Ndonyela N Tel No: (043) 706 7883</p> <p>KwaZulu Natal region: Ms Mchunu GJ (033) 355 7386 Ms Mkhize AL Tel No: (033) 355 7370 Mr Khumalo SB Tel No: (033) 033 355 7368</p> <p>Limpopo, Mpumalanga and North West region: Mr Ziqubu Z Tel No: (012) 306 2025 Ms Nomvela PM Tel No: (012) 306 2033 Ms Lekhuleni TD Tel No: (012) 306 2034</p> <p>Western Cape region: Ms NA Mdladlamba Tel No: (021) 550 6014 Ms A Reddy Tel No: (021) 559 7929 Mr S Sikisazane Tel No: (021) 558 0108 Ms NC Sotyibi Tel No: (021) 558 0518</p>
<u>NOTE</u>	:	Appointment under the Public Service Act.
<u>POST 12/36</u>	:	<u>ARTISAN PRODUCTION GRADE A (WELDER)</u>
<u>SALARY CENTRE</u>	:	R230 898 per annum
	:	Eastern Cape Region: St Albans: Ref No: EC 2025/04/28
	:	Gauteng Region: Leeuwkop: Ref No: GP 2025/04/44
<u>REQUIREMENTS</u>	:	An appropriate Trade Test Certificate underwritten by the Manpower Training Act (Red Seal). Valid driver's licence. Competencies And Attributes: Technical analysis knowledge. Computer-aided technical applications. Knowledge of legal compliance. Technical report writing. Production, process knowledge and skills. Problem solving and analysis. Decision making. Team work. Analytical skills. Creativity, self-management, customer focus and responsiveness. Communication. Planning and organizing.
<u>DUTIES</u>	:	Training of offenders as well as apprentices. Execute work as per requisition/orders received from clients. Apply quality control to manufactured products. Costing of product and supply quotes. Execute basic workshop administration. Execute administrative and related functions. Perform welding maintenance services. Manage resources.
<u>ENQUIRIES</u>	:	<p>Eastern Cape region: Ms Myataza Z Tel No: (043) 706 7866 Ms Mgugudo N Tel No: (043) 706 7882 Mr Ndonyela N Tel No: (043) 706 7883</p> <p>Gauteng region: Mr Masango SS Tel No: (012) 420 0173 Ms Feni SAP Tel No: (012) 420 0173/ (012) 420 0179</p>
<u>NOTE</u>	:	Appointment under the Public Service Act.
<u>POST 12/37</u>	:	<u>ARTISAN PRODUCTION GRADE A (PRODUCTION WORKSHOPS)</u>
<u>SALARY CENTRE</u>	:	R230 898 per annum
	:	KwaZulu Natal Region:

Ebongweni Maximum: Ref No: KZN 2025/04/36 (X3 Posts)

Estcourt: Ref No: KZN 2025/04/37

- REQUIREMENTS** : An appropriate Trade Test Certificate underwritten by the Manpower Training Act (Red Seal). Valid driver's licence. Competencies And Attributes: Technical analysis knowledge. Computer-aided technical applications. Knowledge of legal compliance. Technical report writing. Production, process knowledge and skills. Problem solving and analysis. Decision making. Team work. Analytical skills. Creativity, self-management, customer focus and responsiveness. Communication. Planning and organizing.
- DUTIES** : Train offenders in the applicable trade. Execute work as per requisition/orders received from clients. Apply quality control to manufactured products. Costing of product and supply quotes. Execute basic workshop administration. Perform maintenance services. Management of performance information.
- ENQUIRIES** : KwaZulu Natal region:
Ms Mchunu GJ Tel No: (033) 355 7386
Ms Mkhize AL Tel No: (033) 355 7370
Mr Khumalo SB Tel No: (033) 033 355 7368.
- NOTE** : Appointment under the Public Service Act.

POST 12/38 : **ARTISAN PRODUCTION GRADE A (BOILERMAKER) REF NO: GP 2025/04/45**

- SALARY CENTRE REQUIREMENTS** : R230 898 per annum
Gauteng Region: Boksburg
- DUTIES** : An appropriate Trade Test Certificate underwritten by the Manpower Training Act (Red Seal). Valid driver's licence. Competencies And Attributes: Technical analysis knowledge. Computer-aided technical applications. Knowledge of legal compliance. Technical report writing. Production, process knowledge and skills. Problem solving and analysis. Decision making. Team work. Analytical skills. Creativity, self-management, customer focus and responsiveness. Communication. Planning and organizing.
- DUTIES** : Perform boiler making duties. Train offenders in the applicable trade. Execute work as per requisition/orders received from clients. Fabricating, assembling, installing, maintaining, and repairing boilers, tanks, and other large metal vessels, ensuring they operate safely and efficiently. Apply quality control over all services rendered. Costing of product and supplying quotes. Execute basic workshop administration. Management of resources, management of performance information.
- ENQUIRIES** : Gauteng region: Mr Masango SS Tel No: (012) 420 0173
Ms Feni SAP Tel No: (012) 420 0173/ (012) 420 0179
- NOTE** : Appointment under the Public Service Act.

POST 12/39 : **ARTISAN PRODUCTION GRADE A (CABINET MAKER)**

- SALARY CENTRE** : R230 898 per annum
Gauteng Region:
Boksburg: Ref No: GP 2025/04/46
Leeuwkop: Ref No: GP 2025/04/47 (X2 Posts)
- REQUIREMENTS** : An appropriate Trade Test Certificate underwritten by the Manpower Training Act (Red Seal). Valid driver's licence. Competencies And Attributes: Technical analysis knowledge. Computer-aided technical applications. Knowledge of legal compliance. Technical report writing. Production, process knowledge and skills. Problem solving and analysis. Decision making. Team work. Analytical skills. Creativity, self-management, customer focus and responsiveness. Communication. Planning and organizing.
- DUTIES** : Perform cabinet making duties. Train offenders in the applicable trade. Execute work as per requisition/orders received from clients. Apply quality control to manufactured products. Costing of product and supply quotes. Execute basic workshop administration. Perform maintenance services. Management of resources.
- ENQUIRIES** : Gauteng region: Mr Masango SS Tel No: (012) 420 0173/ Ms Feni SAP (012) 420 0173/ (012) 420 0179.
- NOTE** : Appointment under the Public Service Act.

POST 12/40 : **ARTISAN PRODUCTION GRADE A (ELECTRICIAN)**

- SALARY** : R230 898 per annum

<u>CENTRE</u>	:	<p>Gauteng Region: Boksburg Ref No: GP 2025/04/48</p> <p>Limpopo, Mpumalanga and North West Region: Standerton Medium A Ref No: LMN 2025/04/41 Witbank Ref No: LMN 2025/04/42</p> <p>KwaZulu Natal Region: Durban Medium C: Ref No: KZN 2025/04/38</p> <p>Western Cape Region: Allandale: Ref No: WC 2025/04/66 Brandvlei: Ref No: WC 2025/04/67 Drakenstein: Ref No: WC 2025/04/68 Goodwood: Ref No: WC 2025/04/69 Voorberg: Ref No: WC 2025/04/70</p>
<u>REQUIREMENTS</u>	:	An appropriate Trade Test Certificate underwritten by the Manpower Training Act (Red Seal). Valid driver's licence. Competencies And Attributes: Technical analysis knowledge. Computer-aided technical applications. Knowledge of legal compliance. Technical report writing. Production, process knowledge and skills. Problem solving and analysis. Decision making. Team work. Analytical skills. Creativity, self-management, customer focus and responsiveness. Communication. Planning and organizing.
<u>DUTIES</u>	:	Training of offender as well as apprentices. The quality assessment of electrical services. Maintenance of building works standard in the management area. The management of maintenance project. Perform electrical maintenance services. Manage resources.
<u>ENQUIRIES</u>	:	<p>Gauteng region: Mr Masango SS Tel No: (012) 420 0173 Ms Feni SAP Tel No: (012) 420 0173/ (012) 420 0179.</p> <p>KwaZulu Natal region: Ms Mchunu GJ Tel No: (033) 355 7386 Ms Mkhize AL Tel No: (033) 355 7370 Mr Khumalo SB Tel No: (033) 033 355 7368</p> <p>Limpopo, Mpumalanga and North West region: Mr Ziqubu Z Tel No: (012) 306 2025 Ms Nomvela PM Tel No: (012) 306 2033 Ms Lekhuleni TD Tel No: (012) 306 2034</p> <p>Western Cape region: Ms NA Mdladlamba Tel No: (021) 550 6014 Ms A Reddy Tel No: (021) 559 7929 Mr S Sikisazane Tel No: (021) 558 0108 Ms NC Sotyibi Tel No: (021) 558 0518</p>
<u>NOTE</u>	:	Appointment under the Public Service Act.
<u>POST 12/41</u>	:	<u>ARTISAN PRODUCTION GRADE A (PLUMBER)</u>
<u>SALARY CENTRE</u>	:	R230 898 per annum
<u>CENTRE</u>	:	<p>Gauteng Region: Boksburg: Ref No: GP 2025/04/49 Zonderwater: Ref No: GP 2025/04/50</p> <p>KwaZulu Natal Region: Durban Medium C: Ref No: KZN 2025/04/39</p> <p>Western Cape Region: Drakenstein: Ref No: WC 2025/04/71 Goodwood: Ref No: WC 2025/04/72 West Coast: Ref No: WC 2025/04/73</p>
<u>REQUIREMENTS</u>	:	An appropriate Trade Test Certificate underwritten by the Manpower Training Act (Red Seal). Valid driver's licence. Competencies And Attributes: Technical analysis knowledge. Computer-aided technical applications. Knowledge of legal compliance. Technical report writing. Production, process knowledge and skills. Problem solving and analysis. Decision making. Team work. Analytical skills. Creativity, self-management, customer focus and responsiveness. Communication. Planning and organizing.
<u>DUTIES</u>	:	Training of offenders as well as apprentices. Execute work as per requisition/orders received from clients. Apply quality control to plumbing services. Costing of product and supply quotes. Execute basic workshop administration. Execute administrative and related functions. Perform plumbing maintenance services. Manage resources.
<u>ENQUIRIES</u>	:	Gauteng region:

Mr Masango SS Tel No: (012) 420 0173
Ms Feni SAP Tel No: (012) 420 0173/ (012) 420 0179

KwaZulu Natal region:

Ms Mchunu GJ Tel No: (033) 355 7386
Ms Mkhize AL Tel No: (033) 355 7370
Mr Khumalo SB Tel No: (033) 033 355 7368

Western Cape region:

Ms NA Mdladlamba Tel No: (021) 550 6014
Ms A Reddy Tel No: (021) 559 7929
Mr S Sikisazane Tel No: (021) 558 0108
Ms NC Sotyibi Tel No: (021) 558 0518

NOTE : Appointment under the Public Service Act.

POST 12/42 : **ARTISAN PRODUCTION GRADE A (WOOD POLISHER/SPRAY PAINTER)**
REF NO: GP 2025/04/51

SALARY : R230 898 per annum
CENTRE : Gauteng Region: Boksburg
REQUIREMENTS : An appropriate Trade Test Certificate underwritten by the Manpower Training Act (Red Seal). Valid driver's licence. Competencies And Attributes: Technical analysis knowledge. Computer-aided technical applications. Knowledge of legal compliance. Technical report writing. Production, process knowledge and skills. Problem solving and analysis. Decision making. Team work. Analytical skills. Creativity, self-management, customer focus and responsiveness. Communication. Planning and organizing.

DUTIES : Perform wood painter/wood polisher duties. Train offenders in the applicable trade. Execute work as per requisition/orders received from clients. Apply quality control to manufactured products. Costing of product and supply quotes. Execute basic workshop administration. Perform finishing wooden structures as well as preparing surfaces and applying paint and other coatings maintenance services.

ENQUIRIES : Gauteng region:
Mr Masango SS Tel No: (012) 420 0173
Ms Feni SAP Tel No: (012) 420 0173/ (012) 420 0179

NOTE : Appointment under the Public Service Act.

POST 12/43 : **ARTISAN PRODUCTION GRADE A (WOOD FINISHER/WOOD MACHINIST)**

SALARY : R230 898 per annum
CENTRE : **Gauteng Region:**
Boksburg Ref No: GP 2025/04/52
Leeuwkop Ref No: GP 2025/04/53 (X2 Posts)

REQUIREMENTS : An appropriate Trade Test Certificate underwritten by the Manpower Training Act (Red Seal). Valid driver's licence. Competencies And Attributes: Technical analysis knowledge. Computer-aided technical applications. Knowledge of legal compliance. Technical report writing. Production, process knowledge and skills. Problem solving and analysis. Decision making. Team work. Analytical skills. Creativity, self-management, customer focus and responsiveness. Communication. Planning and organizing.

DUTIES : Responsibilities: Perform wood machinist duties. Train offenders in the applicable trade. Execute work as per requisition/orders received from clients. Apply quality control to manufactured products. Costing of product and supply quotes. Execute basic workshop administration. Perform maintenance services. Management of resources.

ENQUIRIES : Gauteng region:
Mr Masango SS Tel No: (012) 420 0173
Ms Feni SAP Tel No: (012) 420 0173/ (012) 420 0179

NOTE : Appointment under the Public Service Act.

POST 12/44 : **ARTISAN PRODUCTION GRADE A (CARPENTER)**

SALARY : R230 898 per annum
CENTRE : Gauteng Region: Leeuwkop Ref No: GP 2025/04/54
Western Cape Region: Brandvlei Ref No: WC 2025/04/74
REQUIREMENTS : An appropriate Trade Test Certificate underwritten by the Manpower Training Act (Red Seal). Valid driver's licence. Competencies And Attributes: Technical analysis knowledge. Computer-aided technical applications. Knowledge of

		legal compliance. Technical report writing. Production, process knowledge and skills. Problem solving and analysis. Decision making. Team work. Analytical skills. Creativity, self-management, customer focus and responsiveness. Communication. Planning and organizing.
<u>DUTIES</u>	:	Training of offenders as well as apprentices. Execute work as per requisition/orders received from clients. Apply quality control to manufactured products. Costing of product and supply quotes. Execute basic workshop administration. Execute administrative and related functions. Perform carpentry maintenance services. Manage re-sources.
<u>ENQUIRIES</u>	:	Gauteng region: Mr Masango SSTel No: (012) 420 0173 Ms Feni SAP Tel No: (012) 420 0173/ (012) 420 0179 Western Cape region: Ms NA Mdladlamba Tel No: (021) 550 6014 Ms A Reddy Tel No: (021) 559 7929 Mr S Sikisazane Tel No: (021) 558 0108 Ms NC Sotyibi Tel No: (021) 558 0518
<u>NOTE</u>	:	Appointment under the Public Service Act.
<u>POST 12/45</u>	:	<u>ARTISAN PRODUCTION GRADE A (PAINTER)</u>
<u>SALARY CENTRE</u>	:	R230 898 per annum Gauteng Region: Johannesburg Ref No: GP 2025/04/55 KwaZulu Natal Region: Kokstad Ref No: KZN 2025/04/40 (X2 Posts)
<u>REQUIREMENTS</u>	:	An appropriate Trade Test Certificate underwritten by the Manpower Training Act (Red Seal). Valid driver's licence. Competencies And Attributes: Technical analysis knowledge. Computer-aided technical applications. Knowledge of legal compliance. Technical report writing. Production, process knowledge and skills. Problem solving and analysis. Decision making. Team work. Analytical skills. Creativity, self-management, customer focus and responsiveness. Communication. Planning and organizing.
<u>DUTIES</u>	:	Train offenders in the applicable trade. Execute work as per requisition/orders received from clients. Apply quality control to manufactured products. Costing of product and supply quotes. Execute basic workshop administration. Perform painting services according to client specification and within limits production capability. Produce objects with material and equipment according to job specifications and recognized standards. Inspect equipment and facilities for technical faults. Repair equipment according to standards. Service equipment according to schedule. Execute basic workshop administration and related functions. Maintain and advance expertise. Manage resources.
<u>ENQUIRIES</u>	:	Gauteng region: Mr Masango SS Tel No: (012) 420 0173 Ms Feni SAP Tel No: (012) 420 0173/ (012) 420 0179. KwaZulu Natal region: Ms Mchunu GJ Tel No: (033) 355 7386 Ms Mkhize AL Tel No: (033) 355 7370 Mr Khumalo SB Tel No: (033) 033 355 7368.
<u>NOTE</u>	:	Appointment under the Public Service Act.
<u>POST 12/46</u>	:	<u>ARTISAN PRODUCTION GRADE A (BRICKLAYER)</u>
<u>SALARY CENTRE</u>	:	R230 898 per annum Gauteng Region: Baviaanspoort Ref No: GP 2025/04/56 Western Cape Region: Allandale Ref No: WC 2025/04/75 Pollsmoor Ref No: WC 2025/04/76 (X2 Posts) Voorberg Ref No: WC 2025/04/77
<u>REQUIREMENTS</u>	:	An appropriate Trade Test Certificate underwritten by the Manpower Training Act (Red Seal). Valid driver's licence. Competencies And Attributes: Technical analysis knowledge. Computer-aided technical applications. Knowledge of legal compliance. Technical report writing. Production, process knowledge and skills. Problem solving and analysis. Decision making. Team work. Analytical skills. Creativity, self-management, customer focus and responsiveness. Communication. Planning and organizing.
<u>DUTIES</u>	:	Produce building designs according to specifications. Laying bricks with material and equipment according to job specifications and recognized standards. Inspect brick laying equipment and facilities for technical faults. Repair equipment according to standards. Apply brick laying according to

schedule. Train offenders in the applicable trade. Execute work as per requisition/orders received from clients. Apply quality control to manufactured products. Costing of product and supply quotes. Execute basic workshop administration.

ENQUIRIES : **Gauteng region:**
Mr Masango SS Tel No: (012) 420 0173
Ms Feni SAP Tel No: (012) 420 0173/ (012) 420 0179
Western Cape region:
Ms NA Mdladlamba Tel No: (021) 550 6014
Ms A Reddy Tel No: (021) 559 7929
Mr S Sikisazane Tel No: (021) 558 0108
Ms NC Sotyibi Tel No: (021) 558 0518

NOTE : Appointment under the Public Service Act.

POST 12/47 : **ARTISAN PRODUCTION GRADE A (UPHOLSTERY/AUTOTRIMMER)**

SALARY : R230 898 per annum
CENTRE : Gauteng Region: Leeuwkop Ref No: GP 2025/04/57
Western Cape Region: Pollsmoor Ref No: WC 2025/04/78

REQUIREMENTS : An appropriate Trade Test Certificate underwritten by the Manpower Training Act (Red Seal). Valid driver's licence. Competencies and Attributes: Technical analysis knowledge. Computer-aided technical applications. Knowledge of legal compliance. Technical report writing. Production, process knowledge and skills. Problem solving and analysis. Decision making. Team work. Analytical skills. Creativity, self-management, customer focus and responsiveness. Communication. Planning and organizing.

DUTIES : Perform upholstery duties. Train offenders in the applicable trade. Execute work as per requisition/orders received from clients. Apply quality control to manufactured products. Costing of product and supply quotes. Execute basic workshop administration. Perform maintenance services. Management of resources.

ENQUIRIES : **Gauteng region:**
Mr Masango SS Tel No: (012) 420 0173
Ms Feni SAP Tel No: (012) 420 0173/ (012) 420 0179
Western Cape region:
Ms NA Mdladlamba (021) 550 6014
Ms A Reddy Tel No: (021) 559 7929
Mr S Sikisazane Tel No: (021) 558 0108
Ms NC Sotyibi Tel No: (021) 558 0518

NOTE : Appointment under the Public Service Act.

POST 12/48 : **ARTISAN PRODUCTION GRADE A (STEEL) REF NO: LMN 2025/04/43**

SALARY : R230 898 per annum
CENTRE : Limpopo, Mpumalanga, North West Region, Thohoyandou
REQUIREMENTS : An appropriate Trade Test Certificate underwritten by the Manpower Training Act (Red Seal). Valid driver's licence. Competencies And Attributes: Technical analysis knowledge. Computer-aided technical applications. Knowledge of legal compliance. Technical report writing. Production, process knowledge and skills. Problem solving and analysis. Decision making. Team work. Analytical skills. Creativity, self-management, customer focus and responsiveness. Communication. Planning and organizing.

DUTIES : Perform laying out and fabricating structural on order to build metal structures. Train offenders in the applicable trade. Execute work as per requisition/orders received from clients. Apply quality control to manufactured products. Costing of product and supply quotes. Execute basic workshop administration. Perform maintenance steel and works services.

ENQUIRIES : Limpopo, Mpumalanga and North West region:
Mr Ziqubu Z Tel No: (012) 306 2025
Ms Nomvela PM Tel No: (012) 306 2033
Ms Lekhuleni TD Tel No: (012) 306 2034

NOTE : Appointment under the Public Service Act.

<u>POST 12/49</u>	:	<u>CHAIRPERSON OF INDEPENDENT RISK MANAGEMENT COMMITTEE</u> <u>REF NO: HO 2025/04/01</u> Three (3) Year Contract
<u>SALARY</u>	:	Compensation will be in accordance with rates as determined by National Treasury. Schedules in this regard are issued annually with specific hourly or daily rates. All other refundable expenses are based on the Department's related policies in line with the National Treasury guidelines.
<u>CENTRE REQUIREMENTS</u>	:	National Head Office: Pretoria The incumbent must be an independent external Chairperson, with extensive knowledge and experience in relevant regulations and prescripts, including the Public Finance Management Act, Treasury Regulations, ISO31000, King IV report on Corporate Governance, the Committee of Sponsoring Organizations (COSO) and Public Sector Risk Management Framework. Must have previously served on the Risk Management/Audit Committee. Experience in Risk Management, Financial Management, Information Technology, Anti-Fraud and Corruption and Auditing in Public or Private Sector.
<u>DUTIES</u>	:	The primary objective of the Risk Management Committee is to assist the Accounting Officer to discharge his duties in respect of risk management with an ultimate aim of achieving the Department's objectives. The incumbent's duties will be to: Provide an oversight role on the review and monitoring implementation of the risk management framework, policy, charter and strategy within the Department. Provide guidance on integration of risk management into planning, monitoring and reporting processes. Ensures that the internal audit function's role and mandate are reviewed and approved, as well as the annual internal audit plan. Provide advice/guidance on setting and review of the risk appetite, tolerance levels, and anti-fraud measures. Lead the Committee in conducting its activities in terms of the Public Sector Risk Management Framework, PFMA, Risk Committee Charter and King IV Report on Corporate Governance. Provide proper and timely reports to the Accounting Officer on the state of risk management, together with aspects requiring improvement accompanied by the Committee's recommendations to address such issues. Perform any other duties of the Risk Management Committee as specified in the terms of reference (Committee Charter). Ensures that the committee oversees compliance with relevant regulations and legal requirements. Report annually to the Executive Authority through Audit and Risk Committee. Ensures that the committee reviews and approves risk policies and controls to ensure they are effective in mitigating risks. Management of the committee: Take all reasonable steps to ensure that the committee fulfils its responsibilities and obligations. Calling and chairing quarterly meetings. Act as liaison between the Accounting Officer and Audit Committee. Maintain ethical and responsible decision-making framework at committee level and address any unethical or dishonest situation or potential conflict of interest brought to his/her attention in a timely and efficient manner. Provide overall leadership to the Committee without limiting the principles of collective responsibilities of Committee decisions. Running the meeting: Set an agenda for each meeting. Chair the meeting to the RMC, take all reasonable steps to encourage participation of all committee members in the Committee meetings and facilitate free and constructive discussion and maintain a good relationship with the secretariat to ensure that all tasks which were completed between the meetings are completed.
<u>ENQUIRIES APPLICATIONS</u>	:	Mr Y Naidoo at (084) 757 7733 or Ms TP Ngobeni at (076) 754 0139. Send your complete application to: Department of Correctional Services, Post Advertisement Section, Private Bag X136, Pretoria, 0001 OR hand deliver at: 124 WF Nkomo Street, Poyntons Building, Cnr WF Nkomo and Sophie De Bruyn Street, Pretoria, 0001 (Previous: Cnr Church and Schubart Street) OR you can email your application to NationalOfficeHRM@dcs.gov.za . Contact persons: Mr Y Naidoo at (084) 757 7733 or Ms TP Ngobeni at (076) 754 0139.
<u>NOTE</u>	:	Please take note that correspondence will only be conducted with the shortlisted candidates. If you have not been contacted within three (3) months of the closing date of the advertisement, please accept that your application is unsuccessful. Applicants must note that further checks will be conducted once they are shortlisted and that their appointment is subject to positive outcomes on these checks, which include security clearance, security vetting, qualification and criminal records verification. Note: All costs incurred due to your application/nomination will be at your own expense. CV's should be aligned to reflect one's degree of compliance with the above-mentioned

requirements and duties. Candidates must comply with the minimum appointment requirements. Applications: A covering application letter outlining area/s of specialization as well as motivation for appointment, a detailed Curriculum Vitae with three contactable references, should be submitted. Only shortlisted candidates will be required to submit certified copies not older than 6 months of qualifications and other related documents on or before the day of the interview. Candidates must comply with the minimum appointment requirements. CV's should be aligned to reflect one's degree of compliance with the advert requirements and responsibilities. It is the sole responsibility of an applicant to ensure that their application reaches DCS before the closing date of 24 April 2025 @ 15h45. The Department of Correctional Services reserves the right not to fill these posts. In terms of Section 38 of the Public Finance Management Act, 1999 (Act 1 of 1999) (the "PFMA"), the Department of Correctional Services requires the services of a qualified and interested person to serve as the Chairperson of its Risk Management Committee. The incumbent will advise the Accounting Officer on Enterprise-wide Risk Management in fulfilling his mandate as required by the PFMA. Appointment will be made for a period of 3 years, subject to renewal at the discretion of the Department. The Chairperson may not serve more than two terms. This is not a full-time appointment. Risk Management Committee has four statutory meetings per annum and additional meetings be convened by the chairperson as deemed necessary by the Committee or Accounting Officer.

- CLOSING DATE** : 24 April 2025 at 15h45.
- POST 12/50** : **CHAIRPERSON OF ICT STEERING COMMITTEE REF NO: HO 2025/04/02**
 Three (3) Year Contract
 The Department of Correctional Services calls on all independent suitably qualified and interested persons to serve as a Chairperson of ICT Steering Committee for a period of three (3) years.
- SALARY** : The remuneration shall be in line with the Accounting Authority approved remuneration policy aligned to National Treasury remuneration directives.
- CENTRE** : National Head Office: Pretoria
- REQUIREMENTS** : A post-graduate degree in Information Communication Technology (ICT) or Computer Science or equivalent qualification with expertise in Information Communication Technology (ICT). A Master's degree in Computer Science or ICT and membership with a relevant professional body will serve as an advantage. Minimum of eight (8) years' experience in an IT role at Senior Management level gained within either of the following areas – IT governance principles and processes, IT policy frameworks and best practices, IT Risk Management, Cyber Security: Enterprise and IT architecture and implementation of IT Strategies and plans. Must have an exposure of (5) years' experience serving as ICT Governance Chairperson in the public sector environment. Additionally, any of these qualifications: COBIT, CISM, CISSP, CICP, CISA, CRISC and CGEIT certifications will be an added advantage. Previous experience of serving as a member or chairperson of an ICT Steering Committee or on an Audit Committee providing ICT expertise from an oversight perspective. A valid and unendorsed code 8 driver's license. The appointment will be supported by the terms of reference and a contract. 8 years or more management experience at a senior management level related to ICT, of which three years must have been spend as a chairperson overseeing IT functions. Proficiencies in governance -related frameworks like COBIT 2019. At least five years proven knowledge and understanding of King IV Report on Corporate Governance requirements, Treasury Regulations, PFMA and Government related legislation, policies and processes. Experience in public sector, the State Information Technology Agency (SITA), in depth knowledge of IT Governance, Cybersecurity, strong understanding of IT Budgeting and Supply Chain Management processes in Government will serve as an added advantage. Expertise in Artificial Intelligence (AI), Data Analytics, Integrating Technology into business processes. A demonstrated track record of diligence and integrity. Strong leadership, excellent communication skills and interpersonal skills. Strong and dynamic leadership skills, analytical; reasoning ability, integrity, good interpersonal and communication skills, exhibit an independence of mind in deliberations and be proactive in advising the Accounting Officer. Professional approach to duties, including commitment of time and effort. Ability to encourage openness and transparency. Ability to work constructively with management. Prospective candidate should possess the

following: Broad business, corporate governance and/or financial management experience. Public sector experience. An understanding of the business in which the organisation operates. Familiarity with risk management practices. Expertise in relation to DPSA Corporate Governance of ICT Framework, COBIT, ITIL and relevant ISO Standards. Expertise in ICT investment and monitoring the management and mitigation of ICT risks as well as cyber security.

DUTIES : Provide oversight on the management and use of ICT in the department. Review the funding approach and long-term sustainability (technological, financial and cyber resilience) for proposed initiatives. Providing strategic leadership towards the digitalization of the department, including ICT projects and services. Monitoring the joint ICT planning and resourcing of the ICT programme across the department. Monitoring the implementation of approved plans, policies and strategies. Monitoring that ICT related business risks are mitigated, benefits realization from the ICT investments (portfolio of ICT projects) and audit issues from assurance providers are achieved and providing recommendations and reporting to EXCO on pertinent ICT issues, including ICT strategies and plans. Experience in serving as a governance structure in a government institution will be an added advantage. Communicate approved changes that may have an impact on existing technology services and office-wide strategies. Continuously improve the ICT governance process.

ENQUIRIES : Mr Y Naidoo at (084) 757 7733 or Ms TP Ngobeni at (076) 754 0139.
APPLICATIONS : Send your complete application to: Department of Correctional Services, Post Advertisement Section, Private Bag X136, Pretoria, 0001 OR hand deliver at: 124 WF Nkomo Street, Poyntons Building, Cnr WF Nkomo and Sophie De Bruyn Street, Pretoria, 0001 (Previous: Cnr Church and Schubart Street) OR you can email your application to NationalOfficeHRM@dcs.gov.za. Contact persons: Mr Y Naidoo at (084) 757 7733 or Ms TP Ngobeni at (076) 754 0139.

NOTE : Please take note that correspondence will only be conducted with the shortlisted candidates. If you have not been contacted within three (3) months of the closing date of the advertisement, please accept that your application is unsuccessful. Applicants must note that further checks will be conducted once they are shortlisted and that their appointment is subject to positive outcomes on these checks, which include security clearance, security vetting, qualification and criminal records verification. Note: All costs incurred due to your application/nomination will be at your own expense. CV's should be aligned to reflect one's degree of compliance with the above-mentioned requirements and duties. Candidates must comply with the minimum appointment requirements. Applications: A covering application letter outlining area/s of specialization as well as motivation for appointment, a detailed Curriculum Vitae with three contactable references, should be submitted. Only shortlisted candidates will be required to submit certified copies not older than 6 months of qualifications and other related documents on or before the day of the interview. Candidates must comply with the minimum appointment requirements. CV's should be aligned to reflect one's degree of compliance with the advert requirements and responsibilities. It is the sole responsibility of an applicant to ensure that their application reaches DCS before the closing date of 24 April 2025 @ 15h45. The Department of Correctional Services reserves the right not to fill these posts. Appointment will be for a period of three (3) years, subject to renewal at the discretion of the Department of Correctional Services. The appointment will be supported by the terms of reference and a contract.

CLOSING DATE : 24 April 2025 at 15h45.

POST 12/51 : **DEPUTY CHAIRPERSON OF AUDIT COMMITTEE REF NO: HO 2025/04/03**
Three (3) Year Contract
The Department of Correctional Services calls on all independent suitably qualified and interested persons to serve as Deputy Chairperson and a Member of the Audit Committee for a period of three (3) years.

SALARY : Remuneration will be paid in accordance with the Treasury Regulations 20.2.2.
CENTRE : National Head Office: Pretoria
REQUIREMENTS : An NQF level 8 qualification in any of the following fields: Accounting, Auditing, Risk Management, Information and Communication Technology or equivalent. Five (5) years' experience as a member of an Audit Committee in the public sector. Additional three (3) years' experience as an Audit Committee Chairperson. In-depth knowledge of the PFMA and its regulations as well as

other governing prescripts applicable to the department. Membership of recognized professional bodies. Additionally, any of these qualifications CA (SA), CCSA, CIA, CICP, CISA, CFE and pupillage certifications will be an added advantage. A valid and unendorsed code 8 driver's license. The appointment will be supported by the terms of reference and a contract. Integrity, reliability, good communication, interpersonal and leadership skills. Exhibit an independence of mind in deliberations and be proactive in advising the Accounting Officer. Professional approach to duties, including commitment of time and effort. Ability to encourage openness and transparency. Ability to work constructively with management. Prospective candidate should possess the following: broad business, corporate governance and/or financial management experience. Public sector experience. An understanding of the business in which the organisation operates. Familiarity with risk management practices. An understanding of internal controls. An understanding of major accounting practices and public sector reporting formats. Familiarity with legislative requirements. Understanding of the roles of internal and external audit. Good understanding of the control framework.

DUTIES : Deputize the Chair of the Audit Committee. Chair the meetings when the chairperson is not available. Effective governance and compliance with applicable legislation and prescripts. Evaluate the adequacy of the organisation's control environment. Attend meetings as often as required but at least five (5) times in a year and be flexible with time. Perform duties in accordance with the approved Audit Committee Charter.

ENQUIRIES : Mr Y Naidoo at (084) 757 7733 or Ms TP Ngobeni at (076) 754 0139.
APPLICATIONS : Send your complete application to: Department of Correctional Services, Post Advertisement Section, Private Bag X136, Pretoria, 0001 OR hand deliver at: 124 WF Nkomo Street, Poyntons Building, Cnr WF Nkomo and Sophie De Bruyn Street, Pretoria, 0001 (Previous: Cnr Church and Schubart Street) OR you can email your application to NationalOfficeHRM@dcs.gov.za. Contact persons: Mr Y Naidoo at (084) 757 7733 or Ms TP Ngobeni at (076) 754 0139.

NOTE : Please take note that correspondence will only be conducted with the shortlisted candidates. If you have not been contacted within three (3) months of the closing date of the advertisement, please accept that your application is unsuccessful. Applicants must note that further checks will be conducted once they are shortlisted and that their appointment is subject to positive outcomes on these checks, which include security clearance, security vetting, qualification and criminal records verification. Note: All costs incurred due to your application/nomination will be at your own expense. CV's should be aligned to reflect one's degree of compliance with the above-mentioned requirements and duties. Candidates must comply with the minimum appointment requirements. Applications: A covering application letter outlining area/s of specialization as well as motivation for appointment, a detailed Curriculum Vitae with three contactable references, should be submitted. Only shortlisted candidates will be required to submit certified copies not older than 6 months of qualifications and other related documents on or before the day of the interview. Candidates must comply with the minimum appointment requirements. CV's should be aligned to reflect one's degree of compliance with the advert requirements and responsibilities. It is the sole responsibility of an applicant to ensure that their application reaches DCS before the closing date of 24 April 2025 @ 15h45. The Department of Correctional Services reserves the right not to fill these posts. Appointment will be for a period of three (3) years, subject to renewal at the discretion of the Department of Correctional Services. The appointment will be supported by the terms of reference and a contract.

CLOSING DATE : 24 April 2025 @ 15h45.

POST 12/52 : **MEMBER OF AUDIT COMMITTEE REF NO: HO 2025/04/04**
 Three (3) Year Contract
 The Department of Correctional Services calls on all independent suitably qualified and interested persons to serve as member of its Audit Committee for a period of three (3) years.

SALARY : Remuneration will be paid in accordance with the Treasury Regulations 20.2.2.
CENTRE : National Head Office: Pretoria []
REQUIREMENTS : Applicants should be in possession of any of the listed qualifications: B. Compt/B. Com in Accounting or Internal Auditing, B. Com (Hons), BSc Computer Sciences, BSc (Hons), MBA, LLB and additionally any of these

qualifications: CA (SA), CCSA, CIA, CISA, CRISC, CGEIT, CISSP or pupillage certifications. Experience in any of the following fields: IT Audit (Strategic, Operational and Technical), IT Governance, IT Security, Large Scale IT Application Development and Implementation Programmes. Risk management, internal controls and governance processes. Core business of the Department of Correctional Services and appropriate experience in the environment. Performance management. Financial management. Internal and external auditing. Legal services. Relevant senior management experience and public sector experience would be preferred for this role. Preference will be given to candidates who demonstrate experience in participating in governance structures, ability to dedicate time to the activities of the Audit Committee and experience in serving on Audit Committees.

DUTIES

: As an Advisory Committee to the Accounting Officer in terms of the requirements of the Public Finance Management Act, the Audit Committee will: Assist the Chairperson in the effective execution of his/her responsibilities with the ultimate aim of the achievement of the organization's objectives. Review the coordination of audit efforts to ensure completeness of the coverage and promote the effective use of the audit resources. Review adequacy and effectiveness of the Departments' governance processes, risk management and internal controls, including information system, programme management and security controls. Review the quality of the financial and other management information produced to ensure integrity, reliability, and accuracy thereof. Review any accounting and audit related significant findings and recommendation of the internal and external auditors together with management's responses thereto. Examine and review the annual financial statements before final approval thereof. Review compliance with legal and regulatory provisions. Review any significant incidents of a criminal or irregular nature.

**ENQUIRIES
APPLICATIONS**

: Mr Y Naidoo at (084) 757 7733 or Ms TP Ngobeni at (076) 754 0139.
: Send your complete application to: Department of Correctional Services, Post Advertisement Section, Private Bag X136, Pretoria, 0001 OR hand deliver at: 124 WF Nkomo Street, Poyntons Building, Cnr WF Nkomo and Sophie De Bruyn Street, Pretoria, 0001 (Previous: Cnr Church and Schubart Street) OR you can email your application to NationalOfficeHRM@dcs.gov.za. Contact persons: Mr Y Naidoo at (084) 757 7733 or Ms TP Ngobeni at (076) 754 0139.

NOTE

: Please take note that correspondence will only be conducted with the shortlisted candidates. If you have not been contacted within three (3) months of the closing date of the advertisement, please accept that your application is unsuccessful. Applicants must note that further checks will be conducted once they are shortlisted and that their appointment is subject to positive outcomes on these checks, which include security clearance, security vetting, qualification and criminal records verification. Note: All costs incurred due to your application/nomination will be at your own expense. CV's should be aligned to reflect one's degree of compliance with the above-mentioned requirements and duties. Candidates must comply with the minimum appointment requirements. Applications: A covering application letter outlining area/s of specialization as well as motivation for appointment, a detailed Curriculum Vitae with three contactable references, should be submitted. Only shortlisted candidates will be required to submit certified copies not older than 6 months of qualifications and other related documents on or before the day of the interview. Candidates must comply with the minimum appointment requirements. CV's should be aligned to reflect one's degree of compliance with the advert requirements and responsibilities. It is the sole responsibility of an applicant to ensure that their application reaches DCS before the closing date of 24 April 2025 @ 15h45. The Department of Correctional Services reserves the right not to fill these posts. Appointment will be for a period of three (3) years, subject to renewal at the discretion of the Department of Correctional Services. The appointment will be supported by the terms of reference and a contract.

CLOSING DATE

: 24 April 2025 @ 15h45.

GOVERNMENT PRINTING WORKS

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

- APPLICATIONS** : All applications must be forwarded to: The Branch: Human Resources, Government Printing Works, Private Bag X85, Pretoria, 0001 or be hand delivered to: 149 Bosman Street, Pretoria or Email to specific e-mail addresses under each post.
- FOR ATTENTION** : Ms. DD Kgosana / Ms. NW Mathibela, Human Resources Tel No: (012) 748 6277 /012 748 6297
- CLOSING DATE** : 23 April 2025 at 16:00pm
- NOTE** : Applications must be submitted on the prescribed form Z83 (NB. The new application for employment form can be downloaded at www.dpsa.gov.za-vacancies, the old prescribed application for employment form Z83 was withdrawn with effect from 31 December 2020) and must be completed in full with page 2 duly signed (failure to do so will result in your application not being considered), and clear indication of the reference number on the Z83. The application must include only completed and signed new Z83 Form, 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. It is the responsibility of applicants in possession of foreign qualifications to submit evaluated results by the South African Qualifications Authority (SAQA). The Government Printing Works reserves the right to fill or not fill its advertised posts. General information: Shortlisted candidates must be available for interviews at a date and time determined by the Government Printing Works. Applications received after the closing date as well as those who do not comply with the requirements will not be taken into consideration. If you have not received a response from this institution within three months of the closing date, please consider your application unsuccessful.

OTHER POSTS

- POST 12/53** : **CHIEF ARTISAN SECURITY WEB-FED PRINTING REF NO: GPW 25/01**
Re-advertisement, applicants who previously applied are encouraged to reapply.
- SALARY** : R455 223 per annum, (OSD Model)
- CENTRE** : Pretoria
- REQUIREMENTS** : Grade 10 or equivalent qualification plus a completed apprenticeship and passed Trade Test in Rotary Web-Offset /Lithography / Continuous Stationery Machine Minding. Grade 12 will be an added advantage. At least 10 years post-apprenticeship experience in Lithography/ Rotary Web-Offset Continuous Stationery Machine Minding of which 5 years' must have been in operating multi-color computerized web-fed machines. Concepta printing press experience will be an added advantage .3 years' proven supervisory experience. Commitment to work shifts, Knowledge of Safety, Healthy, Environment and Quality (SHREQ) management requirements Act and other regulations and policies.
- DUTIES** : Operate and oversee an automated multi-color Web-Fed Continuous Stationery Concepta printing press with specialized finishing processes such as the Sheeter, Folder, and numbering and Web delivery unit. Assist in managing and or supervision of the Security Special product printing team. Ensure Efficient and effective utilization of production equipment, make sure that daily production targets are met and provide daily production reports to management. Provide technical assistance on operational challenges and maintenance of the printing press. Oversee and monitor the training programmes of apprentices, Printers Assistant and Artisans. Ensure that the equipment is kept in good condition and regularly maintained and ensure that quality assurance and control of the printed security product processes are adhered to in accordance to SOP and customer's specifications. Plan, organize and allocate production resources in line with production schedule. Make sure

the working environment and housekeeping is in Comply with all OHS&A safety regulations. Monitor and mitigate plant related safety risks.

ENQUIRIES : Mr T Khumalo Tel No: (012) 748 6329
APPLICATIONS : E-mail Artisan2501@gpw.gov.za

POST 12/54 : **CHIEF ARTISAN SECURITY SHEET-FED PRINTING REF NO: GPW 25/02**
 Re-advertisement, Applicants who previously applied are encouraged to reapply

SALARY : R455 223 per annum, (OSD Model)
CENTRE : Pretoria
REQUIREMENTS : Grade 10 or equivalent qualification plus a completed apprenticeship and passed Trade Test in Lithography Machine Minding. Grade 12 will be an added advantage. At least 10 years post-apprenticeship experience in Lithography Machine Minding of which 5 years' must have been in operating multi-color computerized web-fed machines. Komori printing press experience will be an added advantage .3 years' proven supervisory experience. Commitment to work shifts, Knowledge of Safety, Healthy, Environment and Quality (SHREQ) management requirements Act and other regulations and policies.

DUTIES : Operate and oversee an automated multi-color Lithography printing press. Assist in managing and or supervision of the Security Special product printing team. Ensure Efficient and effective utilization of production equipment, make sure that daily production targets are met and provide daily production reports to management. Provide technical assistance on operational challenges and maintenance of the printing press. Oversee and monitor the training programmes of apprentices, Printers Assistant and Artisans. Ensure that the equipment is kept in good condition and regularly maintained and ensure that quality assurance and control of the printed security product processes are adhered to in accordance with SOP and customer's specifications. Plan, organize and allocate production resources in line with production schedule. Make sure the working environment and housekeeping is in Comply with all OHS&A safety regulations. Monitor and mitigate plant related safety risks.

ENQUIRIES : Mr T Khumalo Tel No: (012) 748 6329
APPLICATIONS : E-mail Artisan2502@gpw.gov.za

POST 12/55 : **CHIEF ARTISAN EXAMINATION PACKAGING AND FINISHING REF NO: GPW 25/03 (X2 POSTS)**
 Re-advertisement, Applicants who previously applied are encouraged to reapply

SALARY : R455 223 per annum, (OSD Model)
CENTRE : Pretoria
REQUIREMENTS : Grade 10 or equivalent qualification plus a completed apprenticeship in Mechanized Binding Trade Grade 12 will be an added advantage. At least 10 years' post-apprenticeship experience in a Finishing Production environment. At least 3 years' proven supervisory experience. Sound knowledge of mechanized binding, packaging and printing processes equipment Computer literacy (MS Office) Good interpersonal relations Have the Ability to overcome operational challenges, transfer of skills and commitment to work shift.

DUTIES : Operate packaging and finishing equipment and assist in managing and or supervision of the packaging team. Ensure Efficient and effective utilization of production equipment, make sure that daily production targets are met and provide daily production reports to management. Provide technical assistance on operational challenges, maintenance, Oversee and monitor the training programmes of apprentices, Printers Assistant and Artisans. Ensure that the equipment is kept in good condition and regularly maintained and ensure that quality assurance and control of the packaging and finishing processes are adhered to in accordance to SOP and the customer's specifications. Plan, organize and allocate production resources in line with production schedule. Make sure the working environment and housekeeping is in Comply with all OHS&A safety regulations. Monitor and mitigate plant related safety risks.

ENQUIRIES : Ms J. Seabela/ Mr E Mtshali Tel No: (012) 748 6320/6361
APPLICATIONS : E-mail Artisan2503@gpw.gov.za

POST 12/56 : **CHIEF ARTISAN: EQUIPMENT MAINTENANCE REF NO: GPW 25/04**
Re-advertisement, Applicants who previously applied are encouraged to reapply

SALARY : R455 223 per annum, (OSD Model)
CENTRE : Pretoria
REQUIREMENTS : Grade 10 qualification plus a completed apprenticeship. Trade Test certificate in a Mechanical-related field. At least 10 years post-qualification experience as an Artisan / Artisan Foreman / Team Leader. 3 years' proven supervisory experience. A valid driver's license is essential. Grade 12 and working in a manufacturing environment will be an advantage. Knowledge of, and experience in OHS, SHERQ and other regulations and policies. Commitment to work shifts. Extending working hours may be required.

DUTIES : Ensure efficient maintenance and repair of production equipment. Supervise and lead an engineering maintenance team. Ensure the accurate analysis of equipment specifications and equipment capacity data and determine reliability-centered maintenance schedules. Schedule maintenance to previously established manufacturing sequences and lead times, considering the Maintenance Plan. Participate in the generating of an agreed equipment plan for an 8-week rolling horizon, ensuring maximum machine availability. Ensure the escalating and expediting of operations that delay maintenance schedules. Actively participate in planning meetings to finalise priority of work orders, optimise downtime windows, and reduce production lead times. Ensure the following-up and communicating of the schedule to all resources: maintenance, production, outside services, stores, and engineering. Perform and monitor quality assurance ensuring that all maintenance and repair work is compliant with the standards set by GPW and any regulatory bodies. Confer with department supervisors to determine the status and quality of scheduled maintenance. Prepare regular maintenance and repair reports. Assist with the developing, review, implementing and complying with the relevant procedures and policies as required by GPW. Review factors that could affect the quality of maintenance/repair work and put corrective measures in place if required. Prepare maintenance and repair reports. Supervise Safety, health, environment, risk, and quality (SHERQ) in the Division and ensure compliance with all OHS safety requirements.

ENQUIRIES : Mr T Tsebe Tel No: (012) 748 6288
APPLICATIONS : Email address is Artisan2504@gpw.gov.za

POST 12/57 : **ARTISAN FOREMAN: CTP REF NO: GPW 25/06**
Re-advertisement, Applicants who previously applied are encouraged to reapply

SALARY : R362 130 per annum, (OSD Model)
CENTRE : Pretoria
REQUIREMENTS : Grade 10 or equivalent qualification plus a completed apprenticeship and passed Trade Test Certificate in Electronic Origination. Grade 12 and experience in working in a manufacturing environment will be an advantage. At least 5 years' post apprenticeship (is this correct 5years) appropriate experience. Willingness to work shifts. Extending working hours may be required. Valid drivers license

DUTIES : The producing of computer to plate (CTP) matters. Oversee the day-to-day operations of the CTP section, ensuring smooth and efficient functioning. Implement and enforce quality control standards to ensure accurate and high quality output of plates. d) Identify and resolve technical issues related to CTP systems, equipment, and software to minimize disruptions in production. e) Oversee the production of plates using CTP technology, including plate imaging, plate processing, and plate inspection. Work closely with the colour management team to ensure accurate colour reproduction on the printed materials. Oversee the reviewing of the content of documents, ensuring it is according to the requirements of the customers. Maintain accurate records and documentation of CTP production activities, performance metrics, and equipment maintenance. The verifying of the correctness and quality of the documents. Collaborate with the prepress section/department to review and prepare digital files for plate production, ensuring they meet printing requirements and standards. Ensuring computers, software and equipment in the section are up to standard for the producing of high-quality documents. Ensure that CTP equipment is properly maintained and serviced to optimize

- performance and minimize downtime. Comply with all OHS&A safety requirements. Provide administration support and provide inputs on the development of policies and procedures.
- ENQUIRIES** : Ms H Masilo Tel No: (012) 748 6345
APPLICATIONS : Email address is Artisan2505@gpw.gov.za
- POST 12/58** : **ARTISAN FOREMAN: EXAMINATION PACKAGING REF NO: GPW 25/07**
 Re-advertisement, Applicants who previously applied are encouraged to reapply
- SALARY** : R362 130 per annum, (OSD Model)
CENTRE : Pretoria
REQUIREMENTS : Grade 10 or equivalent qualification plus a completed apprenticeship and passed Trade Test Certificate in Mechanized Bookbinding Trade. At least 5 years' post apprenticeship experience. In depth knowledge of Bookbinding equipment and quality assurance and control measures. Ability to train, transfer skills and commitment to work shifts.
- DUTIES** : Operate Packaging and Bookbinding finishing equipment including CMC Packaging machines, Saddle-Stich, Shrink Wrap, etc. Meet daily production targets as per the schedule and standard. Ensure that security materials are processed safely in line with the Standard Operation Procedures. Ensure good quality assurance and control on all security production materials. Plan, allocate and organize Shop floor resources in compliance with production schedule and daily targets. Assist in Supervising, training, coaching and development of apprentices Artisans, and Printers' Assistants. Allocate tasks to Artisans and Printers' Assistants. Adhere to OHS&A regulations and Government Printing Work policies.
- ENQUIRIES** : Ms. J Seabela Tel No: (012) 748 6320
APPLICATIONS : Email address is Artisan2506@gpw.gov.za
- POST 12/59** : **ARTISAN FOREMAN: DIGITAL PRINTING LINE REF NO: GPW 25/08**
 Re-advertisement, applicants who previously applied are encouraged to reapply)
- SALARY** : R362 130 per annum, (OSD)
CENTRE : Pretoria
REQUIREMENTS : Grade 10 qualification plus a completed apprenticeship in Lithography, Rotary Web-Offset or Continuous Stationery Offset Printing Trade. Passed Trade Test Certificate in any of the printing trade. Grade 12 will be an advantage. At least five (5) years' post apprenticeship appropriate experience. Good knowledge of multicolour printing processes and equipment. Willingness to work shifts and extended hours.
- DUTIES** : Operate multicolor Digital Printing press with online and offline finishing functions. Allocate resources and print orders accordingly. Effectively plan shop floor production. Execute prepress process involving all digital printing files. Continuously improve printing processes and ensure high quality standards of printed materials. Quality assurance and control of printing products. Supervise and train staff. Perform basic service maintenance tasks on printing presses in line with OEM and scheduled maintenance plan requirements. Ensuring adherence to SHREQ processes.
- ENQUIRIES** : Mr. E Mtshali Tel No: (012) 748 6361
APPLICATIONS : Email address is Artisan2507@gpw.gov.za
- POST 12/60** : **ARTISAN (SPECIALISED): DIGITAL PRINTING LINE REF NO: GPW 25/09**
 Re-advertisement, applicants who previously applied are encouraged to reapply)
- SALARY** : R341 124 per annum, (OSD)
CENTRE : Pretoria
REQUIREMENTS : Grade 10 qualification plus a completed apprenticeship in printing Trade. Passed Trade Test Certificate in Lithography, Rotary Web-Fed Offset or Continuous Stationery. Grade 12 will be an advantage. Five (5) years applicable post qualification experience operating multi-colour printing press. In depth technical knowledge of printing, processes and equipment. Willingness to work shifts and or extended working hours.
- DUTIES** : Operate Digital Printing equipment with online and offline finishing functions. Prepare and make ready printing press and finishing lines. Assist with the

prepress processes for all digital printing files. Provide in-depth technical printing advice and solutions for seamless process flow, process design and printing products improvements. Enhance printing processes, productivity and ensure consistent quality printing throughout the process. Perform basic equipment maintenance. Adhere to service schedule maintenance of printing equipment as per the existing standards operating procedures and OEM requirements. Perform and ensure that Quality assurance and control procedures and processes are adhered to as per the Standard Operations Procedures applicable.

ENQUIRIES : Mr. E. Mtshali Tel No: (012) 748 6361
APPLICATIONS : Email address is Artisan2508@gpw.gov.za

POST 12/61 : **ARTISAN (SPECIALISED): LITHOGRAPHY SHEET-FED PRINTING REF NO: GPW 25/10**
 Re-advertisement, applicants who previously applied are encouraged to reapply)

SALARY : R341 124 per annum, (OSD)
CENTRE : Pretoria
REQUIREMENTS : Grade 10 or equivalent qualification plus a completed apprenticeship and passed trade test in Lithography Sheet-Fed Machine Minding, 5 years' post-qualification experience, Knowledge of computerized printing presses, good computer skills, Quality Conscious, Planning and organizing skills, Willingness to work shifts, Grade 12 will be an added advantage.

DUTIES : Operate Lithography multicolour-colour Sheet-Fed offset printing machine. Ensure that quality assurance and control on printing products is adhered to as per the customer's specifications, requirements and Standard Operation Procedures. Provide in-depth technical printing advice for a seamless production flow, process design and printing products improvements. Perform basic equipment maintenance. Assist with the training of staff when required. Adhere to Occupational Health and Safety regulations and procedures

ENQUIRIES : Mr. E. Mtshali Tel No: (012) 748 6361
APPLICATIONS : Email address is Artisan2509@gpw.gov.za

POST 12/62 : **ARTISAN (SPECIALISED): ID SMARTCARD PERSONALISATION REF NO: GPW 25/11**
 Re-advertisement, applicants who previously applied are encouraged to reapply)

SALARY : R341 124.per annum (OSD)
CENTRE : Pretoria
REQUIREMENTS : Grade 10 or Equivalent qualification plus a completed apprenticeship. Grade 12 will be an added advantage. Five years post qualification experience in high security/ID/Travel Document/Relevant Printing Environment. Previous ISO certification/Experience will be an added advantage. Specialist knowledge of printing, processes and equipment. Understanding of Safety, Health, Environmental and Quality (SHERQ). Willingness to work shifts. Extended working hours may be required as and when.

DUTIES : Correct and efficient personalizing of ID Smart card documents, including card layout, data input, printing and encoding. Ensure that work is done according to the required schedule regarding timelines and quantities. Conduct proper quality control on personalized documents. Ensure efficient and effective movement and flow of work in progress in the Section. Monitor the reduction of wastage and efficiency baseline rate. Ensure that all procedures and systems relating to the protection of high security printed matters are adhered to by all staff in the section. Ensure effective conducting of Quality assurance. Ensure proper quality standards in the section on a continuous basis. Monitor safe and secure handling of the material throughout the production process in the section. Ensure compliance to Safety, health, environment, risk, and quality (SHERQ) management and OHS safety requirements. Perform supervisory functions as required. Keep the equipment in good condition machines/equipment in the section up to standard ensuring the production of high-quality documents? Correct settings, adjustments and running of the production machines/equipment in the section. Providing functional and technical advice to the staff in the section.

ENQUIRIES : Mr. F. Nagel Tel No: (012) 7486109
APPLICATIONS : Email address is Artisan2510@gpw.gov.za

POST 12/63 : **ARTISAN PRODUCTION: EXAMINATION PACKAGING REF NO: GPW 25/12 (X5 POSTS)**
Re-advertisement, applicants who previously applied are encouraged to reapply)

SALARY : R230 898 per annum, (OSD Model)
CENTRE : Pretoria
REQUIREMENTS : Grade 10 or equivalent qualification plus a completed apprenticeship and passed Trade Test Certificate in Mechanized Bookbinding printing Trade. Basic Computer literacy skill. Knowledge of CMC Packaging equipment will be an added advantage. Ability to operate various binding equipment such as Saddle-Sticher, Folding, Packaging machines and quality assurance and control measures. Commitment to work shifts.

DUTIES : Operate Packaging and Bookbinding finishing equipment including CMC Packaging machines, Guillotine, Shrink Wrap, Foiling, etc. Meet daily production targets as per the schedule and standard. Ensure that security materials are processed safely in line with the Standard Operation Procedures. Ensure good quality assurance and control on all security production materials. Adhere to OHSA regulations and Government Printing Work policies.

ENQUIRIES : Ms J Seabela Tel No: (012) 748 6087
APPLICATIONS : Email address is Artisan2511@gpw.gov.za

DEPARTMENT OF HOME AFFAIRS

- APPLICATIONS** : Applications compliant with the “Directions to Applicants” above, must be submitted online at <https://eRecruitment.dha.gov.za> or sent to the correct address specified as follows:-Head Office: Postal Address: Private Bag X114, Pretoria, 0001 Physical Address: 230 Johannes Ramokhoase Street, Pretoria, 0001
- CLOSING DATE** : 08 May 2025
- NOTE** : Applications must be submitted online at <https://eRecruitment.dha.gov.za> or send to the correct email address specified at the bottom of the posts, on or before the closing date, accompanied by a fully completed Application for Employment Form (New Z83, effective from 1 January 2021), obtainable at www.dpsa.gov.za (citing the correct post number and job title) a comprehensive CV, (citing the start and end date (dd/mm/yy), job title, duties performed and exit reason for each employment period to be considered, as well as the details of at least two contactable employment references (as recent as possible)), regardless of online or manual submission. Shortlisted candidates are required to submit a copy of their ID document, relevant educational qualifications / RPL certificates / Academic Transcripts of completed qualifications, a copy of the applicant’s valid driver’s license and PDP (if specified as a job requirement) and details of current earnings (latest salary advice). Furthermore, applicants who possess (a) foreign qualification(s), will be required to submit the evaluated results of such qualifications, as received from the South African Qualifications Authority (SAQA), by a specified date, and will be subjected to an interview, various relevant tests and assessment, and employment suitability checks (credit, criminal, citizenship, qualifications, employment references including verification of exit reasons, and conducting business with State). In the filling of entry-level positions, preference may be given to locally based candidates on grounds of affordability, as well as (unemployed) youth and the Department’s Interns and Learners who have successfully completed their respective skills development programmes and satisfy the inherent requirements of the post. Once appointed, serving of a prescribed probation period, and obtaining of a security clearance appropriate to the post, will be required. Correspondence between the Department and candidates will be limited to shortlisted candidates, only.

OTHER POSTS

- POST 12/64** : **SPECIALIST CYBER SECURITY ENGINEER REF NO: HRMC 11/25/1 (X2 POSTS)**
Directorate: Information System Security
- SALARY CENTRE REQUIREMENTS** : R849 702 - R1 000 908 per annum (Level 11), (A basic salary)
: Head Office: Tshwane
: An undergraduate qualification in Information Technology, Computer Science, Computer Engineering at NQF level 6 as recognized by SAQA. 5 Years’ experience in an IS Security environment. Extensive experience in Cyber Security or Security Systems engineering. Knowledge and experience in the application of GITO requirements and Frameworks. Knowledge of the State Information Technology Agency Act 88 of 1988. Knowledge of Infrastructure Monitoring, Orchestration and SIEM tools. Knowledge of IT Security industry certifications, such as Certified Information Systems Security Professionals (CISSP), Certified Ethical Hacker (CEH). Extensive knowledge of networks, including all related components and communication protocols. Knowledge of the e-Government Policy Framework consultation paper developed by GITO. Knowledge and understanding of PAIA and POPIA, MISS the information Security Framework (ISO17799), National Strategic Intelligence Act and Draft Electronic Transactions Bill. Understanding of defence in depth strategies and how security devices are deployed. Knowledge of server hardening on multiple platforms. Knowledge and understanding of all relevant public service and Departmental Legislative Frameworks, as well as Government Structures. Excellent abilities and experience in project management, project optimization, and the use of online systems. A valid drivers’ license. Willingness to travel and work extended hours. Required skills and competencies: Strategic capability

and leadership. Service delivery innovation, client orientation and customer focus. People management and empowerment. Web services security. Threat hunting. Ability to translate Technology into English. Engineering and Technology. Program and project management. Ability to instill appropriate processes and systems, as well as enabling technology, to support the Directorate in efficiently and effectively managing the required work. Support digital transformation. Excellent verbal and written communication, as well as report writing and presentation skills. Problem-solving and analysis. Influencing, networking, conflict management and resolution skills. Knowledge and Information management. Decision-making and initiating action. Planning, organising and time management. Expenditure management. Computer literacy. Patriotism, Honesty, Integrity and Accountability.

DUTIES

: The successful candidates will be responsible for, amongst others, the following specific tasks: Analyse and identify threats and vulnerabilities for infrastructure, systems, processes and procedures. Coordinate and implement Cyber-Security monitoring, analysis and incident response. Lead the development, communication and implementation of a security applications strategy and framework. Establish and maintain technical and non-technical security controls in line with relevant (IS) security requirements. Co-ordinate and enforce system development processes and provide security engineering and consulting services across the Department. Implement information security as a fundamental element of technology architecture. Develop and implement security solutions for DHA's data and systems. Research, design and advocate new technologies, architecture and security products. Ensure the integration of all security solutions within and across each domain. Develop a security product strategy and roadmap. Develop, implement and maintain Information System Security Service-Catalogue, Policies, Procedures and Standards. Implement Security protocols and measures to respond to security incidents. Develop and manage cyber treat monitoring, SIEM solutions, and incident detection systems. Implement security best practices across on premise, cloud (AWS/Azure), hybrid environment. Ensure successful business transformation. Foster effective partnerships with all stakeholders. Implement governance processes, frameworks, policies, procedures, and manage risks.

ENQUIRIES

: Head Office: Ms T Rakgoale Tel No: (012) 406 2808

POST 12/65

: **DEPUTY DIRECTOR: INFORMATION SYSTEMS AUDIT REF NO: HRMC 11/25/2**
Chief Directorate: Internal Audit Services

SALARY CENTRE REQUIREMENTS

: R849 702 - R1 000 908 per annum (Level 11), (A basic salary)
: Head Office: Tshwane
: An undergraduate qualification in Computer Science, Information Technology or Internal Audit at NQF level 6 as recognized by SAQA. 3 Years' experience at Assistant Director or equivalent supervisory level in an Information Systems Auditing environment is required. Knowledge of the Constitution of the Republic of South Africa. Knowledge of all relevant public service and Departmental Legislative Frameworks and relevant Governance Structures. Understanding of the Public Finance Management Act and Accounting Systems and Practices. Knowledge of International Internal Audit Standards, Information Systems Audit and Control Association Standards. Knowledge of the Public Service Corporate Governance of Information and Communication Technology Policy Framework. Knowledge of the King II report and governance principles. Knowledge of POPIA, RICA, the National Cyber Security Policy Framework (NCPF) and the Electronic Communication and Transactions Act (ECTA). Knowledge of the Medium Term Development Plan (MTDP) and Government Planning Framework. Excellent abilities and experience in project management, project optimization, and the use of online systems. Knowledge of Teammate Audit Management System. A valid drivers' license. Willingness to travel and work extended hours. Required skills and competencies: Strategic capability and leadership. Service delivery innovation. Client orientation and customer focus. Financial Management. Program and project management. Problem solving and analysis. Planning, organizing, coordination and time management. Excellent written and verbal communication skills, as well as report writing and presentation skills. Influencing, networking, conflict management, facilitation and negotiation skills. Sound decision-making and interpersonal relations skills. Ability to interact with all levels of management and clients. Ability to instill appropriate processes and

DUTIES

systems, as well as enabling technology, to support the Directorate in efficiently and effectively managing the required work. Support digital transformation. Computer literacy. Patriotic, Honesty, Integrity and Accountability.

The successful candidate will be responsible for, amongst others, the following specific tasks: Manage the execution of the information systems audit plan, including audit universe and overseeing timely execution of the plan. Develop objectives and policies for computer application. Develop, implement and monitor the Application Performance Measures (APMs) Strategy. Train and supervise staff responsible for performing control procedures. Guide the development and implementation of software and physical measures to prevent and detect unauthorised changes to systems software and applications. Monitor the Information Systems audit projects, including System Development reviews, change control management, Database controls, Contingency planning / disaster recovery reviews, operating systems reviews, and application reviews general controls. Participate in special projects to improve information system controls and management information. Partner with management to develop practical and cost-effective solutions to IT internal controls issues. Establish strong relationships with technology business management to stay abreast of business issues and changes to the risk profile of the Department. Manage the continuous improvement of IT audit processes and practices. Facilitate stakeholder engagement and collaboration and represent the Directorate at various forums. Ensure the effective implementation of operational objectives and innovations (digital transformation, records- and document management solutions, process improvements and information management and analysis), in order to enhance service delivery. Implement governance processes, frameworks and procedures. Ensure effective and efficient management of human, physical and financial resources within the Unit. Coach and guide staff on best practices and compliance with regulatory requirements.

ENQUIRIES

Head Office: Ms N Raziya Tel No: (012) 406 4155

POST 12/66

DEPUTY DIRECTOR: SECURITY SYSTEMS REF NO: HRMC 11/25/3
Branch: Counter Corruption and Security Services

**SALARY
CENTRE
REQUIREMENTS**

R849 702 - R1 000 908 per annum (Level 11), (A basic salary)

Head Office: Tshwane

An undergraduate qualification in Electronic Systems Engineering Technology at NQF level 6 as recognized by SAQA. 3 Years' Management experience in an electronic security systems environment is required. Experience in conducting security risk assessments and working as a Technician; installing, commissioning and maintaining IP surveillance, access control, electronic security hardware and software platforms, fire detection systems and intercom systems. Knowledge and understanding of applying GITO requirements and Frameworks. Knowledge of the e-Governance Policy Framework consultation paper developed by GITO. Knowledge of the State Information Technology Agency Act, 88 of 1998 and Minimum Information Security Standard (MISS) and Minimum Physical Security Standard (MPSS). Knowledge of the Constitution of the Republic of South Africa. Knowledge and understanding of all relevant public service and Departmental Legislative Frameworks, as well as Government Structures. Excellent abilities and experience in project management, project optimization, and the use of online systems. A valid drivers' license. Willingness to travel and work extended hours. Required skills and competencies: Strategic capability and leadership. Service delivery innovation. Client orientation and customer focus. Financial Management. Program and project management. Problem solving and analysis. Planning, organising and time management. Excellent written and verbal communication skills, as well as report writing and presentation skills. Influencing, networking, conflict management, facilitation and negotiation skills. Sound decision-making, interpersonal relations and conflict management skills. Ability to instill appropriate processes and systems, as well as enabling technology, to support the Department in efficiently and effectively managing the required work. Support digital transformation. Computer literacy. Patriotic, Honesty, Integrity and Accountability.

DUTIES

The successful candidate will be responsible for, amongst others, the following specific tasks: Identify most suitable security system technology in support of the security objectives. Ensure that servers and IT related equipment and hardware as tools of trade within the Department, are properly protected.

Ensure the introduction of Environmental Monitoring Systems (EMS) in all DHA server rooms. Effective management and maintenance of security technology and systems. Provide advice and guidance on security technology and systems. Ensure that part of the risk analysis in DHA, facilities include the server room areas. Ensure biometric access in all DHA server rooms, cash offices, control rooms (where applicable) and high-risk areas such as face value storerooms. Repair, prepare program and maintain security systems in the Department, e.g. CCTV. Assemble electronic and security equipment devices which may include access control and Close Circuit Television (CCTV) for effective monitoring of threats and intrusions. Facilitate stakeholder engagement and collaboration and represent the Directorate at various forums. Ensure the effective implementation of operational objectives and innovations (digital transformation, records- and document management solutions, process improvements and information management and analysis), in order to enhance service delivery. Implement governance processes, frameworks and procedures. Ensure effective and efficient management of human, physical and financial resources within the Unit. Coach and guide staff on best practices and compliance with regulatory requirements.

ENQUIRIES : Head Office: Mr BC Mathatho Tel No: (012) 406 4250

POST 12/67 : **OFFICE MANAGER REF NO: HRMC 11/25/4**
Office of the Chief Financial Officer

SALARY CENTRE REQUIREMENTS : R849 702 - R1 000 908 per annum (Level 11), (A basic salary)
: Head Office: Tshwane
: An undergraduate qualification in Administration, Business Management, Office Management and Technology at NQF level 6 as recognized by SAQA. 3 Years' experience at an Assistant Director or Junior Management level in a Finance environment is required. Knowledge of Office Administration and Support. Knowledge of document management. Knowledge of the Constitution of the Republic of South Africa. Knowledge and understanding of all relevant public service and Departmental Legislative Frameworks, as well as Government Structures. Excellent abilities and experience in project management, project optimization, and the use of online systems. A valid drivers' license. Willingness to travel and work extended hours. Required skills and competencies: Strategic capability and leadership. Service delivery innovation. Client orientation and customer focus. Financial Management. Program and project management. Problem solving and analysis. Change Management. Planning, organizing, coordinating and time management. Excellent written and verbal communication skills, as well as report writing and presentation skills. Influencing, networking, conflict management, facilitation and negotiation skills. Document management and minute taking. Ability to instill appropriate processes and systems, as well as enabling technology, to support the Office in efficiently and effectively managing the required work. Support digital transformation. Computer literacy. Patriotic, Honesty, Integrity and Accountability.

DUTIES : The successful candidates will be responsible for, amongst others, the following specific tasks: Deliver reports and presentations regarding finances and work related aspects. Manage and consolidate the Branch's strategic planning documents and reports (e.g. quarterly reports). Brief the Branch Head on engagements and provide relevant documentation and support. Study correspondence, submissions, and reports and highlight key aspects. Scrutinize submissions / reports and make notes and / or recommendations. Execute research, analyses of information and compile complex documents. Ensure that submissions are recorded, actioned and proof read daily. Obtain inputs from Chief Directors, collate and compile reports (e.g. progress reports, monthly reports, quarterly reports and annual reports on performance management, budget planning and strategic planning). Facilitate stakeholder engagement and collaboration and represent the Office at relevant forums. Ensure the effective implementation of operational objectives and innovations (digital transformation, records- and document management solutions, process improvements and information management and analysis), in order to enhance service delivery. Implement governance processes, frameworks and procedures. Ensure effective and efficient management of human, physical and financial resources within the Office. Coach and guide staff on best practices and compliance with regulatory requirements.

ENQUIRIES : Head Office: Ms N Mnisi Tel No: (012) 406 4238

- POST 12/68** : **PROGRAMME MANAGER REF NO: HRMC 11/25/5**
Chief Directorate: Learning and Development
- SALARY** : R849 702 - R1 000 908 per annum (Level 11), (A basic salary)
CENTRE : Head Office: Tshwane
REQUIREMENTS : An undergraduate qualification in Education, Education and Training, Human Resources Development at NQF level 6 as recognized by SAQA. 3 Years' experience at Assistant Director, Junior Management or Specialist level is required. Extensive experience in Programme Management in Training and Development, and evaluation of training programmes. Experience in managing the coordination of graduation ceremonies. Knowledge of the Constitution of the Republic of South Africa. Knowledge of all relevant public service and Departmental Legislative Frameworks, and relevant Governance Structures. Knowledge of various Programme processes and SETAs. Excellent abilities and experience in project management, project optimization, and the use of online systems. A valid drivers' license. Willingness to travel frequently and work extended hours. Required skills and competencies: Strategic capability and leadership. Service delivery innovation. Client orientation and customer focus. Financial Management. Program and project management. Problem solving and analysis. Change Management. Planning, organizing, coordination and time management. Excellent written and verbal communication skills, as well as report writing and presentation skills. Influencing, networking, conflict management, facilitation and negotiation skills. Research skills. Ability to instill appropriate processes and systems, as well as enabling technology, to support the Directorate in efficiently and effectively managing the required work. Support digital transformation. Computer literacy. Patriotic, Honesty, Integrity and Accountability.
- DUTIES** : The successful candidate will be responsible for, amongst others, the following specific tasks: Develop and implement training programmes strategies and plans. Coordinate training programmes and monitor performance of trainers against training programmes. Provide guidance to trainers, learner representatives and other related stakeholders. Maintain communication on training programmes and schedules with the training coordinators. Provide guidance to ensure that programme components are designed and implemented consistently within stated goals and objectives. Coordinate the design, delivery and evaluation of training programmes and reporting methods. Coordinate and schedule quarterly meetings or updates with the Branch Senior Management. Communicate project activities by programme management plan, regular programme meetings and programme status reporting. Ensure continuous professional development of trainers. Coordinate evaluation of trainees, trainers and assessment of training programmes. Quality assure training material prior to training. Coordinate, secure and archive training records on the Learner Management System. Coordinate the marketing of training opportunities. Ensure that training programmes support National Priorities and service delivery improvement. Conduct monitoring and evaluation on the sustainability and viability of training programmes. Facilitate stakeholder engagement and collaboration and represent the Directorate at various forums. Ensure the effective implementation of operational objectives and innovations (digital transformation, records- and document management solutions, process improvements and information management and analysis), in order to enhance service delivery. Implement governance processes, frameworks and procedures. Ensure effective and efficient management of human, physical and financial resources within the Unit. Coach and guide staff on best practices and compliance with regulatory requirements.
- ENQUIRIES** : Head Office: Ms P Makhlima Tel No: (012) 406 4248
- POST 12/69** : **TRAINING SPECIALIST REF NO: HRMC 11/25/6 (X2 POSTS)**
Chief Directorate: Learning and Development
- SALARY** : R849 702 - R1 000 908 per annum (Level 11), (A basic salary)
CENTRE : Head Office: Tshwane
REQUIREMENTS : An undergraduate qualification in Human Resources Development, Education and Training, Public Management, Public Administration, Industrial or Organizational Psychology at NQF level 6 as recognized by SAQA. 3 Years' experience at Assistant Director or Junior Management level in a training and development environment is required. Experience in developing and

implementing education and training programmes. Knowledge of the Constitution of the Republic of South Africa. Knowledge of all relevant public service and Departmental Legislative Frameworks, and relevant Governance Structures. Knowledge of the DPSA's skills guidelines, the Skills Development Act and Public Service Education and Training Strategies. Knowledge of various training methodologies and approaches. Excellent abilities and experience in project management, project optimization, and the use of online systems. A valid drivers' license. Willingness to travel and work extended hours. Required skills and competencies: Strategic capability and leadership. Service delivery innovation. Client orientation and customer focus. Financial Management. Program and project management. Problem solving and analysis. Change Management. Planning, organizing, coordination and time management. Excellent written and verbal communication skills, as well as report writing and presentation skills. Influencing, networking, conflict management, facilitation and negotiation skills. Research and analysis skills. Investigation and security competency skills. Cultural, emotional and social intelligence. Ability to instill appropriate processes and systems, as well as enabling technology, to support the Directorate in efficiently and effectively managing the required work. Support digital transformation. Computer literacy. Patriotic, Honesty, Integrity and Accountability.

DUTIES

: The successful candidate will be responsible for, amongst others, the following specific tasks: Conduct training on matters of National Security within DHA, Law Enforcement with specific emphasis on core functions of the DHA (Immigration and Civic Services), detection, interception and prevention of possible violations of Immigration Laws. Conduct training on intelligence gathering and counter intelligence analysis, as well as the detection of fraudulent documents and the profiling and classification of trends on behavioural patterns of persons entering and exiting the State. Conduct training on basic questioning and investigation. Facilitate stakeholder engagement and collaboration and represent the Directorate at various forums. Ensure the effective implementation of operational objectives and innovations (digital transformation, records- and document management solutions, process improvements and information management and analysis), in order to enhance service delivery. Implement governance processes, frameworks and procedures. Ensure effective and efficient management of human, physical and financial resources within the Unit. Coach and guide staff on best practices and compliance with regulatory requirements.

ENQUIRIES

: Head Office: Ms V Motshegoe Tel No: (012) 406 4252

POST 12/70

: **ASSISTANT DIRECTOR: DETECTION REF NO: HRMC 11/25/7**
Directorate: Prevention

SALARY CENTRE REQUIREMENTS

: R444 036 - R532 602 per annum (Level 09), (A basic salary)
: Head Office: Tshwane
: An undergraduate qualification in Public Management and Administration, Business Management and Administration, Statistics or Information Systems at NQF level 6 as recognized by SAQA. 3 Years' experience at supervisory level in data analysis, statistics and information systems environment is required. Experience in Business Processes Management and Data Analysis is required. Knowledge of Anti-corruption Framework (Protected Disclosure Act, Prevention and Combating of Corruption Activities) and Minimum Information Security Standards (MISS). Knowledge of Data Analytical Tools. Knowledge of the Constitution of the Republic of South Africa. Knowledge of all relevant public service and Departmental Legislative Frameworks including POPIA, and relevant Governance Structures. Excellent abilities and experience in project management, project optimization, and the use of online systems. A valid drivers' license. Willingness to travel and work extended hours. Required skills and competencies: Strategic capability and leadership. Service delivery innovation. Client orientation and customer focus. Financial Management. Program and project management. Conducting investigations, interviews, problem solving and analysis. Change Management. Planning and organizing. Time and records management. Monitoring and evaluation skills. Attention to detail and confidentiality. Good written and verbal communication skills, as well as report writing and presentation skills. Influencing, networking, conflict management, facilitation and negotiation skills. Decision-making and initiating action. Ability to instill appropriate processes and systems, as well as enabling technology, to support the Department in efficiently and effectively

DUTIES

managing the required work. Support digital transformation. Computer literacy. Patriotic, Honesty, Integrity and Accountability.

: The successful candidate will be responsible for, amongst others, the following specific tasks: Conduct research on identified business processes that may promote irregularities, unlawful conduct or breaches. Analyse data, identify trends and maintain statistics nationally and internationally concerning irregularities, unlawful conduct and security breaches. Recommend preventative measures. Provide relevant project support to business units and other Law Enforcement Agencies during investigations. Conduct surveys of DHA processes to proactively identify information requirements, potential breaches and level of understanding of security systems and procedures. Facilitate stakeholder engagement and collaboration and represent the Directorate at various forums. Ensure the effective implementation of operational objectives and innovations (digital transformation, records- and document management solutions, process improvements and information management and analysis), in order to enhance service delivery. Implement governance processes, frameworks and procedures. Ensure effective and efficient management of human, physical and financial resources within the Unit. Coach and guide staff on best practices and compliance with regulatory requirements.

ENQUIRIES

: Head Office: Ms B Kabinde Tel No: (012) 406 4239

POST 12/71

: **INTRUSION DETECTION TECHNICIAN REF NO: HRMC 11/25/8**
Directorate: Information System Security

**SALARY
CENTRE
REQUIREMENTS**

: R444 036 - R532 602 per annum (Level 09), (A basic salary)

: Head Office: Tshwane

: An undergraduate qualification in Information Technology, Computer Science or Computer Engineering at NQF level 6 as recognized by SAQA. 3 Years' experience in Information Services (IS) or Information Technology (IT) Security environment is required. Proven experience of performing security event and correlation monitoring is required. Knowledge of Oracle and SQL database. Knowledge of application of the GITO Requirements and Frameworks. Knowledge of the State Information Technology Agency Act, 88 of 1998 and Minimum Information Security Standards (MISS). Knowledge of the Constitution of the Republic of South Africa. Knowledge and understanding of all relevant public service and Departmental Legislative Frameworks, as well as Government Structures. Excellent abilities and experience in project management, project optimization, and the use of online systems. A valid drivers' license. Willingness to travel and work extended hours. Required skills and competencies: Service delivery innovation. Client orientation and customer focus. People Management and empowerment. Strong numerical skills. Program and project management. Problem solving and analysis. Change Management. Planning, organizing and time management. Attention to detail and confidentiality. Good written and verbal communication skills, as well as report writing and presentation skills. Decision-making and initiating action. Conceptual thinking. Interpersonal skills. Knowledge management. Ability to instill appropriate processes and systems, as well as enabling technology, to support the Department in efficiently and effectively managing the required work. Support digital transformation. Computer literacy. Patriotic, Honesty, Integrity and Accountability.

DUTIES

: The successful candidate will be responsible for, amongst others, the following specific tasks: Administrate intruder prevention, fire walling and network application security on all DHA communication medium. Conduct logs and do discovery on activity events. Ensure security vulnerability monitoring and remediation. Identity management of intrusion prevention and security compliance. Create virtual sandbox(s), and minor shell scripts or VB/Access to support data extraction correlation. Perform network forensics and identify malware. Perform activity patterns in firewall, router, and server logs when an IPS has not detected the activity (ingress and egress). Report risks and security events (scenario, malicious activity that appears to be ongoing). Provide network intrusion detection and monitoring, correlation analysis, and support. Perform in-depth virtual analysis to provide actionable intelligence and increase situational awareness of events. Correlate intrusion patterns across the DHA by monitoring feeds. Analyse digital artefacts to determine the cause and effect of intrusions into the DHA systems by adversaries. Create, implement, and test scripts, applications, and technologies to detect and

categorize risky network activities. Facilitate stakeholder engagement and collaboration and represent the Directorate at various forums. Ensure the effective implementation of operational objectives and innovations (digital transformation, records- and document management solutions, process improvements and information management and analysis), in order to enhance service delivery. Implement governance processes, frameworks and procedures. Ensure effective and efficient management of human, physical and financial resources within the Unit. Coach and guide staff on best practices and compliance with regulatory requirements.

ENQUIRIES : Head Office: Ms S Maswanganyi Tel No: (012) 406 4236

POST 12/72 : **ADMINISTRATIVE OFFICER: AWARENESS REF NO: HRMC 11/25/9**

SALARY : R308 154 - R362 994 per annum (Level 07), (A basic salary)
CENTRE : Head Office: Tshwane, Branch: Counter Corruption and Security Services
REQUIREMENTS : An undergraduate qualification in Office Management and Technology, Business Management, Administration Management at NQF level 6 as recognized by SAQA. 1 Years' experience in an administration environment is required. Knowledge of Office Administration methodologies. Knowledge of document management. Knowledge of the Constitution of the Republic of South Africa. Knowledge and understanding of all relevant public service and Departmental Legislative Frameworks, as well as Government Structures. Excellent abilities and experience in project management, project optimization, and the use of online systems. Willingness work extended hours. Required skills and competencies: Leadership. Service delivery innovation. Client orientation and customer focus. Financial Administration. Program and project management. Problem solving and analysis. Analytical thinking. Planning, organising and time management. Excellent written and verbal communication skills, as well as report writing and presentation skills. Sound interpersonal relations and Teamwork. MS Office and Office Administration. Ability to instill appropriate processes and systems, as well as enabling technology, to support the Unit in efficiently and effectively managing the required work. Support digital transformation. Computer literacy. Patriotic, Honesty, Integrity and Accountability.

DUTIES : The successful candidate will be responsible for, amongst others, the following specific tasks: Perform general administrative activities in support of the Unit. Draft submissions, reports, memorandums, minutes and other correspondence for the Unit. Perform records and document management functions, both manually and electronically. Keep track of all incoming work and ensure that all deadlines are met. Liaise with all stakeholders relevant to the Office. Administrate leave arrangements. Provide support / prepare / process claims, payments, invoices and consultant fees relevant to the Office. Oversee office equipment and arrange maintenance and repairs as required. Ensure the effective implementation of operational objectives and innovations (digital transformation, records- and document management solutions, process improvements, information management and analysis), in order to enhance service delivery. Implement governance processes, frameworks and procedures. Ensure effective and efficient management of human, physical and financial resources within the Unit. Coach and guide staff on best practices and compliance with regulatory requirements.

ENQUIRIES : Head Office: Ms N Mnisi Tel No: (012) 406 4238

POST 12/73 : **SECURITY OFFICER, REF NO: HRMC 11/25/10 (X2 POSTS)**
 Branch: Counter Corruption and Security Services

SALARY : R155 148 - R182 757 per annum (Level 03), (A basic salary)
CENTRE : Head Office: Tshwane
REQUIREMENTS : A Grade 12 National Senior Certificate at NQF level 4 as recognized by SAQA. PSIRA Grade C Certificate is required. Basic security officer's course. Knowledge of the Constitution of the Republic of South Africa. Knowledge of all relevant public service and Departmental Legislative Frameworks and relevant Governance Structures. Knowledge of the Minimum Information Security Standards (MISS). Knowledge of Control of Access to Public Premises and vehicle Act. Knowledge of the National Intelligence Strategy Act. Knowledge of the Criminal Procedure Act of 1977 as amended. Knowledge of the Protection of Personal Information Act (POPIA). Understanding of investigative techniques and methodologies. Willingness to work shifts and

extended hours. Required skills and competencies: Technical skills. Service delivery innovation. People Management and empowerment. Client orientation and customer focus. Program and project administration. Problem solving and analytical skills. Planning, organizing, time management and ability to meet deadlines. Excellent written and verbal communication skills, as well as report writing and presentation skills. Sound interpersonal relations, Teamwork and Interviewing skills. Decision-making and ability to take action. Conflict management and resolution. Support digital transformation. Computer literacy. Patriotic, Honesty, Integrity and Accountability.

DUTIES

: The successful candidate will be responsible for, amongst others, the following specific tasks: Determine whether visitors have appointments / or require services. Confirm appointments or refer the visitor to the relevant service delivery point. Complete or ensure that the admission control register is completed and issue admission control documents / cards as required. Escort visitors to relevant employees / venues if required. Lock and unlock entrances. Identify suspicious conduct. Ensure unauthorized persons and dangerous objects do not enter the building. Follow-up on incidents. Facilitate stakeholder engagement and collaboration. Ensure the effective implementation of operational objectives and innovations (digital transformation, records- and document management solutions, process improvements and information management and analysis), in order to enhance security and service delivery. Implement governance processes, frameworks and procedures. Ensure effective and efficient safeguarding of human and physical resources. Coach and guide staff on best practices and compliance with regulatory requirements.

ENQUIRIES

: Head Office: Ms R Masemola Tel No: (012) 406 4156

DEPARTMENT OF HUMAN SETTLEMENTS

The Department of Human Settlements is an equal opportunity affirmative action employer. It is our intention to promote representativity (race, gender & disability). The candidature of persons whose transfer/promotion/appointment will promote representativity will receive preference.

CLOSING DATE : 22 April 2025 at 16h00

NOTE : It will be expected from the selected candidates to be available for the interviews on a date, time and place as determined by the Department of Human Settlements. Applicants must note that further checks will be conducted once they are short-listed and that their appointment is subject to positive outcomes on these checks, which include security clearance, qualification verification and criminal records. If you apply for more than one position in the Department, please submit separate application forms for each post. Applications must be submitted on a new Z83 form, obtainable from the Department of Public Service and Administration's website or any Public Service department and must be accompanied by a detailed CV. Shortlisted candidates will be required to submit certified documents on or before the day of interview/s as directed by the Human Resources representative. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). Failure to submit the required documents will result in your application not being considered. Correspondence will be limited to short-listed candidates only. Please note that the all-inclusive remuneration package consists of a basic salary, the state's contribution to the Government Employee's Fund and a flexible portion in terms of applicable rules. As of 1st July 2006, all new appointments in the public service must be part of the Government Employee Medical Scheme (GEMS) in order to qualify for a Government Medical Subsidy. SMS posts: All shortlisted candidates will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the Department: Following the interview and technical exercise, the selection panel will recommend candidates to attend a generic managerial competency assessment: The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools. Prior to appointment, a candidate would be required to complete the Nyukela Programme: Pre-entry Certificate to Senior Management Services as endorsed by DPSA which is an online course. The course is available on the NSG website under the name Certificate for entry into the SMS and the full details can be sourced by the following [link: https://www.thensg.gov.za/training-course/sms-pre-entry-programme](https://www.thensg.gov.za/training-course/sms-pre-entry-programme). If you have not been contacted within four (4) months after the closing date of this advertisement, please accept that your application was unsuccessful. The Department of Human Settlements reserves the right to cancel the filling/ not to fill a vacancy that was advertised during any stage of the recruitment process.

MANAGEMENT ECHLON

POST 12/74 : **CHIEF DIRECTOR: INFORMAL SETTLEMENTS UPGRADES IMPLEMENTATION SUPPORT, MONITORING AND REPORTING REF NO: DOHS/27/2025**

Branch: Informal Settlements Upgrading & Emergency Housing
 Chief Directorate: Informal Settlements Upgrades Implementation Support, Monitoring and Reporting
 Re-advert, candidates who previously applied are encouraged to re-apply.

SALARY : R1 436 022 per annum (Level 14), all-inclusive salary package

CENTRE : Pretoria

REQUIREMENTS : Applicants should be in possession of Grade 12/National Senior Certificate or equivalent. Relevant undergraduate qualification (NQF 7 as recognized by SAQA in any of the relevant fields such as, Town/Urban and Regional Planning or related, Construction Management, Housing, Civil Engineering, Quantity Surveying, and other relevant fields of study. A post graduate qualification (NQF 8) will be an added advantage. The incumbent requires a minimum of 5 years' experience at senior management level. Experience and good understanding of planning and implementation of infrastructure projects. Good

understanding of human settlements policies and programmes, particularly informal settlements upgrading will be advantageous. Understanding and knowledge of the human settlements sector. Good knowledge of financial and budgeting skills. Sound analytical and problem-solving skills. Good communication and a sound knowledge of Microsoft Office applications is essential. People management and empowerment. The incumbent must be assertive and self-driven, innovative and creative, client orientated and customer focused, solution orientated and able to work under stressful situations and the ability to maintain high levels of confidentiality. The candidate must be willing to travel extensively.

DUTIES : Provide leadership, manage, and support a team of professionals in the build environment. Manage and provide support in the development of business plans, upgrading plans and other plans required to direct upgrading of informal settlements. The functions include the assessment of the credibility of submitted business plans and advise branch head. Provide leadership and manage the support provided to provinces and municipalities for the implementation of informal settlements upgrading. Manage the monitoring of informal settlements upgrading and report accordingly. Management of resources allocated to Chief Directorate.

ENQUIRIES : Ms M Tshokolo Tel No: (12) 444-1473
APPLICATIONS : Applications can be forwarded to: advert1@dgenerationconsulting.co.za
NOTE : Female candidates and people with disabilities are encouraged to apply.

POST 12/75 : **DIRECTOR: LEGISLATIVE FRAMEWORKS REF NO: DOHS/26/2025**
Branch: Corporate Services
Chief Directorate: Legal Services
Directorate: Legislative Frameworks
Re-advert, candidates who previously applied are encouraged to re-apply.

SALARY : R1 216 824 per annum (Level 13)
CENTRE : Pretoria
REQUIREMENTS : Candidates should be in possession of Matric/Gr 12 or equivalent; Undergraduate qualification in Law/ LLB (NQF level 7 as recognised by SAQA). Minimum experience: 5 years' relevant experience at middle/senior management level. Advanced research and presentation skills. Knowledge and understanding of the Housing Legislative frameworks as well as Prescripts, Policies and Practices relevant to the Housing Sector. Good analytic and problem-solving skills coupled with strategic capacity, leadership, and planning. Knowledge and understanding of financial prescripts (PMFA), Practices as well as financial management skills and the application of Treasury Regulations. Planning and organising skills as well as being creative and innovative will be an added advantage.

DUTIES : The successful candidate will be expected to: Manage the conducting of research related to human settlements legislation and regulations. Manage the development and review of human settlements legislation and regulations. Facilitate parliamentary process for human settlements legislation and regulations. Facilitate parliamentary process for human settlements legislation and regulations. Provide support in the interpretation and enabling implementation of approved or existing legislations and regulations. Manage resources allocated to the Directorate.

ENQUIRIES : Mr L Manyama Tel No: (012) 444-9118
APPLICATIONS : Applications can be forwarded to: advert2@dgenerationconsulting.co.za
NOTE : Female candidates and people with disabilities are encouraged to apply.

INDEPENDENT POLICE INVESTIGATIVE DIRECTORATE

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

CLOSING DATE : 22 April 2025

NOTE : Applicants are not required to submit copies of qualifications and other relevant documents on applications but must submit Z83 and a detailed Curriculum Vitae. Applications quoting the correct reference number must be submitted on the new form Z83, obtainable from any Public Service Department or on the internet at www.gov.za/documents. Received applications using the incorrect application form (old Z83) will not be considered. Each application for employment form must be fully completed, signed and initialled by the applicant. Failure to sign this form may lead to disqualification of the application during the selection process. A recently updated, comprehensive CV as well as a fully completed and initialled new signed Z83 (Section A, B, C & D are compulsory and section E, F and G are not compulsory if CV it is attached). However, the question related to conditions that prevent re-appointment under Part-F must be answered. Non-RSA Citizens/Permanent Resident Permit should you be in possession of a foreign qualification; it must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA) (only when shortlisted). Applicants who do not comply with the above-mentioned requirements, as well as applications received late, will not be considered. Due to the large number of applications we envisage to receive, applications will not be acknowledged, if you have not been contacted within three (3) weeks after the closing date of this advertisement, please accept that your application was unsuccessful. Correspondence will be limited to short-listed candidates only. Therefore, only shortlisted candidate for the post will be required to submit the documents on or before the date of the interview. The successful candidate will have to undergo security vetting. His / her character should be beyond reproach. The appointment is subject to security clearance, verification of qualifications and competency assessment (criminal record, citizenship, credit record checks, qualification verification and employment verification). Applicants must declare any pending criminal, disciplinary or any other allegations or investigations against them. Should this be uncovered during / after the interview took place, the application will not be considered and in the unlikely event, that the person has been appointed such appointment will be terminated. The successful candidate will be appointed subject to positive results of the security vetting process. All applicants are required to declare any conflict or perceived conflict of interest, to disclose memberships of Boards and directorships that they may be associated with. The successful candidates will be appointed on a probation period of 12 months and will be required to sign a performance agreement. The suitable candidate will be selected with the intention of promoting representivity and achieving affirmative action targets as contemplated in the Department's Employment Equity Plan. The Independent Police Investigative Directorate reserves the right to fill or not fill the below-mentioned posts.

OTHER POSTS

POST 12/76 : **ASSISTANT DIRECTOR: SOFTWARE DEVELOPER REF NO: Q9/2025/26**

SALARY : R444 036 per annum (Level 09)

CENTRE : National Office (Pretoria)

REQUIREMENTS : A Degree or Advanced Diploma on NQF Level 7 as recognized by SAQA, in Information and Communication Technology or related field with 2-3 years' working experience obtained in an ICT environment on software application development. Software development language certification C# and .Net), SharePoint 2019 or Online would be advantageous to have. Knowledge requirements: Knowledge of SharePoint Development and Workflow, MVC, Bootstrap, and JQuery. Knowledge of database concepts and design (MS SQL), Knowledge of programming language, change Management Processes, basic project management principles and methodologies, Knowledge of Microsoft development Platforms or Technologies'. Knowledge of IPID Act, MISS, Public Service Act, POPI Act. Skills and competencies: Administrative

Operations, Business IT system, Computer Literacy, SDLC, Database Management and Project management. Knowledge of C# and Net Framework (. Net 3.5 or higher. SharePoint Online. Understanding of Workflow. MVC, Bootstrap, JQuery and database concepts and design (MS SQL). Solution deployment, user support. Able to follow guidelines and predetermined processes e.g. Standard Operating Procedures (SOP). Commitment to learning. Problem Solving and Analysis, Team Participation. Systems thinking. Results orientation. Information sharing. Results orientation, Integrity/honesty. Client service orientation. Concern for quality and order.

DUTIES

: Application and Implementation: Publish approved projects to the web application for processing and implementation. Configure applications in alignment with technical and business requirements. Implements standard technical functionality in collaboration with technology and in compliance with user specifications. Client Engagement on business Process: Engage and partner internal stakeholders to model business requirements around processes, information flows and data structures. Coordinate operational requirements to improve information systems and data management processes and procedures. Engage stakeholders and provide advice pertaining to challenges within business units. Provide advice to stakeholders on services offerings. Development of Operational Standards: Document new and existing applications in line with prescribed standards. Develop and customise reports based on business requirements of production technologies. Develop user and training manuals for implementation. Programming and Software Configuration: Interpret specifications for the development of applications based on prescribed business requirements. Develop and design solutions for an applied standardised specifications process and SDLC. Assist with the initiate on planning and design in the conducting of tests based on approved standards. Conduct reviews of supplied specifications. System Testing and End-User Support: Interpret test plans against methods and standards. Document test failures and successes against predetermined criteria. Perform tests on application against business requirements and authenticate test results. Document challenges impeding progress pertaining to diagnostic information for error resolution and incident analysis. Identify and diagnose problems and advice on possible solutions.

ENQUIRIES APPLICATIONS

: Mr T Moletsane Tel No: (012) 399 0016
 : Independent Police Investigative Directorate Private Bag X941, Pretoria, 0001 or hand deliver to 473B Stanza Bopape Street, Benstra Building, Pretoria or recruitment10@ipid.gov.za (Please indicate the post name and reference number on the subject line) when applying through e-mail.

FOR ATTENTION

: Mr S Baloyi Tel No: (012) 399 0202

POST 12/77

: **HR ARCHIVIST: PRODUCTION REF NO: Q9/2025/29**
 12 Months Contract

SALARY CENTRE REQUIREMENT

: R308 154 per annum (Level 07), (plus 37% in lieu benefits per annum)
 : National Office: Pretoria
 : A grade 12 Certificate or equivalent. 3-5 years' experience required. Knowledge requirements: Knowledge of registry duties, practices as well as the ability to capture data, and operate computer. Working knowledge and understanding of the legislative frame governing the Public Services. Knowledge of storage and retrieval procedures in terms of the working environment. Understanding of the work in registry. Skills and Competency: Job Knowledge, Communication Interpersonal relations, Flexibility, Teamwork, Computer, Planning and organisation, Language, Good verbal written communication skills.

DUTIES

: Provide registry counter services: Attend to clients. Handle telephonic and other enquiries received. Receive and register hand delivered mail/files. Handling of incoming and outgoing correspondence. Receive HRM documents. Sort, register and dispatch HRM documents. Distribute notices on registry issues. Render an effective filing and record management service. Opening and close files according to the record classification system. (i.e. SP, SL, SE and SH files). Filing /storage, tracing (electronically/ manually) and retrieval of documents and files. Complete index cards for all files. Ensure that all opened files are done correctly. Process documents for archiving and disposal. Electronic scanning of files. Sort and package files for archives and distribution. Compile list of documents to be archived and submit to the supervisor. Keep records for archived documents. Pac files for off-site storage.

ENQUIRIES : Ms E Muumba Tel No: (012) 399 0040
APPLICATIONS : Independent Police Investigative Directorate, National Office Private Bag X941, Pretoria, 0002 or hand deliver to Benstra Building, 473 Stanza Bopape & Church Street, Arcadia, Pretoria, 0001 or Recruitment11@ipid.gov.za (Please indicate the post name and reference number on the subject line) when applying through e-mail.
FOR ATTENTION : Ms P Mereko Tel No: (012) 399 0189

GRADUATE INTERNSHIP PROGRAMME

CLOSING DATE : 22 April 2025
NOTE : The Independent Police Investigative Directorate is offering opportunities to unemployed South Africans University Graduates who have not been exposed to work experience related to their qualifications. Application quoting the reference number must be made to the province of residence and be submitted through the addresses depicted under each post. Learners must be youth between the ages of 18 to 35 as at the start date of the placement. Applicants are not required to submit copies of qualifications and other relevant documents on applications but must submit Z83 and a detailed Curriculum Vitae. Applications quoting the correct reference number must be submitted on the new form Z83, obtainable from any Public Service Department or on the internet at www.gov.za/documents . Received applications using the incorrect application form (old Z83) will not be considered. Each application for employment form must be fully completed, signed and initialled by the applicant. Failure to sign this form may lead to disqualification of the application during the selection process. A recently updated, comprehensive CV as well as a fully completed and initialled new signed Z83 (Section A, B, C & D are compulsory and section E, F and G are not compulsory if CV it is attached). However, the question related to conditions that prevent re-appointment under Part-F must be answered. Affidavit confirming that you have not participated in a similar Programme before. Foreign qualifications must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA) (only when shortlisted). Applicants who do not comply with the above-mentioned requirements, as well as applications received late, will not be considered. Due to the large number of applications we envisage to receive, applications will not be acknowledged, if you have not been contacted within three (3) weeks after the closing date of this advertisement, please accept that your application was unsuccessful. Correspondence will be limited to short-listed candidates only. Therefore, only shortlisted candidate for the post will be required to submit the documents on or before the date of the interview. The successful candidate will have to undergo security vetting. His / her character should be beyond reproach. The appointment is subject to security clearance, verification of qualifications and competency assessment (criminal record, citizenship, credit record checks, qualification verification and employment verification). Applicants must declare any pending criminal, disciplinary or any other allegations or investigations against them. Should this be uncovered during / after the interview took place, the application will not be considered and in the unlikely event, that the person has been appointed such appointment will be terminated. The successful candidate will be appointed subject to positive results of the security vetting process. All applicants are required to declare any conflict or perceived conflict of interest, to disclose memberships of Boards and directorships that they may be associated with.

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

OTHER POSTS

POST 12/78 : **OCCUPATIONAL HEALTH AND SAFETY (OHS) INTERNSHIP PROGRAMME/ IN-SERVICE TRAINING REF NO: Q9/2025/34 (X2 POSTS)**
STIPEND : R89 409 per annum
CENTRE : National Office, Pretoria: Human Resource Management
REQUIREMENTS : Qualification: NQF level 6 & 7: Safety Management/ Environmental Health
APPLICATIONS : National office: direct your application to Independent police investigative directorate, Benstra building, 473 Stanza Bopape & Steve Biko Street, arcadia

Pretoria 0001 or Recruitment15@ipid.gov.za. Please indicate the post name & reference number on the subject line when applying through email

ENQUIRIES : Mr. Thihe Tel No: (012)3990185

POST 12/79 : **HUMAN RESOURCE MANAGEMENT INTERNSHIP PROGRAMME/ IN-SERVICE TRAINING REF NO: Q9/2025/35 (X1 POST)**

STIPEND : R89 409 per annum

CENTRE : National Office, Pretoria: Employee Health and Wellness

REQUIREMENTS : Qualification: NQF level 7: BSoc Sci: Psychology/ Bpsych/ Bachelor in applied Psychology/ Counselling Psychology

APPLICATIONS : National office: direct your application to Independent police investigative directorate, Benstra building, 473 Stanza Bopape & Steve Biko Street, arcadia Pretoria 0001 or Recruitment16@ipid.gov.za. Please indicate the post name & reference number on the subject line when applying through email

ENQUIRIES : Mr. Thihe Tel No: (012)3990185

DEPARTMENT OF JUSTICE AND CONSTITUTIONAL DEVELOPMENT

<u>APPLICATIONS</u>	:	Interested applicants must submit their applications for employment to https://forms.office.com/r/X2XaVPasWu obtainable using Microsoft edge or the latest Chrome version or alternatively the address specified in each post.
<u>CLOSING DATE</u>	:	22 April 2025
<u>NOTE</u>	:	The application must include only completed and signed new Form Z83, obtainable from any Public Service Department or on the internet at www.gov.za , and a detailed Curriculum Vitae. Certified copies of Identity Document, Senior Certificate and the highest required qualification as well as a driver's license where necessary, will only be submitted by shortlisted candidates to HR on or before the day of the interview date. Application that do not comply with the above specifications will not be considered and will be disqualified. It remains the responsibility of an applicant to ensure that application reaches the department noting different options provided for submission. A SAQA evaluation report must accompany foreign qualifications. All shortlisted candidates for SMS posts will be subjected to a technical and competency assessment. 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

<u>POST 12/80</u>	:	<u>ASSISTANT DIRECTOR: E-LEARNING STRATEGY AND SUPPORT REF NO: 25/33/IDS</u>
<u>SALARY</u>	:	R444 036 – R523 056 per annum. The successful candidate will be required to sign a performance agreement.
<u>CENTRE REQUIREMENTS</u>	:	National Office, Pretoria
	:	An NQF level 6 qualification in Information and Communication Technology (ICT)/ Business Administration as recognized by SAQA; A minimum of 3 years experience in developing and designing E-learning and web-based projects; Understanding of project/ programme management techniques and methods; Knowledge of performance evaluation and change management principles; Proficiency in programme/ project management software and tools; Knowledge and understanding of the Public Service statutory frameworks: Financial Management and regulatory framework/ guidelines, Public Service Act, Public Service Regulations, Treasury Regulations, Departmental Financial Instructions, Public Finance Management Act and Government initiatives and decisions. Skills and Competencies: Applied strategic thinking; Applied technology; Budgeting and financial management; Communication and information management; Computer literacy; Citizen focus and responsiveness; Diversity management; Impact and influence; Interpersonal skills; Conflict skills; Problem solving skills; Planning and organising; Decision making skills; Project management; Team leadership.
<u>DUTIES</u>	:	Key Performance Areas: Facilitate the development of E-Learning strategy and framework; Coordinate the development, designing and implementation of E-Learning delivery; Facilitate the coordination of E-Learning portal and technological environment; Provide guidelines in the development of digital literacies and technical skills training; 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 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 12/81 : **ASSISTANT DIRECTOR: STRATEGIC PLANNING AND POLICY DEVELOPMENT REF NO: 25/34/IDS**

SALARY : R444 036 – R523 056 per annum. The successful candidate will be required to sign a performance agreement.

CENTRE : National Office, Pretoria
REQUIREMENTS : An NQF level 6 qualification in Public Administration/ Business Administration and Commerce as recognized by SAQA; A minimum of 3 years' experience in strategic management environment; Understanding of project/ programme management techniques and methods; Knowledge of performance evaluation and change management principles; Proficiency in programme/ project management software and tools; Knowledge and understanding of the Public Service statutory frameworks: Financial Management and regulatory framework/ guidelines, Public Service Act, Public Service Regulations, Treasury Regulations, Departmental Financial Instructions, Public Finance Management Act and Government initiatives and decisions. Skills and Competencies: Applied strategic thinking; Applied technology; Budgeting and financial management; Communication and information management; Citizen focus and responsiveness; Diversity management; Impact and influence; Interpersonal skills; Conflict skills; Problem solving skills; Computer literacy; Planning and organising; Decision making skills; Project management; Team leadership.

DUTIES : Key Performance Areas: Facilitate the development and implementation of planning policies in line with prescripts; Facilitate the development and submission of strategic plan, Annual Performance Plan and Annual Operational Plans to the Head of Department; Align the strategic plans with the Department's strategic goals; Facilitate planning on departmental programmes; 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 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 12/82 : **ASSISTANT DIRECTOR: GRAPHIC DESIGN REF NO: 25/35/IDS**

SALARY : R444 036 – R523 056 per annum. The successful candidate will be required to sign a performance agreement.

CENTRE : National Office: Pretoria
REQUIREMENTS : An (NQF level 6) qualification in Graphic Design/Visual Communication/ Communication Design as recognized by SAQA; A minimum of 3 years' experience in graphic design at supervisory level; Understanding of project/programme management/graphic design techniques and methods; Knowledge of performance evaluation and change management principles; Knowledge and understanding of the Public Service statutory framework: Financial Management and regulatory framework/guidelines, Public Service Act, Treasury Regulations, Departmental Financial Instructions, Public Finance Management Act, Government initiatives and decisions, etc. Skills and Competencies: Applied strategic thinking; Applied technology; Budgeting and financial management; Communication and information management; Continuous improvement; Citizen focus and responsiveness; Developing others; Diversity management; Impact and influence; Managing interpersonal conflict and resolving problems; Planning and organizing; Decision making; Project management; Team leadership.

DUTIES : Key Performance Areas: Design graphic and visual communication; Coordinate brand management and compliance; Coordinate digital and social media content creation; Coordinate graphic design project and administration; Provide effective people management.

ENQUIRIES : Ms. P. Leshilo Tel No: (012) 357 8240

- 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 12/83** : **ASSISTANT DIRECTOR: PARTICIPATORY DEMOCRACY REF NO: 25/36/CD**
- SALARY** : R444 036 – R523 056 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE REQUIREMENTS** : National Office: Pretoria
An undergraduate qualification (NQF level 6) in Social Sciences, Law, Political Sciences or Public Administration as recognized by SAQA; A minimum of 3 years' experience in Social Justice/ Government Stakeholder Management and/or Human Right environment at a supervisory level; Knowledge and understanding of Public Service Regulations, Constitution of South Africa, Human Rights, Social justice and anti discrimination issues; Knowledge and understanding of NAP. Skills and Competencies: Applied strategic thinking; Applied technology; Budgeting and financial management; Communication and information management; Continuous improvement; Diversity management; Impact and influence; Managing interpersonal conflict and resolving problems; Planning and organising; Decision making; Project management; Project Management.
- DUTIES** : Key Performance Areas: Implement intergovernmental National Policy Framework for participatory democracy; Implement Programmes for Constitutional Rights Education to increase public awareness on fundamental human rights and freedoms; Implement programmes for sustaining civil society organization; Manage human, financial and other resources.
- ENQUIRIES APPLICATIONS** : Ms. M. Modibane Tel No: (012) 315 1668
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 12/84** : **PROVISIONING ADMINISTRATION OFFICER: ACQUISITION MANAGEMENT REF NO: 25/37/FMS (X2 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 NQF level 6 in Financial Management/ Public Administration/ Business Management/Supply Chain Management/Logistic Management as recognized by SAQA; A minimum of 3 year experience in Supply Chain Management environment of which 1 year should be at a supervisory or team leader level; Knowledge of Financial Management and regulatory framework/guidelines, Public Service Act, Public Service Regulations, Treasury Regulations, Departmental Financial Instruction and Public Finance Management Act; Knowledge of Supply Chain Management prescripts, procurement policies, Bids and Acquisitions and procurement systems. Skills and Competencies: Computer literacy; Interpersonal relations; Decision making; Diversity citizenship; Communication skills (verbal and written); Problem analysis; Self management; Team membership; Technical proficiency.
- DUTIES** : Key Performance Areas: Administer and implement the acquisition management; Render supply chain system support services; Provide guidance on financial and supply chain management services; Provide effective people management.
- ENQUIRIES APPLICATIONS** : Ms. A Van Roos Tel No: (012) 315 1094
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 12/85** : **SENIOR COURT INTERPRETER REF NO: 35/25EC**
This is a re- advertisement, applicants who previously applied need not re-apply.
- SALARY** : R308 154 - R362 994 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE** : Magistrate, Tsomo
- REQUIREMENTS** : Grade 12 with 10 years' practical experience as a Court Interpreter or a grade 12 certificate with a National Diploma: Legal Interpreting at NQF level 5 or any other relevant tertiary qualification at NQF level 5 plus 3 years' practical experience as a Court Interpreter; Proficiency in English and in two or more indigenous languages (preference will be given to languages used in area and sign language); Driver's license will serve as an added advantage; (Applicants will be subjected to a language test – speak, read and written). Skills and Competencies: Good communication (written and verbal); Planning and organizing skills; Interpersonal relations; Problem solving and decision making; Analytical thinking; Accuracy and attention to detail; Listening skills; Time management.
- DUTIES** : Key Performance Areas: Interpret in court of law (Criminal and Civil cases); Interpret in confessions, commissions and tribunals and family law; Translate legal documents and documentary exhibits used in court; Utilized in more serious cases; Perform line and administrative support functions; Supervise Court interpreters.
- ENQUIRIES** : Mr W Ndamase Tel No: (043) 702 7000
- APPLICATIONS** : Quoting the relevant reference number, direct your application to: The Regional Head, Private Bag X9065, East London, 5200.
- POST 12/86** : **COURT INTERPRETER REF NO: 86/24/NC/UPT**
This is a re- advertisement, applicants who previously applied are encouraged to re-apply.
- SALARY** : R216 417 – R254 928 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE** : Upington Magistrate Office
- REQUIREMENTS** : Grade 12 or equivalent qualification; Proficiency in English and one or more indigenous languages; Preferences will be given to languages used in area; (Applicants will be subjected to a Language test). Skills and Competencies: Computer literacy (MS Office); Good communication (written and verbal); Administration and organizational skills; Ability to maintain interpersonal relations; Accuracy and attention to detail.
- DUTIES** : Key Performance Areas: Interpret in Criminal Court, Civil Court, Labour Court, quasi-judicial proceedings; Interpret during consultation; Translate legal documents and exhibits; Record cases in criminal record book; Draw case records on request of the Magistrate and Prosecutors; Keep records of statistics; To perform any other duties he / she may be assigned to do in terms of rationalizations of functions by the office.
- ENQUIRIES** : Mr N. Leshage Tel No: (053) 802 1300
- APPLICATIONS** : Quoting the relevant reference number, direct your application to: Postal address: The Provincial Regional Head: Justice and Constitutional Development, Private Bag X6106, Kimberley, 8300 or hand delivers at the New Public Buildings, (Magistrates Court) Corner of Knight and Stead Streets, 7th floor, Kimberley, 8301. Faxed applications will not be considered.
- POST 12/87** : **SECRETARY REF NO: 25/27/MFLS**
- SALARY** : R216 417 - R254 928 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE** : Master of The High Court: Pretoria
- REQUIREMENTS** : Grade 12 (with typing as a subject or 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; Communication skills (verbal & 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);

DUTIES

Ability to correctly interpret relevant documentation; Computer literacy; Good interpersonal relations and customer service orientation.

: 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; Manage the diary of the Manager.

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.

NATIONAL PROSECUTING AUTHORITY

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

- APPLICATIONS** : All applications must be submitted to the relevant Recruitment Response E mails stated below.
- CLOSING DATE** : 23 April 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 12/88 : **SENIOR PUBLIC PROSECUTOR (COMMUNITY PROSECUTOR) REF NO: RECRUIT 2025/107**
National Prosecution Service

SALARY : R1 132 806 – R1 762 857 per annum (Level LP 9), (Total cost package)
CENTRE : DPP: Bloemfontein
REQUIREMENTS : An LLB. For serving prosecutors seeking promotion any appropriate legal qualification. At least eight (8) years post qualification litigation experience. Demonstrate required competency in: Acting Independently, Professionally, be Accountable and act with Credibility. Knowledge of legislation and regulations pertaining to the public service specifically: The Constitution; Criminal Procedure Act; Public Service Act, relevant Regulations and other related Legislation. General management skills. Strategic management and stakeholder engagement expertise. People management and empowerment skills. Good communication skills. Customer focus and responsiveness. Problem solving and decision making. Project management. Excellent administrative skills and report writing skills. Service delivery and innovation skills. Negotiation skills. Policy analysis and development of policy. Research, presentation, and facilitation skills. Must be able to travel in the DPP-division and nationally. Positive security clearance. Valid driver's license is essential.

DUTIES : Develop local crime prevention initiatives and strategies in line with the Community Prosecution Initiative (CPI). Contribute to crime prevention and community justice through this initiative. Analyse local crime trends and dynamics of crime and insecurities of communities in respective DPP-divisions. Organize, execute, and participate in community prosecution events and meetings locally, provincially and nationally. Build strategic partnerships for local crime prevention initiatives. Develop effective and efficient working relationships with internal and external stakeholders including current NPA Community Prosecution colleagues. Expand and increase the impact of the current CPI footprint in the division and nationally as a whole. Provide and promote education about the law to targeted groups within this initiative. Promote effective collaboration, interaction and cultivate partnerships with- and between stakeholders. Apply Batho Pele principles, Service Charter- and NPA processes. Participate, contribute, and represent the NPA at interdepartmental, local government, divisional and national structures. To monitor and evaluate statistical data and performance of initiatives implemented in the division where appointed. To develop and implement interventions in the divisions in line with the analysis of the statistical data. To provide feedback and the submission of reports (as determined by the National Coordinator at Head Office), regarding the identification of initiatives, the implementation thereof, progress and management of all related activities and initiatives in respective divisions, to both the DPP and the Office of the National Head Office Coordinator. Furthermore, it will be expected of the incumbent to also perform prosecutorial related duties such as prosecutor-guided investigations, the management of dockets, court and case management and the actual prosecution of related cases when required.

ENQUIRIES : Lemmer Ludwick Tel No: (051) 410 6001
APPLICATIONS : e mail Recruit2025107@npa.gov.za

POST 12/89 : **SENIOR STATE ADVOCATE REF NO: RECRUIT 2025/108**
Sexual Offences and Community Affairs
Re-advert

SALARY : R1 132 806 – R1 762 857 per annum (LP-9), (Total cost package)
CENTRE : Bloemfontein (Free State)
REQUIREMENTS : An LLB. For serving prosecutors seeking promotion any appropriate legal qualification. At least eight 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. Admission as an Attorney/Advocate will be an added advantage. Good advocacy and legal drafting skills. Knowledge of criminal procedure. Good interpersonal, analytical, presentation and communication skills. General management and project management skills. Working knowledge of the law and management of gender-based violence related matters, sexual offences matters, domestic

violence matters, child justice matters, maintenance related matters and trafficking in persons matters. Knowledge and application of relevant legislation, regulations and policies relating to the aforementioned. Planning and organising skills. Good administrative skills. Skills in public awareness initiatives and stakeholder management. Experience as a trainer in related fields of the SOCA unit mandate. Good verbal and written communication skills. General computer literacy and knowledge of programs in MS Word, Excel, Outlook and PowerPoint. Valid driver's license.

DUTIES

: Manage the portfolios assigned by the Deputy Director of Public Prosecutions. Manage, train and guide SOCA cluster managers, Prosecutors, TCC staff and stakeholders in respect of all matters relating to the SOCA mandate. Implement strategic initiatives and deliverables in line with the SOCA business unit plan. Operational management of the TCC sites in the respective province to ensure optimal efficacy. Performance management and assessment of allocated staff members. Quality control of statistics and performance management in relation to the SOCA mandate. Compile reports as and when requested or required by the SOCA mandate for submission. Promote partner integration, community involvement and customer satisfaction in conjunction with partners in the criminal justice system. Liaison and management of relevant stakeholders. Initiate, coordinate, and participate in public awareness campaigns relevant to the SOCA mandate. Participation in GBV fora in respect of the SOCA mandate both provincially and nationally is required. Initiate, coordinate, and deliver training sessions relevant to the SOCA mandate. Provide prosecutor guided investigations and prosecute cases when requested to do so by the Special Director. Study case dockets and other documents relating to the SOCA mandate, representations and to make and review decisions regarding the institution of criminal proceeding. Prepare cases for court, appear in appeals and reviews as well as prepare court opinions on the instruction of Special Director or Deputy Director of Public Prosecutions. Assist in budget planning and donor funding management. Represent the NPA on SOCA mandate related matters with the media on request of the Special Director or her representative. Perform any other task the Special Director or his/her representative deems necessary. Ensure that a high standard of professional work is being carried out. The candidate must be available to travel extensively, both provincially and nationally, when required.

**ENQUIRIES
APPLICATIONS**

: Adv. Ernst Van Rensburg Tel No: (051) 410 6044
: e mail Recruit2025108@npa.gov.za

POST 12/90

: **STATE ADVOCATE**
Sexual Offences and Community Affairs

**SALARY
CENTRE**

: R884 268 - R1 459 071 per annum (Level LP- 7 to LP-8), (Total cost package)
: TCC: Cradock Ref No: Recruit 2025/109
TCC: Frontier Ref No: Recruit 2025/110
TCC: Seshego Ref No: Recruit 2025/111
TCC: Mokopane Ref No: Recruit 2025/112
TCC: Musina Ref No: Recruit 2025/113
TCC: Nkhensani Ref No: Recruit 2025/114
TCC: Tshildzini Ref No: Recruit 2025/115
TCC: Dikolong Ref No: Recruit 2025/116
TCC: Klerksdorp Ref No: Recruit 2025/117
TCC: Rustenburg Ref No: Recruit 2025/118
TCC: Emalahleni Ref No: Recruit 2025/119
TCC: Ermelo Ref No: Recruit 2025/120
TCC: Jozini Ref No: Recruit 2025/121
TCC: Phekolong Ref No: Recruit 2025/122
TCC: Atlantis Ref No: Recruit 2025/123
TCC: Paarl Ref No: Recruit 2025/124
TCC: Wynberg Ref No: Recruit 2025/125
TCC: Stellenbosch Ref No: Recruit 2025/126
TCC: Springbok Ref No: Recruit 2025/127
TCC: Kuruman Ref No: Recruit 2025/128

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 in prosecution in Criminal and/or civil litigation in regional court. Demonstrable competency in acting Independently, Professionally, Accountable and with

Credibility. Knowledge and expertise in the litigation of GBVF matters. Positive security clearance inclusive of the National Register for Sex Offenders (NRSO). Extensive knowledge of the law in respect of GBVF including Sexual offences, Domestic Violence, Child Justice, Trafficking in Person and Maintenance. Demonstrate skill in community engagements and consultation on criminal justice matters is critical. Skilled in the usage of Microsoft Power Point, Microsoft TEAMS, Microsoft word, Microsoft excel, Microsoft Outlook is mandatory. Strong Communication and Presentation Skills. High Court litigation experience will be an added advantage. A valid driver's license.

DUTIES

: Provide services in respect of the designated Thuthuzela Care Centre (TCC) which includes Prosecutor Guided Investigations (PGI) in respect of matters reported to a TCC or referred to them. Tracking, monitoring and facilitation of GBVF cases through the Criminal Justice System. Secure the attendance of witnesses, investigating officers and accused in custody at court. Contribute to the reduction in turnaround time in the finalisation of GBVF cases to nine (9) months as per the unit's strategy. Assist to improve stakeholder relationships which includes regular follow-ups and facilitating of meetings with stakeholders. Increase the conviction rate in GBVF cases. Perform other duties and activities as requested by the Provincial Manager or Head of Unit. Assist in the establishment and functioning of Thuthuzela Care Centres. Provide training to relevant role players and stakeholders including prosecutors and police. Institute and conduct criminal proceedings on behalf of the State when required to do so by the SOCA unit and perform any act incidental thereto and carry out the duties and functions assigned to a prosecutor under any act and/or Policy Manual. Study and assess allocated decision case dockets and make prosecutorial decisions. Collation and submission of TCC statistics and any other statistics required by the SOCA unit. Compulsory participation in public awareness campaigns as required by the SOCA unit.

ENQUIRIES

: TCC: Cradock & TCC: Frontier Buyisiwe Nkala Tel No: (046) 602 3031
 TCC: Seshego; TCC: Mokopane; TCC: Musina; TCC: Nkhensani; TCC: Tshildzini & TCC: Dikolong Palamedi Mogale Tel No: (015) 045 0292
 TCC: Klerksdorp & TCC: Rustenburg Joseph Phalane Tel No: (018) 621 4824
 TCC: Emalahleni & TCC: Ermelo Christa du Plessis Tel No: (013) 045 0652
 TCC: Jozini Omashani Naidoo Tel No: (031) 334 5192
 TCC: Phekolong Ernest Van Rensburg Tel No: (051) 410 6044
 TCC: Atlantis & TCC: Paarl Mark Kenny Tel No: (021) 487 7151
 TCC: Wynberg & TCC: Stellenbosch Gary Titus Tel No: (021) 487 4417
 TCC: Springbok & TCC: Kuruman Mooketsi Molaudi Tel No: (053) 807 4546

APPLICATIONS

: TCC: Cradock e mail: Recruit2025109@npa.gov.za
 TCC: Frontier e mail: Recruit2025110@npa.gov.za
 TCC: Seshego e mail: Recruit2025111@npa.gov.za
 TCC: Mokopane e mail: Recruit2025112@npa.gov.za
 TCC: Musina e mail: Recruit2025113@npa.gov.za
 TCC: Nkhensani e mail: Recruit2025114@npa.gov.za
 TCC: Tshildzini e mail: Recruit2025115@npa.gov.za
 TCC: Dikolong e mail: Recruit2025116@npa.gov.za
 TCC: Klerksdorp e mail: Recruit2025117@npa.gov.za
 TCC: Rustenburg e mail: Recruit2025118@npa.gov.za
 TCC: Emalahleni e mail: Recruit2025119@npa.gov.za
 TCC: Ermelo e mail: Recruit2025120@npa.gov.za
 TCC: Jozini e mail: Recruit2025121@npa.gov.za
 TCC: Phekolong e mail: Recruit2025122@npa.gov.za
 TCC: Atlantis e mail: Recruit2025123@npa.gov.za
 TCC: Paarl e mail: Recruit2025124@npa.gov.za
 TCC: Wynberg e mail: Recruit2025125@npa.gov.za
 TCC: Stellenbosch e mail: Recruit2025126@npa.gov.za
 TCC: Springbok e mail: Recruit2025127@npa.gov.za
 TCC: Kuruman e mail: Recruit2025128@npa.gov.za

POST 12/91

: **STATE ADVOCATE REF NO: RECRUIT 2025/129 (X7 POSTS)**
 National Prosecutions Service

SALARY CENTRE REQUIREMENTS

: R884 268 - R1 459 071.per annum (Level LP- 7 to LP-8), (Total cost package)
 : DPP: Johannesburg
 : 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. Extensive prosecutorial or litigation experience with regard to common law of offences such as fraud, theft, forgery and uttering, commercial crimes and related matters. 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 : Khensane Manganye Tel No: (011) 220 4266
APPLICATIONS : e mail: Recruit2025129@npa.gov.za

POST 12/92 : **STATE ADVOCATE REF NO: RECRUIT 2025/130**
National Prosecutions Service

SALARY : R884 268 - R1 459 071 per annum (Level LP- 7 to LP-8), (Total cost package)
CENTRE : CPP: East Rand

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 in prosecution in Criminal and/or civil litigation. In depth and extensive knowledge of the law and management in respect of Sexual offences, Domestic Violence, Child Offenders and Trafficking in Person, Maintenance matters. Demonstrate skill in community engagements and consultation on criminal justice matters is critical. Extensive computer skills will be an advantage. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Positive security clearance. Valid driver's license.

DUTIES : Assist in prosecuting complex sexual offences in the Sexual Offences Court. Tracking, monitoring and facilitation of cases through the Criminal Justice System. Assist in managing the court rolls at specialist hybrid court for Thuthuzela Care Centre reported cases and other sexual offences. Secure the attendance of witnesses, investigating officers and accused in custody at court. Ensure a reduction of turnaround time in the finalisation of cases to nine (9) months as per unit's strategy. Responsible for prosecutor guided investigators of Thuthuzela Care Centre reported cases and other related sexual offences matters. Help improve functional relationships. Constant follow up with the relevant stake holders. Help increase the conviction rate. Perform other duties and activities as requested by Provincial Manager or Head of Unit. Assist in the setting up of Thuthuzela Care Centre and maintain the functioning thereof. Supervise, train and develop relevant role players including prosecutors and police. Institute and conduct criminal proceedings on behalf of the State. Perform any act incidental thereto and carry out the duties and functions assigned to the prosecutor under any act and/or Policy Manual. Study case dockets, make assessments thereof and decide on the institution prosecution. 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.

ENQUIRIES : Eveline Mogale Tel No: (011) 220 4227
APPLICATIONS : e-mail Recruit2025130@npa.gov.za

<u>POST 12/93</u>	:	<u>REGIONAL COURT PROSECUTOR</u> National Prosecutions Service
<u>SALARY</u>	:	R597 753 - R1 374 714.per annum (Level LP-5 to LP-6), (Total cost package), (excluding benefits)
<u>CENTRE</u>	:	CPP: Middelburg Ref No: Recruit 2025/131 CPP: Middelburg (Carolina) Ref No: Recruit 2025/132 CPP: Middelburg (Ermelo) Ref No: Recruit 2025/133
<u>REQUIREMENTS</u>	:	An LL.B. 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 license.
<u>DUTIES</u>	:	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.
<u>ENQUIRIES</u>	:	CPP: Middelburg CPP: Middelburg (Carolina) CPP: Middelburg (Ermelo) Tebogo Mashile Tel No: (013) 045 0686
<u>APPLICATIONS</u>	:	CPP: Middelburg e-mail: Recruit2025131@npa.gov.za CPP: Middelburg (Carolina) e-mail: Recruit2025132@npa.gov.za CPP: Middelburg (Ermelo) e-mail: Recruit2025133@npa.gov.za

OFFICE OF THE CHIEF JUSTICE

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



- APPLICATIONS** : Applications can be via email to: 2025/51/OCJ@judiciary.org.za or 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** : 25 April 2025
- NOTE** : 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. 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). Please send your documents in a PDF and put them in one folder. 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 on both pages 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 40 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 a 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 the country of origin (when shortlisted all non - SA Citizens will be required to submit a copy of proof of South African permanent residence). 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. Failure to submit all the requested documents will result in the application not being considered during the selection process. All shortlisted candidates for Senior Management Service (SMS) posts will be subjected to a technical competency 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 generic managerial competencies using the mandated Department of Public Service and Administration (DPSA) SMS competency assessment tools. Applicants could be required to provide consent for access to their social media accounts. One of the minimum entry requirements to the Senior Management Service is the Nyukela Public Service SMS Pre-entry Programme (certificate) which is an online course, endorsed by the National School of Government (NSG). For more details on the pre-entry course visit:

<https://www.thensg.gov.za/trainingcourse/sms-pre-entry-programme>. The successful candidate will be required to complete such prior to appointment. 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 appointment. The Office the Chief Justice complies with the provisions of the 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 that your application was unsuccessful, the Office of the Chief Justice will retain your personal information for internal audit purposes as required by policies. All the information requested now or during the process is required for recruitment purposes. Failure to provide requested information will render your application null and void. The Office of the Chief Justice will safeguard the security and confidentiality of all information you shared during the recruitment process

OTHER POSTS

- POST 12/94** : **DEPUTY DIRECTOR: CONDITIONS OF SERVICE AND REMUNERATIONS**
REF NO: 2025/51/OCJ
 Re-advertisement, candidates who previously applied are encouraged to re-apply.
- SALARY** : R849 702 – R1 000 908 per annum (Level 11), all-inclusive package. The successful candidate will be required to sign a performance agreement.
- CENTRE** : National Office: Midrand
- REQUIREMENTS** : Matric certificate and a three (3) year National Diploma/Bachelor Degree in Human Resource Management and/or Development, Public Administration/Management or an equivalent relevant qualification at NQF level 6 with 360 credits as recognised by SAQA. A minimum of five (5) years' experience in Human Resource Management of which three (3) years must be at an Assistant Director level. A minimum of two (2) years' experience within conditions of service will be an added advantage. Formal PERSAL training (shortlisted candidates will be required to submit PERSAL Certificates). A Valid driver's license. Knowledge of Human Resource Management. Knowledge of Human Resources Management Policies, Human Resources Systems and Procedures. Knowledge and understanding of the Legislation/prescripts and framework governing the public service i.e public service Act, Public service Regulation, labour Relations Act, Employment equity Act, basic Conditions of Employment Act, skills Development Act, collective agreements, codes of Remuneration and the Public Finance Management Act. Knowledge of HR related standards, practices processes and procedures. Structure and functioning of the Department, Business functions and processes of the Department, Change management.
- DUTIES** : Management and monitoring of service conditions and benefits; Monitor the correct application of service conditions and benefits to all employees. Ensure the accurate implementation of salary structured packages for OSD, MMS and SMS employees; Manages termination of services (resignation, ill health, retirements, death, dismissals, etc.) within the department. Ensure management and compliance of leave administration processes; Monitor, review and approve the leave transactions on PERSAL; Prepare the monthly report on the implementation of leave; Monitor and implement the application of temporary and permanent incapacity leave and ill Health retirement (PILIR); Manage the appointment and transfers process of officials within the OCJ; Implement the appointment or transfers of the recommended candidate after selection process on PERSAL; Facilitate the development and implementation of service conditions and benefits policies in line with legislative frameworks, system and processes; Manage the sub directorate, Administration of employees' pension benefits. Develop or review the service conditions and benefits policies in line with Public Service Prescripts and DPSA guidelines; Review all the service conditions and benefits templates and submit for approval. Manage the efficient and effective administrative support within the sub-directorate; Develop plans and reports for the sub-directorate and submit to the Director.
- ENQUIRIES** : Technical /HR related enquiries: Ms D Kupa Tel No: (010) 493 2528
- APPLICATIONS** : Applications can be via email to: 2025/51/OCJ@judiciary.org.za

- NOTE** : The Organisation will give preference to candidates in line with the Employment Equity goals.
- POST 12/95** : **HUMAN RESOURCE CLERK REF NO: 2025/52/OCJ**
- SALARY** : R216 417 - R254 928 per annum (Level 05). The successful candidate will be required to sign a performance agreement
- CENTRE REQUIREMENTS** : National Office: Midrand
: Matric Certificate and a three (3) year National Diploma/Degree in HRM/or equivalent qualification at NQF level 6 as recognised by SAQA will be an added advantage. A valid Drivers licence will be an added advantage, A Minimum of one (1) year functional experience in Human Resource Management will be an added advantage. Knowledge of Peral system, Knowledge of Public Service Act, Knowledge of Public Service Regulations 2016, Knowledge of Treasury Regulation, Knowledge of Performance management and Development processes, Knowledge of Employment Equity Act and other legislation prescript. Communication skills (verbal and written), Administration skills, Planning and organizing skills, Exceptional Interpersonal skills, Computer skills, Report writing skills, Negotiation skills, Problem solving and analysis skills, Conflict resolution skills, Decision making skills.
- DUTIES** : Ensure effective leave administration, Render administrative support service. Provide support to HR records management, Analyse and maintain the effective adherence of policies and prescripts.
- ENQUIRIES APPLICATIONS** : Technical /HR related enquiries: Ms D Kupa Tel No: (010) 493 2528
: Applications can be via email to: 2025/52/OCJ@judiciary.org.za
- NOTE** : The Organisation will give preference to candidates in line with the Employment Equity goals.
- POST 12/96** : **REGISTRAR'S CLERK REF NO: 202/40/OCJ**
- SALARY** : R216 417 – R254 928 per annum (Level 05). The successful candidate will be required to sign a performance agreement.
- CENTRE REQUIREMENTS** : Labour and Labour Appeals Court: Johannesburg
: Matric Certificate or equivalent qualification. A minimum of one year' relevant experience will be an added advantage. Understanding of appeal process and petition procedures will be an added advantage. Appropriate experience in general administration or court related functions will serve as an added 24 advantage. A valid driver's license will be an added advantage. Understanding of confidentiality in Government. Skills and Competencies: Good administration and organising skills. Excellent communication skills (written and verbal). Computer literacy (MS Office) Good interpersonal and public relation skills. Ability to work under pressure and solve problems. Numerical skills. Attention to detail and Customer service skills orientated. All shortlisted candidates shall undertake a pre-entry practical exercise as part of the assessment method to determine the candidate's suitability based on the post's technical and generic requirements. All shortlisted candidates shall undertake a pre- 35 entry practical exercise as part of the assessment method to determine the candidate's suitability based on the post's technical and generic requirements.
- DUTIES** : Rendering effective and efficient case flow management support service to the Court. Attend to all stakeholders' enquiries and correspondences. Ensure proper filing and safekeeping of all court records. Proper Administration of all appeal and petition processes. Ensuring proper receipt, processing, Administration and filing of all appeals and applicants for Leave to appeal. Perform general administrative duties
- ENQUIRIES APPLICATIONS** : Technical/HR enquiries: Ms Thami Mbalekwa Tel No: (011) 494 8515
: Applications can be via email to: 2025/66/OCJ@judiciary.org.za Gauteng Division of the High Court: Pretoria and Labour and Labour Appeals Court: Quoting the relevant reference number, direct your application to: The Provincial Head, Office of the Chief Justice, Private Bag X7, Johannesburg, 2000. Applications can also be hand delivered to the 12th floor, Cnr Pritchard and Kruis Street, Johannesburg
- NOTE** : The Organisation will give preference to candidates in line with the Employment Equity goals. 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

CLOSING DATE : 23 April 2025

DEPARTMENT OF PUBLIC WORKS AND INFRASTRUCTURE

The Department of Public Works and Infrastructure is an equal opportunity, affirmative action employer. The intention is to promote representatively in the Public Service through the filling of these posts and with persons whose appointment will promote representatively, will receive preference. An indication by candidates in this regard will facilitate the processing of applications. If no suitable candidates from the unrepresented groups can be recruited, candidates from the represented groups will be considered. People with disabilities are encouraged to apply.



CLOSING DATE : 25 April 2025 at 16H00 Time

NOTE : Applications must be submitted on the prescribed Z83 application form (obtainable from any Public Service Department or on the DPISA website link: <https://www.dpsa.gov.za/newsroom/psvc/>, which must be signed, initialled and dated by the applicant, and must be accompanied by a detailed curriculum vitae (CV) only. Candidates are not required to submit certified copies of qualifications and related documents on application. Only shortlisted candidates will be required to submit certified copies of qualification and other related documents on or before the date of interview, which should not be older than six months. Should an application be submitted using incorrect/old Z83 application form, such an application will be disqualified. Further take note of the following on completion of Z83 application form: PART A And PART B must be fully completed. Part C - Part G: Noting that there is a limited space provided applicants may refer to CV or indicate. This will be acceptable as long as the CV has been attached and provides the required information. Page 1 of the Z83 application form must be initialled and page 2 signed and dated by the applicant. Failure to comply with the above instructions may result in an application being disqualified. Applicants applying for more than one advertised post must submit separate Z83 application forms and CVs in respect to each post being applied for. Should an application be received where an applicant has applied for more than one posts on the same Z83 application form, the applicant will be considered for the first post indicated on the Z83 application form only. Applications will be received via post/courier services, hand deliveries or email. Late applications will not be considered. Regulation 57 (c) and 67 (9) of the Public Service Regulations 2016, as amended, requires the executive authority to ensure that he or she is fully satisfied of the claims being made and the finalisation of Personnel Suitability Checks in order to verify claims and check the candidate for purpose of being fit and proper for employment, respectively. Shortlisted candidates must be willing to undergo normal vetting and verification processes. It is the responsibility of all applicants to ensure that foreign qualifications are evaluated by SAQA. Due to large volume of responses anticipated, receipt of applications will not be acknowledged, and correspondence will be limited to shortlisted candidates only. Should you not have heard from us within three months from the closing date, please regard your application as unsuccessful. Entry level requirements for SMS posts: in terms of the Directive on Human Resource Management and Development on Public Service Professionalisation Volume 1 a requirement for appointment into SMS posts is the successful completion of the Senior Management Pre-Entry programme as endorsed by the National School of Governance (NSG). 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-entry-programme/>.NOTE: For emailed applications, please submit a Single document or One Attachment per application to the email address designated for the specific position. Kindly note that the emailed applications and attachments should not exceed 15mb. It remains the candidate's responsibility to ensure that their application is successfully submitted.

OTHER POSTS

POST 12/97 : **CONSTRUCTION PROJECT MANAGER (GRADE A) REF NO: 2025/11**

SALARY CENTRE : R833 499 per annum, (OSD Salary)
: Umtata Regional Office (Eastern Cape)

- REQUIREMENTS** : National higher diploma (Built Environment field) with a minimum of 4 years and six months certified experience. B-Tech (Built Environment field) with a minimum of 4 years certified managerial experience. Honours degree in any Built Environment field with a minimum of 3 years' experience. Valid driver's license. Compulsory registration with the SACPCMP as a Professional Construction Project Manager on appointment. Computer literacy, Knowledge and understanding of the following Acts: Public Finance Management Act, Occupational Health and Safety Act as well as Building Regulations and Environmental Conservation Act, Knowledge and understanding of the Government Procurement System, Good planning, financial and budget skills, Sound analytical and good written and verbal communication skills; Knowledge and understanding of the JBCC and GCC form of contract.
- DUTIES** : Contribute to project initiation, scope definition and scope change control for envisaged projects. Full project management function, cost, quality and time control. Manage project cost estimates and control changes in line with allocated budgets. Plan and attend project meetings during the project phases. Assist with the compilation of projects documentation to support project processes. Implement project administration processes according to Government requirements. Ensure implementation of procurement activities and adherence thereof to Government policies. Provide assistance in implementing and assuring that project execution is in accordance with the approved project norms and time schedules. Support the project environment and activities to ensure that project objectives are delivered timeously. Manage and engage in multi-disciplinary construction teams regarding the construction/maintenance of facilities; Ensure that construction projects are implemented and executed as envisaged in the acquisition/procurement plan and that high quality projects are delivered within time, cost and
- ENQUIRIES** : Mr. L Matsiliza Tel No: (047) 502 7000
- APPLICATIONS** : Mthatha Regional Office Applications: The Regional Manager, Department of Public Works and Infrastructure, Private Bag X5007, Mthatha, 5009. Alternatively, hand deliver to Prd II Building 5th floor, Sutherland Street, Mthatha. Register the application in the book or email to: RecruitMTH25-01@dpw.gov.za
- FOR ATTENTION** : Ms. N Mzalisi Tel No: (047) 502 7005
- NOTE** : Practical exercise/ test will form part of the selection process.
- POST 12/98** : **CONSTRUCTION PROJECT MANAGER (GRADE A) REF NO: 2025/12 (X2 POSTS)**
- SALARY** : R833 499 per annum, (OSD Salary)
- CENTRE** : Gqeberha Regional Office (Port Elizabeth)
- REQUIREMENTS** : National higher diploma (Built Environment field) with a minimum of 4 years and six months certified experience. B-Tech (Built Environment field) with a minimum of 4 years certified managerial experience. Honours degree in any Built Environment field with a minimum of 3 years' experience. Valid driver's license. Compulsory registration with the SACPCMP as a Professional Construction Project Manager on appointment. Computer literacy, Knowledge and understanding of the following Acts: Public Finance Management Act, Occupational Health and Safety Act as well as Building Regulations and Environmental Conservation Act, Knowledge and understanding of the Government Procurement System, Good planning, financial and budget skills, Sound analytical and good written and verbal communication skills; Knowledge and understanding of the JBCC and GCC form of contract.
- DUTIES** : Contribute to project initiation, scope definition and scope change control for envisaged projects. Full project management function, cost, quality and time control. Manage project cost estimates and control changes in line with allocated budgets. Plan and attend project meetings during the project phases. Assist with the compilation of projects documentation to support project processes. Implement project administration processes according to Government requirements. Ensure implementation of procurement activities and adherence thereof to Government policies. Provide assistance in implementing and assuring that project execution is in accordance with the approved project norms and time schedules. Support the project environment and activities to ensure that project objectives are delivered timeously. Manage and engage in multi-disciplinary construction teams regarding the construction/maintenance of facilities; Ensure that construction projects are

implemented and executed as envisaged in the acquisition/procurement plan and that high quality projects are delivered within time, cost and

ENQUIRIES APPLICATIONS : Mr SL Jikeka Tel No: (041) 408 2074
: Gqeberha Regional Office Applications: The Regional Manager, Department of Public Works, Private Bag X3913, North End, Port Elizabeth, 6056. Hand delivery: Room 430, Corner. Hancock & Robert Street, North End, Port Elizabeth, 6056 or email to: RecruitPE25-02@dpw.gov.za

FOR ATTENTION : Ms PT Buswa.

POST 12/99 : **PROFESSIONAL ENGINEER: STRUCTURAL (GRADE A) REF NO: 2025/13**
Re-advertisement for Ref 2024/82 PSVC Circular 28 of 2024: Applicants who previously applied are encouraged to re-apply

SALARY CENTRE REQUIREMENTS : R833 499 per annum, (OSD Salary)
: Kimberley Regional Office
: A bachelor's degree in civil engineering, BScI BEng. A minimum of 3 years post qualification engineering (Civil) experience and Compulsory registration with ECSA as a Professional Engineer (Pr Eng.) A valid motor vehicle Drivers' license. Knowledge of Civil and Structural Engineering best practice in the construction industry, design codes, standards and NDPWI manuals and guideline documents. Programme and Project Management, extensive knowledge of all civil/structural engineering aspects of the building and construction environment, Public Finance Management Act, Occupational Health and Safety Act, Supply Chain Management, Contract Management. Ability to undertake critical review/analysis and provide technical advice, ability to maintain integrity of confidential information, financial administration, effective verbal communication, advanced technical report writing, numeracy, computer literacy, planning and organising, relationship management, programme and project management, interpersonal and diplomacy skills, problem solving, decision making, motivational skills, conflict resolution, negotiation skills, analytical thinking, innovative, creative, solution orientated, ability to work under stressful situations, ability to communicate at all levels, people oriented trustworthy, assertive, hard-working, ability to work independently, prepared to travel. Willing to adapt to working schedule in accordance with office requirements.

DUTIES : Design new systems to solve practical engineering challenges and improve efficiency and enhance safety: Plan, design, operate and maintain engineering projects, develop cost effective solutions according to standards, evaluate existing technical manuals, standard drawings and procedures to incorporate new technology, develop tender specifications, ensure through evaluation that planning and design by others is done according to sound engineering principles and according to norms and standards and code of practice, approve engineering works according to prescribed norms and standards. Human capital development: Assessment of Civil (wet services and pavement structure) and structural infrastructure. Developing solutions and provide recommendations and costs. Ensure training and development of technicians, technologists and candidate engineers to promote skills/knowledge transfer, adherence to sound engineering principles and code of practice. Supervise the engineering work and processes, administer performance management and development. Conduct Office administration which includes budget planning, management of resources. Prepare and consolidate inputs for the facilitation of resource utilisation. Ensure adherence to regulations and procedures for the procurement of goods and services. Research and development: Continuous professional development to keep up with new technologies and procedures, research/literature studies on engineering technology to improve expertise. Liaise with relevant bodies/councils on engineering-related matters.

ENQUIRIES APPLICATIONS : Mr S Cosa Tel No: (053) 838 5356
: Kimberley Regional Office Applications: Kimberley Regional Office Applications: The Regional Manager, Department of Public Works and Infrastructure, Private Bag X5002, Kimberley, 8301 or Hand Deliver to 21-23 Market Square, Old Magistrate Building, Kimberley or email to: RecruitKIM25-01@dpw.gov.za

FOR ATTENTION : Ms V Tidikwe

POST 12/100 : **SCIENTIFIC TECHNICIAN: WATER RESOURCE SCIENCE: GRADE A REF NO: 2025/14**
Re-advertisement for Ref No: 2024/87, PSVC 33 of 2024, Applicants who previously applied are encouraged to re-apply

SALARY CENTRE REQUIREMENTS : R371 253 per annum, (OSD Salary)
: Cape Town Regional Office
: National Diploma in Science or relevant qualification. A valid driver's License. Compulsory registration with the SACNASP as a Certificated Natural Scientist. 3 years post qualification technical (scientific) experience. Demonstrates a high level of competencies in sewage and water purification practices and sound knowledge of commercially available plants. A sound understanding of legislation pertaining to water and the environment is required. Performance of analytical techniques for the analysis of water samples, handling of glassware and electronic laboratory equipment and the handling of purification plant equipment (pumps, dosing, siphons, distribution arms on biofilters, aerators, mechanical screens etc.). Computer literacy. Good communication (verbal and written) and human relations skills. Technical problem-solving abilities, reasoning and persuasion abilities. Understanding technology about sewage and drinking water treatment processes. Working knowledge of the design and operational procedures of water care facilities will be of great advantage. Knowledge of the applicable legislative framework like Water Act, Water Service Act, National Environmental Management Act, relevant Regulations e.g. Blue Green No Drop Regulations.

DUTIES : Scheduled inspections on a monthly, quarterly and six-monthly basis. Sampling of sewage and drinking water purification plants, final effluent and plant components as necessary. Interpret and update Operation and Maintenance Manual and as built drawings. Operator training as necessary. Assessment of sewage and drinking water plants and the relevant processes. Evaluation of commercially available plants. Technical problem solving, laboratory analysis of drinking and wastewater samples. Perform calculations for determination of sludge age, dosage quantities etc. from sewage and drinking water purification plants, report writing compliance/non-compliance of plants, liaison with Control Scientific Technician on laboratory administration. General housekeeping and care for electronic apparatus. Interpretation of analytical data and problem identification. Compilation of reports on final drinking water and wastewater quality. Operation of IRIS system to ensure compliance with DWS Regulations. Establishment of routine inspection schedules. Compilation of final sewage effluent and drinking water reports. Quality assessment and recommendations on improvement of water quality. Forming partnership with Project Managers in addressing challenges during Water Management related projects execution. Yearly visit to Antarctica for the maintenance of water care facilities at the South African research base.

ENQUIRIES APPLICATIONS : Mr. TM Moloi Tel No: (012) 406 2099
: Cape Town Regional Office Applications: The Regional Manager, National Dept of Public Works, Private Bag X9027, 8000 or hand delivered to Ground-floor, Customs House Building, Foreshore, Lower Heerengracht Street, Cape Town. Or email to: RecruitCPT25-10@dpw.gov.za.

FOR ATTENTION NOTE : Ms C Rossouw
: People with disabilities are encouraged to apply

DEPARTMENT OF WATER AND SANITATION

<u>CLOSING DATE</u>	:	23 April 2025
<u>NOTE</u>	:	Interested applicants must submit their applications for employment to the address specified on each post. Applications must be submitted using the newly implemented Z83 form obtainable on the Department of Water and Sanitation's website, under career opportunities or the DPSA website, under vacancies in the Public Service (point 4) and should be accompanied by a comprehensive CV with full particulars of the applicants' training, qualifications, competencies, knowledge & experience). All required information on the Z83 application form must be provided. Other related documentation such as copies of qualifications, identity document, driver's license etc need not to accompany the application when applying for a post as such documentation must only be produced by shortlisted candidates during the interview date in line with DPSA circular 19 of 2022. With reference to applicants bearing professional or occupational registration, fields provided in Part B of the Z83 must be completed as these fields are regarded as compulsory and such details must also be included in the applicants CV. For posts requiring a driver's license, annotate such details on CV. Failure to complete or disclose all required information will automatically disqualify the applicant. No late applications will be accepted. Shortlisted candidates will be subjected to suitability checks (SAQA verification, reference checks criminal and credit checks). SAQA evaluation certificate must accompany foreign qualification/s (only when shortlisted). Applications that do not comply with the above-mentioned requirements will not be considered. All shortlisted candidates pertaining to Senior Management Services (SMS) posts will be subjected to a technical and competency assessment and a pre-entry certificate obtained from the National School of Government is required prior to the appointment. Candidates will be required to complete a financial disclosure form and undergo a security clearance. Foreigners or dual citizenship holders must provide a police clearance certificate from country of origin (only when shortlisted). The Department of Water Sanitation 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. Correspondence will be limited to short-listed candidates only. If you do not hear from us within three (3) months of this advertisement, please accept that your application has been unsuccessful. Faxed applications will not be considered. The department reserves the right not to fill these positions. Women and persons with disabilities are encouraged to apply and preference will be given to the EE Targets.

MANAGEMENT ECHELON

<u>POST 12/101</u>	:	<u>CHIEF EXECUTIVE OFFICER: MZIMVUBU-TSITSIKAMMA CATCHMENT MANAGEMENT AGENCY (MTCMA) REF NO: MTCMA 01</u> Five-year performance-based contract
<u>SALARY CENTRE</u>	:	R1 436 022 per annum (Level 14), (all-inclusive salary package) East London
<u>REQUIREMENTS</u>	:	A four (4) year Degree in Science/Engineering or equivalent relevant qualification. Qualification/certificate in leadership or Executive Development Programme will be an added advantage. Member of any relevant professional body either in administration/science/engineering or any related profession. Facilitation, communication, Senior Management program, stakeholder engagement/ public participation process courses, water resources management. A minimum of 5 years relevant experience in the Water Sector at a Senior Managerial level. Knowledge of Integrated Water Resources Management, National Water Management Act, Public service administration processes, High level Financial Management and Corporate Governance. Skills required Organisational Management, Conflict Resolution, Strategic View, People Management & Leadership, Financial Management and Planning. Attitudes required, openness and transparency. Open to take advice and to learn from colleagues. Objectivity in the management of the Agency's

affairs. May be required to travel extensively. May be required to plan and travel at short notice. May be subjected to extended working hours. May be required to provide information to the Governing Board and respond to Ministerial queries at any given time.

DUTIES

: Facilitate and ensure the development/review of the Mzimvubu-Tsitsikamma Catchment Management Agency (MTCMA). Oversee the development and implementation of a 5-year strategic plan of the MTCMA. Oversee the development and implementation of the MTCMA's Annual Performance Plan. Oversee the submission and reporting of Annual Reports and Quarterly Reports. Prepare and present the MTCMA reports to the Department of Water and Sanitation, Parliamentary Committees, and the Governing Board. Coordinate the development of a comprehensive Corporate Plan. Oversee the performance and service delivery of the MTCMA. Oversee the coordination of the Governing Board, Risk-, EXCO- and Audit Committee sittings. Approval of agendas, minutes, and reports of the committees before distribution. Oversee the work of the committees. Recommendation of internal & external policies & procedures documentation to the Governing Board and MTCMA committees for approval. Oversee the effective coordination of stakeholder participation and empowerment strategies. Signing and approval of Memoranda of Agreement (MOA's) and Memoranda of Understanding (MOU's) related to external parties. Approval of the MTCMA contract of employment for candidates. Oversee the championing of transformation of water resource management within the Mzimvubu-Tsitsikamma Water Management Area. Will be responsible for the appointment of bid committees, approval of bid specifications, review recommendations from the bid adjudication committees and approve for the appointment of successful bidders in line with the MTCMA delegation of authority. Oversee the effective implementation and maintenance of all administrative, financial, and technical support systems for the delivery of water resource management services. Establish and maintain sound project management systems. Ensure that the MTCMA finance and procurement processes are managed in line with the PFMA, PPPFA, National Treasury and other relevant regulations. Oversee the proper management of the MTCMA assets and physical resources. Supervise and manage executives and all direct reporting employees. Sign performance agreements and review performance of the executives and all the direct reporting employees.

ENQUIRIES APPLICATIONS

: Mr Conrad Greve Tel No: (012) 336 8402
 : Please email your application quoting the relevant reference number on the subject line to: MTCMA01@dws.gov.za

NOTE

: The Mzimvubu-Tsitsikamma Catchment Management Agency is a Public Water Resource Management Agency, established in line with the provisions of the National Water Act, 1998 (Act no 36 of 1998) (NWA) and National Water Policy for South Africa. It is an entity of the National Department of Water and Sanitation. Employees appointed in the CMA have similar employment terms and conditions as those of employees appointed in terms of the Public Service Act, though not employed in terms of the Public Service Act.

POST 12/102

: **CHIEF EXECUTIVE OFFICER: PONGOLA-UMZIMKULU CATCHMENT MANAGEMENT AGENCY (PUCMA) REF NO: 01 PUCMA**

Five-year performance-based contract
 Re-advertise, applicants who have previously applied must re-apply

SALARY CENTRE REQUIREMENTS

: R1 436 022 per annum (Level 14), (all-inclusive salary package)
 : Durban
 : A four (4) year Degree in Science/Engineering or equivalent relevant qualification. Qualification/certificate in leadership or Executive Development Programme will be an added advantage. Member of any relevant professional body either in administration/science/engineering or any related profession. Facilitation, communication, senior management program, stakeholder engagement/ public participation process courses, water resources management. A minimum of 5 years relevant experience in the Water Sector at a Senior Managerial level. Knowledge of Integrated Water Resources Management, National Water Management Act, Public service administration processes, High level Financial Management and Corporate Governance. Skills required Organisational Management, Conflict Resolution, Strategic View, People Management & Leadership, Financial Management and Planning. Attitudes required, openness and transparency. Open to take advice and to learn from colleagues. Objectivity in the management of the Agency's

affairs. May be required to travel extensively. May be required to plan and travel at short notice. May be subjected to extended working hours. May be required to provide information to the Governing Board and respond to Ministerial queries at any given time.

DUTIES

: Facilitate and ensure the development/review of the Pongola-Umzimkulu Catchment Management Agency (PUCMA). Oversee the development and implementation of a 5-year strategic plan of the PUCMA. Oversee the development and implementation of the PUCMA's Annual Performance Plan. Oversee the submission and reporting of Annual Reports and Quarterly Reports. Prepare and present the PUCMA reports to the Department of Water and Sanitation, Parliamentary Committees, and the Governing Board. Coordinate the development of a comprehensive Corporate Plan. Oversee the performance and service delivery of the PUCMA. Oversee the coordination of the Governing Board, Risk-, EXCO- and Audit Committee sittings. Approval of agendas, minutes, and reports of the committees before distribution. Oversee the work of the committees. Recommendation of internal & external policies & procedures documentation to the Governing Board and PUCMA committees for approval. Oversee the effective coordination of stakeholder participation and empowerment strategies. Signing and approval of Memoranda of Agreement (MOA's) and Memoranda of Understanding (MOU's) related to external parties. Approval of the PUCMA contract of employment for candidates. Oversee the championing of transformation of water resource management within the Pongola-Umzimkulu Water Management Area. Will be responsible for the appointment of bid committees, approval of bid specifications, review recommendations from the bid adjudication committees and approve for the appointment of successful bidders in line with the PUCMA delegation of authority. Oversee the effective implementation and maintenance of all administrative, financial, and technical support systems for the delivery of water resource management services. Establish and maintain sound project management systems. Ensure that the PUCMA finance and procurement processes are managed in line with the PFMA, PPPFA, National Treasury and other relevant regulations. Oversee the proper management of the PUCMA assets and physical resources. Supervise and manage executives and all direct reporting employees. Sign performance agreements and review performance of the executives and all the direct reporting employees.

**ENQUIRIES
APPLICATIONS**

: Mr Conrad Greve Tel No: (012) 336 8402
: Please email your application quoting the relevant reference number on the subject line to: 01PUCMA@dws.gov.za

NOTE

: The Pongola-Umzimkulu Catchment Management Agency is a Public Water Resource Management Agency, established in line with the provisions of the National Water Act, 1998 (Act no 36 of 1998) (NWA) and National Water Policy for South Africa. It is an entity of the national Department of Water and Sanitation. Employees appointed in the CMA have similar employment terms and conditions as those of employees appointed in terms of the Public Service Act, though not employed in terms of the Public Service Act.

POST 12/103

: **BOARD SECRETARY: MZIMVUBU-TSITSIKAMMA CATCHMENT
MANAGEMENT AGENCY (MTCMA) REF NO: MTCMA 02**

**SALARY
CENTRE
REQUIREMENTS**

: R1 216 824 per annum (Level 13), (all-inclusive salary package)
: East London
: A BCom. Law / LLB or equivalent degree. Admitted attorney. Registration as a Chartered Secretary with the Institute of Chartered Secretaries and Administrators will be advantageous. A minimum of five (5) years Middle / Senior Managerial experience. Experience as a Company Secretary. Understanding of SA Law in general, administrative law, labour law, water law, public entities, governance and ethics. Behavioural Competencies required: Analytical, negotiation, liaison, consultation, advanced communication, information monitoring, compliance and risk management, ethical, strategic thinking, quality oriented, lateral thinking and attention to detail. May be subjected to extended working hours.

DUTIES

: Committee Work: Ensure submission of annual schedule of meetings for Board and Committee meetings. Ensure convening of meetings, preparation of agenda and taking minutes of Board and its Committees. Address correspondence and communication relating to the Board. Ensure collation and maintaining of information and documentation relating to Board and Committee meetings. Ensure the secure recording and archiving of minutes of

meetings. Guide the writing of interim and annual reports for the Board. Ensure that decisions taken by the Board are communicated to relevant stakeholders to be implemented fully. Guidance and Advice: Advise and guide the Board by promoting insight and clarity on its appointment, constitution, and the related legal, ethical, good governance, accounting and financial implications of the proposed/implemented policies and decisions. Assist the Chairperson and Chief Executive, in matters relating to the DWS and the Board. Provide advice with regard to the specific roles and responsibilities of the Board as a whole, and those of the individual role- players: Chairperson, CEO, and Board members. Provide advice with regard to the appointment and constitution of the required sub-committees (e.g., audit, risk, or other), with regard to ensuring corporate governance. Manage the risk by ensuring and monitoring compliance of the implementation of policies and procedures relating to NWA, PFMA and other related legislation and guidelines. Provide regulatory, compliance and relevant advice to the Governing Board on usage of water resources to relevant national, provincial and local government departments, WUAs, farmers. Corporate Governance: Formulate and implement corporate governance strategies for the organisation. Ensure the organisation remains aware of any changing requirements in connection with corporate governance and responds accordingly. Provide advice on corporate governance working practices arising out of changes in legislation affecting the organisation. Support the organisation with the research, development and implementation of policies required for corporate governance. Liaison as necessary with external organisations and staff at all levels on a wide variety of governance related matters. Legal Support: Take overall responsibility of legal services in the organisation. Deal with contractual and related matters. Provide internal legal advisory services to the Board as and when required. Facilitate and ensure compliance to relevant statutes. Provide continuous updates on changes to legislation to the organisation and the Board. Set up systems that ensure the Board complies with all applicable codes, as well as its legal and statutory obligations.

- ENQUIRIES** : Mr Conrad Greve Tel No: (012) 336 8402
APPLICATIONS : Please email your application quoting the relevant reference number on the subject line to: MTCMA02@dws.gov.za
NOTE : The Mzimvubu-Tsitsikamma Catchment Management Agency is a Public Water Resource Management Agency, established in line with the provisions of the National Water Act, 1998 (Act no 36 of 1998) (NWA) and National Water Policy for South Africa. It is an entity of the national Department of Water and Sanitation. Employees appointed in the CMA have similar employment terms and conditions as those of employees appointed in terms of the Public Service Act, though not employed in terms of the Public Service Act.

OTHER POSTS

- POST 12/104** : **CONTROL ENGINEERING TECHNICIAN GRADE A (CIVIL ENGINEERING)**
REF NO. 230425/01
 Branch: Provincial Operations Northern Cape
 Dir: Water Resource Support
 Sd: Hydrological Services

- SALARY** : R522 741 per annum, (OSD)
CENTRE : Kimberley
REQUIREMENTS : A National Diploma in Civil Engineering. Six (6) years post qualification civil technical engineering experience. Compulsory registration with the Engineering Council of South Africa (ECSA) as a Professional Engineering Technician. The disclosure of a valid unexpired driver's license. Experience in planning and execution of Hydrological Monitoring Networks. Knowledge of the Water Legislation and related policies, Proficient in computer programs, preferably MS Office Software (Word, Excel and PowerPoint) Good Planning and organising skill, problem-solving skills, communication skills, conflict resolution skills, (verbal and written) interpersonal relation and project management. Supervisory experience.

- DUTIES** : Perform and co-ordinate the data collection, calibration maintenance and evaluation of surface water monitoring gauging stations. Supervise construction works and compile monthly progress reports. Manage quality control and task with regards to data collection calibrations, maintenance and evaluation of data processing performed by subordinates. Compile monthly

progress statistics and information products for the monitoring networks. Conduct research on station history and manage the correct updating of Hydstra database. Participate in other tasks aimed at optimisation of surface water monitoring network. Supervise and develop subordinates.

ENQUIRIES APPLICATIONS : Mr O Thebe Tel No: (053) 830-8815/8800
Northern Cape (Kimberley): Please email your application quoting the relevant reference number on the subject line to: NCRrecruitment@dws.gov.za or hand deliver at 28 Central Road, Beaconsfield, Kimberley, 8301 or post to: Private Bag X6101, Kimberley, 8301.

FOR ATTENTION : Ms C Du Plessis

POST 12/105 : **ENGINEERING TECHNICIAN PRODUCTION GRADE A – C REF NO: 230425/02**
Branch: Provincial Operations: Free State
Dir: Hydrological Services

SALARY : R371 253 – R556 080 per annum, (OSD), (Offer will be based on proven years of experience)

CENTRE REQUIREMENTS : Bloemfontein
A National Diploma in Civil Engineering. Three (3) years post qualification technical civil engineering experience. Compulsory registration with Engineering Council of South Africa as a Professional Engineering Technician. The disclosure of a valid unexpired driver's licence. Experience in survey tasks, calibration and design of gauging weirs, current gauging, gauging network management, raw data management and data processing on HYDSTRA. Management of maintenance and minor construction work, maintenance of real time equipment and equipment needs. Knowledge of and practical experience in civil engineering calculations. Knowledge of HYDSTRA. Knowledge of Occupational Health and Safety Act (OHS). Good communication skills, interpersonal relations, managerial skills and technical report writing skills. A sound understanding of Government Policies. Environment Conservation and the National Water Act (Act No. 36 of 1998). Willingness to travel and work away from home.

DUTIES : Establish network and maintain existing hydrology infrastructure in the Free State Region. Survey tasks, calibration and design, current gaugings and network management. Management of hydrological Information, raw data management and processing of hydrological data. System maintenance. Maintain real time equipment and data register.

ENQUIRIES APPLICATIONS : Mr C Lloyd Tel No: (051) 405 9000
Free State (Bloemfontein): Please email your application quoting the relevant reference number on the subject line to: TechHydro@dws.gov.za or hand deliver to: Department of Water and Sanitation, Corner Charlotte Maxeke and East Burger Streets, Bloem-Plaza Building, Second floor or post to: Private Bag 528, Bloemfontein, 9301.

FOR ATTENTION : Ms B Seeco

**PROVINCIAL ADMINISTRATION: FREE STATE
OFFICE OF THE PREMIER**

Free State Provincial Government is an equal opportunity affirmative action employer. It is our intention to promote representativity (race, gender and disability) in the province through the filling of these posts and candidates whose appointment/promotion/transfer will promote representativity will receive preference.

MANAGEMENT ECHELON

- POST 12/106** : **DIRECTOR-GENERAL: FREE STATE PROVINCIAL GOVERNMENT REF NO: DG**
(5 year employment contract position)
- SALARY** : R2 259 984 per annum (Level 16), all-inclusive remuneration package plus a 10% non-pensionable Head of Department allowance. The remuneration package consists of the basic salary, the Government's contribution to the Government Employee Pension Fund and a flexible portion, which may be structured in terms of the rules for the structuring of the flexible portion and which may include a 13th cheque, motor car allowance, home owner's allowance and medical aid assistance. This appointment is subject to the signing of an employment contract, not exceeding a term of five years, a security clearance of top secret, a competency assessment and an annual performance agreement. The successful candidate will be required to disclose his/her financial interests in accordance with the prescribed regulations. 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. Nominated candidates must 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.
- CENTRE REQUIREMENTS** : Bloemfontein (Free State Office of the Premier)
The candidate must be in possession of a post graduate qualification (NQF level 8) as recognized by SAQA as well as 10 years of experience at a senior management level. Potential applicants for posts in the Senior Management Service as well as existing SMS members who will progress to higher levels within the SMS are expected to successfully complete the compulsory pre-entry Certificate for entry into the SMS which took effect on 1 April 2020 (Full details can be sourced by following the link: <http://www.thensg.gov.za/training-course/sms-pre-entry-programme/>. Individual applicants are expected to pay for the course. The duration of the course is 120 hours). SMS Pre-entry certificate should be submitted prior to appointment. The candidate must have knowledge of the following: Knowledge of the latest advances in public management theory and practice; Advanced knowledge of modern systems of governance and administration; Knowledge of the policies of the government of the day; Knowledge of global, regional and social affairs impacting on the provincial government of the Free State; Knowledge of global, regional and local political, economic and social affairs impacting on the provincial government of the Free State; Knowledge of Constitutional, legal and institutional arrangements governing the South African public sector; Knowledge of intergovernmental and international relations; and Knowledge of communications, media management, public relations, public participation and public education. The candidate must be in possession of the following skills: In-house advisory and consulting skills; Strong conceptual, interpretative and formulation skills; Strong leadership skills with specific reference to the ability to display thorough leadership in context; Team-building and strong interpersonal skills; Excellent communication skills; Outstanding planning, organizing and people management skills; Ability to multi-task, deal with ambiguity and manage under rapidly changing and pressurized circumstances; Persuading and influencing skills; Conflict management skills; and Leadership skills.
- DUTIES** : Strategic management, guidance and advice in respect of the rendering of efficient and cost effective, transparent and responsive public administration, including: Professionally support the executive (Premier and Cabinet) in respect of high-level policies, strategies and provincial strategic stakeholder

engagement; Ensure that the provincial executive's policy development, strategic planning, programme and project implementation initiatives are informed by appropriate and reliable strategic management information; Provide executive governance support services; and Responsible for intergovernmental relations, intra-government co-operation and the co-ordination of actions and legislation of departments. Provide strategic management for the Free State Province, including: Functions of, and organizational arrangements in the public service; Employment and other personnel practices, including the promotion of broad representativity and human resources management and training in the public service; The salaries and other conditions of service of officers and employees; Labour relations in the public service; Information management and information technology in the public service; Public service transformation and reform; and Report to the Premier on a regular basis on the activities of the Department and on matters of substantial importance to the Administration. Provide People Management services to the Department, including: Participate in the recruitment of employees in the numbers and grades of appropriate to ensure the achievement of the Department's Strategic Plan; Motivate, train and guide employees within the Department to achieve and maintain excellence in service delivery; Actively manage the performance, evaluation and rewarding of employees within the Department; Monitor information capacity building within the Department; Ensure involvement in the compilation of a workforce plan for the Department; Promote sound labour relations within the Department; and Actively manage and promote the maintenance of discipline within the Department. Provide financial management services to the Department, including: Manage participation in the budgeting process at Departmental level and at branch level; Ensure the preparation of the Annual and Adjustment Budgets for the Department; Assume direct accountability for the efficient, economic and effective control and management of the Department's budget and expenditure; Assume direct accountability for ensuring that the correct tender and procurement procedures are adhered to in respect of purchases for the Department; Report to the Premier and relevant oversight role players/committees on all aspects of the Department's finances; Diligently perform all duties assigned to the post of Director-General; Assume overall accountability for the management, maintenance and safekeeping of the departmental assets; and Ensure that full and proper records of the financial affairs of the Department are kept in accordance with any prescribed norms and standards.

- ENQUIRIES** : Ms. Limakatso Nqoko, Acting Chief Director: Corporate Reform, Office of the Premier, E-mail: limakatso.nqoko@fspremier.gov.za, at 063 688 6685
- APPLICATIONS** : Mr. M. Silwana, Office Manager: Office of the Director General, Office of the Premier, Attention: Ms. Matshidiso Modisapudi, Room 446, OR Tambo House, St Andrew Street, Bloemfontein, 9301. E-mail: matshidiso.modisapudi@fspremier.gov.za.
- NOTE** : Applications must be submitted on the prescribed Z83 form, obtainable from any Public Service Department. The Z83 form must be completed in full and signed by the applicant. All applications must be accompanied by a comprehensive CV only. Communication from the HR of the department regarding the submission of certifies copies of qualifications and other relevant documents will be limited to shortlisted candidates. Applications must be submitted on or before the closing date. E-mailed applications may be submitted, subject to subsequent verification. Applications must be submitted to the address mentioned in the advertisement. All shortlisted candidates will be subjected to personnel suitability checks. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). Applicants are respectfully informed that if no notification on appointment is received within 4 months of the closing date, they must accept that their application was unsuccessful. Applications from persons with disabilities are welcomed.
- CLOSING DATE** : 22 April 2025 at 16:00
- POST 12/107** : **HEAD OF DEPARTMENT: DEPARTMENT OF AGRICULTURE AND RURAL DEVELOPMENT REF NO: HOD: AGRIC**
5-year employment contract position
- SALARY** : R1 741 770 per annum (Level 15), all-inclusive remuneration package plus a 10% non-pensionable Head of Department allowance. The remuneration

package consists of the basic salary, the Government's contribution to the Government Employee Pension Fund and a flexible portion, which may be structured in terms of the rules for the structuring of the flexible portion and which may include a 13th cheque, motor car allowance, home owner's allowance and medical aid assistance. This appointment is subject to the signing of an employment contract, not exceeding a term of five years, a security clearance of top secret, a competency assessment and an annual performance agreement. The successful candidate will be required to disclose his/her financial interests in accordance with the prescribed regulations. 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. Nominated candidates must 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.

**CENTRE
REQUIREMENTS**

: Glen (Department of Agriculture and Rural Development)
 : The candidate must be in possession of an appropriate NQF level 8 as recognized by SAQA in Agriculture, Science, Economics, Business Management or Public Management as well as 10 years Senior Management experience. Valid driver's license (Code 8). Knowledge: Extensive knowledge and understanding of public service policies and procedures. Knowledge of the functioning of Provincial/National Government. Skills: Basic Knowledge of MS Word, Excel and PowerPoint. Competency in the principles of Corporate Governance. Professional leadership abilities. Strategic, Financial and people Management Skills. Transformation and Change management skills. Highest standard of ethical and moral conduct. Potential applicants for posts in the Senior Management Service as well as existing SMS members who will progress to higher levels within the SMS are expected to successfully complete the compulsory pre-entry Certificate for entry into the SMS which took effect on 1 April 2020 (Full details can be sourced by following the link: <http://www.thensg.gov.za/training-course/sms-pre-entry-programme/>. Individual applicants are expected to pay for the course. The duration of the course is 120 hours). SMS Pre-entry certificate should be submitted prior to appointment.

DUTIES

: To perform all functions and the responsibilities attached to the post as Head of Department in terms of the Public Service Act and the Regulations issued in terms thereof which inter alia include the: Efficient and effective management and administration of the department; Effective utilization and training of staff; Maintenance of discipline; Promotion of sound labour relations; Proper use and care of state property; and Rendering of efficient and effective management system to the department, including resource management, financial management, information management and pro-active communication system. Manage and administer, as Accounting Officer, the budget vote of the Department of Agriculture & Rural Development to execute all responsibilities as set out in section 38 of the Public Finance Management act, 1999 (Act 29 of 1999) and Treasury Regulations. Develop and implement a Strategic and Annual Performance Plan for the department in support of the implementation of the priorities and objectives of the department. Assist and advice the Member of Executive Council in terms of his/her executive powers in relation to the Department, so as to ensure effective service delivery within the legal mandates of the enable him/her to make sound and informed decision in terms of his/her portfolio. Assist the Director-General as Head of the FSPG by means of the inter Departmental Management Committee as well as its Technical Committees to ensure coherent governance in the FSPG as a corporate entity, which inter alia include: Attendance of various Committees related to Agriculture and other matters of the province, so as to improve service delivery to the community; Participate with the development and implementation of the Free State Development Plan, so as to improve the corporate functioning of the Free state Provincial Government as a whole and Implement outcome-based performance system and annual priorities of the department and province as a whole. Ensure the effective implementation of Government Policies in the relevant areas of responsibility of the department and the public service as well as provincial and national legislation relevant to the portfolio, which inter alia include: Assist with the development of appropriate policies relevant to the particular department and advise the MEC in this regard.

- ENQUIRIES** : Dr. M. Phera, Deputy Director General: Corporate Administration and Co-ordination, Tel: 082 3315 188, E-mail: molefinyana.phera@fspremier.gov.za
- APPLICATIONS** : Dr. M Phera, Deputy Director General: Corporate Administration and Coordination, Office of the Premier, Attention: Ms. Ruth Sefali, Room 406, OR Tambo House, St Andrew Street, Bloemfontein, 9301. E-mail: ruth.sefali@fspremier.gov.za.
- NOTE** : Applications must be submitted on the prescribed Z83 form, obtainable from any Public Service Department. The Z83 form must be completed in full and signed by the applicant. All applications must be accompanied by a comprehensive CV only. Communication from the HR of the department regarding the submission of certified copies of qualifications and other relevant documents will be limited to shortlisted candidates. Applications must be submitted on or before the closing date. E-mailed applications may be submitted, subject to subsequent verification. Applications must be submitted to the address mentioned in the advertisement. All shortlisted candidates will be subjected to personnel suitability checks. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). Applicants are respectfully informed that if no notification on appointment is received within 4 months of the closing date, they must accept that their application was unsuccessful. Applications from persons with disabilities are welcomed.
- CLOSING DATE** : 22 April 2025 at 16:00
- POST 12/108** : **HEAD OF DEPARTMENT: DEPARTMENT OF SOCIAL DEVELOPMENT**
REF NO: HOD: SD
5-year employment contract position
- SALARY** : R1 741 770 per annum (Level 15), all-inclusive remuneration package plus a 10% non-pensionable Head of Department allowance. The remuneration package consists of the basic salary, the Government's contribution to the Government Employee Pension Fund and a flexible portion, which may be structured in terms of the rules for the structuring of the flexible portion and which may include a 13th cheque, motor car allowance, home owner's allowance and medical aid assistance. This appointment is subject to the signing of an employment contract, not exceeding a term of five years, a security clearance of top secret, a competency assessment and an annual performance agreement. The successful candidate will be required to disclose his/her financial interests in accordance with the prescribed regulations. 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. Nominated candidates must 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.
- CENTRE REQUIREMENTS** : Bloemfontein (Department of Social Development)
: The candidate must be in possession of a post graduate qualification (NQF level 8) as recognized by SAQA as well as 10 years of experience at a senior management level. Potential applicants for posts in the Senior Management Service as well as existing SMS members who will progress to higher levels within the SMS are expected to successfully complete the compulsory pre-entry Certificate for entry into the SMS which took effect on 1 April 2020 (Full details can be sourced by following the link: <http://www.thensg.gov.za/training-course/sms-pre-entry-programme/>). Individual applicants are expected to pay for the course. The duration of the course is 120 hours). SMS Pre-entry certificate should be submitted prior to appointment.
- DUTIES** : The administration and management of the Department is subject to the overall political vision and Executive Council (MEC). The Head of Department is an accounting officer and shall perform his functions as the Accounting Officer for the Department in accordance with the provisions of the Public Finance Management Act. The Head of Department is responsible for, and accountable to, the MEC for: The functioning of, and organizational arrangement in the public services within the Department; Employment and other personnel practices, including the promotion of board representivity as well as Human Resource Management and training; Labour relations, and public service transformation and reform; The Department's strategic direction, operations and performance; The realization of the outcome-based performance

management, and annual priorities and plans; and The effective and efficient management and administration of the Department, which includes the effective utilization, training & development of staff, the maintenance of discipline and the promotion of sound labour relations within the Department, and the proper use and care of state property. The Head of Department can be assigned to coordinate certain interdepartmental technical committees as deemed fit by the Executive Council. The Head of Department is the Chief Information Officer of the Department. The Head of Department shall be responsible for managing the Department in compliance with the law, relevant prescripts and within its budget. The Head of Department shall be responsible to the MEC for carrying out functions and duties of the Department, tendering free and frank advice to the MEC, the general conduct of the Department and the efficient and effective management of the activities of the Department. The Head of Department shall be responsive to the MEC's policy, information and support requirements and priorities taking into account the Department's capacity and budget. The Head of Department shall be responsible for the promotion of sound resource management in respect of: Human Resource, Financial Resource, Physical Resource, Information Resource and Statutory Resource. The Head of Department shall where necessary, delegate power vested in him without lessening the responsibility and accountability for action taken on his behalf. To enable the Head of Department to perform his/her duties and exercise the power entrusted to him/her, the MEC shall: Provide support for the efficient execution of the core responsibilities articulated in the agreement; Ensure regular consultation and review opportunities; Ensure an enabling environment for the Head of Department to deliver against the core responsibilities as set out in the agreement; and Ensure effective communication on all relevant matters pertaining to the aforementioned responsibilities to be executed by the Director-General. The relationship between the MEC and the Head of Department is pivotal to good government and administration. Within his/her relationship the Head of Department shall act with integrity and professionalism, within the law and with respect to the constitutional and legislative responsibilities of MEC.

- ENQUIRIES** : Dr. M. Phera, Deputy Director General: Corporate Administration and Co-ordination at 082 3315 188, E-mail: molefinyana.phera@fspremier.gov.za
- APPLICATIONS** : Dr. M Phera, Deputy Director General: Corporate Administration and Coordination, Office of the Premier, Attention: Ms. Ruth Sefali, Room 406, OR Tambo House, St Andrew Street, Bloemfontein, 9301. E-mail: ruth.sefali@fspremier.gov.za.
- NOTE** : Applications must be submitted on the prescribed Z83 form, obtainable from any Public Service Department. The Z83 form must be completed in full and signed by the applicant. All applications must be accompanied by a comprehensive CV only. Communication from the HR of the department regarding the submission of certifies copies of qualifications and other relevant documents will be limited to shortlisted candidates. Applications must be submitted on or before the closing date. E-mailed applications may be submitted, subject to subsequent verification. Applications must be submitted to the address mentioned in the advertisement. All shortlisted candidates will be subjected to personnel suitability checks. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). Applicants are respectfully informed that if no notification on appointment is received within 4 months of the closing date, they must accept that their application was unsuccessful. Applications from persons with disabilities are welcomed.
- CLOSING DATE** : 22 April 2025 at 16:00
- POST 12/109** : **HEAD OF DEPARTMENT: DEPARTMENT OF ECONOMIC DEVELOPMENT, SMALL BUSINESS, TOURISM AND ECONOMIC AFFAIRS REF NO: HOD-DESTE A**
5-year employment contract position
- SALARY** : R1 741 770 per annum (Level 15), all-inclusive remuneration package plus a 10% non-pensionable Head of Department allowance. The remuneration package consists of the basic salary, the Government's contribution to the Government Employee Pension Fund and a flexible portion, which may be structured in terms of the rules for the structuring of the flexible portion and which may include a 13th cheque, motor car allowance, home owner's allowance and medical aid assistance. This appointment is subject to the

signing of an employment contract, not exceeding a term of five years, a security clearance of top secret, a competency assessment and an annual performance agreement. The successful candidate will be required to disclose his/her financial interests in accordance with the prescribed regulations. 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. Nominated candidates must 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.

CENTRE REQUIREMENTS

: Bloemfontein (DESTE A)
 : The candidate must be in possession of a post graduate qualification (NQF level 8) in Economics/Business Administration or any equivalent qualifications as recognized by SAQA as well as 10 years of experience at a senior management level. Potential applicants for posts in the Senior Management Service as well as existing SMS members who will progress to higher levels within the SMS are expected to successfully complete the compulsory pre-entry Certificate for entry into the SMS which took effect on 1 April 2020 (Full details can be sourced by following the link: <http://www.thensg.gov.za/training-course/sms-pre-entry-programme/>. Individual applicants are expected to pay for the course. The duration of the course is 120 hours). SMS Pre-entry certificate should be submitted prior to appointment.

DUTIES

: Give strategic direction and monitor the effective and efficient functioning of the department in terms of PSA,1994 (as amended) and the PSR including effective utilization and training of staff, maintenance of discipline, promotion of sound labour relations and proper use and care of state property, effective HRM, and performance and development of officials, including: Internal Audit: Promote good governance; Corporate Services: Ensure availability of skilled , Health and motivated workforce; Financial Management Services: Provide financial administration support; Risk Management: Provide enterprise risk management services; and Minimum Information Security Standard (MISS) and overall accountability for security at the Department. To function as the Accounting Officer of the Department in terms of Public Finance Management Act and Treasury Regulations, including: Convene departmental budget meetings and provide strategic direction and oversight for the department; and Ensure that allocations are in line with objectives of different departmental programs set to provide services as required. In addition also perform the following administrative responsibilities, including: Ensure the effective implementation of Government Policies in the relevant areas of responsibility of the department mentioned and the Public Service as well as Provincial and National legislation relevant to the Portfolio; Provide the MEC with sufficient information and advice to enable a sound and informed decision; and Ensure development and implementation of a Strategic and Annual Performance Plan for the department in support of the implementation of the priorities and objectives of the department. Oversee the enhancement of economic development, small business growth, development and sustainability in the Province and ensure- provision of economic development programmes and services; Provision of the integrated economic, trade and sector development services; Management and provision of business regulatory and consumer affairs services within the Province and Provide and oversight role for the Provincial State Owned Entities. Overseeing the adequate planning, growth, development and transformation of the Provincial Tourism Industry, including: Strengthen strategic partnerships for Tourism Development; Ensure facilitation and promotion of tourism for transformation of the sector within the Province and manage the departmental resorts for the benefit of attracting wide range of tourists; and Ensure development, implementation and execution of the departmental tourism strategic marketing plans in order to attract potential customer and retain existing ones. Oversee the implementation of air quality, biodiversity, Climate change, Compliance, Environmental impact, Protected areas, Pollution control, and waste management, including: Ensure the regulations and management of all bio-diversity, protected areas and conservation matters in a manner that facilitates sustainable economic growth and development in the Province; and Ensure regulation, management and provision of environmental management services in the Province through facilitation of skills development, employment creation and infrastructure development.

- ENQUIRIES** : Dr. M. Phera, Deputy Director General: Corporate Administration and Co-ordination at 082 3315 188, E-mail: molefinyana.phera@fspremier.gov.za
- APPLICATIONS** : Dr. M Phera, Deputy Director General: Corporate Administration and Coordination, Office of the Premier, Attention: Ms. Ruth Sefali, Room 406, OR Tambo House, St Andrew Street, Bloemfontein, 9301. E-mail: ruth.sefali@fspremier.gov.za
- NOTE** : Applications must be submitted on the prescribed Z83 form, obtainable from any Public Service Department. The Z83 form must be completed in full and signed by the applicant. All applications must be accompanied by a comprehensive CV only. Communication from the HR of the department regarding the submission of certified copies of qualifications and other relevant documents will be limited to shortlisted candidates. Applications must be submitted on or before the closing date. E-mailed applications may be submitted, subject to subsequent verification. Applications must be submitted to the address mentioned in the advertisement. All shortlisted candidates will be subjected to personnel suitability checks. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). Applicants are respectfully informed that if no notification on appointment is received within 4 months of the closing date, they must accept that their application was unsuccessful. Applications from persons with disabilities are welcomed.
- CLOSING DATE** : 22 April 2025 at 16:00

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

<u>APPLICATIONS</u>	:	Only online applications will be considered at http://jobs.gauteng.gov.za
<u>CLOSING DATE</u>	:	25 April 2025
<u>NOTE</u>	:	In line with the Department's employments Equity Plan, Females and People with Disabilities are encouraged to apply. To apply for the below positions, please apply online at http://jobs.gauteng.gov.za Only online applications will be considered and for general enquiries please contact Human Resource on 011 355 7175. Applicants must utilise the most recent Z83 application form issued by the Minister for the Public Service and Administration in line with the Regulation 10 of the Public Service Regulations, 2016, All fields in the New Z83 form, must be completed and signed. Furthermore, a comprehensive Curriculum Vitae (CV) must also be attached. Failure to attach the completed Z83 and the Curriculum Vitae (CV) will result in disqualification. The New Z83 form, obtainable from any Public Service Department or the DPSA website www.dpsa.gov.za/documents . Applicants must be South African and should not have participated in any other internship programme within the Republic of South Africa. 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.

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

OTHER POST

<u>POST 12/110</u>	:	<u>LAND ACQUISITION AND SUPPORT INTERNSHIP PROGRAMME/IN-SERVICE TRAINING REF NO: REFS/022209 (X1 POST)</u> Directorate: Design Services Re-advertisement, all applicants who previously applied are encouraged to re-apply
<u>STIPEND</u>	:	R7 450.75 per month
<u>CENTRE</u>	:	Johannesburg
<u>REQUIREMENTS</u>	:	National Diploma/B-Tech/Degree: Real Estate/ BSc Property Studies and Property Management.
<u>ENQUIRIES</u>	:	Ms. Petunia Mabasa Tel No: (011) 355 7175

**PROVINCIAL ADMINISTRATION: KWAZULU-NATAL
DERPARTMENT OF EDUCATION**

- APPLICATIONS** : Should be sent by post for the attention of: Mr. P.B.V. Ngidi the Directorate: Human Resource Services KwaZulu-Natal Department of Education, Private Bag X9137, Pietermaritzburg, 3200. Applications may also be hand delivered to Head Office, Office No. 203A, 228 Pieter Maritz Street, Pietermaritzburg, 3201. Applications can also be Emailed to: Kznhrrrecruitment@kzndoe.gov.za.
- CLOSING DATE** : 22 April 2025
- NOTE** : Preference will be given to persons from designated groups including persons with disabilities. The Provincial Department of Education: Kwazulu-Natal is an equal opportunity affirmative action employer. Directive to Applicants: Application must be made on the new Application Form for employment (Z83) obtainable from any Public Service Department accompanied by a detailed CV with full particulars of training, qualifications, skills, competencies, knowledge, and experience. Please ensure that you clearly state the full post description and the relevant Post Reference number on your application. Applicants requiring additional information regarding an advertised post must direct their enquiries to the person whose name appears under the post enquiries. Applications should be forwarded in time to the relevant address so as to reach this office on or before the closing date. Applications received after the closing date will not be accepted. Shortlisted candidates will be required to submit a certified copy of their ID document, a valid driver's license (if specified as a job requirements), as well as the relevant educational qualifications, on or before the day of the interview. Applicants who possess (a) foreign qualification(s), must also submit the evaluated results of such qualifications, as received from the South African Qualification Authority (SAQA). If applicants do not hear from this office within three months after the closing date of this circular, they must consider their application as unsuccessful. Application that does not comply with the above instructions shall be disqualified. Applicants whose appointment will assist in improving the Department's Employment Equity Profile will be considered favourably (e.g., Disabled, woman and youth). The requirements for the appointment at Senior Management Services level will be the completion of the Senior Management Pre- entry programme as endorsed by the National School of Government. The /SMS-pre-entry-certificate obtained from National School of Government is required for all SMS applicants in addition all SMS posts is subject to a positive security clearance, verification of educational qualifications and the signing of performance agreements. All shortlisted candidates will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the Department. Following the interview and technical exercise, the Selection Committee 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 Based Assessment will be testing generic managerial competencies using the mandated DPSA SMS Competency Assessment tools.

MANAGEMENT ECHELON

- POST 12/111** : **DISTRICT DIRECTOR: HARRY GWALA REF NO: DOE/02/2025**
- SALARY** : R1 216 824 per annum (Level 13), (all-inclusive package to be structured in line with rules for SMS).
- CENTRE** : Harry Gwala District
- REQUIREMENTS** : An appropriate Bachelor's degree or equivalent qualification (NQF Level 7) coupled with a minimum of five (5) years' experience at a middle/senior managerial level. Computer Literacy. A valid driver's license. Competencies: Knowledge of PFMA, PSA, Treasury Regulations, SASA, EEA, LRA and other prescripts of education Law is necessary. Computer literacy (MS Word, Excel. Access and PowerPoint). Good presentation, project management, act Communication skills (verbal and written) and interpersonal skills.
- DUTIES** : Oversee the overall management and administration of the district. Manage the professional and administrative functioning of the District. Provide strategic

leadership and direction with regard to promotion of teaching and learning in schools, Curriculum Delivery, Adult Education and Training, Education Management and Governance, Teacher Development, Co-Curricular Services and School Services. Oversee the support of ordinary schools. Effectively manage the co-ordination of Circuit Management Centres. Promote and maintain sound labour peace and ensure effective communication between the educational institutions and District Offices. Assist with the formulation of policies and ensure the implementation thereof. Co-ordinate Psychological Guidance, Specialized Education Services and Examination Support Services. Manage the development programmes and turnaround strategies to enhance the performance within the district. Manage the function related to Human Resource Management, Finance and Administration at District level.

ENQUIRIES

: Mr PBV Ngidi Tel No: (033) 846 5533

DEPARTMENT OF PUBLIC WORKS AND INFRASTRUCTURE

APPLICATIONS

: Direct your application quoting the reference number of the post you are applying for and the name of the publication in which you saw the advertisement to Direct your application quoting the reference number of the post you are applying for and the name of the publication in which you saw the advertisement to The Director: Human Resource Management Department of Public Works, Private Bag X9142, Pietermaritzburg, 3200. For Attention: Mrs ZJ Hlongwane. Alternatively, applications can be delivered to 191 Prince Alfred Street, Pietermaritzburg or online via kznpw.jobs.headoffice@kznworks.gov.za. Applicants are encouraged to apply for posts through the online e-Recruitment system at www.kznonline.gov.za/kznjobs. Applicants can submit their Z83 and CV online and directly to the email addresses indicated above in respect of the different centres where the posts exist. Applicants may also visit any one of our Designated Online Application Centre's (DOACS) where our friendly staff will assist you with applying online or receiving your hardcopy application. You can find the list of Designated Online Application Centers (DOACS) at www.kznonline.gov.za/kznjobs."

CLOSING DATE

: 25 April 2025

NOTE

: NB: Recommended candidates will be subjected to a security clearance, competency assessment and will also be required to disclose their financial interests and will also be subjected to a technical assessment during the selection process. Directions to candidates note to applicants: The Provincial Administration of KwaZulu-Natal is an equal opportunity, affirmative action employer and Women and people with disabilities are encouraged to apply. Applications must be submitted individually on the prescribed new approved Z83 form, the form is available from the website www.kznworks.gov.za or can be obtainable from any Public Service department, and must be accompanied by a comprehensive Curriculum Vitae (CV). Certified copies of supporting documents need not accompany your application and CV, as these will be requested from shortlisted candidates only. Faxed or electronic copies will not be considered. Candidates are urged to view the guidelines available to all prospective candidates applying for vacant position on the departmental website before completing applications for posts Candidates are also advised not to send their applications through registered mail, as the Department will not take responsibility for non-collection thereof. It is the applicants' responsibility to have foreign qualifications assessment for equivalent by the South African Qualifications Authority (SAQA). Applications that do not comply with the above-mentioned instructions will be disqualified. Please note that the Department reserves the right not to fill the post. Recommended candidate's personal information will be subject to vetting prior to an offer of appointment being made. Candidates are expected to be available on the date set for the interviews or they may be disqualified. Should you not have been contacted by this office within 3 months of the closing date of the advertisement, kindly consider your application being unsuccessful. Please note that further communication shall be restricted to those candidates who will have been shortlisted. The appointed candidate shall be required to sign a performance agreement. Please note that reference checks and/or confirmation of employment will be done with the current employer and candidates are advised to include references from the current employment to facilitate this. The filling of this post will be guided by the Department's Employment Equity targets. Please note that requests for higher salaries will not be entertained for

the advertised posts, however it may only be considered for posts falling within the Occupational Specific Dispensation (OSD) subject to the existing provisions. Candidates applying for advertised posts in the Department, will be deemed to have granted consent to their personal information being used to determine suitability in terms of the POPIA Act, 4 of 2013.

MANAGEMENT ECHELON

- POST 12/112** : **CHIEF DIRECTOR: INFRASTRUCTURE PROGRAMME COORDINATION**
REF NO: CDIPC/HO/03/2025
- SALARY** : R1 436 022 per annum (level 14), (all-inclusive package to be structured in accordance with the rules for SMS)
- CENTRE** : Head Office - Pietermaritzburg
- REQUIREMENTS** : Grade 12 plus an appropriate degree or equivalent qualification at NQF level 7 as recognized by SAQA in Engineering, Quantity Surveying, Architecture, Town and Regional Planning or Infrastructure Project Management. Five (5) years Senior Management experience with the roll out of the IDMS in a Government Department. Registration as a Built Environment professional will be an added advantage. A Valid driver's license. Computer literacy in the office software packages. The recommended candidate will also be required to produce a SMS Pre-entry (Nyukela) certificate prior to appointment.
- DUTIES** : Manage the implementation and institutionalisation of the IDMS within Public Works. Manage IDMS Capacitation in the Department. Manage infrastructure Planning for Health, Education and Other Client Departments / Implementing Agents. Manage Health, Education and Other Clients and Implementing Agents Programme, Project Management and Maintenance and report thereon. Management of resources. Skills, Knowledge & Competencies: Knowledge of relevant prescripts. Strategic capacity, leadership, legal, financial management, problem solving, analytical and communication skills. Programme and Project Management. People management, client orientation and customer focus.
- ENQUIRIES** : Dr V Govender – Acting Head: Public Works & Infrastructure Tel No: (033) 355 5533

DEPARTMENT OF SOCIAL DEVELOPMENT

- APPLICATIONS** : Direct or hand deliver applications for all advertised posts to the address as indicated below: -Head Office: Department of Social Development, Private Bag X9144, Pietermaritzburg, 3200 or hand deliver to 174 Mayors Walk Road, Pietermaritzburg, 3200 or apply online using <https://www.eservices.gov.za/> (Sthesha Waya Waya).
- FOR ATTENTION** : Mrs PN Mkhize
- CLOSING DATE** : 25 April 2025
- NOTE** : Applications must be forwarded to the relevant address. Applications must indicate the reference number of the post applied for and the Centre using a new Z83 form (which must be completed in a manner that allows a selection committee to assess the quality of the candidate based on the information provided in the form. It is therefore prudent that fields be completed by applicants and the form must be signed noting the importance of the declaration) which is effective from 01 January 2021 obtainable from any Public Service Department and should be accompanied by a detailed/comprehensive Curriculum Vitae. NB: Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the fully completed Z83 and a detailed curriculum Vitae. Only shortlisted candidates will be required to submit certified documents on or before the date of the interview following communication from Human Resources. The Department is an Equal Opportunity Affirmative Action employer and is committed to empowering people with disabilities. Appointment is subject to a positive outcome obtained on the following checks (Security Clearance, Citizenship, qualification verification, criminal records, credit records and previous employment). The employment is subject to signing the employment contract, annual performance agreement and to disclose financial interests in accordance with relevant prescripts. SMS Pre-entry certificate (Nyukela) is a prerequisite for appointment for all SMS posts using the link <https://www.thensg.gov.za/training-course/sms-pre-entry-programme>. Candidates will be assessed and selected in accordance with the relevant

measures that apply to employment in the Public Service. Failure to comply with any of the above instructions will result in immediate disqualification. If the applicant has not been contacted within three (3) months after the closing date must accept that his / her application was not successful. Regrettably due to excessive budget cuts the Department is not in a position to meet any travel and subsistence costs relating to the recruitment process for successful candidates. It is regretted that due to large volumes of applications anticipated to be received, it is not possible for the Department to acknowledge receipt of the same and that only those applicants that participate in the final selection processes (interviews) will be notified of the outcome.

MANAGEMENT ECHELON

POST 12/113 : **CHIEF DIRECTOR: CORPORATE MANAGEMENT SERVICES REF NO: DSD01/03/2025HO**

SALARY : R1 436 022 per annum (Level 14), all-inclusive package
CENTRE : Head office, Pietermaritzburg
REQUIREMENTS : Qualifications: Bachelor's degree (NQF Level 7) in Human Resource / Public Administration/ Public Management. A valid driver's license. Minimum of 5 years' experience at senior management in corporate services environment. Knowledge: Constitution of the Republic of South Africa, Public Service Act, Public Service Regulations, Labour Relations Act, Public Finance Management Act, Treasury Regulations, Research Methodology, Knowledge of Policy Analysis and Development, Knowledge management, Organizational behavior analysis, Strategic business management, National Development Plan, Provincial Growth and Development Strategy, Service Delivery Frameworks, Employee Performance Management and Development System. Skills/Core Competencies: Strategic capability and leadership, People management and empowerment, Financial management, Change management, Programme and project management, Knowledge management, Service delivery innovation, Problem solving and analysis, Client orientation and customer focus, Communication (verbal & written), Research, Presentation, Facilitation, Policy analysis, Language, Computer literacy, Numeracy, Driving.

DUTIES : Manage and facilitate the provisioning of human resource administration services; Manage and facilitate the provision of human resource utilization and development services; Manage and monitor the provision of security management and auxiliary as well as legal support services; Manage and facilitate the provision of labour relations and employee health and wellness programmes; Ensure the development and implementation of policies; Manage resources of the Chief Directorate.

ENQUIRES : Mrs NI Vilakazi Tel No: (033) 264 5402

POST 12/114 : **DISTRICT DIRECTOR (X2 POSTS)**

SALARY : R1 216 824 per annum (Level 13), all-inclusive package
CENTRE : Harry Gwala Ref No: DSD02/03/2025Harry
 iLembe Districts Ref No: DSD03/03/2025iLembe
REQUIREMENTS : Qualifications: Bachelor's Degree in Social Work. Registration with the South African Council for Social Services Professions as a Social Worker. Only Shortlisted candidates will submit Proof of current registration with the South African Council for Social Services Professions as a Social Worker. A valid driver's license. Minimum of 5 years of experience at middle/senior managerial level. Knowledge: Constitution of the Republic of South Africa, Public Service Act, Public Service Regulations, Labour Relations Act, Public Finance Management Act, Treasury Regulations, Fraud Prevention Strategies, Welfare Laws, Non- Profit Organizations Act, Basic Conditions of Employment Act, Employee Performance Management and Development System, Public Participation, Service Delivery Frameworks, Social dynamics of KwaZulu-Natal Communities, Provincial Growth and Development Strategy. Skills/Core Competencies: Strategic capability and leadership, People management and empowerment, Financial management, Change management, Programme and project management, Knowledge management, Service delivery innovation, Problem solving and analysis, Client orientation and customer focus, Communication, Research, Presentation, Facilitation, Language, Computer literacy, Numeracy, Driving.

- DUTIES** : Manage the provision of social welfare services; Manage the provision of services to children and families; Manage the provision of restorative services; Manage and facilitate the provision of community development; Manage the provision of quality assurance; Manage the provision of corporate services; Manage resource and provide inputs to Policies.
- ENQUIRIES** : Ms PN Sithole Tel No: (033) 341 2010, Harry Gwala District
Ms A Mbatha Tel No: (031) 336 8703, iLembe District
- POST 12/115** : **DIRECTOR: LABOUR RELATIONS REF NO: DSD04/03/2025HO**
- SALARY** : R1 216 824 per annum. (Level 13), (all-inclusive package)
CENTRE : Head office, Pietermaritzburg
REQUIREMENTS : Qualifications: Bachelor's Degree (NQF Level 7) in Labour Relations / Human Resource Management/ Public Administration / Labour Law. A valid driver's license. Minimum of 5 years of experience at a middle/senior managerial level in Labour Relations environment. Knowledge: Constitution of the Republic of South Africa, Public Service Act, Public Service Regulations, Employment Equity Act; Administration of Justice Act; Public Financial Management Act, Labour Relations Act, Basic Conditions of Employment Act; PSCWSBC and PHWSBC resolutions, Employee Performance Management and Development System. Skills/Core Competencies: Strategic capability and leadership, People management and empowerment, Financial management, Change management, Programme and project management, Knowledge management, Service delivery innovation, Problem solving and analysis, Client orientation and customer focus, Communication (verbal & written), Research, Presentation, Facilitation, Policy analysis, Driving, Computer literacy, Numeracy.
- DUTIES** : Manage disputes resolutions and collective bargaining; Manage disciplinary matters; Represent the Department at the relevant Departmental and the PSCBC/ PHSDSBC Forums; Manage the development and implementation of policies; Manage the resources of the Directorate.
- ENQUIRES** : Mr VW Gumede Tel No: (033) 264 2078
- POST 12/116** : **DIRECTOR: LEGAL SERVICES REF NO: DSD05/03/2025HO**
- SALARY** : R1 216 824 per annum (Level 13), all-inclusive package
CENTRE : Head office, Pietermaritzburg
REQUIREMENTS : Qualifications: Bachelor's Degree in Law (LLB). A valid driver's license. Minimum of 5 years of experience at middle/senior management in a legal environment. Knowledge: Constitution of the Republic of South Africa, Interpretation of laws (constitutional and statutory interpretation), Legal drafting and writing, Litigation management, including alternative dispute resolution, Legal research methodology, Public Service Act, Public Service Regulations, Public Financial Management Act, Treasury Regulations, Employee Performance Management and Development System. Skills/Core Competencies: Strategic capability and leadership, People management and empowerment, Financial management, Change management, Programme and project management, Knowledge management, Service delivery innovation, Problem solving and analysis, Client orientation and customer focus, Communication (verbal & written), Research, Presentation, Facilitation, Language, Computer literacy, Numeracy, Driving.
- DUTIES** : Manage the provision of contract drafting, editing and vetting services; Manage the provision of legislative review and legal compliance management; Manage the provision of litigation services; Manage the development and implementation of policies; Manage the resources of the directorate.
- ENQUIRES** : Mr VW Gumede Tel No: (033) 264 2078
- POST 12/117** : **DIRECTOR: QUALITY ASSURANCE REF NO: DSD06/03/2025HO**
- SALARY** : R1 216 824 per annum. (Level 13), all-inclusive package
CENTRE : Head office, Pietermaritzburg
REQUIREMENTS : Qualifications: Bachelor's Degree in Social Work. Registration with the South African Council for Social Services Profession as a Social Worker. Only Shortlisted candidates will submit Proof of current registration with the South African Council for Social Services Profession as a Social Worker. A valid driver's license. Minimum of 5 years of experience at middle/senior management level in the social work environment. Knowledge: Constitution of

the Republic of South Africa, Public Service Act, Public Service Regulations, Public Financial Management Act, Treasury Regulations, Research Methodology, Labour Relations Act, Employment Equity Act, Organizational behavior, Employee Performance Management and Development System. Skills/ Core Competencies: Strategic capability and leadership, People management and empowerment, Financial management, Change management, Programme and project management, Knowledge management; Service delivery innovation, Problem solving and analysis, Client orientation and customer focus, Communication (verbal & written), Research, Presentation, Facilitation, Language, Policy analysis, Computer literacy, Numeracy, Driving.

DUTIES : Develop, monitor and ensure adherence to minimum norms and standards; Ensure that programmes are accessible, efficient and are in line with Integrated Service Delivery Model (ISDM); Manage the development and implementation of policies; Provide leadership and strategic direction to the Directorate and inputs to the Department policies; Manage resources of the directorate.

ENQUIRES : Mrs PM Mhlongo Tel No: (033) 264 5417

OTHER POSTS

POST 12/118 : **SERVICE OFFICE MANAGER (X3 POSTS)**

SALARY CENTRE : R1 003 890 per annum (Level 12), all-inclusive package
 : Madadeni Service Office Ref No: DSD07/03/2025 Madadeni
 Richards Bay Service Office Ref No: DSD08/03/2025 Richards Bay
 Osizweni Service Office Ref No: DSD09/03/2025 Osizweni

REQUIREMENTS : Qualifications: Bachelor's Degree in Social Work. Registration with the South African Council for Social Services as a Social Worker. Only Shortlisted candidates will submit Proof of current registration with the South African Council for Social Services Profession as a Social Worker. A valid driver's license. Minimum of 3-5 years junior managerial experience in social services environment. Knowledge: Constitution of the Republic of South Africa, Public Service Act, Public Service Regulations, Public Finance Management Act (PFMA), Treasury Regulations, Legislation pertaining to Social Welfare service delivery; Understanding of SASSA functions; Social dynamics of KwaZulu Natal communities; Knowledge of Human Resource Management; Labour Relations Act; Service Delivery frameworks, Public Participation; Community outreach; Employee Performance Management and Development System. SKILLS: Communication (verbal & written), Interpersonal relations, Report writing, Financial management, Change management, Time management, Project management, Leadership skills, Diversity management, Decision Making, Counseling, Service delivery innovation, Client orientation and customer focus, Presentation, Facilitation, Problem Solving and analysis, Conflict Resolution, Driving, Interviewing, Computer literacy, Numeracy, Language skills.

DUTIES : Provide Social Welfare Services; Provide Community Development services; Ensure the provision of corporate support services; Ensure the implementation of departmental policies and other relevant legislation in the day-to-day running of the service office; Manage resources of the Service Office.

ENQUIRIES : Mrs. ZB Mdlalose Tel No: (034) 317 1254, Madadeni and Osizweni Service Offices
 Mr BM Gumede Tel No: (035) 874 8602, Richards Bay Service Office

POST 12/119 : **FACILITY MANAGER ZAKHE AND UMLAZI CHILD AND YOUTH CARE CENTRES (X2 POSTS)**

SALARY CENTRE : R1 003 890 per annum (Level 12), all-inclusive package
 : Ngwelezane Child and Youth Care: Ref No: DSD10/03/2025 Ngwelezane CYCC
 uMlazi Child and Youth Care: Ref No: DSD11/03/2025 uMlazi CYCC

REQUIREMENTS : Qualifications: Bachelor's Degree in Social Work. Registration with the South African Council for Social Services Professions. Only Shortlisted candidates will submit Proof of current registration with the South African Council for Social Services Profession as a Social Worker. A valid driver's license. Minimum of 3-5 years junior managerial experience in social services. Knowledge: Constitution of the Republic of South Africa, Public Service Act, Public Service Regulations, Public Finance Management Act, Treasury Regulations, Welfare Laws, Understanding of SASSA functions; Social dynamics of KwaZulu Natal

- communities; Knowledge of Human Resource Management; Labour Relations Act; Service Delivery frameworks, Public Participation; Community outreach; Employee Performance Management and Development Systems. Skills: Communication (verbal & written), Interpersonal relations, Report writing, Financial management, Change management, Time management, Project management, Leadership, Diversity management, Decision Making, Counseling, Service delivery innovation, Client orientation and customer focus, Presentation, Facilitation, Problem Solving and analysis, Conflict Resolution, Driving, Interviewing, Computer literacy, Numeracy, Language.
- DUTIES** : Coordinate the delivery of social welfare services in the facility; Manage care and support services in the facility; Manage paramedical and support services; Ensure effective and efficient provision of corporate support services; Provide advice, guidance and input to policies; Manage resources of the Facility.
- ENQUIRIES** : Mr. BM Gumede Tel No: (035) 874 8502, Ngwelezane CYCC
Ms. NC Gebashe Tel No: (031) 336 8787, Umlazi CYCC
- POST 12/120** : **DEPUTY DIRECTOR: RESEARCH & DEMOGRAPHY REF NO: DSD19/03/2025HO**
- SALARY** : R1 003 890 per annum (Level 12), all-inclusive package
CENTRE : Head office, Pietermaritzburg
REQUIREMENTS : Qualifications: Bachelor's Degree in Demography/Community Development / Development Studies. A valid driver's license. Minimum of 3-5 years' experience in junior management in research /demography/advocacy fields. Knowledge: Constitution of the Republic of South Africa , Public Service Act , Public Service Regulations, Basic Conditions of Employment Act, Employment Equity Act, Research Methodology, Public Finance Management Act, Treasury Regulations, South African Population Policy, Knowledge of Policy analysis and development, Community Development, National Development Plan, Provincial Growth and Development Plan, Social dynamics of KwaZulu-Natal communities, Organizational behavior analysis , Service Delivery frameworks, Employee Performance and Management Systems. Skills: Communication (verbal and written), People Management and Empowerment, Interpersonal relations, Change management, Report writing, Analytical thinking, Research, Presentation, Facilitation, Time management, Problem solving, Policy analysis and development, Financial Management, Programme and Project Management, Language, Computer literacy, Numeracy, Driving.
- DUTIES** : Manage population and development related research; Collaborate with government departments and research units; Monitor population related research, policy development and planning; Develop policies and strategies aimed at improving service delivery; Manage resources of the Sub-Directorate.
- ENQUIRIES** : Dr NC Dlamini Tel No: (033) 264 2280
- POST 12/121** : **MANAGER SOCIAL WORK POLICY: CRIME PREVENTION AND SUPPORT SERVICES REF NO: DSD20/03/2025HO**
- SALARY** : Grade 1: R920 082 per annum, all-inclusive package
CENTRE : Head office, Pietermaritzburg
REQUIREMENTS : Qualifications: Bachelor's Degree in Social Work, Registration with the South African Council for Social Service Professions as a Social Worker, Only Shortlisted candidates will submit Proof of current registration with the South African Council for Social Services Profession as a Social Worker. A valid driver's license. Minimum of 10 appropriate experience in social work after registration as a Social Worker with SACSSP of which five (5) years must be appropriate experience in social work policy development environment. Knowledge: Constitution of the Republic of South Africa, Public Service Act, Public Service Regulations, Public Finance Management Act, Treasury Regulations, Professional counselling, Research methodology, Service delivery frameworks, Policy development and analysis, Ability to compile complex reports, Non-Profit Organizations Act, Basic Conditions of Employment Act, Procurement Act, Employee Performance Management and Development System. Skills: Interpersonal relations, Teamwork, Computer, Planning and Organizing, Language, Communication (verbal and written), Numeracy.
- DUTIES** : Keep up to date with new developments in the crime prevention and support field; Plan and ensure that crime prevention and support policy research and

developments are undertaken; Develop policies and strategies relevant to crime prevention and support; Manage resources of the Sub-Directorate.

ENQUIRIES : Mr PK Chetty Tel No: (033) 264 2011

POST 12/122 : **MANAGER SOCIAL WORK POLICY: CARE AND SUPPORT SERVICES TO FAMILIES REF NO: DSD21/03/2025HO**

SALARY CENTRE REQUIREMENTS : Grade 1: R920 082 per annum, all-inclusive package
: Head office, Pietermaritzburg
: Qualifications: Bachelor's Degree in Social Work, Registration with the South African Council for Social Service Professions as a Social Worker. Only Shortlisted candidates will submit Proof of current registration with South African Council for Social Service Professions as a Social Worker. A valid driver's license. Minimum of 10 years' experience in social work after registration as a Social Worker with the SACSSP of which 5 years must be appropriate experience in Social Work policy development environment. Knowledge: Constitution of the Republic of South Africa, Public Service Act, Public Service Regulations, Public Finance Management Act, Treasury Regulations, Procurement Act, Research Methodology, Service Delivery Frameworks, Policy Development and Analysis, Non-Profit Organizations Act, Labour Relations Act, Basic Conditions of Employment Act, Ability to compile complex reports and Employee Performance Management and Development System. Skills: Change management, Counseling, Problem solving and analysis, Report writing, Policy development, Planning and organizing, Communication (verbal and written), Financial management, Research, Networking, Presentation, Facilitation, Monitoring and evaluation, People management, Programme and Project management, Driving, Computer literacy and Numeracy.

DUTIES : Facilitate the development of policies and strategies relevant to care and support services to families; Plan and ensure that care and support policy research and development are undertaken; Keep up to date with new developments in the care and support services to families; Manage resources of the Sub-Directorate.

ENQUIRIES : Mr RV Khoza Tel No: (033) 341 7907

POST 12/123 : **MANAGER COMMUNITY DEVELOPMENT POLICY: INSTITUTIONAL CAPACITY BUILDING REF NO: DSD22/03/2025HO**

SALARY CENTRE REQUIREMENTS : Grade 1: R920 082 per annum, all-inclusive package
: Head office, Pietermaritzburg
: Qualifications: Bachelor's Degree in Community Development/Development Studies. A valid driver's license. Minimum of 10 years' experience in Community Development after obtaining the required qualification of which 5 years must be appropriate experience in Community Development. Knowledge: Constitution of the Republic of South Africa; Public Service Act, Public Service Regulations; Labour Relation Act; Basic Conditions of Employment Act, Employee Equity Act, Research Methodology, Public Finance Management Act; Treasury Regulations, National Development Plan, Provincial Growth and Development Plan, Millennium Development goals, Community development; Integrated Development Planning; Ability to compile complex reports; Project Management principles ,Employee Performance Management and Development System. Skills: Communication (verbal and written), Interpersonal, Project Management, Organizational, Analytical, Policy analysis and development, Financial management, Time management; Report writing, Research; Presentation, Facilitation, Problem solving; Language, Computer Literacy, Numeracy and Driving.

DUTIES : Develop/ facilitate the development of policies for rendering Institutional Capacity Building services; Plan and ensure that Institutional Capacity Building policy research are undertaken; Keep up to date with new development in the Institutional Capacity Building field; Manage resources of Sub-Directorate.

ENQUIRIES : Dr ML Ngongo Tel No: (033) 264 2169

POST 12/124 : **DEPUTY DIRECTOR: CORPORATE SERVICES (X2 POSTS)**

SALARY CENTRE : R849 702 per annum. (Level 11), all-inclusive package
: Amajuba District: Ref No: DSD12/03/2025Amajuba
: King Cetshwayo District: Ref No: DSD13/03/2025King

- REQUIREMENTS** : Qualifications: National Diploma / Bachelor's Degree in Financial Management / Accounting / Human Resource Management / Public Administration / Public Management. A valid driver's license. Minimum of 3-5 years junior management experience. Knowledge: Constitution of the Republic of South Africa, Public Service Act, Public Service Regulations, Supply Chain Management Practices and Procedures, Labour Relations Act, Human Resource Development Strategy for South Africa, Code of Conduct, PERSAL, BAS, Employee Performance Management and Development System, Basic Conditions of Employment Act, Service Delivery Frameworks, Occupational Health and Safety Act. Skills: Communication (written & verbal), Language, Listening, Decision making, Leadership, Planning, Interpersonal relations, Organizing, Analytical thinking, Problem solving, Project management, Presentation, Time management, Financial management, Report writing, Numeracy, Computer literacy, driving.
- DUTIES** : Manage and facilitate the provision of human resource management services; Provide financial and management accounting services; Provide supply chain management services; Manage the provision of information communication and technology management services; Provide advice, guidance and input to policies; Manage resources of the sub-directorate.
- ENQUIRES** : Mrs. ZB Mdlalose Tel No: (034) 317 1254, Amajuba District
Mr BM Gumede Tel No: (035) 874 8602, King Cetshwayo District
- POST 12/125** : **DEPUTY DIRECTOR: ASSETS, STORES AND DISPOSAL MANAGEMENT REF NO: DSD14/03/2025HO**
- SALARY CENTRE REQUIREMENTS** : R849 702 per annum. (Level 11), all-inclusive package
: Head office, Pietermaritzburg
: Qualifications: Bachelor's Degree in Supply Chain Management / Financial Management / Public Administration. A valid driver's license. Minimum of 3-5 years junior management experience in Asset Management Environment. Knowledge: Constitution of the Republic of South Africa, Public Service Act, Public Service Regulations, Public Finance Management Act, Hard-Cat System, Basic Accounting System, Supply Chain Management Framework Act, Asset Management Framework Act, Employee Performance Management and Development System. Skills: - Communication (written & verbal), Interpersonal relations, Report writing, Financial Management, Analytical, Innovative thinking, Problem solving, Conflict Management, Presentation, Computer Literacy, Driving.
- DUTIES** : Manage the assets register; Ensure the management of fleet; Establish proper controls in the management of inventories, departmental cellphones and related devices; Develop policies and strategies aimed at improving stores and assets; Manage resources of the sub-directorate.
- ENQUIRIES** : Mr ESS Ndlovu Tel No: (033) 897 9901
- POST 12/126** : **DEPUTY DIRECTOR: PROPERTY MANAGEMENT, OPERATIONS & MAINTENANCE REF NO: DSD15/03/2025HO**
- SALARY CENTRE REQUIREMENTS** : R849 702 per annum (Level 11), all-inclusive package
: Head office, Pietermaritzburg
: Qualifications: A Bachelor's Degree in Property Management / Real Estate, A valid driver's license. Minimum of 3-5 years junior management experience in property management/real estate environment. Knowledge: Constitution of Republic of South Africa, Public Service Act, Public Finance Management Act, Treasury Regulations, Public Service Regulations, Knowledge of BAS, Employee Performance Management and Development System, National Treasury Instruction Notes, Provincial Treasury Practice Notes, Service Delivery Frameworks. Skills: Communication (written & verbal), Computer literacy, Presentation, Facilitation, Report writing, Interpersonal relations, Negotiation, Driving.
- DUTIES** : Manage the acquisition of land and facilities, ensure an efficient and effective facilities management system, plan and prioritize the renovation and programmed maintenance on infrastructure, develop policies and strategies aimed at improving service delivery, manage resources of the sub-directorate.
- ENQUIRIES** : Mr ESS Ndlovu Tel No: (033) 897 9901

POST 12/127 : **DEPUTY DIRECTOR: FINANCIAL MONITORING AND REPORTING REF NO: DSD16/03/2025HO**

SALARY : R849 702 per annum (Level 11), all-inclusive package
CENTRE : Head office, Pietermaritzburg
REQUIREMENTS : Qualifications: A Bachelor's Degree in Financial Management/ Accounting, A valid driver's license. Minimum of 3-5 years junior management experience in Financial Management Environment. Knowledge: Constitution of the Republic of South Africa; Public Service Act, Public Finance Management Act, Treasury Regulations, Public Service Regulations, Basic Accounting System, Employee Performance Management and Development System, National Treasury Instruction Notes, Provincial Treasury Practice Notes, Service Delivery Frameworks. Skills: Communication (verbal and written), Report writing, Leadership, Computer literacy, Interpersonal relations, Problem solving, Financial management, Time management, Project management, Negotiation, Driving.

DUTIES : Manage financial monitoring services; Manage financial reporting services; Develop policies and strategies aimed at improving service delivery; Manage resources of the sub-directorate.

ENQUIRIES : Mrs. SD Mpanza Tel No: (033) 264 5441

POST 12/128 : **DEPUTY DIRECTOR: POLICY COORDINATION REF NO: DSD18/03/2025HO**

SALARY : R849 702 per annum (Level 11), all-inclusive package
CENTRE : Head office, Pietermaritzburg
REQUIREMENTS : Qualifications: National Diploma / Bachelor's Degree in Policy Development/Public Administration/Public Management. A valid driver's license. Minimum of 3-5 years junior management experience in Policy Development environment. Knowledge: Constitution of the Republic of South Africa, Public Service Act, Public Service Regulations, Government-Wide Monitoring and Evaluation System, Framework for Strategic Planning and Annual Performance Plan, Policy Analysis and Development, Labour Relations Act, Public Finance Management Act. Skills: Change management, Strategic planning, Analytical thinking, Interpersonal relations, Facilitation, Presentation, Financial management, Project management, Conflict management, Driving.

DUTIES : Develop policy development frameworks, protocols and guidelines; Provide advisory services on policy development; Coordinate policy assessments, adoptions and approvals; Monitor the development and implementation of policies; Manage resources of the sub-directorate.

ENQUIRIES : Mr PR Madela Tel No: (033) 264 5411

POST 12/129 : **SOCIAL WORK POLICY DEVELOPER: QUALITY ASSURANCE REF NO: DSD24/03/2025HO**

SALARY : Grade 1: R429 573 per annum
CENTRE : Head office, Pietermaritzburg
REQUIREMENTS : Qualifications: Bachelor's Degree in Social Work, Registration with the South African Council for Social Service Professions as a Social Worker; Only Shortlisted candidates will submit Proof of current registration with South African Council for Social Services Profession as a Social Worker; a valid driver's license. Minimum of 8 years' experience in social work after registration as a Social Worker with the SACSSP. Knowledge: Constitution of the Republic of South Africa, Public Service Act, Public Service Regulations, Public Finance Management Act, Treasury Regulations, Research Methodology, Service Delivery Frameworks, Policy Development and Analysis; Ability to compile complex reports. Skills: Change management, Problem solving, Report writing, Policy development, Planning and organizing, Communication (verbal and written), Interpersonal relations, Financial management, Presentation, Facilitation, Monitoring and evaluation, Project management, Language, Computer literacy; Numeracy; Driving.

DUTIES : Keep up to date with new developments in the quality assurance field; Conduct research and development; Develop, implement and maintain policies relevant to quality assurance; Perform the administration functions required in quality assurance.

ENQUIRIES : Ms VHT Ngcamu Tel No: (033) 264 2058

POST 12/130

SOCIAL WORK SUPERVISOR: (X60 POSTS)

SALARY CENTRE

Grade 1: R452 667 per annum
Durban Ref No: DSD25/03/2025DURBAN
Inanda Ref No: DSD26/03/2025INANDA (X2 Posts)
Phoenix Ref No: DSD27/03/2025PHOENIX (X2 Posts)
Chartswoth Ref No: DSD28/03/2025 CHARTWOTH
Mpumalanga Ref No: DSD29/03/2025MPUMALANGA
Bhamshele Ref No: DSD30/03/2025BHAMSHELE
Ndwedwe Ref No: DSD31/03/2025NDWEDW
Mandeni Ref No: DSD32/03/2025MANDENI
Pietermaritzburg Ref No: DSD33/03/2025PIETERMARITZBURG (X3 Posts)
Vulindlela Ref No: DSD34/03/2025VULINDLELA
Mkhambathini Ref No: DSD35/03/2025MKHAMBATHINI
Richmond Ref No: DSD36/03/2025RICHMOND
Impendle Ref No: DSD37/03/2025IMPENDLE
Umngeni Ref No: DSD38/03/2025UMNGENI
Umshwathi Ref No: DSD39/03/2025UMSHWATHI
Greater Kokstad Ref No: DSD40/03/2025GREATER
Ubuhlebezwe Ref No: DSD41/03/2025 UBUHLEBEZWE
Ingwe Ref No: DSD42/03/2025INGWE
Umuziwabantu Ref No: DSD43/03/2025UMUZIWABANTU
Ezingolweni Ref No: DSD44/03/2025EZINGOLWENI (2 Post)
Gamalakhe Ref No: DSD45/03/2025GAMALAKHE
Umzumbe Ref No: DSD46/03/2025UMZUMBE
Umdoni Ref No: DSD47/03/2025UMDONI
Vulamehlo Ref No: DSD48/03/2025VULAMEHLO
Umtshezi Ref No: DSD49/03/2025UMTSHEZI
Zakheni Ref No: DSD50/03/2025ZAKHENI
Ndumeni Ref No: DSD69/03/2025NDUMENI
Nquthu Ref No: DSD51/03/2025NQUTHU (X2 Posts)
Msinga Ref No: DSD52/03/2025MSINGA (X2 Posts)
Greytown Ref No: DSD53/03/2025GREYTOWN
Kranskop Ref No: DSD54/03/2025KRANSKOP
Newcastle Ref No: DSD55/03/2025 NEWCASTLE
Madadeni: Ref No: DSD56/03/2025MADADENI
Osizweni Ref No: DSD57/03/2025OSIZWENI
Danhhauser: Ref No: DSD58/03/2025DANHHAUSER
Babanango Ref No: DSD59/03/2025BABANANGO
Edumbe Ref No: DSD60/03/2025EDUMBE
Mahlabathini Ref No: DSD61/03/2025MAHLABATHINI
Mondlo Ref No: DSD62/03/2025 MONDLO
Nongoma Ref No: DSD63/03/2025NONGOMA (X2 Posts)
Mbazwane Ref No: DSD64/03/2025MBAZWANE
Ubombo Ref No: DSD65/03/2025UBOMBO (X2 Posts)
Ingwavuma Ref No: DSD66/03/2025 INGWAVUMA
KwaNgwanase Ref No: DSD67/03/2025KWANGWANASE
Hlabisa Ref No: DSD68/03/2025HLABISA
Lower Umfolozi Ref No: DSD70/03/2025LOWER
Ongoye Ref No: DSD71/03/2025ONGOYE
Richards Bay: Ref No: DSD72/03/2025RICHARDS
Inkandla Ref No: DSD73/03/2025INKANDLA (2 Posts)
Melmoth Service Offices Ref No: DSD74/03/2025MELMOTH

REQUIREMENTS

Qualifications: Bachelor's Degree in Social Work. Registration with the South African Council for Social Services as a Social Worker. Only Shortlisted candidates will submit Proof of Current Registration with the South African Council for Social Services as a Social Worker. A valid driver's license. Minimum of 7 years recognizable experience in Social Work after registration as a Social Worker with the SACSSP. Knowledge: Public Service Act, Public Service Regulations, Batho-Pele Principles, Knowledge and understanding of human behavior and social systems. The ability and competence to assist, develop, advocate for, and empower individuals, families, groups, organizations and communities to enhance their functioning and their problem solving capabilities, The ability to promote, restore, maintain, advocate for and enhance the functioning of individuals, families, groups, and communities by enabling them to accomplish tasks, prevent and alleviate distress and use resources effectively, The understanding and ability to provide social services

- towards protecting people who are vulnerable, at risk and unable to protect themselves, The ability to mentor and coach Social Workers Grade 1, Employee Performance Management and Development System. Skills: Communication (verbal and written), Listening, Interpersonal, Computer Literacy, Research, Problem solving, Report writing, Time management, Presentation, Facilitation, Counselling, Numeracy, Language, Driving.
- DUTIES** : Ensure that social work service with regard to care, support, protection and development of vulnerable individuals, groups, families and communities through relevant programmes is rendered; Supervise and advice Social Workers, Social Auxiliary Workers and Student Social Workers to ensure an effective social work service; Keep up to date with the new developments in the social work field; Supervise all administrative functions required in the unit and undertake the higher - level administrative functions.
- ENQUIRES** : Mrs RM Ntombela Tel No: (031) 336 8776, Inanda; Phoenix
 Ms NC Gebashe Tel No: (031) 336 8787, Chartswoth; Mpumalanga
 Ms R Singh Tel No: (031) 336 8727, Bhamshela; Ndwedwe; Mandeni
 Ms NR Nala Tel No: (033) 341 7903, Pietermaritzburg; Vulindlela; Mkhambathini; Richmond; Impendle; Umngeni; Umshwathi
 Ms NND Dlungwane Tel No: (039) 259 7027, Greater Kokstad; Ubuhlebezwe; Ingwe
 Mrs TFP Khuzwayo Tel No: (039) 682 7506, Umuziwabantu; Ezingolweni; Gamalakhe; UMzumbe; UMDoni; Vulamehlo
 Ms NP Mhlongo Tel No: (036) 634 6600, Umtshezi; eZakheni
 Ms RZ Lushaba Tel No: (034) 299 7578, Nquthu; Msinga; Greytown; Kranskop
 Mrs ZB Mdlalose Tel No: (034) 317 1254, Amajuba District Newcastle; Madadeni; Osizweni; Danhhauser
 Mrs SH Mfeka Tel No: (035) 874 8506, Babanango; Edumbe; Mahlabathini; Mondlo; Nongoma
 Ms DN Mbonambi Tel No: (035) 571 1000, Mbazwane; Ubombo; Ingwavuma; Kwangwanase; Hlabisa; KwaMsane
 Mr BM Gumede Tel No: (035) 874 8602, Lower Umfolozi; Ongoye; Richards Bay; Inkandla (2); Melmoth Service Offices
- POST 12/131** : **ASSISTANT DIRECTOR: INVENTORY MANAGEMENT REF NO: DSD75/03/2025HO**
- SALARY CENTRE REQUIREMENTS** : R444 036 per annum (Level 09)
 : Head office, Pietermaritzburg
 : Qualifications: A Bachelor's Degree in Financial Management/ Supply Chain Management/ Public Management/ Public Administration, A valid driver's license. Minimum of 3-5 years administration experience in inventory/stores/asset management environment. Knowledge: Constitution of the Republic of South Africa, Public Service Act, Public Service Regulations, Public Finance Management Act, Treasury Regulations, Knowledge/ understanding of Stores and Assets Management Systems as well as Supply Chain Management Practices and Procedures; Employee Performance Management and Development System. Skills: Communication (verbal & written); Project management; Computer literacy; Interpersonal relations; Problem solving; Interviewing; Analytical thinking; Presentation; Organizing; Driving.
- DUTIES** : Ensure management of Departmental cellphones and other devices; Monitor the inventory register of the department; Exercise control over stores and assets and verify stock taking; Ensure that disposal is conducted effectively; Provide advice, guidance and input to policies; Manage resources of the Division.
- ENQUIRIES** : Mr ESS Ndlovu Tel No: (033) 897 9901
- POST 12/132** : **ASSISTANT DIRECTOR: MONITORING AND PERFORMANCE REPORTING REF NO: DSD76/03/2025HO**
- SALARY CENTRE REQUIREMENTS** : R444 036 per annum. (Level 09)
 : Head office, Pietermaritzburg
 : Qualifications: A National Diploma/ Bachelor's Degree in Public Administration/ Public Management/ Monitoring and Evaluation/ Social Sciences. A valid driver's license. Minimum of 3-5 years administrative experience in monitoring and evaluation. Knowledge: Constitution of the Republic of South Africa, Public Service Act, Public Service Regulations, Labour Relations Act, Research

		Methodology, Public Finance Management Act, Treasury Regulations, Employee Performance Management and Development System, Service Delivery Frameworks, Government- Wide Monitoring and Evaluation System, Framework for Strategic Planning and Annual Performance Plan, Impact assessment, Provincial Growth and Development Plan Skills: Analytical thinking, organizing, Problem solving, Communication (written & verbal), Computer literacy, Presentation, Interpersonal relations, Driving.
<u>DUTIES</u>	:	Analyse and manage data for institutional and programme performance to produce quarterly and annual reports; Coordinate the Department Annual Communication with Auditors; Facilitate the implementation and maintenance of electronic institutional monitoring system; Coordinate monitoring functions between the Department and its oversight bodies; Provide advice, guidance and inputs to policies; Manage resources of the Division.
<u>ENQUIRIES</u>	:	Mr PR Madela Tel No: (033) 264 5411
<u>POST 12/133</u>	:	<u>ASSISTANT DIRECTOR: FINANCIAL AND MANAGEMENT ACCOUNTING DIVISION (X3 POSTS)</u>
<u>SALARY CENTRE</u>	:	R444 036 per annum (Level 09)
	:	Amajuba District: Ref No: DSD77/03/2025Amajuba
	:	uMzinyathi District: Ref No: DSD78/03/2025Umzinyathi
	:	uMgungundlovu District: Ref No: DSD104/03/2025Umgungundlovu
<u>REQUIREMENTS</u>	:	Qualifications: A Bachelor's Degree in Financial Management/ Accounting Management. A valid driver's license. Minimum of 3-5 years administrative experience in Financial Management. Knowledge: Constitution of the Republic of South Africa, Public Service Act, Public Service Regulations, Public Finance Management Act and Treasury Regulations, Basic Accounting System (BAS); National and Provincial Treasury Practice Notes, Labour Relations Act, PERSAL, Employee Performance Management and Development System. SKILLS: Language, Listening, Computer literacy, Presentation; Interpersonal, Driving, Report writing, Problem solving, Analytical thinking, Communication (written & verbal), Financial Management, Time management, Numeracy.
<u>DUTIES</u>	:	Administer the provision of financial accounting; Administer management accounting; Manage payment of subsidies to Welfare Organizations; Manage physical facilities; Provide advice, guidance and inputs to policies; Manage resources of the Division.
<u>ENQUIRIES</u>	:	Mrs ZB Mdlalose Tel No: (034) 317 1254, Amajuba District Ms RZ Lushaba Tel No: (034) 299 7578, uMzinyathi District Ms NR Nala Tel No: (033) 341 7903, uMgungundlovu District
<u>POST 12/134</u>	:	<u>ASSISTANT DIRECTOR: HUMAN RESOURCE MANAGEMENT (X4 POSTS)</u>
<u>SALARY CENTRE</u>	:	R444 036 per annum (Level 09)
	:	eThekweni South District: Ref No: DSD80/03/2025Eth South
	:	Zululand District: Ref No: DSD81/03/2025Zululand
	:	uGu District: Ref No: DSD82/03/2025UGu
	:	King Cetshwayo District: Ref No: DSD83/03/2025King
<u>REQUIREMENTS</u>	:	Qualifications: National Diploma/ Bachelor's Degree in Human Resource Management/ Public Administration/ Public Management. PERSAL certificate. A valid Driver's License. Minimum of 3-5 years human resource administrative experience. Knowledge: Constitution for the Republic of South Africa, Public Service Act, Public Service Regulations, Labour Relations Act, Skills Development Act, Treasury Regulations, Basic Conditions of Employment Act, Public Finance Management Act, Employee Performance Management and Development System, Service Delivery Frameworks, Occupation Health and Safety Act, Collective Agreements. Skills: Communication (written & verbal), Language, Listening, Organizing, Report writing, Computer literacy, Interpersonal relations, Problem solving, Time management, Project Management, Presentation, Negotiation, Financial management, Driving.
<u>DUTIES</u>	:	Provide human resource administration services; Administer the provisioning of human resource development; Administer labour relations services; Administer employee wellness programmes; Administer PERSAL support services; Provide advice, guidance and inputs to policies; Manage the resources of the component.
<u>ENQUIRIES</u>	:	Ms NC Gebashe Tel No: (031) 336 8787, EThekweni South District Mrs SH Mfeka Tel No: (035) 874 8506, Zululand District

Ms TFP Khuzwayo Tel No: (039) 682 7562, UGu District
Mr BM Gumede Tel No: (035) 874 8602, King Cetshwayo District

- POST 12/135** : **AUDIO-VISUAL SPECIALIST REF NO: DSD79/03/2025HO**
- SALARY** : R444 036 per annum (Level 09)
CENTRE : Head Office, Pietermaritzburg
REQUIREMENTS : Qualifications: National Diploma/ Bachelor's Degree in Audio Visual / Photography. A valid driver's license. Minimum of 3-5 years' experience in video and photographic production and editing environment. Knowledge: Constitution of the Republic of South Africa, Public Service Act, Public Service Regulations, Labour Relations Act, Public Finance Management Act, Treasury Regulations, Employee Performance Management and Development System, Service Delivery Frameworks, Promotion of Access to Information Act. Skills: Analytical thinking, Organizing, Problem Solving, Communication (written & verbal), Computer literacy, Presentation, Interpersonal relations, Driving.
- DUTIES** : Capture photographic material; Capture video material; Establish and manage photographic, audio and video library; Formulate audio-visual or related media advancements; Oversee and offer technical expertise on audio-visual material; Manage resources of the division.
- ENQUIRIES** : Ms PT Dlamini Tel No: (033) 341 9681
- POST 12/136** : **STATE ACCOUNTANT: FINANCIAL AND MANAGEMENT ACCOUNTING (X8 POSTS)**
- SALARY** : R376 413 per annum (Level 08)
CENTRE : eThekweni South District: Ref No: DSD85/03/2025ETHEKWINI SOUTH (X2 Posts)
iLembe District Ref No: DSD86/03/2025ILEMBE
Harry Gwala District Ref No: DSD87/03/2025HARRY GWALA
uGu District Ref No: DSD88/03/2025UGU
uThukela District Ref No: DSD89/03/2025UTHUKELA
uMzinyathi District Ref No: DSD90/03/2025UMZINYATHI
uMkhanyakude District Ref No: DSD92/03/2025UMKHANYAKUDE
- REQUIREMENTS** : Qualifications: National Diploma in Financial Management/ Accounting. Minimum of 1-2 years administrative experience in the financial management field, A valid driver's license. Knowledge: Constitution for the Republic of South Africa, Public Service Act, Public Service Regulations, Public Finance Management Act and Treasury Regulations, Basic Accounting System (BAS), Labour Relations Act, PERSAL, Employee Performance Management and Development System, National and Provincial Treasury practice notes. Skills: Computer literacy, Report writing, Problem solving, Analytical, Interpersonal Relations, Planning and organizing, Communication, Financial Management, Driving, Numeracy/ accounting.
- DUTIES** : Coordinate management accounting services; Coordinate financial accounting services; Facilitate transfer payments; Facilitate physical facilities management services; Supervise and provide guidance to personnel.
- ENQUIRES** : Ms NC Gebashe Tel No: (031) 336 8787, EThekweni South District
Ms NW Dladla Tel No: (031) 336 8727, ILembe District
Ms NND Dlungwane Tel No: (039) 259 7027, Harry Gwala District
Ms TFP Khuzwayo Tel No: (039) 682 7562, UGu District
Ms NP Mhlongo Tel No: (036) 634 6600 (036) 636 1000, UThukela District
Ms RZ Lushaba Tel No: (034) 299 7578, uMzinyathi District
Ms DN Mbonambi Tel No: (035) 571 1000, UMkhanyakude District
- POST 12/137** : **COMMUNITY DEVELOPMENT POLICY DEVELOPER: NPO SUPPORT REF NO: DSD23/03/2025HO**
- SALARY** : Grade 1: R367 878 per annum
CENTRE : Head office, Pietermaritzburg
REQUIREMENTS : Qualifications: Bachelor's Degree in Community Development/ Development Studies. A valid driver's license. Minimum of 8 years of experience in Community Development after obtaining the required qualification. Knowledge: Constitution of the Republic of South Africa; Public Service Act, Public Service Regulations; Public Finance Management Act; Treasury Regulations, Research Methodology, Service Delivery Frameworks, Basic Conditions of Employment Act, Employment Equity Act, Youth Development Policy, National

Youth Development Agency Act, National Development Plan, Provincial Growth and Development Plan, Public participation, Community Development and Project Management Principles. Skills: Communication (verbal and written), Interpersonal, Project Management, Organizational, Report writing, Analytical, Policy analysis and development, Financial management, Presentation, Facilitation, Research, Language, Computer Literacy, Numeracy and Driving.

DUTIES : Develop, implement and maintain the NPOs support policies; Conduct research and development; Keep up to date with new development of the NPOs; Perform the administrative function required in the unit.

ENQUIRIES : Dr ML Ngongo Tel No: (033) 264 2169

POST 12/138 : **PERSONAL ASSISTANT (X8 POSTS)**

SALARY : R308 154 per annum (Level 07)

CENTRE : CD: Social Welfare & Restorative Services Ref No: DSD94/03/2025CD Restorative

CD Northern Cluster Ref No: DSD95/03/2025CD Northern Cluster

CD Midlands Cluster Ref No: DSD96/03/2025CD Midlands Cluster

Director: eThekweni South District Ref No: DSD97/03/2025DirectorETS

Director: Amajuba District Ref No: DSD98/03/2025DirectorAMAJ

Director: Zululand District Ref No: DSD99/03/2025DirectorZUL

Director: uMkhanyakude District Re. No: DSD100/03/2025DirectorUMKH

Director: UGU District Ref No: DSD101/03/2025DirectorUGU

REQUIREMENTS : Qualifications: National Diploma in Office Management/ Management Assistant/ Public Administration/ Public Management/ Business Management. Minimum of 3 – 5 years' experience in rendering a support service to senior management. Knowledge: Knowledge on the relevant legislation/ policies/ prescripts and procedures, Basic knowledge on financial administration. Skills: Language, Good telephone etiquette, Computer literacy, Sound organizational behavior, Communication (verbal & written), Numeracy.

DUTIES : Provide secretarial/ receptionist support service to the Senior Management; Provide administrative support services; Provide support to the senior management regarding meetings; Support the senior manager with the administration of the budget; Study the relevant Public Service and departmental prescripts/ policies and other documents.

ENQUIRIES : Mrs PN Mkhize Tel No: (033 264 2079) CD: Social Welfare & Restorative Services

Mrs FN Ntombela Tel No: (035 874 4561) CD Northern Cluster

Mr PP Ndaba Tel No: (036 636 1000) CD Midlands Cluster

Ms NY Mthembu Tel No: (017 735 3822) Amajuba District

Mrs FN Ntombela Tel No: (035 874 4561) Zululand District

Ms TN Ndlovu Tel No: (031 336 8705) eThekweni South District

Mr SS Mngomezulu Tel No: (035 571 1000) uMkhanyakude District

Mr S Govender Tel No: (039 682 7506) UGU District

POST 12/139 : **SERVICE MONITOR REF NO: DSD102/03/2025HO (X3 POSTS)**

SALARY : R308 154 per annum (Level 07)

CENTRE : Head office, Pietermaritzburg

REQUIREMENTS : Qualifications: National Diploma/ Bachelor's Degree in Public Administration/ Public Management/ Monitoring and Evaluation/ Social Science. A Valid Driver's License, A minimum of one-year experience in monitoring and evaluation/ quality assurance/ performance monitoring. Knowledge: Constitution for the Republic of South Africa, Public Service Act, Public Service Regulations, Public Finance Management Act, Treasury Regulations, Service Delivery Frameworks, Government- wide Monitoring & Evaluation System, Framework for Strategic planning & Annual Performance Plan, Impact Assessment, Provincial Growth & Development Plan. SKILLS: Analytical thinking, Computer literacy, Driving, Report Writing, Problem solving, Presentation, Organizing, Communication (verbal & written), Time management, Numeracy.

DUTIES : Implement a monitoring and evaluation framework with regards to monitoring in the department and NPO's; Conduct monthly verifications sessions; Conduct quarterly validations sessions; Produce and disseminate information/ reports on Monitoring and Evaluation outcomes, techniques, processes and tools to

- relevant stakeholders; Co-ordinate the flow of performance information reporting.
- ENQUIRIES** : Mr PR Madela Tel No: (033) 264 5411
- POST 12/140** : **DRIVER/MESSENGER REF NO: DSD103/03/2025EXEC**
- SALARY** : R183 279 per annum. (Level 04)
- CENTRE** : Head office, Pietermaritzburg
- REQUIREMENTS** : qualifications: Grade 10, Minimum of 7-12 months experience in driving. knowledge: Knowledge of the procedure to operate the motor vehicle e.g. procedures to obtain trip authorities, complete the logbooks of the motor vehicle, to obtain consumables (e.g petrol) and obtain basic services (e.g. fixing flat tyre); Knowledge of the prescripts for the correct utilization of the motor vehicle e.g. how and for what purpose can the motor vehicle be utilized, what is the requirements for the storage of the vehicle; knowledge of the procedures to ensure that the motor vehicle is maintained properly; Knowledge of the procedures to perform messenger functions and routine office support functions like registry functions and the making of photocopies; knowledge of the Cities in which the functions will be performed. Skills: Language; Writing; Computer Literacy; Driving; Communications (verbal & written); Interpersonal; Planning; Organizing.
- DUTIES** : Drive light and medium vehicles to transport passengers and deliver other items (mail and documents); Do routine maintenance on the allocated vehicle and report defects timeously; Complete all the required and prescribed records and logbooks with regards to the vehicle and the goods handled; Render a clerical support/ messenger service in the office.
- ENQUIRIES** : Ms NHP Khanyile Tel No: (033) 264 5402

DEPARTMENT OF TREASURY

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

- APPLICATIONS** : KwaZulu-Natal Provincial Treasury, P O Box 3613, Pietermaritzburg, 3200 or 145 Chief Albert Luthuli Road, Pietermaritzburg, 3200. Applications can also be submitted via the e-services system please assess this site (eservices.gov.za).
- FOR ATTENTION** : Ms N Cele
- CLOSING DATE** : 22 April 2025
- NOTE** : The new Z83 form must be used effective 1st January 2021 and can be downloaded at www.dpsa.gov.za-vacancies. The Z83 must be accompanied by a comprehensive Curriculum Vitae. Only provisionally shortlisted applicants will be contacted and requested to submit their supporting documents. The Department will also conduct reference checks with HR of current /previous employer(s) beside the references provided on CV. Candidates will be subjected security screening and a technical assessment. Under no circumstances will be faxed, emailed and late applications be accepted. The Department discourages applications that are registered and will not be held responsible for applications sent via registered mail which are not collected from the post office. It is the responsibility of the applicant to ensure that the application reaches the Department timeously. Should you not hear from the Department within 3 months of the closing date, please regard your application as unsuccessful. Regrettably, due to excessive budget cuts, the department is not in a position to meet any travel and subsistence costs relating to recruitment processes, or relocation and resettlement costs for successful candidates. Preferences: Females and people with disabilities who meet the requirements.

MANAGEMENT ECHELON

- POST 12/141** : **DIRECTOR: CONDONATION OF IRREGULAR EXPENDITURE REF NO: KZNPT 25/18**
3-year contract
- SALARY** : R1 216 824 per annum, (all-inclusive annual package)
- CENTRE** : KZN Provincial Treasury, Pietermaritzburg
- REQUIREMENTS** : A 3 year NQF level 7 qualification in Financial Management or Supply Chain Management. SMS Pre-Entry certificate as endorsed by the National School of Governance(submitted prior to appointment). A minimum of 5 years'

middle/senior management experience in Financial Management or Supply Chain Management. A valid driver's license. Skills, Knowledge and Competencies: Public Finance Management Act and Treasury Regulations. Constitution of the Republic of South Africa. Public Service Act, 1994. PSRF (Public Service Regulations Framework). National Treasury Instruction Notes and guidelines. National and Provincial Treasury policies, practice notes and guidelines. MTEF. Planning Frameworks relevant legislation and plans. Strategic Plan. Annual Performance Plan. Monitoring and Evaluation. National Treasury Strategic Planning. National Development Plan. Service Delivery Framework. Provincial Growth and Development Plan. Knowledge of Accounting Frameworks. SCM Practices and Procedures. Financial Systems. Advanced MS Office Applications. Computer literacy. Strategic Planning and Management. Innovative thinking. Analytical. Decisiveness. Reporting. Problem Solving. Inter-personal relations. Risk Management. Human Resource Management. Financial Management. Analytical and quantitative method tools. Project Management. Research. Policy Development. Conflict Management.

DUTIES : Facilitate the development and maintenance of policies, strategies and procedures for condonation of irregular expenditure. Facilitate implementation of processes and internal controls to identify, investigate and condone irregular expenditure. Provide consultative support and liaison services to stakeholders in the identification, investigation and condonation of irregular expenditure. Oversee the condonation of irregular expenditure process in accordance with the Irregular Expenditure Framework, issued in accordance with National Treasury Instruction No. 2 of 2019/2020. Facilitate the capacitation of officials on the condonation of irregular expenditure. Manage the resources of the directorate.

ENQUIRIES : Ms A Singh Tel No: (033) 897 4549

OTHER POST

POST 12/142 : **DEPUTY DIRECTOR: MUNICIPALITIES & MUNICIPAL ENTITIES RISK & ADVISORY SERVICES REF NO: KZNPT 25/15**

SALARY CENTRE REQUIREMENTS : R849 702 per annum, (all-inclusive annual package)
 : KZN Provincial Treasury, Pietermaritzburg
 : A 3-year NQF Level 7 Bachelor's Degree or higher qualification with Accounting and Risk Management as majors or related field. A minimum of 3 years' junior management experience in Risk Management /Auditing environment. Skills, Knowledge and Competencies: Detailed knowledge of public sector, local government and public/private entities systems and relevant legislation/statutes, including: Constitution, PFMA and Treasury Regulations, Municipal Finance Management Act (MFMA), PSRF (Public Service Regulatory Framework), Standards for the Professional Practice of Internal Auditing, General Recognised Accounting Principles, Generally Accepted Accounting Principles, MTEF budget compilation and analysis, Risk Analysis, Risk Management Practices. Risk Management. Problem-solving. Analytical and numeracy. Analytical and quantitative method tools. Verbal communication and presentation. Good interpersonal relations. Research and analysis. Report writing and general writing. Project planning and management. Change management. Time management. Policy development. Report writing. Statistical and quantitative analysis. Strategic planning and management. Organisational development and dispute resolution. Chairing of meetings. Excellent verbal and written communication abilities; Maintain high standard of honesty, objectivity, diligence, and loyalty. due professional care. Computer skills: Spreadsheets (MS Excel), word processing (MS Word), power point (MS Office), internet and intranet

DUTIES : Develop norms and standards on risk management and internal audit. Monitor, enforcement/implementation and reporting of delegated municipalities and municipal entities compliance with norms and standards. Provisioning of support and capacity building. Ensure the development and maintenance of provincial risk register. Manage Resources of the Sub-Directorate.

ENQUIRIES : Mr P Moloi Tel No: (033) 897 4664

**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** : 22 April 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 if you are not currently employed in the public service. 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. 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.
- ERRATUM:** Kindly note that the following posts that were advertised in Public Service Circular 10 dated 14 March 2025 with the closing of 31 March 2025, Assistant Director: Trade and Development Promotion Ref No: DEDT 2024/25/27, the title of the post has been amended to Assistant Director: Trade and Investment Promotion Ref No: DEDT 2024/25/27 and the NQF Level has been amended from NQF 7 to NQF 6 & the location has been amended from Mbombela to Ermelo; Assistant Director: Economic Analysis Ref No: DEDT 2024/25/28, the NQF level has been amended from NQF 7 to NQF 6, Business Advisor: Enterprise Development Ref No: DEDT 2025/25/30 and Trade Advisor: Trade And Development Ref No: DEDT 2024/25/32 the requirements of both posts have been amended to include two (2) years relevant experience in addition to the NQF 6 qualification. The closing date has been extended to 22 April 2025.

OTHER POSTS

POST 12/143 : **ASSISTANT DIRECTOR: TRADE AND INVESTMENT PROMOTION REF NO: DEDT 2024/25/27**

SALARY CENTRE REQUIREMENTS : R552 081 per annum (Level 10)
Gert Sibande District Office, Ermelo
An appropriate SAQA recognized NQF 6 tertiary qualification in Economics and Business Administration with three (3) to five (5) years relevant work experience in the field. Knowledge of the legal framework, Public Finance Management, International Trade and Promotion, work experience in export and training of emerging businesses, understanding of the South African economy, economic data and the ability to draw inference from them, understanding of the National and Provincial sectors. Ability to interact with industry key players across sectors. The successful candidate must be able to display the following competencies: strong analytical capabilities report writing, leadership, programme and project management, financial management, service delivery innovation, problem solving and analysis, people management and empowerment, client orientation, communication, honesty and integrity, advanced computer skills and valid driver's license.

DUTIES : Assist and provide support in the development and the implementation of export, investment promotion policies and strategies. Promote all opportunities. Lead the implementation of bi-lateral trade agreements. Facilitate and coordinate trade and commerce activities to support industry development. Liaise with all spheres of government and all stakeholders on trade and investment related initiatives. Provide support in the coordination of both domestic and international and trade exhibitions. Provide inputs in the preparation of awareness workshops for trade and investment sessions. Supervising staff as assigned including prioritizing and assigning work.

APPLICATIONS ENQUIRIES : Email to recruitmentdedt4@mpg.gov.za
: Ms FP Sibiya Tel No: (013) 766 4490

POST 12/144 : **ASSISTANT DIRECTOR: ECONOMIC ANALYSIS REF NO: DEDT 2024/25/28**

SALARY CENTRE REQUIREMENTS : R552 081 per annum (Level 10)
: Head Office: Mbombela
: An appropriate SAQA recognized NQF 6 tertiary qualification in Economics, post graduate qualification in Economics will be an advantage, with at least two (2) to three (03) years relevant work experience as economist/economic researcher. Practical knowledge and work experience in economic research. Demonstrate good knowledge and work experience in the application of quantitative and qualitative research methodologies, as well as research report writing. Advanced competency in computer skills (especially MS Word, Excel and Power Point), as well as very good written and verbal/presentation communication skills. Good planning, organizing, leadership, teamwork, project management, problem solving and decision making skills. Knowledge of relevant government legislation such as the Public Service Act, Public Service Regulations, Public Finance Management Act and Treasury regulations, Basic Accounting System, Government Budget Processes, as well as the Constitution of the Republic of South Africa, good governance and Batho Pele principles. The successful candidate must be able to display the following competencies: strong analytical capabilities report writing, leadership, programme and project management, financial management, service delivery innovation, problem solving and analysis, people management and empowerment, client orientation, communication, honesty and integrity, advanced computer skills and valid driver's license.

DUTIES : Assist to conduct socio-economic research to inform the provincial planning, policy and Budget processes and thereby contributing to an inclusive, diversified and growing economy. Assist to conduct and co-ordinate economic research to analyse, amongst others, the impact of economic developments and economic policy on the provincial economy, the performance of various economic industries in Mpumalanga and the state of various provincial socio-economic indicators. Assist to compile and manage socio-economic data/information of municipalities in the province through profiling, research reports, forums and consultations. Participate in economic research planning and identification of relevant research topics, in line with the mandate of the

		Department. Render an economic analysis service and advice to relevant stakeholders, building partnerships; participate in research forums and co-ordination in the province. Disseminate economic data/information and research findings to relevant decision-making forums and stakeholders.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms FP Sibiya Tel No: (013) 766 4490
	:	recruitmentdedt4@mpg.gov.za
<u>POST 12/145</u>	:	<u>ASSISTANT DIRECTOR: COMMUNICATION STAKEHOLDER RELATIONS REF NO: DEDT 2025/26/01</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R552 081 per annum (Level 10)
	:	Head Office, Mbombela
	:	An appropriate SAQA recognised NQF level 6 qualification in Communication/ Journalism/Marketing/Public Relations with a minimum of 3 years' experience in a communication/marketing/public relations environment. A valid driver's license is required. Understanding of the Public Finance Management Act (PFMA) and project management. Be able to work under pressure, be prepared to work irregular hours (including weekends and public holidays) and travel extensively (when required). Have excellent verbal, writing and photography skills, and be able to meet all deadlines without failure. The prospective employee must have thorough understanding of both internal and external stakeholders in relation to Communication and the Department in general. S/he must be able to define problems, determine available options, collect data, establish facts and draw valid conclusions. Must excellently understand the mandate of the Department in terms of applicable Acts, prescripts and regulations. Practical writing test will be done on the day of the interview to confirm computer and writing skills.
<u>DUTIES</u>	:	Assist in the development and implementation of branding and marketing plans; Produce content for all departmental Information-sharing publications; Coordinate public participation programmes and campaigns; Coordinate and attend departmental exhibitions and community Outreach Programmes; Facilitate the coordination of departmental Calendar of Events; Liaise and work closely with departmental Public Entities, government Finance Developmental Institutions, the public and other stakeholders; Manage departmental Branding material; Provide branding service and ensure that all government and departmental events and activities are supported; Keep both internal and external communication stakeholders regularly informed via all approved channels of communication; Contribute content (pictures and news articles) towards the departmental social media platforms; Create a database of all captured photographs in a form of Picture Gallery in the departmental Website and Intranet; Compile and submit all required reports; Provide general administrative support.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms FP Sibiya Tel No: (013) 766 4490
	:	Email to recruitmentdedt4@mpg.gov.za
<u>POST 12/146</u>	:	<u>BUSINESS ADVISOR: ENTERPRISE DEVELOPMENT REF NO: DEDT 2025/25/30</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R376 413 per annum (Level 08)
	:	Gert Sibande District Office, Ermelo
	:	An appropriate SAQA recognized NQF level 6 tertiary qualification in Economics or Business Management or relevant qualification (Degree or Diploma),with two experience in the field of business/enterprise development and CIPC services. Skills and knowledge in presentation, problem solving, client relation, good communication, computer, and must be able to work in teams. The official must be willing to work under pressure. A driver's license is critical for the job.
<u>DUTIES</u>	:	Develop and support Enterprises in the Province. Interact with Departments, agencies that are involved in Enterprise development both national and provincial including Municipalities. Facilitate funding of MSME's and Cooperatives in order to start or grow their businesses. Facilitate non- financial support for Cooperatives and MSME's. The official is to assist in the review, development and implementation of policies and legislative prescript, business registration and strategies that seeks to develop, support, and govern MSME and Cooperatives.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms LP Mabaso Tel No: (013) 766 4424
	:	Email to recruitmentdedt3@mpg.gov.za

POST 12/147 : **TRADE ADVISOR: TRADE AND DEVELOPMENT REF NO: DEDT 2024/25/32**

SALARY : R376 413 per annum (Level 08)
CENTRE : Gert Sibande District Office-Ermelo
REQUIREMENTS : An appropriate SAQA recognized NQF level 6 tertiary qualification in Economics or Business Management or relevant qualification with two (2) years relevant experience in trade and development environment. Excellent written and verbal communication skills, good interpersonal skills, analytical skills, report writing and good computer skills.

DUTIES : Assist in conducting capacity building on trade matters. Assist in identifying new export markets in and outside South Africa. Assist in identifying gaps in the export market. Make inputs to the reviewing trade and investment policies and strategies, assistance to emerging and current provincial exporters on export matters and the export awareness programme. Provide support activities of ad-hoc projects i.e. water, bottling plant, Mkhondo Agri-hub.

ENQUIRIES : Ms LP Mabaso Tel No: (013) 766 4424
APPLICATIONS : Email to recruitmentdedt3@mpg.gov.za

POST 12/148 : **HR PRACTITIONER: HR PLANNING AND PMDS REF NO: DEDT 2025/26/02**

SALARY : R308 154 per annum (Level 07)
CENTRE : Head Office, Mbombela
REQUIREMENTS : An appropriate SAQA recognized NQF level 6 tertiary qualification in Human Resource Management/Public Management/Public Administration and a completion of a two year internship programme. Understanding of the government frameworks, PERSAL system, performance management and development system, human resource and related prescripts, Basic Conditions of Employment Act, EEA with verbal and written communication skills, computer literacy i.e. Microsoft word, excel, PowerPoint, ability to manage conflict and to work under pressure and ability to analyse, interpret and apply legislation, policies and prescripts. A valid driver's license is required.

DUTIES : Facilitate the submission of Performance Agreements, Mid-term and Annual Assessments. Capturing of Performance Agreements, Mid-term and Annual Assessment on PERSAL. Ensure the availability of an accurate PMDS database. Facilitate the implementation of Annual Assessment outcome letters (Pay progression). Facilitate the Development of EE Plan. Assist in the development of the cost per head document. Administer secretariat services to the Organisational Functionality Assessment and other Committees facilitated by the Human Resource Planning section. Maintain an HR Policy register.

ENQUIRIES : Ms J Mabuza Tel No: (013) 766 4140
APPLICATIONS : Email to recruitmentdedt6@mpg.gov.za

POST 12/149 : **SECRETARY: INTERGRATED ECONOMIC DEVELOPMENT SERVICE REF NO: DEDT 2025/26/03**

SALARY : R216 417 per annum (Level 05)
CENTRE : Head Office: Mbombela
REQUIREMENTS : Gr 12 with appropriate SAQA recognized NQF level 4 qualification in Office Administration with one year relevant experience in secretarial or related field. Knowledge of Financial provisioning and / or Administration procedure and processes; Knowledge of procedure and processes applied in Office Management; Understanding of confidentiality in Government, Batho Pele principles, and other relevant legislation. Skills and Competencies: Communication skills (verbal & 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); Ability to correctly interpret relevant documentation; Computer literacy; Good interpersonal relations and customer service orientation.

DUTIES : Manage the diary of the Chief Director. Uphold a positive image of the office. Take minutes during Chief Directorate meetings and other meetings when required. Prepare and consolidate presentations and frequent reports. Ensure effective flow of information and documents to and from the office of the manager. Scrutinise documents to determine actions/information/other

documents required for meetings. Make travel arrangements (flights, accommodation, transport), process travel and subsistence claims for the manager. Co-ordinate Chief Directorate activities, inputs and compile various reports. Assist with procurement of goods and services. Handle and maintain correspondences, control flow of files, process telephone calls and take messages. Remain abreast with the procedures and process that apply in the office of the manager and the entire Department. Arrange entry authorisation, appointments and meetings. Ensure the office is tidy and inventory is maintained and updated.

ENQUIRIES : Ms. N Ndhlala Tel No: (013) 766 4472
APPLICATIONS : Email to recruitmentdedt5@mpg.gov.za

DEPARTMENT OF SOCIAL DEVELOPMENT

APPLICATIONS : Applications may be posted to: The Deputy Director General; Department of Social Development, Private Bag X11213, Nelspruit, 1200 or hand delivered to: Department of Social Development offices: Mbombela Square Building No 3, 4th floor HRM Offices (next to Mbombela High Court) / Alternatively applications may be emailed to:vacancies@dsdmpu.gov.za

CLOSING DATE : 24 April 2025

NOTE : To Applicants: Applications should be submitted on the signed new Z83 application form, obtainable from any Public Service Department or by visiting <https://www.dpsa.gov.za/newsroom/psvc>. 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 section as well as considering the cost for applicants. The Department of Social Development will request certified copies of qualifications and other relevant documents from shortlisted candidates only which may be submitted to HR section of the Department on or before the day of the interview following communication from the relevant HR section of the Department. A complete set of application documents should be submitted separately for every post that you wish to apply for more than one post. Please ensure that you clearly state the full post description and the relevant Post Reference Number on your application. No faxed or emailed applications will be considered. Applicants must ensure that they fully complete and sign form Z83, 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 Social Development 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. Please Note Candidates shortlisted for SMS positions will be subjected to a Technical Exercise as part of the interview. Recommended candidates for MMS and SMS posts will need to undergo a Competency Assessment. Candidate recommended for SMS positions must be in possession of Certificate of Entry into SMS within the Public Service obtained from the NSG before appointed. The duration of the online Pre-Entry Programme is 120 national hours [15 days]. Full details may be sourced by following link: <https://www.thensg.gov.za/training-course/sms-pre-entry-programme> they are. Security clearance will be conducted before appointment is made in all positions. Those who have previously applied for any re-advertised posts are encouraged to re-apply. 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). Social Service Profession posts will require shortlisted candidates to provide a recent registration certificate, not proof of payment.

MANAGEMENT ECHELON

<u>POSTS 12/150</u>	:	<u>CHIEF FINANCIAL OFFICER REF NO: DSD/APR/PRO/25/01</u> Re-advertisement
<u>SALARY</u>	:	R1 436 022 per annum, (All-inclusive SMS package that must be structured according to the SMS dispensation.
<u>CENTRE</u>	:	Provincial Office (Mbombela Square)
<u>REQUIREMENTS</u>	:	A National Senior Certificate/ABET level 4. A Bachelor's Degree in Commerce with Accounting and Auditing OR an equivalent qualification (NQF level 7) in Finance, Supply Chain or Logistic Management. 5 years' experience at Senior Management level. Membership or eligibility for membership of Institute of Public Finance and Auditing or any professional accounting body. A valid driver's license. SMS Pre-entry certificate (Nyukela certificate) prior to appointment. Competencies: Knowledge of GAAP and GRAP, Public Service Act, Public Service Regulations, Strategic Management, Public Finance Management Act, Treasury Regulations. Accounting and Auditing Skills. Organizational skills. Advanced computer skills.
<u>DUTIES</u>	:	Respond to the changing needs for financial information and advise the Accounting Officer. Develop, implement and maintain the systems to improve the financial efficiency of the department. Monitor the implementation of the Public Finance Management Act to ensure that the department complies with the PFMA at all times. Provide financial advice on the strategic planning process. Ensure that departmental financial targets and budgets are consistent with the strategic plan in order to achieve the department's objectives. Manage working capital, assets and liabilities to achieve operational efficiency. Meet the reporting requirements under the PFMA, Division of Revenue Act and financial statements. Ensure adequate internal financial controls and systems for the accountable delegation of financial powers, asset security, monitoring, evaluation, early warning and timeous corrective action. Assist the Accounting Officer by applying cost benefit analysis principles assuring value for money. Oversee the budgetary process within the department, exercise budgetary control and provide strategic early warning arrangements. Develop and facilitate the implementation of the Supply Chain Management System consistent with legislative and other good governance arrangements. Oversee the preparation and submission of the annual financial statements and liaise with the Auditor General in this regard.
<u>ENQUIRIES</u>	:	Ms. Pretty Sibinde Tel No: (013) 766 3320/ Ms. Raylene Morris Tel No: (013) 766 3048/ Ms. Bessy Thabethe Tel No: (013) 766 3146
<u>POST 12/151</u>	:	<u>DIRECTOR: RESTORATIVE SERVICES REF NO: DSD/APR/PRO/25/02</u> Re-advertisement
<u>SALARY</u>	:	R1 216 824 per annum, all-inclusive SMS package that must be structured according to the SMS dispensation.
<u>CENTRE</u>	:	Provincial Office (Mbombela Square)
<u>REQUIREMENTS</u>	:	A National Senior Certificate/ABET level 4. Degree in Social Science qualification with 5 years' experience in the field of Social Work at the Middle/Senior Management level. A valid drivers' license is essential. SMS Pre-entry certificate (Nyukela certificate) prior to appointment Competencies: Thorough and extensive knowledge of applicable mandates and policies that guide the provision of restorative services. A clear understanding of Public Service legislations such as the Public Finance Management Act, Public Service Act and Basic Conditions of Employment Act. Good facilitation, presentation, communication and managerial skills. Strategic Capability and Leadership.
<u>DUTIES</u>	:	Direct the strategic management and implementation of restorative services and its related frameworks. Manage the provision of crime prevention and probation services within the context of Social Development. Manage the provision of services aimed at prevention and treatment of substance abuse. Manage the provision of family preservation and social relief programmes. Manage the provision of victim empowerment services. Ensure development of guidelines, frameworks and policies to direct restorative services. Establish and maintain strategic partnerships with stakeholders for integration and coordination of services. Manage the physical, financial and human resources of the Directorate. Manage performance information of the Directorate. Monitor

		and evaluate the performance of programmes for effective and efficient implementation.
<u>ENQUIRIES</u>	:	Ms. Pretty Sibinde Tel No: (013) 766 3320/ Ms. Raylene Morris Tel No: (013) 766 3048/ Ms. Bessy Thabethe Tel No: (013) 766 3146
<u>POST 12/152</u>	:	<u>DISTRICT DIRECTOR: NKANGALA DISTRICT REF NO: DSD/APR/NKA/25/03</u>
<u>SALARY</u>	:	R1 216 824 per annum, all-inclusive SMS package that must be structured according to the SMS dispensation.
<u>CENTRE REQUIREMENTS</u>	:	Nkangala District (Emalahleni) A National Senior Certificate/ABET Level 4. An appropriate Bachelor's Degree NQF level 7 as recognized by SAQA. A minimum of 5 years' experience at Middle/Senior Management services. Ability to compile complex reports. A valid driver's license. SMS Pre-entry certificate (Nyukela certificate) prior to appointment Competences: In dept. understanding and thorough knowledge of Public Service legislation such as PSA, PSR, PFMA, Treasury Regulations and other related policy framework. Good strategic planning, presentation and leadership abilities with strong people skills. Managerial and organizational experience.
<u>DUTIES</u>	:	Manage and facilitate the implementation of integrated developmental Social Services at District level. Manage and facilitate the provision of professional support services at the district and institutions. Facilitate and coordinate the provision of Social Welfare Services. Facilitate and coordinate the implementation of Community development Programmes. Manage and facilitate the provision of Financial Administration services. Manage and facilitate the provision of Corporate Services. Manage and coordinate the implementation of services at sub-district level.
<u>ENQUIRIES</u>	:	Ms. Pretty Sibinde Tel No: (013) 766 3320 Ms. Raylene Morris Tel No: (013) 766 3048 Ms. Bessy Thabethe Tel No: (013) 766 3146
<u>POST 12/153</u>	:	<u>DIRECTOR: HUMAN RESOURCE MANAGEMENT & DEVELOPMENT REF NO: DSD/APR/PRO/25/04</u>
<u>SALARY</u>	:	R1 216 824 per annum, all-inclusive SMS package that must be structured according to the SMS dispensation.
<u>CENTRE REQUIREMENTS</u>	:	Provincial Office (Mbombela Square) A National Certificate/ABET Level 4. An undergraduate qualification (NQF level 7) in Labour Relation/ Human Resource Development/ Human Resource Management/ Industrial and Organisational Psychology as recognized by SAQA; SMS Pre-entry certificate (Nyukela Certificate) prior to appointment. 5 years' experience at middle/senior managerial level. A valid driver's license. Knowledge and understanding of Labour Relation Act, Employment Equity Act, Basic Conditions of Employment Act, Skills Development Act, Employee Health and Wellness Integrated Strategic Framework in the Public Service; Knowledge and understanding of the Public Service Statutory Frameworks, Financial Management and regulatory framework/guidelines, prescripts, Public Service Act, Treasury Regulations. Departmental Financial Instructions, Public Finance Management Act (PFMA), Government initiatives and decisions, etc. Competencies: Strategic capability and leadership; Programme and project management; Financial management; Change management; Knowledge management; Service Delivery Innovation 37, 38 (SDI); Problem solving and analysis; People management and empowerment; Client orientation and customer focus; Communication skills.
<u>DUTIES</u>	:	Manage the provision of human resource administration services; Manage the implementation of human resource development and performance management system; Manage and promote sound employee relations; Manage the implementation of employee health and wellness programmes. Provide effective people management.
<u>ENQUIRIES</u>	:	Ms. Pretty Sibinde Tel No: (013) 766 3320 Ms. Raylene Morris Tel No: (013) 766 3048 Ms. Bessy Thabethe Tel No: (013) 766 3146

DEPARTMENT PROVINCIAL TREASURY

CLOSING DATE : 22 April 2025
NOTE : Applications must include completed and signed New Z83 form (effective 01 January 2021) obtainable from any Public Service Department or from the DPSA website and a detailed CV ONLY, failure to comply with the above instructions will lead to automatic disqualification. Only shortlisted candidates will be requested to submit certified copies of qualifications, a valid driver's license and ID on the day of the interview. Communication regarding requirements for certified documents will be limited to shortlisted candidates. Applications must be sent on PDF format (maximum size: 5MB) only and indicate on the email subject: Name of Post and Post Reference Number. Failure to comply with the above instructions will lead to automatic disqualification. Applications sent to wrong e-Mail address will not be considered. Please note the following: The Mpumalanga Provincial Treasury is an equal opportunity, affirmative action Employer. It is the intention of the Provincial Treasury to promote retrospectivity in terms of (race, gender and disability) through filling of these posts and all appointments will be made in accordance with the Employment Equity targets of the Provincial Treasury. Suitably qualified women and persons with disabilities remain the targeted group and are encouraged to apply. All appointments will be subjected to a personnel suitability check process not limited to the following: (criminal record, credit record, qualification verification, citizenship, employment reference and social media). All Middle Management Services (MMS) positions will be subjected to a compulsory competency-based assessment. Following the interview, the selection panel will recommend candidates to attend a generic managerial competency assessment. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). Successful candidates will be required to enter into a performance agreement. Shortlisted candidates may be required to undergo skills assessment where necessary. Applications received after the closing date or those that do not comply with the requirements indicated above will not be considered. If you have not been contacted within three (3) months of the closing date of this advertisement, please accept that your application was unsuccessful. However, should there be any dissatisfaction; applicants are hereby advised to within 90 days seek reasons for the above administrative action in terms of section 5, of Promotion of Administrative Justice, 2000 (Act No. 3 of 2000). No facsimile, post or hand delivered applications will be accepted. Only applications submitted via email will be accepted. The Provincial Treasury reserves the right not to make any appointment(s) to the advertised posts.

OTHER POSTS

POST 12/154 : **CHIEF ENGINEER REF NO: MPT 2/2025**
Directorate: Infrastructure Coordination

SALARY : Grade A: R1 200 426 - R1 371 489 per annum, OSD, (all-inclusive remuneration package)

CENTRE : Mbombela

REQUIREMENTS : Minimum three (3) years of Bachelor's degree in Civil Engineering (BTech/ B Eng/BSc Engineering) (NQF Level 07). Compulsory registration with the Engineering Council of South Africa (ECSA) as a Professional Engineer. Three (3) years of applied post-professional registration experience in various facets of Civil Engineering. A valid driver's license. Skills and Competencies: Knowledge in Civil Engineering namely: Roads, and Building Construction, Supervision and maintenance. Excellent technical report writing and presentation skills. Innovative problem-solving ability. The ability to work independently at strategic, production, and execution levels. Applied knowledge of all relevant built environment legislative/regulatory requirements of national and international standards (CDB/ISO/SANS). Ability and willingness to travel.

DUTIES : Support and monitor the infrastructure departments and Municipalities in the Province. Review, evaluate and analyze infrastructure reports and details against industry best practice norms as applicable to strategic infrastructure planning, new, upgrading and maintenance contracts. Provide technical, hands-on, specialized support and technical reports in evaluation of the

effectiveness and efficiency of proposed infrastructure projects. Undertake regular inspections and evaluation of infrastructure Projects within the Province. Undertake ad hoc auditing of Civil Engineering professional account/s and Civil Engineering contract final accounts. Provide mentorship to candidate engineers and technicians, and other employees within the infrastructure value chain.

ENQUIRIES : Mr DJ Sibiyi Tel No: (013) 766 4386/4138, Mr PM Nkambule Tel No: (013) 766 4435/4374/4478/4446

APPLICATIONS : must be submitted by email to: MPT2.2025@mpg.gov.za

POST 12/155 : **DEPUTY DIRECTOR: PLANNING REF NO: MPT1/2025**
Directorate: Planning

SALARY : R1 003 890 per annum, (all-inclusive remuneration package)
CENTRE : Mbombela

REQUIREMENTS : Minimum three (3) years of Bachelor's degree/Advanced Diploma/BTech (NQF Level 07) in Public Administration/Public Affairs/Public Management/Monitoring and Evaluation with a minimum of (3) years' functional work experience in public sector policy and planning at junior management level. A valid driver's license. Skills and Competencies: Knowledge of government legislation and Treasury Regulations. Competency in Microsoft Office Suite (advanced Excel, Word and PowerPoint). Good written and verbal communication, report writing, presentation, strategic thinking and managerial skills.

DUTIES : Facilitate and coordinate operational and strategic planning processes. Monitor and report on organizational performance and policy development. Coordinate change management and service delivery improvement. Facilitate, coordinate and support the implementation of priority programmes/projects. Coordinate and compile institutional performance and strategic reports. Coordinate the evaluation of the impact of departmental projects and programmes. Coordinate Batho Pele programmes. Management of human and financial resources of the Directorate.

ENQUIRES : Mr DJ Sibiyi Tel No: (013) 766 4386/4138, Mr PM Nkambule Tel No: (013) 766 4435/4374/4478/4446

APPLICATIONS : must be submitted by email to: MPT1.2025@mpg.gov.za

POST 12/156 : **ASSISTANT DIRECTOR: PROVINCIAL INTERNAL AUDIT REF NO: MPT 3/2025**
Directorate: Provincial Internal Audit

SALARY : R552 081 per annum (Level 10)
CENTRE : Mbombela

REQUIREMENTS : Minimum three (3) years of Bachelor's degree/Advanced Diploma/BTech (NQF Level 7) in Internal Audit Financial Management/Management Accounting/Financial Accounting /Cost and Management Accounting. Membership in the Institute of Internal Auditors South Africa (IIA SA) will be an added advantage. A minimum of three (3) years' experience in auditing. A valid driver's license. Skills and Competencies: Knowledge of Internal Audit Standards. Customer relationship management. PFMA, Public Service Act, DORA, MFMA and Treasury Regulations. Business Report writing skills, Analytical thinking, planning and organizing skills, communication (Verbal and Written), Interpersonal conflict and problem solving.

DUTIES : Responsibilities: Evaluate internal audit plans of Departments, Public Entities and Municipalities and provide recommendations for improvement where necessary. Attend Audit Committee meetings in the province. Evaluate the effectiveness of these Committees and provide recommendations to Accounting Officers and Accounting Authorities. Facilitate the induction of newly appointed Audit Committee members. Perform internal Quality Assurance Reviews on the internal audit activities and compile reports on the findings to Departments, Public Entities and Municipalities. Facilitate the Internal Audit Forum and training sessions for Departments, Public Entities and Municipalities. Manage human and financial resources.

ENQUIRES : Mr DJ Sibiyi Tel No: (013) 766 4386/4138, Mr PM Nkambule Tel No: (013) 766 4435/4374/4478/4446

APPLICATIONS : must be submitted by email to: MPT3.2025@mpg.gov.za

POST 12/157 : **FINANCIAL ADVISOR REF NO: MPT 4/2025**
 Directorate: Municipal Finance

SALARY : R552 081 per annum (Level 10)
CENTRE : Mbombela Square
REQUIREMENTS : Minimum three (3) years of Bachelor's degree/Advanced Diploma/BTech (NQF Level (07) in Financial Management/Management Accounting/Financial Accounting/ Internal Audit/Cost and Management Accounting with a minimum of 3 years' experience in accounting environment. A valid driver's license. Skills and Competencies: Competency in Microsoft Office Suite (Excel, Word and PowerPoint). Good people management and problem-solving skills. Report writing, Good communication (verbal and written), interpersonal and writing skills. Knowledge of financial systems. Knowledge of MFMA and related frameworks.

DUTIES : Responsibilities: Provide support in the monitoring, enforcement and reporting on the effective implementation of the MFMA, Treasury regulations and standards to ensure compliance. To provide oversight into the implementation of policies and procedures in the management of financial and non-financial performance information. Advice on training gaps and provides guidance on the utilization of the Monitoring Indicators tools for municipalities. Analyses and report on the effective implementation of the Financial Management Capability Maturity Model action plans.

ENQUIRES : Mr DJ Sibiya Tel No: (013) 766 4386/4138, Mr PM Nkambule Tel No: (013) 766 4435/4374/4478/4446

APPLICATIONS : must be submitted by email to: MPT4.2025@mpg.gov.za

**PROVINCIAL ADMINISTRATION: WESTERN CAPE
DEPARTMENT EDUCATION (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** : 30 April 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.

MANAGEMENT ECHELON

- POST 12/158** : **CHIEF DIRECTOR: FINANCIAL MANAGEMENT REF NO: 58**
Branch: Corporate Services
Chief Directorate: Financial Management
- SALARY** : R1 436 022 per annum. An all-inclusive salary package consists of a basic salary, and the employer's contribution to the Pension Fund. The remainder of the package may be structure according to your personal needs.
- CENTRE** : Cape Town
- REQUIREMENTS** : An appropriate Degree (NQF level 7) as recognised by SAQA in Financial or Business Management/Administration. At least 5 years of experience at a senior managerial level. Successful completion of the Certificate for entry into the Senior Management Service (SMS) (submitted prior to appointment), Valid driver's licence. Knowledge of: Advanced knowledge of public policy analysis and public policy development processes advanced knowledge of strategy development, strategy management and strategy monitoring and review processes advanced knowledge of modern systems of governance and administration advanced knowledge of public finance, people management advanced knowledge of public communication, public education, public participation and public discourse management processes knowledge of public management theory and practice knowledge of global, regional and local political, economic and social affairs impacting on the provincial government of the Western Cape knowledge of Constitutional, legal and institutional arrangements governing the South African public sector. Skills: Strong conceptual and formulation skills strong leadership skills in complex situations team building and strong interpersonal skills excellent verbal and written communication skills outstanding planning, organising and people management skills computer literacy. Personal attributes: A highly developed interpretative and conceptualisation/ formulation ability the ability to render advice and guidance in an objective and dedicated manner the ability to multi-task, deal with ambiguity and manage under rapidly changing and pressurised circumstances the ability to persuade and influence the ability to lead and direct teams of professionals and service providers.
- DUTIES** : Strategic management, guidance and advice in respect of the rendering of effective, efficient management accounting and management services. This includes the following functions: Manage the financial strategic planning

process in respect of the Medium-Term Expenditure Framework (MTEF). Analyse, monitor and project income and expenditure and identify anomalies in order to promote effective spending. Strategic management, guidance and advice in respect of the rendering of effective and efficient financial accounting management services. This includes the following functions: Ensure smooth and successful operation on the Basic Accounting System (BAS). Promote sound financial accounting practices. Provide reasonable assurance regarding the achievement of objectives (internal controls). Strategic management in terms of the chief directorate Human resource management in terms of the chief directorate Financial management in terms of the chief directorate

ENQUIRIES : Mr. LJ Ely Tel No: (021) 467 2537

DEPARTMENT OF HEALTH AND WELLNESS

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

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

ERRATUM: Kindly note that the Post Medical Officer Grade 1 to 3 (Orthopaedics), Paarl Hospital, Chief Directorate: Rural Health Services, with reference number Post 11/157: advertised in the Public Service Vacancy dated 28 March has been cancelled.

OTHER POSTS

POST 12/159 : **MEDICAL SPECIALIST (SUB-SPECIALTY: ADULT CARDIOLOGY) GRADE 1 TO 3**

SALARY : Grade 1: R1 472 673 per annum
Grade 2: R1 680 780 per annum
Grade 3: R1 835 835 per annum

CENTRE REQUIREMENTS : Tygerberg Hospital
Minimum educational qualification: Appropriate qualification that allows registration with the Health Professional Council of South Africa as Medical Specialist in Adult Cardiology. Registration with a Professional Council: Registration with the HPCSA as a Medical Specialist in Adult Cardiology. Experience: **Grade 1:** None after registration with the HPCSA as Medical Specialist in Cardiology. **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 Cardiology. **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 employee) as a Medical Specialist in Cardiology. Inherent requirements of the job: Valid (Code B/EB) driver's licence. Willingness to work after hours. Competencies (knowledge/skills): Interest in Heart Failure and device therapy for heart failure. Previous research experience. Cardiology specific accredited courses attended. Planned PhD.

DUTIES : Participate fully in all activities of the division, including overtime. Strengthening and expanding the current outreach program. Training of under- and post graduate students. Initiating research into cardiac disease in South Africa.

ENQUIRIES : Prof AJK Pecoraro Tel No: (021) 938 4400/ pecoraro@sun.ac.za

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 with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable on health professionals who apply for the first time for registration as Medical Specialist in Cardiology with the relevant council (including individuals who must apply for change in registration status)".

CLOSING DATE : 22 April 2025

<u>POST 12/160</u>	:	<u>MANAGER: MEDICAL SERVICES GRADE 1</u>
<u>SALARY</u>	:	Grade 1: R1 348 635 per annum, (A portion of the package can be structured according to the individual's personal needs).
<u>CENTRE REQUIREMENTS</u>	:	Tygerberg Hospital, Parow Valley 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. Experience: A minimum of 3 years appropriate experience as a Medical Officer after registration with the HPCSA as Medical Practitioner. Inherent requirements of the job: Valid (Code B/EB) driver's licence. Competencies (knowledge/skills): A post-graduate qualification in Health care Management/Public Health/Business Management. Experience in managing a hospital commissioning project. Capacity to function within senior clinical management & executive management teams. Capacity to internalize and implement shared organizational values & commitments. Strong leadership skills, strategy, quality management, problem solving, decision-making, operational and contingency planning, flow management, lean operations methodologies, general management; organizational, interpersonal, negotiation, facilitation, presentation and public speaking skills. Competency in Project Management, public sector Financial Management, including budgeting, expenditure control, revenue generation, procurement management, asset and risk management. Competency in public sector Human Resource Management and development, including appropriate staffing levels, skills mix, skills development, discipline and Employee Relations. Competency in Information usage/management to support decision-making, including managing appropriate indicators, target setting, and monitoring-and-evaluation. Knowledge and skills in dealing with relevant medicolegal matters. Competence to acquire new skills as required. Embodying the values of the Department of Health and Wellness.
<u>DUTIES</u>	:	Management of relevant general specialist and highly specialised Clinical Services. Effective and efficient financial management of relevant general specialist and highly specialised clinical services. Ensuring quality patient-centred service delivery via leadership of relevant Clinical FBUs (Functional Business Units). Effective and efficient Human Resource Management within relevant general specialist and highly specialised Clinical Services. Clinical and special/transversal portfolios and projects, as required.
<u>ENQUIRIES APPLICATIONS</u>	:	Dr M Moodley Tel No: (021) 938-5883
<u>NOTE CLOSING DATE</u>	:	Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications"). No payment of any kind is required when applying for the post. 22 April 2025
<u>POST 12/161</u>	:	<u>SENIOR REGISTRAR (GASTROENTEROLOGY)</u> (3-Year Contract)
<u>SALARY</u>	:	R1 271 901 per annum, A portion of the package can be structured according to the individual's personal needs.
<u>CENTRE REQUIREMENTS</u>	:	Groote Schuur Hospital Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Medical Specialist in Psychiatry. Registration with 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 disorders. Clinical Skills required of a Medical Specialist Physician (e.g. Assessment, diagnosis and treatment in inpatient, outpatient, and emergency contexts). MMED and FCP (SA) qualifications.
<u>DUTIES</u>	:	Clinical Service Provision. Research. Clinical Governance and Administration. Teaching and Training/Supervision of Junior Staff.
<u>ENQUIRIES APPLICATIONS</u>	:	Dr D Levin Tel No: (021) 404 6422 or dion.levin@uct.ac.za Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	:	No payment of any kind is required when applying for this post. 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. 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. "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 3 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.

<u>CLOSING DATE</u>	:	22 April 2025
<u>POST 12/162</u>	:	<u>MEDICAL SPECIALIST GRADE 1 TO 3 (FORENSIC PATHOLOGY)</u> Chief Directorate: Emergency and Clinical Services Support
<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).
<u>CENTRE REQUIREMENTS</u>	:	Forensic Pathology Service, Southern Cape/ Karoo Region Minimum educational qualification: Appropriate qualifications that allow registration with the Health Professions Council of South Africa (HPCSA) as a Medical Specialist in Forensic Pathology. Registration with a Professional Council: Registration with the Health Professions Council of South Africa as a Medical Specialist in Forensic Pathology. Experience: Grade 1: None after registration with the HPCSA as Medical Specialist in Forensic Pathology. 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 Forensic Pathology. 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 Forensic Pathology. Inherent requirements of the job: A valid (Code B/EB) driver's licence. Will be required to perform routine service autopsies. Will be required to deliver expert testimony in court proceedings. Will be required to perform work duties outside normal working hours and away from the base of employment. Availability to travel to regional facilities to offer a service for limited periods. Competencies (knowledge/skills): Good interpersonal skills including effective service delivery within a group situation at all levels of authority. Above-average ability to communicate clearly and discreetly in person and in writing. Above-average Computer and software literacy in at least MS Word, Excel, PowerPoint presentation and Outlook. Knowledge of the functioning of a Forensic Pathology Department. Ability to teach Medical students, Forensic Pathology Officers and Medical Staff. Working knowledge of the legislation, policies and code of conduct pertaining

- to Forensic Pathology practice. Research ability. Exposure to post-mortems, autopsy work and dissection. Creativity and openness to new ideas.
- DUTIES** : Provide full-time medico-legal death investigative service within the Southern Cape/Karoo Region by performance of post-mortems of natural and unnatural deaths. Provide full-time medico-legal death investigative service within the Southern Cape/Karoo Region by compiling and completing reports, including ancillary investigations. Expert testimony in court as well as expert opinion on inquest dockets or the relevant cases as requested by the Department of Justice. Academic teaching and training, Research, Clinical governance and quality assurance. Support to the Head: Clinical Unit with all administrative functions of the Region.
- ENQUIRIES** : Dr. D Lorens Tel No: (023) 347-535
- APPLICATIONS** : 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 change in registration status). The pool of applicants will be considered for similar vacant posts within Forensic Pathology Service, Southern Cape/Karoo Region for a period of 3 months from date of advert.
- CLOSING DATE** : 22 April 2025
- POST 12/163** : **REGISTRAR (DERMATOLOGY)**
(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. Competencies (knowledge/skills): Appropriate and sufficient clinical experience since obtaining the degree of MBChB. Knowledge, expertise and experience with regards to providing medical services in assessment, diagnosis and treatment of inpatients and outpatients. Research experience. Post community service experience in Internal Medicine on an equivalent clinical platform. Inherent requirements of the job: Commuted overtime is compulsory. A valid (Code B/EB) driver's licence.
- DUTIES** : Clinical Service Provision. Participate in the Teaching program. Research and Professional Development (incl. completion of MMED). Effective Clinical Administration in patient records and patient.
- ENQUIRIES** : Prof R Lehloeny Tel No: (021) 404 3376
- 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. 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. Appointment as Registrar will be for a maximum contract period of 4 years. 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 Registrar will be on contract. 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) 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 University/ University of Cape Town according to the yearbook and guidelines.

<u>CLOSING DATE</u>	:	22 April 2025
<u>POST 12/164</u>	:	<u>MEDICAL OFFICER: GRADE 1 TO 3 (ORTHOPAEDICS)</u> (Chief Directorate: Rural Health Services)
<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>	:	Paarl Hospital Minimum educational qualification: Appropriate qualification that allows registration with the Health Professional Council of South Africa (HPCSA) as Medical Officer. Registration with a Professional Council: Registration with the HPCSA as medical 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: Participate in the after-hours call system and perform outreach in the Paarl Hospital ecosystem. Competencies (knowledge/skills): Proven experience in principles of planning, organizing, and implementation. Proven knowledge of public health policies, clinical guidelines, and related prescripts to manage resources effectively. Strong managerial and supervisory skills are needed. Proven ability to safely manage an Orthopaedic ward and Orthopaedic emergencies independently. Proven ability to perform Orthopaedic trauma & elective theatre procedures. At least 24 months prior experience working in a dedicated level two Orthopaedic unit will be an advantage. Proven ability to manage non-acute Orthopaedic patients. Basic surgical skills (BSS) or Basic and Essential Surgical skills training (BESST) certification Advanced Trauma Life Support (ATLS) certification Completion of the AO Basic principles in fracture management. Completion of the CMSA Higher Diploma in Orthopaedics. Completion of the CMSA FC (Orth) Intermediate examination.
<u>DUTIES</u>	:	Ensure a safe, efficient, and cost-effective clinical service of high quality with a patient centered focus and addressing the burden of disease in the Paarl Health Ecosystem: Performing Orthopaedic elective and trauma procedures, including reduction & splinting of fractures/dislocations, application of cones calipers and reducing cervical facet dislocations; open fracture debridement & external fixation, arthrotomy for septic arthritis; fixation of long bone fractures etc. Managing patients with long term Orthopaedic Musculo-skeletal conditions in an outpatient setting. M&M audits & presentations. Ensure compliance by

means of maintaining high quality and comprehensive clinical records. Comply with all the relevant administrative policies and prescripts of the Western Cape Department of Health and Wellness. Financial management by effective and efficient use of resources. Participate and clinical teaching and training activities. Participate in continuous professional development and improvement activities.

ENQUIRIES : Dr J van Dyk (email: Johannes.vanDyk@westerncape.gov.za, Tel No: (021) 860 2860

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 competency assessment 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). The pool of applicants will be considered for similar vacant posts within Chief Directorate: Rural Health Services for a period of 3 months from date of advert.

CLOSING DATE : 22 April 2025

POST 12/165 : **REGISTRAR (ANAESTHETICS) (X4 POSTS)**
(4 Year Contract)

SALARY : R949 146 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 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: 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. Commuted overtime is compulsory. A valid (Code B/EB) driver's licence. Experience: Completion of FCA Part 1. Other appropriate Post-Graduate Medical Diploma, Certificate or Degree. Current certificate of ATLS/ACLS. Experience in Internal Medicine or critical care under supervision of a Specialist. Appropriate and sufficient clinical experience since obtaining the degree of MBChB and after completion of internal rotations. Experience in Anesthesiology and Perioperative Medicine. Diploma in Anaesthesia (DA). Effective leadership & interpersonal skills. Knowledge and practical skills for safe regional and general anaesthesia. Knowledge & appropriate use of equipment.

DUTIES : Provision of safe anaesthetic care to patients. Intensive Care Therapy. Pre-op assessment of patients & advice to surgeons regarding work up. Post-operative analgesia & recovery of patients from anaesthesia. Learn the art and science of anaesthesia practice & ICU Medicine. Learn critical skills required by an anaesthetist. Attend tutorials and assist with the training of interns, medical students, nursing staff and paramedics. Supervision in theatre/ICU and management of theatre lists/staff, especially after hours Involvement in research/audits relating to anaesthesia, intensive care and pain management.

ENQUIRIES : Prof M Miller, malcolm.miller@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 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). 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 a Registrar will be for a maximum contract period of 4 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. 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. 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 University of Cape Town according to the yearbook and guidelines."

- CLOSING DATE** : 22 April 2025
- POST 12/166** : **REGISTRAR (MEDICINE: INTERNAL)**
(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 requirement of the job: 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. Commuted overtime is compulsory. A valid (Code B/EB) driver's licence. Competencies (knowledge/skills): Knowledge, expertise and experience with regards to providing medical services in assessment, diagnosis and treatment of inpatients and outpatients. Effective leadership & interpersonal skills. Previous research experience and publication. Appropriate and sufficient clinical experience since obtaining the degree of MBChB and after completion of internal rotations. FCP (SA) Part 1. Post community service experience in Internal Medicine on an equivalent clinical platform.
- DUTIES** : Clinical Service Provision. Research and Professional Development (incl. completion of MMED). Participate in the teaching programme. Effective Clinical Administration in patient records and patient reports.
- ENQUIRIES** : Dr D Maughan Tel No: (021) 406 6422 or deborah.maughan@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. 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. 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 a Registrar will be for a maximum contract period of 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. 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 University of the Western Cape according to the yearbook and guidelines. 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** : 22 April 2025
- POST 12/167** : **MEDICAL OFFICER: GRADE 1 TO 3 (PAEDIATRIC) (X5 POSTS)**
- SALARY** : Grade 1: R949 146 per annum
Grade 2: R1 082 988 per annum
Grade 3: R1 253 415 per annum
A portion of the package can be structured according to the individual's personal needs.
- CENTRE REQUIREMENTS** : Red Cross War Memorial Children's Hospital
Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as Medical Practitioner. Registration with the professions Council: Registration with the HPCSA as Medical Practitioner. Experience **Grade 1:** None after registration as a Medical Practitioner with the HPCSA in respect of SA qualified employees. 1-year relevant experience after registration as Medical Practitioner with 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 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 requirement of the job: Applicants must have a valid APLS/ PALS certificate Must provide after-hours emergency services and participate in commuted overtime at 16-hours per week. Applicants must be South African citizens or permanent residents. Valid driver's licence. Competencies (knowledge/skills): Ability to work in a professional team. Post-internship experience in general paediatrics under onsite supervision of a registered paediatrician. Valid APLS/ PALS certificate Ability to achieve and maintain good interpersonal relations with staff, patients and their families. Must assist with the provision of a comprehensive paediatric service. Completion of /or exemption from South African Community Service Excellent report, clinical note and referral writing skills. Experience with teamwork, planning, organizing and coordination. Excellent interpersonal, administrative, communication, analytical and problem-solving skills Display empathy for patients, promote advocacy and facilitate holistic treatment. Good time management.
- DUTIES** : Provide a high-quality clinical service to patients and their families. Supervision of junior medical staff to ensure quality of care and good clinical outcomes. Interaction with (and supervision of where necessary) nursing staff, allied professionals, and students. Informal teaching and training of junior staff in the course of clinical work. Teaching (formal and informal) of undergraduate medical students. Effective and efficient administration of clinical services. Clinical leadership in the workplace. Administration of HECTIS patient

management system and other WCG health applications. Improve professional competence by regular self-learning and reflection with the application of current evidence.

ENQUIRIES : Dr M Salie Tel No: (021) 658-5430 Email: Moegamad.salie@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 : 22 April 2025

POST 12/168 : **MEDICAL OFFICER GRADE 1 TO 3 (CLINICAL SERVICES)**
Chief Directorate: Metro Health Services

SALARY : Grade 1: R949 146 per annum
Grade 2: R1 082 988 per annum
Grade 3: R1 253 415 per annum
(A portion of the package can be structured according to the individual's personal needs).

CENTRE REQUIREMENTS : Wesfleur Hospital
Minimum education qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Medical Officer. Valid ACLS certificate. Registration with a Professional Council: Registration with the HPSCA 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 recognised foreign Health Professional Council in respect of foreign qualified employees, of who is not required to perform Community Service as required in South Africa. **Grade 2:** A minimum of 5 years appropriate experience as 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 recognised foreign Health Council in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa. **Grade 3:** A minimum of 10 years appropriate experience as a Medical Practitioner after registration with the HPCSA as a Medical Practitioner in respect of SA qualified employees. A minimum of 11 years relevant experience after registration as a Medical Practitioner with a recognised foreign Health Professional Council in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa. Inherent requirements of the job: Valid Driver's License (Code B/EB) and willingness to travel. Competencies (knowledge/skills): Ability to communicate effectively (verbal and written). Experience working at a District level hospital after community service delivering comprehensive and evidence- based general medical, surgical and emergency clinical services. Ability to work in integrated multi-disciplinary teams across platforms. Computer literacy in MS Office mandatory.

DUTIES : Quality clinical, non-clinical and medico-legal patient care as required by the various programmes of the Department of Health. Supervise-, support -, transfer of knowledge to-, training- and mentoring of the clinical staff and auxiliary staff. Provide an efficient administration service regarding all clinical and non-clinical matters and medico-legal work. Participate in clinical governance activities providing guidance and leadership towards the realisation of strategic goals and objectives of the division. Ensure a cost-efficient service at clinical level with regards to laboratory services, blood, medicine, consumables and equipment.

ENQUIRIES : Dr M Lockett Tel No: (021) 816 8555, E- mail: Marshall.Lockett@westerncape.gov.za

APPLICATIONS : 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 change in registration status). The

		pool of candidates will be considered for similar vacant posts within the Wesfleur Hospital for a period of 3 months.
<u>CLOSING DATE</u>	:	22 April 2025
<u>POST 12/169</u>	:	<u>MEDICAL OFFICER GRADE 1 TO 3 (ANAESTHETICS)</u> Chief Directorate: Metro Health Services
<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 REQUIREMENT</u>	:	Khayelitsha District Hospital, Khayelitsha Eastern Sub Structure
	:	Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (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 requirements of the job: Registration with the HPCSA as a Medical Practitioner. Willingness to work after hours, including shifts, weekends, public holidays and call out work from home. Competencies (knowledge/skills): Diploma in Anaesthesia with appropriate experience and competency in General and Regional Anaesthesia. Sound general medical knowledge and skills. Professional working attitude and compassionate towards patients.
<u>DUTIES</u>	:	Provide meticulous pre-, intra- and post-operative care at the standards required of a medical officer in Anaesthesiology and Critical care. Participate in normal and after hour duties in operating theatres. Teaching and training of Anaesthesiology and Critical Care to undergraduate students, interns and peers in clinical areas. Achieve Part one FCA (SA) exam and staying abreast of latest developments in the field of Anaesthesiology and Critical Care. Complete the required CPD activities to maintain registration with the HPCSA. Maintain accurate and detailed patient records of acceptable medico-legal standard. Execute administrative duties required to maintain efficient service delivery. Interest in Research and audit required.
<u>ENQUIRIES APPLICATIONS</u>	:	Dr S Ikram Email: sarwat.ikram-hameed@westerncape.gov.za
	:	Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	:	No payment of any kind is required when applying for this post. Candidates who are not in possession of the stipulated registration requirements may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable to candidates who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status)". Candidates will be subjected to a written/practical and oral assessment.
<u>CLOSING DATE</u>	:	22 April 2025

<u>POST 12/170</u>	:	<u>REGISTRAR (FAMILY MEDICINE) (X8 POSTS)</u> Chief Directorate: Metro Health Services) (4-Year Contract)
<u>SALARY</u>	:	R949 146 per annum, (A portion of the package can be structured according to the individual's personal needs).
<u>CENTRE REQUIREMENTS</u>	:	Various Institutions 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: A valid (code B/EB) driver's license. It will be expected of the successful candidate to participate in a system of remunerated commuted overtime. Competencies (knowledge/skills): Computer literacy (i.e., MS Word, Excel, PowerPoint and internet research). Excellent verbal and written communication skills. Strong interpersonal and time-management skills. Good interpersonal and time-management skills. Ability to work effectively within a multidisciplinary team. Experience in South African District Health Services.
<u>DUTIES</u>	:	Clinical service provision. Participate in the Teaching program. Research and Professional Development (incl. completion of MMED). Effective Clinical Administration in patient records and patient reports. Support leadership and quality improvement initiatives within healthcare services.
<u>ENQUIRIES</u>	:	Metro East training complex: Dr W Viljoen. Tel. nr: 021 852 4700. -Metro West Training complex: Dr K Murie Tel No: (021) 797 8194.
<u>APPLICATIONS</u>	:	Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	:	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 years. Each registrar will be appointed in a specific training complex and will be expected to rotate through the various institutions in the complex. 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 an advertised Specialist position. 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. -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. Applicants who only have a temporary residence status will not be considered. "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."
<u>CLOSING DATE</u>	:	22 April 2025
<u>POST 12/171</u>	:	<u>REGISTRAR (PSYCHIATRY)</u> Chief Directorate: Metro Health Services (4-Year Contract)
<u>SALARY</u>	:	R949 146 per annum, (A portion of the package can be structured according to the individual's personal needs).
<u>CENTRE REQUIREMENTS</u>	:	Alexandra Hospital Minimum educational qualification: Appropriate qualification that allows registration with the Health Profession 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: Valid

- (Code B) driver's licence with minimum code B/EB. Competencies (knowledge/skills): Medical research capabilities.
- DUTIES** : Clinical and corporate governance duties as pertain to services provided at current placement. Contribute to the teaching and training of Health Sciences undergraduate students. Fully participate in the academic activities of the designated university as required per regulations to achieve the MMed (Psych) / FC Psych qualification. To provide psychiatric services to in-and outpatients of designated service areas where placement as well as assigned district and primary level clinical duties. To provide supervision and in-service training to junior colleagues and other staff. Appropriate clinical experience in psychiatry after registration as a medical practitioner. Academic teaching, training and research.
- ENQUIRIES** : Dr R Ori: University of Cape Town (UCT) Tel No: (021) 826-5863
- APPLICATIONS** : Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
- NOTE** : No payment of any kind is required when applying for this post. Shortlisted candidates will be subjected to a written/practical and oral assessment. Preference will be given to SA citizens/permanent residents with a valid identity document. "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). 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." Shortlisted candidates may be required to undergo a practical test. The pool of applicants will be considered for other similar vacant posts within the Chief Director Metro Health Services, for a period of 3 months from the date of advert.
- CLOSING DATE** : 22 April 2025
- POST 12/172** : **DEPUTY DIRECTOR: HEALTH TECHNOLOGY**
Directorate: Project Office PPP Tygerberg Hospital
(3-Year Contract Post, Renewable)
- SALARY** : R849 702 per annum, (A portion of the package can be structured according to the individual's personal needs)
- CENTRE** : Head Office, Cape Town – based at Bellville Health Park, Bellville
- REQUIREMENTS** : Minimum educational qualification: Appropriate bachelor's degree/national diploma in Clinical/Electrical/Mechatronics Engineering/ Clinical Technology/Nursing/Health Sciences or related fields. Experience: Appropriate experience in technical field and/or management of projects. Appropriate experience in large-scale project management and project development. Inherent requirement of the job: Working outside of normal office hours. A valid driver's license (Code B). Overnight stays away from home whilst on official business. Sufficiently physically fit and healthy to walk long distances in confines of the building and on site and carry out inspections. Competencies (knowledge/skills): Advanced computer literacy: MS Word and Excel and ability to use computerized Project Management tools. Relevant Project Management methodology. Ability to manage diverse interests and processes in the interest of government. Understanding of property development, facility management in particular in relation to health facilities and Public-Private Partnership projects (PFMA and Treasury Regulation 16). Good communication (verbal and written), organizing, problem solving and interpersonal skills. Excellent conceptualization, report writing and editing skills, research and analytical skills.
- DUTIES** : HT planning, specification and monitoring - Needs analysis Health Technology per Clinical Discipline, Health Technology & Facilities specifications. Preparation of packages of project brief in liaison with all relevant stakeholders, including analysis of clinical needs, and ensures adherence throughout development process. Linkage of TBH Redevelopment to other developments (strategic fit) - Assessment of impact of the proposed TBH redevelopment and its HT component on the service platform. Ensures strategic fit of new facilities to overall portfolio and service platform. Project budgeting and affordability (HT

Component) - Assessment of available HT and operational budget and its developments to meet demands of Redevelopment and Maintenance & Remedial Works programme. Develops and maintains the baseline budget for the project, tests and ensures affordability of project together with Transaction Advisor and Senior Manager. Assist the Senior Manager to direct and manage the Transaction Advisory team and also manage the Transaction Advisory team's interface with user groups for the development of output specifications HT Risk management - HT Risk Assessment Tool and Management. HT service in PPP - Appropriate allocation of (Health Technology Management) services to PPP partner. Develops and maintains comprehensive risk management tool, including development of mitigating strategies. Staff requirement – People Management Plan

ENQUIRIES APPLICATIONS : Ms Z Zigayi, E-mail: Ziyanda.zigayi@westerncape.gov.za
 : 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.
 : 22 April 2025

POST 12/173 : **FACILITY MANAGER PHC**
 Chief Directorate: Metro Health Services

SALARY : R849 702 per annum, (A portion of the package can be structured according to the individual's personal needs.)

CENTRE REQUIREMENTS : Mitchells Plain District Hospital
 : Minimum educational qualification: Appropriate health related Degree or National Diploma. Experience: Appropriate experience in a managerial position in a NGO, private organisation or the state sector. Inherent requirements of the job: Valid driver's licence. Competencies (knowledge/skills): Leadership abilities within health management experience. Good interpersonal and people management skills. Knowledge of Public Health Sector regulations, legislation and policies, Corporate services, Supply chain management, Human Resource and Labour Relations management. Computer literacy.

DUTIES : Management of a Primary Health Care service (including community- based services) and Community Orientated Primary Care (COPC) within the Mitchells Plain geographic area. Strategic, operational planning and coordination and management of the service for the designated geographic area. Sound Financial, Supply Chain and Human Resource management including Staff Performance management system and Labour relations. Quality management, Occupational Health and Safety and Infection control prevention in the primary health care service within the designated geographic area. Manage the relevant community and other appropriate stakeholder engagements, liaison and networking.

ENQUIRIES APPLICATIONS : Mrs S Patel-Abrahams Tel No: (021) 370 5008
 : 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 written/practical and oral assessment. The pool of applicants will be considered for similar vacant posts within the Chief Directorate: Metro Health Services for a period of 3 months from date of advert.

CLOSING DATE : 22 April 2025

POST 12/174 : **PHARMACIST GRADE 1 TO 3 (X2 POSTS)**
 Garden Route District

SALARY : Grade 1: R804 609 per annum
 Grade 2: R869 796 per annum
 Grade 3: R949 146 per annum
 (A portion of the package can be structured according to the individual's personal needs). (Plus a non-pensionable rural allowance of 12% of annual basic salary)

CENTRE : Ladismith CDC
 Dysselsdorp
 CDC,Oudtshoorn
 Kannaland Sub Districts

REQUIREMENTS : Minimum educational qualification: Basic qualification accredited with the South African Pharmacy Council (SAPC) that allows registration with the SAPC as a Pharmacist. Registration with a Professional Council: Registration with the

South African Pharmacy Council (SAPC) as a Pharmacist. Experience: **Grade 1:** None after registration as a pharmacist with the SAPC in respect of SA qualified employees. 1-year relevant experience after registration as pharmacist with a recognised foreign Health Professional council in respect of foreign qualified employees, of whom it is not required to perform Community service as required in South Africa. **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 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 13 years appropriate experience after registration as a pharmacist with the SAPC in respect of SA qualified employees. 14-years relevant experience after registration as pharmacist with a recognised foreign Health Professional council in respect of foreign qualified employees, of whom it is not required to perform Community service as required in South Africa. Inherent requirements of the job: Valid (Code B/EB) driver's license. Good communication skills both written and oral. Willingness to perform relief, standby and after-hour duties when required. Competencies (knowledge/skills): Appropriate Knowledge of National and Provincial Health policies and Pharmaceutical Acts and laws. A sound level of clinical knowledge of pharmaceuticals listed in all the levels of the National Essential Medicine lists and Treatment guidelines. Appropriate experience in a public hospital/health environment. Computer literacy skills (including Excel, Word, Outlook and Teams, to be specified in application/CV) and dispensing /stock control programmes of which Wellsky (JAC) will be an advantage. Good interpersonal and communication skills. Ability to work accurately under pressure and maintain a high standard of professionalism. Ability and willingness to supervise, tutor and train staff.

DUTIES : Ensure adherence to minimum standards for dispensing as well as accessibility to medication and pharmaceutical care for patients. Promotion of rational drug use and implement policies and guidelines in keeping SAPC regulations, National Drug policy and National and Provincial treatment guidelines. Manage, assess and monitor compliance w.r.t good pharmacy practice, Ideal Hospital and National core standards. Maintaining and improving an effective acute and chronic prescription medicine supply system to clinics in the surrounding area. Maintain and improve the quality of patient care as a member of the multi-disciplinary team, which includes antimicrobial stewardship, rational medicine use reviews and Adverse Drug Reaction reporting. Do ward rounds in the hospital. Effective Dispensing and compounding of pharmaceuticals in line with statutory requirements. Placing of vaccine orders with suppliers and ensuring efficient stock levels and stock control at the hospital. Ensuring cold chain is maintained. Effective monitoring of pharmaceutical expenditure and implementation of budgetary control measures.

ENQUIRIES : Ms M Uys Tel No: (044) 203 - 7200
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. All short-listed candidates may undergo a technical competency (assessments/proficiency) 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 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 : 22 April 2025

POST 12/175 : **ASSISTANT MANAGER NURSING (AREA)**
West Coast District

SALARY : R656 964 per annum
CENTRE : West Coast TB Centre (Stationed at Sonstraal Hospital, Paarl)
REQUIREMENTS : 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. Registration with a

Professional Council: Registration with the SANC as Professional Nurse. 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 licence. Frequent travelling between Sonstraal Hospital (Paarl) and ID Hospital (Malmesbury). Ability to be on call and availability for Emergency situations. 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. Computer literacy (MS Word, Excel, PowerPoint, Outlook and Internet). Extensive knowledge and understanding of the District Health System/and health implementation thereof as well as experience in office administration, human resource management, financial management, supply chain and procurement processes.

DUTIES : Strategic leadership - Provide direction and supervision for the implementation of nursing care, ethos and professionalism. Clinical/patient care - Provide professional, technical and management support for the provision of quality clinical/patient care through proper management of nursing care programs. Quality Assurance management - Ensure implementing of Quality Improvement plan Information Management - Utilize information technology and other management information systems to manage nursing information for the enhancement of service delivery. Effective management of resources - Manage and utilize resources in accordance with relevant directives and legislation.

ENQUIRIES : Ms N Liebenberg Tel No: (021) 815-8340
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 : 22 April 2025

POST 12/176 : **ASSISTANT MANAGER NURSING (HEAD OF NURSING SERVICES)**
 Central Karoo District

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

CENTRE : Prince Albert Health Facility
REQUIREMENTS : Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. Registration with a Professional Council: Registration with the SANC as a Professional Nurse. Experience: A minimum of 8 years appropriate/recognizable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. At least 3 years of the period referred to above must be appropriate/recognizable experience at management level. Inherent requirements of the job: Work overtime, day or night duty should the need arise. Valid Driver's license (Code EB/B) and willingness to drive. Competencies (knowledge/skills): M Ability to work effectively and amicably at management level with people of diverse backgrounds and beliefs. Basic computer literacy. Knowledge of legislation relative to the Health Care Service and policies of the Department of Health and Wellness. Ability to manage own work, and that of the units which report to the post, and to ensure appropriate interventions to enhance all services at the institution. Skilled nurse clinician able to lead the nursing service within the scope of practice and accepted nursing standards. Excellent (written and verbal) communication skills.

DUTIES : Co-ordinate, supervise and delegate the provision of effective and efficient patient care through quality care within set standards and legal framework within the service framework of COPC, Primary healthcare and the acute hospital. Participate in analysis, formulation and implementation of all guidelines, practices, standards and procedures. Manage and monitor the cost-effective utilization of human, financial and physical resources. Co-ordinate the provision of effective training and research. Provide effective support to Nursing services, Administration services and Support services and maintain professional self-development. Co-ordinate, monitor and participate clinically in the COPC, Primary Health Care Clinic and the Acute Hospital.

- ENQUIRIES** : Dr AJ Muller Tel No: (023) 414-8211
- 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 and competency test.
- CLOSING DATE** : 22 April 2025
- POST 12/177** : **DENTIST GRADE 1 TO 3 (5/8TH POST)**
Garden Route District
(Contract from 01 April until 31 December 2025)
- SALARY** : Grade 1: R576 192 per annum
Grade 2: R676 869 per annum
Grade 3: R783 384 per annum
(A portion of the package can be structured according to the individual's personal needs).
- CENTRE** : PHC Support and Outreach George Sub District
- REQUIREMENTS** : 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 requirements of the job: Valid driver's licence (Code B/EB). Willingness to travel and work in various health facilities throughout the George Sub-District, including Uniondale and Haarlem. Willingness to provide relevant relief duties within the George Sub-District. 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.
- DUTIES** : Provide clinical primary and secondary dental treatment to inpatients and outpatients as applicable to the designated work areas. Provide dental care and support in clinics within the George Sub-District, including Uniondale and Haarlem. 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.
- ENQUIRIES** : Dr TS Ackerman Tel No: (044) 814-1124
- 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 Garden Route District for a period of 3 months from date of advert.

- CLOSING DATE** : 22 April 2025
- POST 12/178** : **CLINICAL PROGRAMME COORDINATOR (COMPREHENSIVE HEALTH)**
(Cape Winelands Health District)
- SALARY** : Grade 1: R520 560 per annum, (plus, a non-pensionable rural allowance of 8% of the basic annual salary)
- CENTRE** : Witzenberg Sub-district
- REQUIREMENTS** : Minimum educational qualification: Basic R425 qualification (i.e., Diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as Professional Nurse and Midwife. (This dispensation is only applicable for posts of Clinical Programme Coordinator where it is an inherent requirement of the post, incumbent to maintain registration with the SANC). Registration with a Professional Council: Registration with the SANC as a Professional Nurse and Midwife. Experience: A minimum of 7 years appropriate/recognisable experience in nursing after registration as Professional Nurse with SANC in General Nursing. Inherent requirements of the job: Valid (Code B/EB) driver's licence and willingness to travel. Competencies (knowledge/skills): Good interpersonal relations, leadership and communication skills (verbal and written). Knowledge of the Maternal-Child-Women's-Health, HIV/AIDS/STI/TB, Chronic Disease Management and Community Orientated Primary Care (COPC) Computer literacy (MS Word, Excel and PowerPoint). Ability to work independently and in a multi-disciplinary team.
- DUTIES** : Provide comprehensive support for the Witzenberg Sub-district Primary Health Care management teams to enable implementation and realisation of Western Cape and Cape Winelands District Health plans. Support the implementation and integration of Community Orientated Primary Care (COPC) Link, monitor, evaluate and coordinate COPC partners including but not limited to, funded Non-Profit Organisations (NPOs) and Private Provider Partners Support Witzenberg Sub-Districts to achieve programmatic deliverables including Maternal and Child-Women-Health, First 1000 days strategies, HIV/AIDS/STI/TB, Mental Health, Chronic Disease Management, and realisation of ideal clinic status Monitor and evaluate programme goals and targets including the collection, validation, interpretation and analysis of statistical data.
- ENQUIRIES** : Mr. L Wawini Tel No: (023) 316-9600
- 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 Witzenberg Sub District for a period of 3 months from date of advert
- CLOSING DATE** : 22 April 2025
- POST 12/179** : **CLINICAL NURSE PRACTITIONER GRADE 1 TO 2 (PRIMARY HEALTH CARE)**
West Coast District
- SALARY** : Grade 1: R451 533 (PN-B1) per annum
Grade 2: R553 545 (PN-B2) per annum
- CENTRE** : Bergriver Sub-district (Stationed at Piketberg CDC)
- REQUIREMENTS** : Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. A post basic nursing qualification with duration of at least 1-year Diploma in Clinical Nursing Science: Health Assessment, Treatment and Care (R48) accredited with SANC. Registration with a Professional Council: Registration with the SANC as Professional Nurse. Experience: **Grade 1:** A minimum of 4 years' appropriate/recognisable nursing experience after registration with the SANC as Professional Nurse in General Nursing. **Grade 2:** A minimum of 14 years' appropriate/recognisable nursing experience after registration with the SANC as Professional Nurse in General Nursing. At least 10 years of the period

referred to above must be appropriate/recognisable experience after obtaining the one-year post-basic qualification in the relevant specialty. Inherent requirements of the job: Willingness to work at other clinics/satellites/mobiles within the subdistrict, when required. Valid (Code B/EB) driver's licence and willingness to travel. Ability to communicate effectively. Computer literacy (MS Word, Excel). Competencies (knowledge/skills): Good interpersonal and communication skills. Ability to work independently and in a multi-disciplinary team. Knowledge of Community Oriented Primary care.

DUTIES : Effective execution and assist with the management of relevant Curative Programs within the scope of practice and to be an advocate for the patient to ensure the provision of necessary health care. Effective execution and assist with the management of relevant Child Health within the scope of practice and to be an advocate for the patient to ensure the provision of necessary health care. Effective execution and assist with the management of relevant Women's Health within the scope of practice and to be an advocate for the patient to ensure the provision of necessary health care. Effective execution and assist with the management of relevant HAST programs within the scope of practice and to be an advocate for the patient to ensure the provision of necessary health care. The effective provision of high-quality services measured by outcomes of all of the quality assurance activities.

ENQUIRIES APPLICATIONS : Ms E Engel Tel No: (022) 913-3062
: Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").

NOTE : No payment of any kind is required when applying for this post. Shortlisted candidates will be subjected to a practical test. Candidates who are not in possession of the stipulated registration requirements may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable to candidates who apply for the first time for registration in the post basic qualification: Diploma in Clinical Nursing Science, Health Assessment, Treatment Care with the South African Nursing Council. The pool of applicants will be considered for other similar vacant posts within the Bergriver Sub-district, for a period of three months from date of advert.

CLOSING DATE : 22 April 2025

POST 12/180 : **CLINICAL PROGRAMME OC-ORDINATOR GRADE 1**
Chief Directorate: Metro Health Services

SALARY : Grade 1: R520 560 per annum
Grade 2: R602 964 per annum

CENTRE : Klipfontein/Mitchells Plain Substructure Office
REQUIREMENTS : Minimum educational qualification: A Basic R425 qualification (i.e. diploma/degree in nursing) or an equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. Registration with a Professional Council: Registration with the SANC as Professional Nurse. Experience: A minimum of 7 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. Inherent requirements of the job: A valid (Code B/EB) driver's licence. Competencies (knowledge/skills): Computer literacy. Knowledge of all relevant public service regulations and policies. Understanding public/private partnerships. Understanding the District Health System. Project management skills.

DUTIES : Facilitate, co-ordinate, monitor and ensure adequate integration of all Community Based Services within the PHC Programme in the delegated Sub-district of the Klipfontein/Mitchells Plain Sub structure. Establish, maintain and participate in inter-professional and multi-disciplinary teamwork that promotes effective and efficient Health Care to the communities of the delegated Sub-district. Facilitate/support and assist in training, motivation and development of delegated staff. Facilitate effective management and utilisation of resources in accordance with relevant directives and legislation. Assist with NPO contract management.

ENQUIRIES APPLICATIONS : Mrs S Patel-Abrahams Tel No: (021) 370-5008
: 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 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). The pool of applicants will be considered for similar posts within the Department for a period of 3 months from date of advert. Candidates will be subjected to a written/practical and oral assessment.
- CLOSING DATE** : 22 April 2025
- POST 12/181** : **ULTRASOUND RADIOGRAPHER GRADE 1 TO 3 (SONOGRAPHER)**
Chief Directorate: Central Karoo District
- SALARY** : Grade 1: R465 645 per annum
Grade 2: R545 262 per annum
Grade 3: R641 436 per annum
- CENTRE** : Beaufort-west Hospital
- REQUIREMENTS** : Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) in Ultrasound Radiography. Registration with a Professional Council: - Registration with the Health Professions Council of South Africa (HPCSA) as a Radiographer in Ultrasound. Experience: **Grade 1:** None after registration with the HPCSA in Ultrasound Radiography in respect of RSA-qualified employees. One-year relevant experience after registration with the HPCSA in Radiography (Ultrasound) in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. **Grade 2:** Minimum of 10 years relevant experience after registration with the HPCSA in Radiography (Ultrasound) in respect of RSA-qualified employees. Minimum of 11 years relevant experience after registration with the HPCSA in Radiography (Ultrasound) in respect of foreign qualified employees of whom it is not required to perform Community Service as required in South Africa. **Grade 3:** Minimum of 20 years' relevant experience after registration with the HPCSA in Radiography (Ultrasound) in respect of RSA-qualified employees. Minimum of 21 years relevant experience after registration with the HPCSA in Radiography (Ultrasound) in respect of foreign qualified employees. Inherent requirements of the job: A valid driver's licence (Code B/EB) and willingness to drive to district hospitals and clinics. Willingness to work overtime when necessary. Competencies (knowledge/skills): Comprehensive sonography education and extensive hands-on experience, demonstrating a strong commitment to professional growth and lifelong learning through advanced education, research, and staff training. A thorough understanding of human anatomy and physiology is required, along with knowledge of disease pathologies as they relate to sonographic findings. A commitment to ethical practice, maintaining patient confidentiality, a professional demeanor, and the capacity to manage stressful situations calmly are essential. Strong abilities to interact effectively with both patients and medical staff, clearly explaining technical information and collaborating on patient care. Understanding of basic computer programs and the use of reporting systems.
- DUTIES** : Use a variety of ultrasound equipment and perform a broad spectrum of procedures, such as abdominal, pelvic, obstetrics, gynecology, and vascular ultrasounds. Quality image analysis to accurately diagnose abnormalities. Provide quality patient-centered care to all patients. Undertake ongoing care of individual patients to ensure continuity of care. Actively participate as a member of the health service institution. Perform clinical audits in the department. Attend departmental meetings and participate in presentations. Perform other duties as allocated by the Head of Department. Maintain clinical, professional, and ethical standards. Provide support to junior medical and professional staff. Operate imaging equipment and review images to ensure they are of good quality. Report effectively. Identify normal and abnormal imaging results.
- ENQUIRIES** : Ms M Soldaat Tel No: (023) 414 - 8200
- APPLICATIONS** : Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").

- NOTE** : No payment of any kind is required when applying for this post. Shortlisted candidates will be subjected to a written practical test and oral assessment. Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable 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 posts within the Central Karoo District, for a period of 3 months from date of advert.
- CLOSING DATE** : 22 April 2025
- POST 12/182** : **CHIEF ARTISAN GRADE A: TECHNICAL SERVICES**
Garden Route District
- SALARY** : Grade A: R455 223 per annum
CENTRE : Garden Route District Office, George
REQUIREMENTS : Minimum educational qualification: Appropriate Trade Test Certificate in Electrician / Electrical Fitter, Mechanical or Millwright / Fitter and Turner. Experience: Ten (10) years appropriate post qualification experience as Artisan/ Artisan Foreman, Inherent requirements of the job: Responsible for duties in the Garden Route District. Valid (Code B/EB) driver's license and willingness to travel in the entire Western Cape Province. Willingness to perform standby and overtime duties. Physically fit to perform duties and work at heights and in confined spaces. Competencies (knowledge/skills): Technical design and analysis knowledge. Technical report-writing and technical consulting skills. Production, process knowledge and skills. Knowledge of all relevant legislation, policies, and prescripts applicable to health-related Engineering. Good interpersonal relations, leadership and communication skills (verbal and written). Computer Literacy in MS Word and Excel, MS Outlook (E-mails) and Internet.
- DUTIES** : Manage maintenance and repair requirements for health facilities in the Garden Route District. Ensure maintenance and repairs to plants and medical and non-medical equipment, assets, furniture in the district. Planning and scheduling of Engineering and Own projects. Compiling of specifications for Engineering and Own projects. Management and supervision of district workshop and staff. Administrative duties related to the post. Ensure Occupational Health and Safety practices.
- ENQUIRIES** : Mr E Engle Tel No: (044) 803-2752
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 competency test.
- CLOSING DATE** : 22 April 2025
- POST 12/183** : **CLINICAL NURSE PRACTITIONER GRADE 1 TO 2 (PRIMARY HEALTH CARE) (CLINICAL NURSE TRAINING AND QUALITY ASSURANCE) (PHC AND HOSPITAL)**
Garden Route District
- SALARY** : Grade 1: R451 533 per annum
Grade 2: R553 545 per annum
CENTRE : Kannaland Sub District (Alan Blyth Hospital & PHC-Facilities)
REQUIREMENTS : Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse & Midwife. A post-basic qualification with duration of at least 1-year Diploma in Clinical Nursing Science: Health Assessment, Treatment and Care, accredited with SANC (R48). Registration with a Professional Council: Registration with the SANC as a Professional Nurse & Midwife. Experience: **Grade 1:** A minimum of 4 years appropriate/recognizable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. **Grade 2:** A minimum of 14 years appropriate/recognizable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. At least 10 years of the period referred to above must be appropriate/recognizable

experience after obtaining the 1-year post-basic qualification as mentioned above. Inherent requirements of the job: A valid (Code B/EB) driver's licence. Competencies (knowledge/skills): Extensive knowledge of health service delivery systems with leadership and management skills. Sound knowledge of the principles and policies of Quality Assurance, Risk Management, Infection Prevention and Control (IPC) and Occupational Health and Safety. Teaching / presentation and assessment skills. Good verbal and written communication skills Computer skills with working knowledge of MS Office and ability to apply programs.

DUTIES : Coordinate infection prevention and control - Hospital acquired infections and Outbreak and response surveillance. Coordinate Occupational Health and safety- Staff Health and Health Care Risk Waste programs Coordinate Clinical Governance - Mortality and Morbidity meetings, Patient safety incidents, Patient Experience of Care and Compliments and Complaints Manage clinical training programs – PACK, BANK plus, IMCI, BLS coordination and ESMOE. Effective leadership, management and governance and promotion of Department values.

ENQUIRIES : Ms S Labuschagne Tel No: (028) 551-1010
APPLICATIONS : 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 to candidates who apply for the first time for registration in the post basic qualification in: Curative Skills in Clinical Nursing Science: Health Assessment, Treatment and Care accredited with the SANC (R48). The pool of applicants will be considered for similar vacant posts within Garden Route for a period of 3 months from date of advert.

CLOSING DATE : 22 April 2025

POST 12/184 : **CLINICAL NURSE PRACTITIONER GRADE 1 TO 2 (PRIMARY HEALTH CARE)**
 Garden Route District

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

CENTRE : Knysna CDC, Knysna/Bitou Sub-district
REQUIREMENTS : Minimum educational qualification: Basic R425 qualification (i.e., diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse and Midwife. A post-basic nursing qualification with a duration of at least 1 year in Clinical Nursing Science, Health Assessment, Treatment and Care accredited with the SANC (R48). Registration with a Professional Council: Registration with the SANC as a Professional Nurse and Midwife. Experience: **Grade 1:** A minimum of 4 years appropriate/recognisable experience in nursing after registration with the SANC as Professional Nurse in General Nursing. **Grade 2:** A minimum of 14 years appropriate/ recognisable experience in nursing after registration with the SANC as Professional Nurse in General Nursing. At least 10 years of the period referred to above must be appropriate/recognisable experience in the specific speciality after obtaining the 1-year post-basic qualification as mentioned above. Inherent requirements of the job: Valid (Code B/EB) driver's licence and willingness to travel. Must be able to operate mobile clinic vehicle. Willingness to assist at PHC Clinics in Sub-district. Competencies (knowledge/skills): NIMART training or experience. Problem-solving, report writing, liaison and facilitation skills. Basic computer skills (i.e MS Word, Excel, Outlook).

DUTIES : Assist with Management of the Burden of Disease according to the Comprehensive Health programme. Quality of service Plan and implement Health Promotion and Prevention activities in facility and community. Link with the community structures and NPO's. Collect data and submit reports on or before time. Manage human resources under supervision. Assist with Financial, SCM, Strategy and Health Support, Infrastructure and Equipment Management.

ENQUIRIES : Ms PM Peters Tel No: (044) 302 - 8400

- APPLICATIONS** : 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 to candidates who apply for the first time for registration in the post basic qualification in: Curative Skills in Clinical Nursing Science: Health Assessment, Treatment and Care accredited with the SANC (R48). The pool of applicants will be considered for similar vacant posts within Garden Route for a period of 3 months from date of advert. Candidates will be subjected to a practical/ oral assessment.
- CLOSING DATE** : 22 April 2025
- POST 12/185** : **CLINICAL NURSE PRACTITIONER GRADE 1 TO 2 (PRIMARY HEALTH CARE) (CLINICAL NURSE TRAINING) (PHC AND HOSPITAL)**
Garden Route District
- SALARY** : Grade 1: R451 533 per annum
Grade 2: R553 545 per annum
- CENTRE** : Oudtshoorn Sub District
- REQUIREMENTS** : Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse & Midwife. A post-basic qualification with duration of at least 1-year Diploma in Clinical Nursing Science: Health Assessment, Treatment and Care, accredited with SANC (R48). Registration with a Professional Council: Registration with the SANC as a Professional Nurse & Midwife. Experience: **Grade 1:** A minimum of 4 years appropriate/recognizable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. **Grade 2:** A minimum of 14 years appropriate/recognizable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. At least 10 years of the period referred to above must be appropriate/recognizable experience after obtaining the 1-year post-basic qualification as mentioned above. Inherent requirements of the job: A valid (Code B/EB) driver's licence. Competencies (knowledge/skills): Extensive knowledge and experience in the Primary Health Care and acute services field of practice. Good communication skills both verbal and non-verbal. Basic computer skills in MS Word, Excel, Outlook and Teams. Relevant knowledge, skills and experience in training and practical mentorship.
- DUTIES** : Analyzing training needs and resources of clinical personnel at Oudtshoorn Sub district level. Planning and coordination clinical training, skills development and maintenance of competence interventions in the Oudtshoorn Sub district. Presentation facilitation and co-ordination of clinical service related to training programs at sub district level. Monitoring, evaluation and reporting of clinical training and clinical skills development interventions at Sub district level. Support the Internal and external Interface strengthening with the focus on the COPC Model. Support the Operational Managers to obtain and maintain Ideal Clinic Status.
- ENQUIRIES** : Ms NC Jackson Tel No: (044) 203-7205
- APPLICATIONS** : 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 to candidates who apply for the first time for registration in the post basic qualification in: Curative Skills in Clinical Nursing Science: Health Assessment, Treatment and Care accredited with the SANC (R48). The pool of applicants will be considered for similar vacant posts within Garden Route for a period of 3 months from date of advert.
- CLOSING DATE** : 22 April 2025

- POST 12/186** : **PROFESSIONAL NURSE GRADE 1 TO 2: SPECIALTY (X6 POSTS)**
Chief Directorate: Metro Health Services
- SALARY** : Grade 1: R451 533 (PN-B1) per annum
Grade 2: R553 545 (PN-B2) per annum
- CENTRE** : Lentegeur Hospital
- REQUIREMENTS** : 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. A post-basic nursing qualification with a duration of at least 1 year accredited with the SANC in Advanced Psychiatry Nursing Science. Registration with a Professional Council: Registration with the SANC as Professional Nurse in 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 Professional Nurse in General Nursing. At least 10 years of the period referred to above must be appropriate/recognisable experience in the specific speciality after obtaining the 1-year post-basic qualification as mentioned above. Inherent requirement of the job: Willingness to work shifts, day and night duty, weekends and public holidays to meet operational requirements. It will be required of the incumbent to rotate within the hospital.
- DUTIES** : Provide optimal, holistic specialized psychiatric nursing care within set standards and professional/legal framework. Effective utilization of human, financial and physical resources (equipment and consumables). Participation in appropriate personal /professional development activities: Self, students, other categories of staff. Ensure efficient and accurate documentation, statistical data collection capturing and participation in research activities. Assist with the development and the implementation of nursing quality improvement plans, policies and standard operating procedures.
- ENQUIRIES** : Mr NM Banzi Tel No: (021) 370 1248
- APPLICATIONS** : Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
- NOTE** : No payment of any kind is required when applying for this post. Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable to candidates who apply for the first time for registration in the post basic qualification in: Advanced Psychiatric Nursing Science with the South African Nursing Council. 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** : 22 April 2025
- POST 12/187** : **PROFESSIONAL NURSE: SPECIALTY (MATERNITY) (X3 POSTS)**
Chief Directorate: Metro Health Services
- SALARY** : Grade 1: R451 533 (PN-B1) per annum
Grade 2: R553 545 (PN-B2) per annum
- CENTRE** : Hanover Park Community Health Centre (X2 Posts)
Ugulethu Community Health Centre (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 a Professional Nurse and Midwife. A post-basic nursing qualification, with duration of at least 1 year, accredited with SANC in Advanced Midwifery and Neonatal Nursing Sciences. Registration with a Professional Council: Registration with the South African Nursing Council as Professional Nurse and Midwife. Experience: **Grade 1:** A minimum of 4 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. **Grade 2:** A minimum of 14 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. At least 10 years of the period referred to above must be appropriate/recognisable experience after obtaining the one year post-basic qualification in the relevant speciality as mentioned above. Inherent requirements of the job: Willing to work

- shifts, day- night duty and public holidays. Competencies (knowledge/skills): Good interpersonal, planning and organisational skills. Computer literacy (MS Office).
- DUTIES** : Render an effective and comprehensive nursing treatment and care to patients. Provide continuous holistic and comprehensive nursing care. Work as part of the multi-disciplinary team to ensure good nursing care. Work effectively, co-operatively amicably with persons of diverse intellectual, cultural, racial or religious differences. Perform clinical nursing practice and promote quality nursing care in accordance with scope of practice and nursing standards as determined by the relevant health facility/ Adheres to policy and procedures as laid down by professional governing body. Assist with management of human resources and finance
- ENQUIRIES** : Mrs S Patel-Abrahams Tel No: (021) 370-5008
- APPLICATIONS** : Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
- NOTE** : No payment of any kind is required when applying for this post. Candidates who are not in possession of the stipulated registration requirements may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable to candidates who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status). Candidates will be subjected to a written/practical and oral assessment. The pool of applicants will be considered for similar vacant posts within the Chief Directorate: Metro Health Services for a period of 3 months from date of advert.
- CLOSING DATE** : 22 April 2025
- POST 12/188** : **PROFESSIONAL NURSE GRADE 1 TO 2 (SPECIALTY: OPERATING THEATRE)**
Chief Directorate: Metro Health Services
- SALARY** : Grade 1: R451 533 (PN-B1) per annum
Grade 2: R553 545 (PN-B2) per annum
- CENTRE** : Wesfleur Hospital
- REQUIREMENTS** : Minimum educational qualification: Basic R425 qualification (i.e., diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as Professional Nurse. Post-basic nursing qualification, with duration of at least 1 year, accredited with SANC in Medical and Surgical Nursing Science: Operating Theatre. Registration with a Professional Council: Registration with the SANC as Professional Nurse. Experience: **Grade 1:** A minimum of 4 years appropriate / recognizable experience in nursing after registration as Professional Nurse with the SANC in General Nursing and a minimum of one year experience after obtaining the additional qualification and registration with SANC in Medical and Surgical Nursing Science: Operating Theatre. **Grade 2:** A minimum of 14 years appropriate/recognizable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. At least 10 years of the period referred to above must be appropriate/recognizable experience in the specific specialty after obtaining the 1-year post-basic qualification as mentioned above. Inherent requirements of the job: Required to work shifts and after hours (weekend, public holidays, and night duty). Willingness to rotate within the institution. Computer literacy. 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, Outlook. Knowledge of relevant legislation and policies of the Department of Health Western Cape.
- DUTIES** : Responsible for the rendering and coordination of a high-quality comprehensive patient care service and the management of all resources in the Operating Theatre. Assist with management of people management services within the Department. Effective utilization of financial resources within the department. Ensure the promotion of Quality Assurance, Infection Control and Prevention & Occupational Health & Safety within the Department. Deliver a support service to the Operational Manager and ensure effective coordination of the Nursing Division after hours.

- ENQUIRIES** : Ms LA Abrahams Tel No: (021) 816 500, Email: Lee-Anne.Abrahams@westerncape.gov.za
- APPLICATIONS** : Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
- NOTE** : 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. Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable to candidates who apply for the first time for registration in the post basic qualification in: Medical and Surgical Nursing Science: Operating Theatre. The pool of applicants will be considered for similar vacant posts within Wesfleur Hospital for a period of 3 months from date of advert.
- CLOSING DATE** : 22 April 2025
- POST 12/189** : **PROJECT MANAGER: CLINICAL WORKFLOW**
Directorate: Information Management
- SALARY** : R444 036 per annum
- CENTRE** : Head Office, Cape Town
- REQUIREMENTS** : Minimum educational qualification: Appropriate 3-year National diploma or Degree in Healthcare or Information technology Experience: Appropriate experience in implementation of Health Information Systems and workflows in WCG. Appropriate experience in Project management. Appropriate experience in Healthcare Information technology. Inherent requirement of the job: Valid (Code B/EB) driver's licence and willingness to travel. Competencies (knowledge/skills): In depth knowledge in Information Management. Advance knowledge in Project Management processes and methodologies. Advance Computer literacy (MS office suite) including MS Project. Advanced Knowledge of information technology relating to healthcare environments. In Depth Knowledge of system implementations in healthcare. In Depth knowledge and familiar with health information systems like PHCIS, Clinicom, NMIS, PACS, RIS, ICCA, Telehealth, Pharmacy systems. In Depth knowledge and familiar with international Healthcare normative standards for interoperability Experience in compiling training material and systems training to individual and large groups. Knowledge of health services in the Western Cape. Excellent leadership skills, report writing skills, Teamwork, time management and budget management skills. Excellent communication skills, in order to manage the change management process within the facility and to achieve full acceptance of the system after clinical go-live, with all users and relative parties. Good people management skills and a positive attitude towards working co-operatively with colleagues and stakeholders at all levels of authority. Ability to work independently and as part of a team. Manage, monitor and evaluate vendor performance against contracts and Service Level Agreements Oversee user support and maintenance of systems implemented.
- DUTIES** : Project manage small medium and large facilities from initiation planning, implementation, controlling, monitoring and closure. Manage and coordinate all deliverables of the project including work breakdown activities. Manage and coordinate all aspects of implementation of the project from pre-initiation to post closure. Manage, monitor and evaluate cross functional teams assigned to the project. Create and maintain comprehensive project documentation. Perform risk management to minimize project risks. Adhering to policies and procedures. Conduct and participate in meetings with facilities and other stakeholders. Manage clinical programmes for the province in its central, regional, large district hospitals, primary Healthcare facilities; this includes standardised design parameters, implementation, monitoring and evaluation. Document the workflow/ business processes applicable to clinical systems in designated healthcare facilities including re-engineering processes. Ensure the seamless integration and implementation of equipment and modalities with clinical information systems and the HIS, (Hospital Information System) making use international healthcare normative standards. Prepare the sites (including server rooms and technical ICT infrastructure), hardware rollout to facilities. Manage, monitor and evaluate vendor performance against contracts and Service Level Agreements

ENQUIRIES : Ms DJ Purdy at (082) 3736-049
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 : 22 April 2025

POST 12/190 : **SOCIAL WORKER: GRADE 1 TO 4**

SALARY : Grade 1: R308 247 per annum
Grade 2: R376 416 per annum
Grade 3: R452 667 per annum
Grade 4: R554 919 per annum

CENTRE : Grootte Schuur Hospital
REQUIREMENTS : 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 Social Worker with the SACSSP. Competencies (knowledge/skills): Ability to render a clinical social work practise as a member of a multi-disciplinary team in a Specialist Acute Health Care setting. Sound knowledge and skills in neonatology, assessment skills, family and individual counselling skills. Knowledge of statutory processes with regards the Child Care Act. Computer literacy. Good verbal and written communication skills.

DUTIES : Provide social work services to in-patients and their families. Provide specialist knowledge and skills to services in neonatology. Provide psychosocial assessments, counselling to individuals and families. Appropriate referrals to step down facilities. Undertake telephonic patient follow up. Provide appropriate follow up to Multidisciplinary team. Undertake training as required. Provide future careplans for patients, maintain all administration functions on work undertaken.

ENQUIRIES : Mr L Naidoo, Lionel.Naidoo@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. "Candidates who are not in possession of the stipulated registration requirements may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable on health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status".
CLOSING DATE : 22 April 2025

POST 12/191 : **PROFESSIONAL NURSE: GRADE 1 TO 3 (GENERAL)**
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 : Stikland Hospital (Stationed at New Beginnings House)
REQUIREMENTS : Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the SANC as a Professional Nurse and Psychiatry. Registration with a Professional Council: Registration with the SANC as Professional Nurse and Psychiatry. Experience: **Grade1:** None **Grade2:** A minimum of 10 years recognisable experience in nursing after registration with the SANC as a Professional Nurse in General Nursing. **Grade 3:** A minimum of 20 years recognisable experience in nursing after registration with the SANC as a Professional Nurse in General Nursing. Competencies (knowledge/skills): Knowledge and understanding of nursing care processes, procedures, statuses, and other relevant legal and ethical practices. Computer literacy: MS

- Office, MS Outlook. Good Communication Skills. Report Writing. Appropriate experience in comprehensive nursing treatment and care to patients in a Mental Health Facility.
- DUTIES** : Provision of optimal, holistic nursing care to mental users with set standards within a professional/legal framework. Effective utilisation of resources. Maintain professional growth/ethical standards and self-development. Provision of Support to Nursing Services. Participation in training and research.
- ENQUIRIES** : Ms S Fredericks Tel No: (021) 940 4416
- 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). Candidates will be subjected to a written/practical and oral assessment. The pool of applicants will be considered for similar vacant posts within the Chief Directorate: Metro Health Services, for a period of 3 months from date of advert
- CLOSING DATE** : 22 April 2025
- POST 12/192** : **PROFESSIONAL NURSE GRADE 1 to 2 (SPECIALTY: OPHTHALMOLOGY)**
Garden Route District
- SALARY** : Grade 1: R451 533 (PN-B1) per annum
Grade 2: R553 545 (PN-B2) per annum
- CENTRE** : PHC Support & Outreach Knysna/ Bitou Sub District
- REQUIREMENTS** : Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. A post-basic nursing qualification with duration of at least 1 year, accredited with the SANC in Ophthalmic Nursing Science. Registration with a Professional Council: Registration with the SANC a Professional Nurse. Experience: **Grade 1:** A minimum of 4 years appropriate/recognizable experience in nursing after registration with the SANC as a Professional Nurse in General Nursing. **Grade 2:** A minimum of 14 years' appropriate/recognizable experience in nursing after registration with the SANC as a Professional Nurse in General Nursing. At least 10 years of the period referred to above must be appropriate/recognizable experience in Ophthalmic Nursing Science. Inherent requirements of the job: A valid (Code B/EB) driver's licence and willingness to travel. Competencies (knowledge/skills): Ability to communicate effectively (both written and verbal). Computer literacy (MS Office). Ability to function independently, as well as in a multi-disciplinary team to ensure good patient care. Proficiency in Ophthalmic Clinical practice.
- DUTIES** : Responsible for operational management of Sub-district Ophthalmic Health Services, (i.e. Hospital; CDC's, clinics, mobiles and satellites). Ensure that all prescribed health policies are implemented. Ensure efficient planning, control and the effective use of all resources. Liaise with all role-players within the Knysna/Bitou sub-district to ensure appropriate service delivery.
- ENQUIRIES** : Ms PM Peters Tel No: (044) 302 - 8400
- APPLICATIONS** : Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
- NOTE** : No payment of any kind is required when applying for this post. Candidates 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: Ophthalmic Nursing Science with the South African

		Nursing Council. 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. 22 April 2025
<u>CLOSING DATE</u>	:	
<u>POST 12/193</u>	:	<u>QUALITY ASSURANCE MANAGER (QUALITY ASSURANCE SERVICES)</u> Chief Directorate: Metro Health Services
<u>SALARY</u>	:	R444 036 per annum
<u>CENTRE</u>	:	Stikland Hospital
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Appropriate 4-year Health related National Diploma/Degree or equivalent registrable with a South African Statutory Health Professions Council or South African Nursing Council. Experience: Appropriate work experience in a hospital or health service environment. Competencies (knowledge/skills): Knowledge of the Quality Assurance framework as well as the Occupational Health and Safety Act. Clinical document auditing. Understand patient information systems and the ability to interpret report and recommend changes to improve data collection systems. Ability to understand and apply the patient safety incident management framework of existing legislation. Excellent report writing skills. A working and current knowledge of strategic planning, project management and Ideal Hospital Framework standard. Computer literacy in the full Microsoft Office Package. Inherent requirements of the job: Valid driver's licence.
<u>DUTIES</u>	:	Manage, evaluate and report on all aspects of the quality assurance program. Manage, evaluate, report on and respond to client input. Monitor and assist stakeholders to ensure an effective Infection Control and Occupational Health and Safety program. Conduct team and individual inspections to ensure that Quality Assurance plans are implemented and that practices are according to Ideal Hospital Quality Framework. Monitor Quality Assurance indicators and report thereon to assist in the improvement of service delivery. Identify best practice and help units to implement to advance Quality Assurance standards. Work with internal and external stakeholders as appropriate to the institution. Perform quality improvement audits and submit to senior management on deadlines. Ensure that all units conduct Patients Experience of Care and Waiting Times Surveys. Co-ordinate all aspects of Ideal Hospital Framework, including assessments and activities to accreditations. Participate in and or lead peer review assessments. Ensure clinical and nursing audits are conducted to evaluate patient care. Co-ordinate adverse events, complaints and various other related committees to improve quality of care and service user's satisfaction.
<u>ENQUIRIES</u>	:	Ms E Silence Tel No: (021) 940 4402
<u>APPLICATIONS</u>	:	Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	:	No payment of any kind is required when applying for this post. Shortlisted candidates will be subjected to a practical/written and oral 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. 22 April 2025
<u>CLOSING DATE</u>	:	
<u>POST 12/194</u>	:	<u>ASSISTANT DIRECTOR: HUMAN RESOURCE MANAGEMENT</u> (Chief Directorate: Metro Health Services)
<u>SALARY</u>	:	R444 036 per annum
<u>CENTRE</u>	:	Valkenberg Hospital
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Appropriate 3-year National Diploma or Degree. Experience: Appropriate experience in all aspects of Human Resource Management. Appropriate supervisory experience. Appropriate PERSAL experience. Inherent requirements of the job: Valid (Code B/EB) drivers' licence. Competencies (knowledge/skills): Sound knowledge of Human Resource policies, procedures, prescripts, HR audit compliance prescripts, management of the Approved Post Lists (APL), establishment control, Human Resource Development and Labour Relations. Strong managerial and supervisory skills. Computer skills (MS Word, Excel and PowerPoint). Good communication skills (written and verbal).
<u>DUTIES</u>	:	Facilitate, co-ordinate and manage HR Planning, Recruitment and Selection, Establishment Control, Staff Performance Management System and Human Resource Administration. Implement systems and strategies to ensure effective and efficient Quality and Risk Management in the Human Resource

Department. Facilitate compliance with the Auditor-General's requirements and HR audit reports and ensure that sample testing is performed and reported on that is in line with the HR Compliance Monitoring Instrument (HR CMI) HR Audit Action Plan (HR AAP). Administer and ensure that audit investigations, follow-up and feedback of audit findings are done timeously. Manage Human Resource Development and the implementation of HRD policies, prescripts and Institutional Work Skills Plans, and oversee the training of staff. Manage sound Labour Relations and effective participation in IMLC and labour relations matters.

ENQUIRIES : Ms P Kana Tel No: (021) 826 5789
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 written/practical and oral assessment. The pool of applicants will be considered for other similar vacant posts within the Chief Directorate: Metro Health Services, for a period of 3 months from date of advert.
CLOSING DATE : 22 April 2025
POST 12/195 : **ASSISTANT DIRECTOR: HEALTH SUPPORT (COMMUNICABLE DISEASE CONTROL, SURVEILLANCE AND OUTBREAK RESPONSE)**
 Chief Directorate: Emergency & Clinical Services Support

SALARY : R444 036 per annum
CENTRE : Service Priorities Coordination (SPC), Communicable Disease Control (CDC)
REQUIREMENTS : Minimum educational qualification: An appropriate 3-year Degree/ diploma in a health-related field (or equivalent). Experience: Appropriate experience in disease outbreak and response, epidemiology, and data management. Appropriate Managerial and operational experience in health programmes. Inherent requirements of the job: Willingness to travel. Valid (Code B/EB) driver's licence. Competencies (knowledge/skills): Technical knowledge and expertise in disease surveillance and/or public health. Ability and willingness to work flexibly as part of a team. Project management skills. Computer literacy (MS Office: Word, Excel and PowerPoint). Knowledge of the Notifiable Medical Conditions, health legislation, disease surveillance and outbreak response policies.

DUTIES : Produce situational analysis reports, plans, guidelines, and SOPs on Notifiable Medical Conditions (NMCs) and disease outbreaks. To investigation, document, and follow-up NMCs and coordinate responses to incidents/clusters / outbreaks. Assist in managing disease outbreak databases (collection, collation, analysis, interpretation, and reporting). Conduct training to improve the capacity of healthcare workers to detect notifiable medical conditions, priority vaccine preventable diseases and outbreak investigations. Conduct site visits at hospitals and record reviews. Maintain provincial databases on outbreak response teams', stakeholders and Incidents/ clusters/ outbreaks. Fulfil secretariat functions for the Provincial CDC Stakeholders Committee. Monitoring and Evaluation of the programme.

ENQUIRIES : Ms. C Lawrence Tel No: (021) 830-3727
APPLICATIONS : Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
NOTE : No payment of any kind is required when applying for this post. Candidates may undergo a Competency Based Assessment. The pool of applicants will be considered for other vacant Assistant Director: Health Support posts within the Chief Director Emergency & Clinical Support Services, for a period of 3 months from date of advert. Candidates will be subjected to a written/practical and oral assessment.
CLOSING DATE : 22 April 2025

POST 12/196 : **OCCUPATIONAL THERAPIST GRADE 1 TO 3**
 (Chief Directorate: Metro Health Services)

SALARY : Grade 1: R376 524 per annum
 Grade 2: R439 755 per annum
 Grade 3: R514 785 per annum
CENTRE : Lentegour Hospital
REQUIREMENTS : Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as an Occupational Therapist. Registration with a Professional Council:

Registration with the HPCSA as an Occupational Therapist. Inherent requirements of the job: Valid (Code B/EB) driver's licence. Experience: **Grade 1:** None after registration with the Health Professions Council of South Africa (HPCSA) as an Occupational Therapist. One-year relevant experience after registration with the HPCSA as an Occupational Therapist in respect of foreign-qualified employees, of whom it is not required to perform Community Service, as required in South Africa. **Grade 2:** A minimum of 10 years relevant experience after registration with the Health Professions Council of South Africa (HPCSA) as an Occupational Therapist. A minimum of 11 years relevant experience after registration with the Health Professions Council of South Africa as an Occupational Therapist in respect of foreign qualified employees, of whom it is not required to perform community service, as required in South Africa. **Grade 3:** A Minimum of 20 years relevant experience after registration with the Health Professions Council of South Africa (HPCSA) as an Occupational Therapist. A minimum of 21 years relevant experience after registration with the HPCSA as an Occupational Therapist in respect of foreign-qualified employees, of whom it is not required to perform community service, as required in South Africa. Competencies (knowledge/skills): Knowledge of applicable health legislation, relevant acts and public service policies and procedures. Appropriate Mental Health experience. Understanding of evidence-based practice and knowledge of PSR model in a Mental health environment. Good communication, organizational and planning abilities. Computer literacy.

DUTIES : Conducting assessment of patients; planning, implementation & evaluation of treatment. Performing school & home visits. Attending of ward rounds, team meetings & team assessments. Development of resources to support interventions. Liaising with the multidisciplinary team, sending referrals to various stakeholders and following up with these persons/organizations. Report writing, file entries and capturing of daily stats. Participate in Outreach initiatives. Management of material and equipment and ordering of stock. Participate in academics and departmental training.

ENQUIRIES : Ms Charmaine Matthee Tel No: (021) 370 1402
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 assessment. "Candidates who are not in possession of the stipulated registration requirements may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable on health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status". The pool of applicants will be considered for other similar posts within the Chief Directorate: Metro Health Services for a period of 3 months from date of advert.

CLOSING DATE : 22 April 2025

POST 12/197 : **CHIEF PERSONNEL OFFICER**
 Directorate: People Management Planning and Practices

SALARY : R376 413 per annum
CENTRE : Head Office, Cape Town

REQUIREMENTS : Minimum Educational Qualification: Appropriate three-year undergraduate qualification. Experience: Appropriate experience in People Management Administration. Appropriate PERSAL experience. Appropriate Supervisory Experience. Inherent requirement of the job: Valid code (B/EB) driver's licence. Competencies (knowledge/skills): Knowledge of relevant Legislation and human resources practices and prescripts. In-depth knowledge and experience in all aspects of people management administration. Good interpersonal and conflict resolution skills. Good written and verbal communication skills. Computer literacy (MS Word, Excel, PowerPoint, Outlook and PERSAL). Leadership, organization, creative, problem-solving and decision-making skills. Ability to function independently and within a team context. Ability to function under pressure and handle high work volume with strict deadlines.

DUTIES : Co-ordinate and supervise the human resources component, responsible for all HR and related matters of the Directorates Engineering and Technical Support Services, Health Technology and Facilities Management. Adhere and correct application to all transversal personnel practices, policies, and procedures, including all employment practices, Conditions of Service and Terminations, Appointments, Pensions, PILIR, structuring of packages, SPMS, Establishment Administration, RWOEE, and Recruitment and Selection. Responsible for the implementation approval and authorisation of all transactions on PERSAL. Ensure audit compliance in terms of AG requirements and perform sample audits. Provide guidance and assistance to employees, supervisors and management on all aspects of People (HR) Administration. Provide advice and support regarding Labour Relations matters to Institutional Management. Investigate grievances and assist with disputes at Institutions. Facilitate training at Institutions on HR matters.

ENQUIRIES : Ms A Swarts Tel No: (021) 918-1572

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 : 22 April 2025

POST 12/198 : **ADMINISTRATIVE OFFICER: SUPPLY CHAIN MANAGEMENT**
Garden Route District

SALARY : R308 154 per annum
CENTRE : Oudtshoorn Hospital, Oudtshoorn and Kannaland Sub-district
REQUIREMENTS : Minimum educational qualification: Senior Certificate (or equivalent) with Mathematics and/or Accountancy as a passed subject and/or Senior Certificate (or equivalent) with experience/competencies that focuses on the Key Performance Areas (KPA's) of the post. Experience: Proven experience in Supply Chain Management. Appropriate working experience in LOGIS system & EPS. Appropriate experience in Inventory management, procurement processes, systems and LOGIS in a hospital environment. Inherent requirements of the job: A Valid (Code B/EB) drivers' licence. Willingness to work after hours when required. Competencies (knowledge/skills): Organisational, leadership skills and an aptitude for working with financial figures. Computer literacy (MS Word, Excel and Microsoft Office) with knowledge of LOGIS. Sound Knowledge of applicable policies (PFMA, AO System, Departmental SCM Delegations and applicable Treasury regulations). Ability to work independently in a high-pressure environment, and with multiple projects at once, while complying to due dates.

DUTIES : Oversee compliance within the Supply Chain Management (SCM) department and ensure the effective and efficient application of procurement policies, processes including management of acquisition, contracts, assets, demand and the institutionalisation of proper SCM practices. Inventory control and warehouse management. Perform LOGIS system controller functions. Responsible for timely and accurate reporting of Annual Financial Statements (including Interim) including submission of inventory, assets, gifts and donations, commitments and accrual information to District office and/or Head Office. Manage staff in component in all aspects of People Management (leave, performance, conflict management, training and development etc.).

ENQUIRIES : Mr R Mars Tel No: (044) 203 - 7247

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 : 22 April 2025

POST 12/199 : **ADMINISTRATIVE OFFICER: FINANCE/ADMIN HOSPITAL FEES**
Chief Directorate Rural Health Services

SALARY : R308 154 per annum
CENTRE : Paarl 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 supervisory experience within a hospital Revenue environment. Inherent requirements of the job: Excellent, written and verbal communication skills. Competencies

(knowledge/skills): Competencies (knowledge/skills): Microsoft office excellence. Working knowledge of and ability to interpret and apply PFMA (Public Financial Management Act), treasury regulations and instructions and departmental financial and revenue related prescripts. Working knowledge of computerised financial systems, (Basic Accounting System, Logis, Accounts Receivable, Clinicom) related to Revenue, payments, debts and standards charts of accounts. Planning and organising skills and attitude for accurate Mathematical calculations to compile reports and submission.

DUTIES : Revenue management including receipting, safekeeping and banking of state monies Financial management which includes, Capturing on Accounts Receivable and Basic Accounting System. Debt management inclusive of Clearing of inter- response and Medscheme accounts including interpreting of reports, compiling FIN448 and processing of journals. Raising and releasing of invoices according to Uniform Patient Fees Schedule and Chapter 18. Monthly reconciliation of income, BAS and Billing. Operational management of Hospital fees department.

ENQUIRIES : Ms ML Frieslaar or Milicent.Frieslaar@westerncape.gov.za Tel No: (021) 860 2759

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 : 22 April 2025

POST 12/200 : **ADMINISTRATIVE OFFICER: FINANCE ADMINISTRATION (ADMISSIONS)**
Chief Directorate: Metro Health Services

SALARY : R308 154 per annum
CENTRE : Khayelitsha District Hospital, Khayelitsha Eastern Sub Structure
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 Admissions and Patient Administration. Appropriate Clinicom and Accounts Receivable (AR) System experience in a Patient Admissions environment. Inherent requirements of the job: Prepared to work 12-hour shifts (which include night duty, weekends, public holidays and overtime). Competencies (knowledge/skills): Good verbal and written communications skills. Ability to plan, organize and prioritize responsibilities with analytical reasoning. Knowledge of patient administration related policies, procedures and practices (Chapter 18, UPFS,) Computer literacy (MS Word, Excel, Outlook). Ability to work under pressure.

DUTIES : Supervise the Patient Administration/Admissions Department. Responsible for financial transactions (Cash Collection, Handover Certificates and Collectors Reports). Responsible for all administration functions pertaining to attendances and admissions of patients and handling of receipts on Clinicom. Responsible for the safeguard of state monies and follow policy regulations. Responsible for Human Resources within the section. Provide an effective support service to supervisor and management.

ENQUIRIES : Ms E van Tonder Tel No: (021) 360-4281

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 Chief Directorate: Metro Health Services, for a period of 3 months from the date of advert. Candidates will be subjected to a written/practical and oral assessment.

CLOSING DATE : 22 April 2025

POST 12/201 : **PERSONAL ASSISTANT**
Chief Directorate: Rural Health Services
(1 year contract post)

SALARY : R308 154 per annum, (plus 37% of basic salary in lieu of service benefits)
CENTRE : Office of Chief Director Rural Health Services (based in Worcester)
REQUIREMENTS : Minimum educational qualification: An accredited secretarial diploma and/or administrative qualification on the level of NQF level 5 (a certificate of completion should be provided). Qualifications on a higher NQF level may also be accepted on condition that the subjects of the qualification align to the

functions as per the attached job description. Experience: Appropriate experience in rendering a support service to senior management. Inherent requirements of the job: Valid SA driver's licence (Code B/EB). Competencies (knowledge/skills): Computer literacy (MS Office Package). Good planning and organisational skills, including office management.

DUTIES : Render a secretarial support service to the Chief Director i.e., diary management, administrative support and records management. Render administrative support services to the Chief Director including procurement of goods and services. Provide support to the Chief Director regarding meetings including minute taking and presentation. Support the Chief Director with the administration of the budget. Support the Chief Director with the administration of all People Management/Human Resource aspects. Render an administrative support service to staff within the office of the Chief Director.

ENQUIRIES : Ms A Loliwe Tel No: (044) 695 0047

APPLICATIONS : Applicants apply online: www.westerncape.gov.za/health-jobs (click "online applications")

NOTE : No payment of any kind is required when applying for this post. Short-listed candidates may be requested to undertake practical and/or a competency test.

CLOSING DATE : 22 April 2025

POST 12/202 : **PROFESSIONAL NURSE GRADE 1 TO 3 (GENERAL) (X2 POSTS)**
West Coast District

SALARY : Grade 1: R307 473 per annum
Grade 2: R375 480 per annum
Grade 3: R451 533 per annum

CENTRE : Graafwater CC (X1 Post)
Clanwilliam Clinics, Cederberg Sub-district (X1 Post)

REQUIREMENTS : Minimum educational qualification: Basic R425 qualification (i.e., degree/diploma in nursing) that allows registration with the South African 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 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 after hours and travel if necessary, to meet operational requirements. Valid (Code B/EB) driver's licence and willingness to travel. Ability to work in a team across the service platforms. Competencies (knowledge/skills): Excellent communication with community and other stakeholders' engagement and facilitation skills, Knowledge of relevant legislation and policies. Excellent planning and organisational skills in Community Health Care, programs and services. Computer literate in Microsoft office programs. Verbal and written communication skills.

DUTIES : Assist with the effective management and execution of relevant Curative programmes. Assist with the effective management and execution of relevant Child Health. Assist with the effective management and execution of relevant Woman's Health services. Assist with the effective management and execution of relevant HAST programmes. Administration.

ENQUIRIES : Sr M Sandt Tel No: (027) 482 1484

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

NOTE : No payment of any kind is required when applying for this post. Shortlisted candidates will be subjected to a practical test. Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable on health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status). The pool of applicants will be considered for other similar vacant posts within the Cederberg Sub-district, for a period of three months from date of advert.

CLOSING DATE : 22 April 2025

<u>POST 12/203</u>	:	<u>EMS LECTURER (PARAMEDIC) GRADE 1 TO 4 (X3 POSTS)</u> Chief Directorate: Emergency and Clinical Support Services
<u>SALARY</u>	:	Grade 1: R304 617 per annum Grade 2: R376 596 per annum Grade 3: R461 625 per annum Grade 4: R540 537 per annum
<u>CENTRE REQUIREMENTS</u>	:	Emergency Medical Services, College of Emergency Care Minimum educational qualification: Grade 1: Successful completion of the Critical Care Assistant (CCA) qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Paramedic. Grade 2: Successful completion of the Critical Care Assistant (CCA) qualification or a recognised National Diploma that allows registration with the HPCSA as a Paramedic. Grade 3: Successful completion of the Critical Care Assistant (CCA) qualification or a recognised National Diploma that allows registration with the HPCSA as a Paramedic or B-Tech degree that allows registration with the HPCSA as an Emergency Care Practitioner (ECP). Grade 4: Successful completion of the Critical Care Assistant (CCA) qualification or a recognised National Diploma that allows registration with the HPCSA as a Paramedic or B-Tech degree that allows registration with the HPCSA as an Emergency Care Practitioner (ECP). Registration with a professional council: Grade 1: Registration with the HPCSA as Paramedic (CCA). Grade 2: Registration with the HPCSA as Paramedic with CCA or National Diploma. Grade 3: Registration with the HPCSA as Paramedic with CCA or National Diploma or ECP Grade 4: Registration with the HPCSA as Paramedic with CCA or National Diploma or ECP. Experience: Grade 1: None after registration with the HPCSA as Paramedic (CCA). Grade 2: 7 years after registration with the HPCSA as Paramedic (CCA). None after registration with the HPCSA as Paramedic with National Diploma. Grade 3: Registered Paramedic (CCA) - 14 years after registration with the HPCSA as Paramedic. Registered Paramedic (NDIP) - 7 years after registration with the HPCSA as a Paramedic. None after registration with the HPCSA as an ECP. Grade 4: Registered Paramedic (CCA) - 24 years after registration with the HPCSA as Paramedic. Registered Paramedic (NDIP) - 17 years after registration with the HPCSA as Paramedic. Registered ECP's -10 years after registration with the HPCSA as an ECP. Inherent requirement of the job: Valid professional driver's permit (PrDP). Physical and mental fitness. Valid code B driver's licence. Competencies (knowledge/skills): Proficient computer literacy. Ability to work under pressure in a stressful environment. Excellent verbal and written communication skills. Ability to provide mentorship and coaching. Ability to work in a team in Higher Education.
<u>DUTIES</u>	:	Provide effective and efficient teaching on NQF 5 and above EMC programmes. Ensure Adherence of students to College policies. Perform front-line vehicle duties with students and other clinical duties. Provide teaching assistance with other Clinical training programmes where required.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms C. Mabaleka Tel No: (021) 938-6270 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). Successful candidates are expected to obtain Code C1 driver's license within six months after appointment. It will be expected of candidates to be available for selection interviews on a date, time and place as determined by the Department.
<u>CLOSING DATE</u>	:	22 April 2025
<u>POST 12/204</u>	:	<u>ADMINISTRATION CLERK: ADMISSIONS (FEES)</u> Cape Winelands Health Services
<u>SALARY</u>	:	R216 417 per annum

CENTRE REQUIREMENTS : Stellenbosch Hospital
: Minimum educational qualification: Senior Certificate (or equivalent). Experience: Appropriate experience in patient administration on Clinicom or any other patient registration systems. Appropriate experience in fees. Competencies (knowledge/skills): Computer literacy (Outlook, Ms Word, Excel, Clinicom, BAS, AR). Knowledge of Hospital Fees Memorandum 18, UPFS, HIS, Clinicom, Billing and Finance instructions. Inherent requirements of the job: Valid (Code B/EB) driver's license. Willing to work weekends and overtime during week, as needed.

DUTIES : Render an effective patient registration service, ensure audit compliance and maintain accurate data recording within Admissions. Admit, register, assess patients, open folders and raise invoices as per WCG Hospital Fees policies and procedures. Medical records functions - keep record, file and retrieve folders. Handle and receive public money, issue receipts and safe keeping of state money. Handle all cashier and petty cash duties. Compile and capture all journals on BAS/AR. Effective assistance and support to supervisor, colleagues and other departments.

ENQUIRIES APPLICATIONS : Ms G de Kock Tel No: (021) 808-6115
: 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. The pool of applicants will be considered for similar vacant posts within Stellenbosch Sub District for a period of 3 months from date of advert.

CLOSING DATE : 22 April 2025

POST 12/205 : **ADMINISTRATION CLERK SUPPORT (THERAPEUTIC SERVICES)**
Chief Directorate: Metro Health Services

SALARY CENTRE REQUIREMENTS : R216 417 per annum
: Western Cape Rehabilitation Centre
: Minimum educational qualification: Senior Certificate or equivalent certificate. Experience: Appropriate administrative experience in a health environment. Inherent requirements of the job: Willingness to rotate and assist in other areas as required. Competencies (knowledge/skills): Computer literacy (MS Excel and MS Word). Good interpersonal skills. Proactive and able to work under pressure. Ability to coordinate, organise and meet deadlines. Ability to work within a multidisciplinary team and have good communication skills.

DUTIES : Provide and coordinate administrative support services to the Therapy Unit Chief and therapeutic team, including record keeping, filing, data capturing and monthly file audits. Coordinate logistical arrangements for staff engagements, meetings/training sessions and/or other related requirements for the unit. Ensure discharge forms and UPFS charge sheets are completed timeously with the correct ICD10 codes. Manage all resources (consumables and assets) according to the supply chain and the private-public partnership procedures. Manage and perform other administrative support duties as delegated by the supervisor.

ENQUIRIES APPLICATIONS : Ms Leandré Stroebel Tel No: (021) 370 2472
: 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 written/practical and oral assessment. 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 : 22 April 2025

POST 12/206 : **ADMINISTRATION CLERK: HUMAN RESOURCE MANAGEMENT**
Garden Route District

SALARY CENTRE REQUIREMENTS : R216 417 per annum
: Garden Route District Office, George
: Minimum educational qualification: Senior Certificate (or equivalent). Experience: Appropriate experience in Human Resources (i.e. Salary Administration, Service Conditions). Appropriate experience in Recruitment and Selection. Appropriate PERSAL experience. Inherent requirements of the job: Valid Driver's license and willingness to drive a GG Vehicle. Prepare to work overtime when required. Competencies (knowledge/skills): Good verbal

and written communication skills. Sound Knowledge of HRM Policies and Practices, Public Service Act, Public Service Regulations, Collective Agreements regarding personnel- and salary administration. Computer Literate (i.e. MS office package, e-mail and internet). Ability to meet deadlines and to maintain confidentiality.

DUTIES : Assist with Recruitment and Selection, Advertising of posts, DOTS Verifications, E-Recruitment, Pay Progressions, Grade Progressions, Salary Determination in respect of different OSD and non-OSD categories. Responsible for capturing transactions on PERSAL. Handle all personnel enquiries and correspondence (written and verbal). Filing of personnel data, policies, regulations and circulars and maintain registers. Assist staff, supervisor, management and members of the Public regarding Human Resource and Personnel matters. Render a general support service to supervisor and colleagues.

ENQUIRIES : Ms S Pienaar Tel No: (044) 803-2703

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 competency test.

CLOSING DATE : 22 April 2025

POST 12/207 : **ADMINISTRATION CLERK: SUPPLY CHAIN MANAGEMENT (ASSETS)**
Chief Directorate: Emergency & Clinical Services Support

SALARY : R216 417 per annum

CENTRE : Emergency Medical Services

REQUIREMENTS : Minimum educational qualification: Senior Certificate with Mathematics and/or Accountancy as a passed subject and/or Senior Certificate with experience/competencies that focus on the Key Performance Areas (KPA's) of the post. Experience: Appropriate experience in Supply Chain or Asset Management. Inherent requirements of the job: Valid Driver's Licence. Willingness to travel. Computer literacy. Competencies (knowledge/skills): Ability to communicate effectively (verbal and written). Knowledge and exposure to the Public Finance Management Act (PFMA) and Regulations and SCM instructions. Knowledge of LOGIS (Logistical Information System) would be advantageous. Computer literacy (MS Office package).

DUTIES : Responsible for supply chain management at the district office, focusing on Asset. Management and Warehouse Management. Ensure Audit Compliance and file source documents. Handle telephonic and written enquiries from user departments. Assist with asset disposal and acquisition planning. Report on asset findings to relevant components. Assist with maintaining registers and repairs.

ENQUIRIES : Mr J Stuart Tel No: (021) 938 6768

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 : 22 April 2025

POST 12/208 : **ADMINISTRATION CLERK: REGISTRY (MEDICAL RECORDS) (X2 POSTS)**
Chief Directorate: Metro Health Services

SALARY : R216 417 per annum

CENTRE : Khayelitsha District Hospital, Khayelitsha Eastern Sub Structure

REQUIREMENTS : Minimum educational qualification: Senior Certificate (or equivalent). Experience: Appropriate medical records experience in the duties of this post in a medical records registry in a health environment. Inherent requirements of the job: Willingness to work irregular hours (i.e. shifts/weekends), when required. High ethical standards as incumbent will have access to confidential files. Ability to lift loads, be on your feet and concentrate for long periods. Competencies knowledge/skills): Knowledge of the HIS Clinicom Tracking system, proven knowledge of medical records processes and procedures. Knowledge of National/Provincial Archiving Act. Ability to work independently with the minimum supervision and effectively within a team. Ability to work with a high degree of accuracy and care under pressure.

DUTIES : Render an effective and efficient medical records service and folder management. Complete relevant Clinicom Case Note Tracking system transactions. Create and maintain an effective filing system. Accurately and

- timeously file and retrieve all requested patient folders or case notes. Maintain filing banks and patient folder covers.
- ENQUIRIES** : Ms S Fiekies Tel No: (021) 360-4291
- 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 similar vacant post 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** : 22 April 2025
- POST 12/209** : **ADMINISTRATION CLERK: ADMISSIONS**
Chief Directorate: Metro Health Services
- SALARY** : R216 417 per annum
- CENTRE** : Khayelitsha District Hospital, Khayelitsha Eastern Sub Structure
- REQUIREMENTS** : Minimum educational qualification: Senior Certificate (or equivalent). Experience: Appropriate experience of Patient Admissions, including the Clinicom System. Appropriate medical records experience in a health environment. Inherent requirements of the job: Prepared to work 12-hour shifts (including night duty, weekends, public holidays and overtime). Competencies (knowledge/skills): Good interpersonal and communication skills. Computer literacy. Ability to accept accountability, responsibility, work independently. Ability to function and participate actively in a group.
- DUTIES** : Assess patients in accordance with Hospital Memorandum 18 and UPFS manual. Assess Debtor of patients and capture data of patient information on Clinicom System. Report all MVA's and WCA's to Batsumi Hotline. Admit patients. Responsible for revenue control which includes receipt of money, issue of accounts and safekeeping of patient's valuables. Accurately and timeously file all patient folders and other clinical notes and drawing of folders and any ad-hoc admin duties. Maintain an effective filing system. Maintain and repair patient files and prepare case notes for archiving. Responsible for handling telephonic and personal enquiries with regard to patients. Relieve in other departments as operationally required.
- ENQUIRIES** : Mr G Arendse Tel No: (021) 360-4280
- 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 Administration Clerk: Admissions posts within the Chief Directorate: Metro Health Services, for a period of 3 months from date of advert. Candidates will be subjected to a written/practical and oral assessment.
- CLOSING DATE** : 22 April 2025
- POST 12/210** : **ADMINISTRATION CLERK: FINANCE (FEES)**
Garden Route District
- SALARY** : R216 417 per annum
- CENTRE** : Knysna 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 a hospital and patient fees environment. Appropriate BAS and Accounts Receivable system experience. Inherent requirements of the job: Valid driver's licence Code B/EB Willingness to work at Reception/Admissions when needed. Competencies (knowledge/skills): Ability to perform Medical Aid/EDI (Electronic Data Interchange) related transactions in the billing systems and billing related transactions for state departments. Appropriate knowledge of patient billing and ICD 10 coding. Appropriate knowledge of systems i.e. Clinicom or other similar hospital admission system, Accounts Receivable (AR) and BAS. Appropriate knowledge of applicable policies - Hospital Fees memorandum Chapter 18 and the Uniform Patient Fee Schedule (UPFS). Computer Literacy (MS Word and Excel). Ability to communicate effectively (both written and verbal).
- DUTIES** : Liaise with debtors and private companies (i.e. Medical Aids, State departments, etc) and others telephonically, in person and in writing. Clinicom,

Billing and other PGWC system computer duties, Hospital Fees policies and procedures including attending to patient queries (verbal and written). Debit charge entries to invoices as per UPFS and PGWC billing procedures, including ICD10 coding capturing. Handle and receive public money, cash collection and banking of State money.

ENQUIRIES : Mr O Nondala Tel No: (044) 302-8408
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. Short listed candidates may be subject to competency testing.

CLOSING DATE : 22 April 2025

POST 12/211 : **ADMINISTRATION CLERK: SUPPORT (TECHNICAL SERVICES)**
Garden Route District

SALARY : R216 417 per annum
CENTRE : Oudtshoorn Hospital
REQUIREMENTS : Minimum educational qualification: Senior Certificate (or equivalent). Experience: Appropriate Basic knowledge and experience in office administration, financial and procurement administration. Appropriate clerical experience. Inherent requirements of the job: Valid (Code B/EB) driver's license and willingness to drive. Competencies (knowledge/skills): Good verbal, written and interpersonal communication skills. Computer literacy in Microsoft Package (MS Windows, Word and Excel, Outlook) proof must be attached. Good communication skills (verbal and written).

DUTIES : Administrative support to all technical support staff members of the workshop located at Oudtshoorn Hospital. Job Requisitions. Create and maintain a database, both electronic and hard copies, of all documents related to Technical Support Service. Finance and Supply Chain Support. Support to Supervisor.

ENQUIRIES : Mr A Roets Tel No: (044) 203 - 7267
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. Short-listed candidates may be subject to competency testing.

CLOSING DATE : 22 April 2025

POST 12/212 : **ADMINISTRATION CLERK: ADMISSIONS**
Garden Route District

SALARY : R216 417 per annum
CENTRE : Alan Blyth Hospital, Ladismith
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 operating Clinicom systems. Inherent requirements of the job: Willingness to work shifts (including night duty, weekends and public holidays). Willingness to work overtime on short notice to meet operational requirements. Competencies (knowledge/skills): Computer literacy (MS Windows, Word and Excel). Appropriate knowledge of record keeping and the UPFS policy and procedures. Excellent communication skills (verbal and written). Ability to accept accountability and responsibility and to work independently.

DUTIES : Admit patients, update patient information, maintain patient appointments and schedule appointments for patients. Keep record, file and retrieve folders, trace old folders and compile new folders, archive and destruct folders. Effective support to supervisor and colleagues and relief duties. Cashier duties, accurate collection, safekeeping of state money, control, which includes receipt of money, issue of receipt and account to patient.

ENQUIRIES : Ms C Roman Tel No: (044) 203-7264
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 this post. Candidates may be subjected to a practical test.

CLOSING DATE : 22 April 2025

- POST 12/213** : **ADMINISTRATION CLERK: SUPPORT (NURSING)**
- SALARY CENTRE REQUIREMENTS** : R216 417 per annum
 : Tygerberg Hospital, Parow Valley
 : Minimum educational qualification: Senior Certificate (or equivalent).
 : Experience: Appropriate experience in the provision of administrative duties.
 : Competencies (knowledge/skills): Computer literacy in MS Word and Excel.
 : Good organisational skills and the ability to function under pressure and as part
 : of a team. Good interpersonal and communication skills. Knowledge of human
 : resource management, labour legislation and the nursing agency tender
 : process.
- DUTIES** : The candidate will be responsible for providing an effective nursing
 : administrative service. Effective utilization of Human and financial resources to
 : assist in achieving the objectives of the unit. Delivering effective support to the
 : Nursing Department as well as the other departments/ modules on a relief
 : basis.
- ENQUIRIES APPLICATIONS** : Ms F Baartman Tel No: (021) 938-4055
 : 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 will be subjected to a practical assessment.
- CLOSING DATE** : 22 April 2025
- POST 12/214** : **ADMINISTRATION CLERK: HUMAN RESOURCE MANAGEMENT**
 : Garden Route District
- SALARY CENTRE REQUIREMENTS** : R216 417 per annum
 : Garden Route District Office, George
 : Minimum educational qualification: Senior Certificate (or equivalent).
 : Experience: Appropriate experience in Human Resources (i.e. Salary
 : Administration, Service Conditions). Appropriate experience in Recruitment
 : and Selection. Appropriate PERSAL experience. Inherent requirements of the
 : job: Valid Driver's license and willingness to drive a GG Vehicle. Prepare to
 : work overtime when required. Competencies (knowledge/skills): Good verbal
 : and written communication skills. Sound Knowledge of HRM Policies and
 : Practices, Public Service Act, Public Service Regulations, Collective
 : Agreements regarding personnel- and salary administration. Computer Literate
 : (i.e. MS Office package, e-mail and internet). Ability to meet deadlines and to
 : maintain confidentiality.
- DUTIES** : Assist with Recruitment and Selection, Advertising of posts, DOTS
 : Verifications, E-Recruitment, Pay Progressions, Grade Progressions, Salary
 : Determination in respect of different OSD and non-OSD categories.
 : Responsible for capturing transactions on PERSAL. Handle all personnel
 : enquiries and correspondence (written and verbal). Filing of personnel data,
 : policies, regulations and circulars and maintain registers. Assist staff,
 : supervisor, management and members of the Public regarding Human
 : Resource and Personnel matters. Render a general support service to
 : supervisor and colleagues.
- ENQUIRIES APPLICATIONS** : Ms S Pienaar Tel No: (044) 803-2703
 : 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 competency test.
- CLOSING DATE** : 22 April 2025
- POST 12/215** : **ADMINISTRATION CLERK: REGISTRY**
 : Chief Directorate: Emergency and Clinical Services Support
- SALARY CENTRE REQUIREMENTS** : R216 417 per annum
 : Forensic Pathology Service, Head Office
 : Minimum educational qualification: Senior Certificate (or Equivalent).
 : Experience: Appropriate records management and registry experience.
 : Appropriate experience on Electronic Content Management (ECM) System.
 : Inherent requirements of the job: Valid Code B/EB driver's license.
 : Competencies (knowledge/skills): Computer and software literacy in at least
 : MS Word and Excel. Ability to communicate clearly and discreetly in person
 : and in writing. Ability to achieve and maintain good interpersonal and working

relations with staff and clients, with knowledge of Batho Pele. Good organizational and reporting skills. Knowledge of registry functions. Ability to effectively multi-task, function independently and under pressure. Ability to work with confidential information. Knowledge and understanding of the Protection of Personal Information Act, (Act 4 of 2013). Knowledge of the Provincial Archives and Records Service of the Western Cape Act, 2005 (Act 3 of 2005). Receptive to ideas and suggestions.

DUTIES : Effective and efficient daily operations of record keeping. Effective and efficient filing support to People Management, Supply Chain Management and Finance Offices. Effective and efficient culling, destruction and opening of new folders and documents. Effective and efficient management of the Electronic Content Management (ECM) System. Provide effective support to supervisor and personnel.

ENQUIRIES : Mr J Stuart Tel No: (021) 938 6768

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 test. Shortlisted candidates will have to undergo a security clearance prior to appointment.

CLOSING DATE : 22 April 2025

POST 12/216 : **STAFF NURSE GRADE 1 TO 3 (X4 POSTS)**
West Coast District

SALARY : Grade 1: R209 112 per annum
Grade 2: R248 613 per annum
Grade 3: R290 805 per annum

CENTRE : Piketberg CDC (X3 Posts)
Porterville CC (X1 Post)
Bergriver Sub-District

REQUIREMENTS : Minimum educational qualification: Appropriate qualification that allows for the required registration with South Africa Nursing Council (SANC) as Staff Nurse. Registration with a Professional Council: Registration with (SANC) as Staff Nurse. Experience: **Grade 1:** None. **Grade 2:** A minimum of 10 years' appropriate/recognisable experience in nursing after registration as Staff Nurse with the SANC. **Grade 3:** A minimum of 20 years' appropriate/recognisable experience in nursing after registration as Staff Nurse with the SANC. Inherent requirements of the job: Valid (Code B/EB) driver's license. Willingness to work at the mobile clinic, Satellites clinics and do outreach services to the creches within Bergrivier Sub district. Competencies (knowledge/skills): Good Computer (MS Word, Excel, Outlook). Good interpersonal and organisational skills and the ability to function under pressure. Ability to work independently and in a multi-disciplinary team.

DUTIES : Development and implementation of basic patient care. Provide basic clinical nursing care. Effective utilization of physical and financial resources. Maintain professional growth/ethical standards and self-development. Effective functioning within multi-disciplinary team.

ENQUIRIES : Ms E Engel Tel No: (022) 913-3062

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

NOTE : No payment of any kind is required when applying for this post. Shortlisted candidates will be subjected to a practical test. Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable on health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status). The pool of applicants will be considered for similar vacant posts within Bergriver Sub-District for a period of 3 months from date of advert.

CLOSING DATE : 22 April 2025

<u>POST 12/217</u>	:	<u>STAFF NURSE GRADE 1 TO 3 (NEW BEGINNINGS HOUSE)</u> (Chief Directorate: Metro Health Services)
<u>SALARY</u>	:	Grade 1: R209 112 per annum Grade 2: R248 613 per annum Grade 3: R290 805 per annum
<u>CENTRE REQUIREMENTS</u>	:	Stikland Hospital (Stationed at New Beginnings House) 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 with the SANC. Experience: Grade 1: None Grade 2: A minimum of 10 years appropriate/recognizable experience in nursing after registration with the SANC as an Enrolled Nurse. Grade 3: A minimum of 20 years appropriate/recognizable experience in nursing after registration with the SANC as an Enrolled Nurse. Inherent requirements of the job: Willingness to work shifts, day and night duty, weekends, and public holidays to meet the operational requirements. Must be prepared to rotate and assist in all departments according to operational requirements. Competencies (knowledge/skills): Good communication and interpersonal relationships. Basic computer skills in MS Office. Knowledge of relevant legislation and policies of the Department of Health Western Cape.
<u>DUTIES</u>	:	Provide basic clinical nursing care. Development and implementation of basic patient care plans. Facilitate the provision of health care and education according to individual needs of patients, family and community. Effective utilization of resources. Maintain professional growth/ethical standards and self-development. Reporting on patient safety and adverse incidents. Effective record keeping.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms S Fredericks Tel No: (021) 940-4416 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 written/practical and oral assessment. "Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview." This concession is only applicable on health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for a change in registration status)". The pool of applicants will be considered for other similar posts within the Chief Directorate: Metro Health Services, for a period of 3 months from date of advert.
<u>CLOSING DATE</u>	:	22 April 2025
<u>POST 12/218</u>	:	<u>STAFF NURSE GRADE 1 TO 3 (X2 POSTS)</u> Chief Directorate: Metro Health Services
<u>SALARY</u>	:	Grade 1: R209 112 per annum Grade 2: R248 613 per annum Grade 3: R290 805 per annum
<u>CENTRE REQUIREMENTS</u>	:	Khayelitsha District Hospital, Khayelitsha Eastern Sub Structure Minimum educational qualification: Qualification that allows registration with the SANC as a Staff Nurse. Registration with a Professional Council: Registration with the SANC as Enrolled Nurse. Experience: Grade 1: None Grade 2: A minimum of 10 years appropriate/recognisable experience in nursing after registration as Staff Nurse with the SANC. Grade 3: A minimum of 20 years appropriate/recognisable experience in nursing after registration as Staff Nurse with the SANC. Inherent requirements of the job: Annual receipt and licence to practice. Willingness to work overtime, shifts and do night duties. Willingness to rotate within the Hospital as per operational requirements. Competencies (knowledge/skills): Basic communication skills (both written and verbal). Ability to function as part of a team. Good human relations. The ability to render nursing care of an acceptable and safe standard.
<u>DUTIES</u>	:	Develop and implementation of basic patient care plans. Provide basic clinical nursing care. Effective health promotion and information to patient/client and community. Effective utilization of physical and financial resources. Maintain professional growth/ethical standards and self- development.
<u>ENQUIRIES</u>	:	Ms N Sozele Tel No: (021) 360-4569

<u>APPLICATIONS</u>	:	Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	:	No payment of any kind is required when applying for this post. Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable to candidates who apply for the first time for registration with the SANC (including individuals who must apply for change of registration status). The pool of applicants will be considered for similar vacant posts within Chief Directorate: Metro Health Services for a period of 3 months from date of advert. Candidates will be subjected to a written/practical and oral assessment.
<u>CLOSING DATE</u>	:	22 April 2025
<u>POST 12/219</u>	:	<u>STAFF NURSE GRADE 1 TO 3</u> Garden Route District
<u>SALARY</u>	:	Grade 1: R209 112 per annum Grade 2: R248 613 per annum Grade 3: R290 805 per annum
<u>CENTRE</u>	:	Alan Blyth Hospital, Ladismith
<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 3: A minimum of 20 years appropriate/recognisable experience in nursing after registration as Staff Nurse with the SANC. Grade 2: A minimum of 10 years appropriate/recognisable experience in nursing after registration as Staff Nurse with the SANC. Competencies (knowledge/skills): Self-discipline and motivation. Ability to interpret basic clinical signs and symptoms. Effective verbal and written communication skills. Computer literacy in Microsoft office programs (Excel and Word). Knowledge of Nursing Practices and IPC, control measures and practices.
<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 A Laubscher Tel No: (028) 551-1010
<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>	:	22 April 2025
<u>POST 12/220</u>	:	<u>STAFF NURSE GRADE 1 TO 3 (X15 POSTS)</u>
<u>SALARY</u>	:	Grade 1: R209 112 per annum Grade 2: R248 613 per annum Grade 3: R290 805 per annum
<u>CENTRE</u>	:	Tygerberg Hospital
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Appropriate qualification that allows registration with the South African Nursing Council (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 with the SANC as Staff Nurse. Grade 3: A minimum of 20 years appropriate/recognisable experience in nursing after registration with the

- SANC as Staff Nurse. Inherent requirements of the job: Willingness to work shifts, public holidays, after-hours, night duty and weekend cover. Competencies (knowledge/skills): Ability to work independently and under pressure.
- DUTIES** : Provide quality basic nursing care according to procedures and policy. Provide basic nursing care under the direct and indirect supervision of the Registered Professional Nurse. Create a safe and therapeutic environment for patients and the public. Participate in learning opportunities and research projects. Accurate recordkeeping and effective utilization of resources.
- ENQUIRIES APPLICATIONS** : Mrs F Baartman Tel No: (021) 938-4055
- NOTE** : Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
- Candidates who are not in possession of the stipulated registration requirements may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable to candidates who apply for the first time for registration in a specific category with the South African Nursing Council (including individuals who must apply for change in registration status).
- CLOSING DATE** : 22 April 2025
- POST 12/221** : **FORENSIC PATHOLOGY OFFICER GRADE 1 TO 2**
Chief Directorate: Emergency And Clinical Services Support
- SALARY** : Grade 1: R205 733 per annum
Grade 2: R239 658 per annum
- CENTRE REQUIREMENTS** : Forensic Pathology Service, George Laboratory
- Minimum educational qualification: Senior Certificate with having achieved Mathematics, Life Science and/ or Biology as passed subjects. Experience: **Grade 1:** None. **Grade 2:** 10 year's appropriate experience. Inherent requirements of the job: Valid Code B/EB driver's license. Ability to work with and lift corpses, (mutilated, decomposed, infectious viruses, obese). Be willing on travelling long distances and working standby duties/overtime. Will be required to deliver expert testimony in court proceedings. Competencies (knowledge/skills): Ability to interpret and apply policies. Computer and software literacy. Ability to be trained in photography. Ability to be trained in 4X4 Vehicle handling. Willingness to assist with duties in an X-ray room. Willingness to be trained in Forensic Investigation and Dissection. Appropriate Forensic Pathology Service experience. Ability to achieve and maintain good interpersonal and working relations with staff and clients. Ability to work under pressure. Ability to communicate clearly and discreetly in person and in writing.
- DUTIES** : Effective and efficient recovery, storage and processing of deceased. An effective Forensic autopsy process rendered in accordance with set standards and guidelines. Optimal control of reports, specimens and photographs during and after the Forensic Mortuary process. An effective and efficient Management of Unknown corpses. An efficient support service to the Manager with regard to Corporate and Clinical Governance functions of the Forensic Pathology Laboratory.
- ENQUIRIES APPLICATIONS** : Mr. FG Herwels Tel No: (044) 873-4370.
- NOTE** : Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
- No payment of any kind is required when applying for this post. Shortlisted candidates will be subjected to a practical test. Candidates will have to undergo a security clearance prior to appointment.
- CLOSING DATE** : 22 April 2025
- POST 12/222** : **HOUSEKEEPING SUPERVISOR**
Chief Directorate: Metro Health Services
- SALARY** : R183 279 per annum
- CENTRE REQUIREMENTS** : Khayelitsha District Hospital, Khayelitsha Eastern Sub Structure
- Minimum educational qualification: General Education and Training Certificate (GETC)/Grade 9 (Std 7). Experience: Appropriate housekeeping experience in a hospital environment. Inherent requirements of the job: Willingness to work overtime when required, and 12-hour shifts (including night duty, weekends and public holidays). Competencies (knowledge/skills): Ability to adhere to

- safety and hygienic standards. Ability to effectively communicate. Knowledge of linen and stock control. Knowledge of infection control.
- DUTIES** : Responsible for overall control, performing and co-ordinating of tasks related to hygiene, cleaning, and linen services within the ward. Ensure the effective use, maintenance and safe keeping of supplies and equipment. Supervision of household aid/ cleaners in the ward. Responsible for all administrative duties associated with supervision. Attend in-service training appropriate to service delivery.
- ENQUIRIES** : Ms A Gonya Tel No: (021) 360 4412
- 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 Chief Directorate: Metro Health Services, for a period of 3 months from date of the advert. Candidates will be subjected to a written/practical and oral assessment.
- CLOSING DATE** : 22 April 2025
- POST 12/223** : **ARTISAN ASSISTANT**
West Coast District
- SALARY** : R183 279 per annum
- CENTRE** : West Coast TB Complex (Based at Sonstraal Hospital, Paarl)
- REQUIREMENTS** : Minimum educational qualification: Grade 10 (or equivalent). Experience: Appropriate experience in workshop related tasks. Competencies (knowledge/skills): Appropriate experience in repairs and maintenance of hospital equipment, infrastructure, painting, air-conditioning, refrigeration, plumbing, electrical, carpentry. Inherent requirements of the job: Valid (Code B/EB/C) driver's license. Physically fit to perform duties, work at heights and in confined spaces. Must be prepared to work overtime and perform standby duties after hours, including weekends and Public Holidays, and be willing to travel and do outreach at ID Hospital, Malmesbury.
- DUTIES** : Carry out minor ad-hoc maintenance and repair requests, perform or arrange preventative maintenance on plant and equipment, follow emergency maintenance protocols, at the hospital and health facilities within the sub-district. Carry out daily checks on generator, oxygen, and other machinery, adhere to the maintenance schedule for all facilities, and do regular facility inspections. Provide specifications for service provider jobs, attend site meetings, manage contractors. Ensure an organised and neat workshop, efficient and effective management and control of stock, tools and equipment, and perform administrative duties and ensure excellent record keeping. Responsible for the management and supervision of the maintenance team reporting to the Artisan Assistant. Provide assistance and support to managers, supervisor and colleagues.
- ENQUIRIES** : Mr. HL Siegelaar Tel No: (021) 815-8097
- APPLICATIONS** : Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
- NOTE** : No payment of any kind is required when applying for this post. Candidates may be subjected to a competency test. As directed by the Department of Public Service and Administration, applicants must note that further checks will be conducted once they are shortlisted and that their appointment is subject to positive outcomes on these checks, which include security clearance, qualification verification, criminal records, and previous employment.
- CLOSING DATE** : 22 April 2025
- POST 12/224** : **ARTISAN ASSISTANT (CARPENTRY)**
Directorate: Engineering and Technical Services
- SALARY** : R183 279 per annum
- CENTRE** : Head Office, Cape Town (Metro West, Zwaanswyk)
- REQUIREMENTS** : Minimum requirement: Grade 10 or equivalent. Experience: Appropriate experience of maintenance and repairs of Carpentry components. Inherent requirements of the job: Ability to operate and use required tools and equipment skilfully and safely. Ability to perform heavy physical labour. A valid (Code B) driver's licence. Competencies (knowledge/skills): Conversant with the requirements of the Machinery and Occupational Health and Safety Acts.
- DUTIES** : Perform standby duties. Carry out minor maintenance and repairs of carpentry 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.
<u>ENQUIRIES APPLICATIONS</u>	:	Mr Kurt Matthews Tel No: (021) 715-5940
	:	Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	:	No payment of any kind is required when applying for this post. Shortlisted candidates may be subjected to a practical test.
<u>CLOSING DATE</u>	:	22 April 2025
<u>POST 12/225</u>	:	<u>TELKOM OPERATOR (TELEPHONE SERVICES)</u> Garden Route District
<u>SALARY</u>	:	R183 279 per annum
<u>CENTRE</u>	:	Mossel Bay Hospital
<u>REQUIREMENTS</u>	:	Minimum educational qualification: General Education and Training Certificate (GETC)/Grade 9 (Std 7). Experience: Appropriate experience in the operating of a high-volume switchboard and a messaging system. Inherent requirements of the job: Willingness to work overtime when required by operational needs. Physically ability to hear and speak clearly. Competencies (knowledge/skills): Good Communication skills. Excellent telephone etiquette and listening skills. Computer literacy (MS Office: Word and Excel). The ability to operate Switchboard equipment effectively and efficiently. Appropriate knowledge of handling alarm systems.
<u>DUTIES</u>	:	Manage switchboard, answer telephonic queries and deliver messages. Ensure that switchboard and telephone equipment is in working order. Monitor telephone accounts and distribute monthly to departments. Report all faults and problems with switchboard. Maintain internal telephone directory. Provide relief for admission department, clerical and administrative support to the supervisor.
<u>ENQUIRIES APPLICATIONS</u>	:	Mr B Meiring Tel No: (044) 604 - 6114
	:	Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	:	No payment of any kind is required when applying for this post. Short listed candidates may be subject to competency testing.
<u>CLOSING DATE</u>	:	22 April 2025
<u>POST 12/226</u>	:	<u>NURSING ASSISTANT GRADE 1 TO 3 (X9 POSTS)</u> (Chief Directorate: Metro Health Services)
<u>SALARY</u>	:	Grade 1: R165 177 per annum Grade 2: R192 675 per annum Grade 3: R227 070 per annum
<u>CENTRE</u>	:	Lentegeur Hospital
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Appropriate qualification that allows registration with the South African Nursing Council (SANC) as a Nursing Assistant. Registration with a Professional Council: Registration with the SANC as a Nursing Assistant. Experience: Grade 1: None Grade 2: A minimum of 10 years appropriate/recognizable nursing experience after registration with the SANC as Nursing Assistant. Grade 3: A minimum of 20 years appropriate/recognizable nursing experience after registration with the SANC as Nursing Assistant. Competencies (knowledge/skills): Effective communication skills and interpersonal skills. Knowledge of nursing processes & procedures as outlined in Nursing, Health related & Public service legislation, regulations & policies. Function within the team and facilitate on the level of the post. 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.
<u>DUTIES</u>	:	Assist patients with activities of daily living which includes patient hygiene, provide nutrition, assist with mobility, and elimination processes. Provide elementary clinical nursing care. Maintain documentation and communication. Effective utilization of resources. Maintain professional growth/ethical standards and self-development. Actively participating in in-service training interventions.
<u>ENQUIRIES</u>	:	Sr Jessica King Tel No: (021) 370 1144

<u>APPLICATIONS</u>	:	Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	:	No payment of any kind is required when applying for this post. Candidates will be subjected to a written/practical and oral assessment. "Candidates who are not in possession of the stipulated registration requirements may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable to candidates who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status)". The pool of applicants will be considered for other similar vacant posts within the Chief Directorate: Metro Health Services, for a period of 3 months from date of advert.
<u>CLOSING DATE</u>	:	22 April 2025
<u>POST 12/227</u>	:	<u>NURSING ASSISTANT GRADE 1 TO 3</u> Cape Winelands Health District
<u>SALARY</u>	:	Grade 1: R165 177 per annum Grade 2: R192 675 per annum Grade 3: R227 070 per annum
<u>CENTRE</u>	:	Ceres Hospital, Witzenberg Sub-district
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Qualification that allows registration with the SANC as a Nursing assistant. Registration with a Professional Council: Registration with the SANC as a Nurse Assistant. Inherent requirements of the job: Willingness to work overtime when necessary. Will be required to work shifts, weekends, and public holidays. Must be prepared to assist in all departments according to operational needs. Ability to work under pressure. Experience: Grade 1: None Grade 2: A minimum of 10 years appropriate/recognisable nursing experience after registration with the SANC as a Nursing Assistant. Grade 3: A minimum of 20 years appropriate/recognisable nursing experience after registration with SANC as a Nursing Assistant. Competencies (knowledge/skills): Good communication, planning and interpersonal skills. Ability to work in the multidisciplinary team. Enhance patient care through the implementation of SOP's, policies and guidelines.
<u>DUTIES</u>	:	Provide quality basic care by assisting with activities of daily living. Provide elementary clinical nursing care. Effective utilization of physical and financial resources within the limited budget constraints. Maintaining professional growth, ethical standards and self-development. Record keeping.
<u>ENQUIRIES</u>	:	Mr WB Smeda Tel No: (023) 316-9600
<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 Ceres Hospital for a period of 3 months from date of advert.
<u>CLOSING DATE</u>	:	22 April 2025
<u>POST 12/228</u>	:	<u>NURSING ASSISTANT GRADE 1 TO 3</u> Chief Directorate: Metro Health Services
<u>SALARY</u>	:	Grade 1: R165 177 per annum Grade 2: R192 675 per annum Grade 3: R277 070 per annum
<u>CENTRE</u>	:	Victoria Hospital
<u>REQUIREMENTS</u>	:	Minimum educational requirements: Appropriate qualification that allows registration with the South African Nursing Council (SANC) as a Nursing Assistant. Registration with a Professional Council: Current registration with

the South African Nursing Council (SANC) as a Nursing Assistant. Experience: **Grade 1:** None. **Grade 2:** A minimum of 10 years appropriate/recognizable experience in nursing after registration with the SANC as a Nursing Assistant. **Grade 3:** A minimum of 20 years appropriate/recognizable experience in nursing after registration with the SANC as a Nursing Assistant. Inherent requirement of the job: Willingness to work shifts and night duty. Competencies (knowledge/skills): Provision of Quality Nursing Care to health care users.

DUTIES : Perform relevant nursing duties pertaining basic nursing care to health care users. Provide clinical nursing care and assist in clinical procedures. Ensure that all documentation and reports adhere to legislation. Support to supervisor and colleagues by team participation. Maintain a degree of professionalism in the execution of duties.

ENQUIRIES : Ms MA Dubru-Shunmugam Tel No: (021) 799-1125
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.
CLOSING DATE : 22 April 2025

POST 12/229 : **NURSING ASSISTANT GRADE 1 TO 3 (X25 POSTS)**
 (Various Components)

SALARY : Grade 1: R165 177 per annum
 Grade 2: R192 675 per annum
 Grade 3: R277 070 per annum

CENTRE : Tygerberg Hospital, Parow Valley
REQUIREMENTS : Minimum educational qualification: Appropriate qualification that allows registration with the South African Nursing Council (SANC) as a Nursing Assistant. Registration with a Professional Council: Registration with the SANC as Nursing Assistant. Experience: **Grade 1:** None. **Grade 2:** A minimum of 10 years appropriate/recognisable nursing experience after registration with the SANC as Nursing Assistant. **Grade 3:** A minimum of 20 years appropriate/recognisable nursing experience after registration with the SANC as Nursing Assistant. Inherent requirements of the job: Willingness to work shifts, public holidays, after-hours, night duty and weekend cover. Competencies (knowledge/skills): Ability to work independently and under pressure. Good communication skills.

DUTIES : Provide quality basic nursing care according to procedures and policy. Assist patients with activities of daily living which includes patient hygiene, nutritional status, mobility and elimination needs. Escort patient to and from x-rays, sonar, etc. Assist professional nurses with clinical procedures and preparation of patients for diagnostic and surgical procedures. Accurate recordkeeping and effective utilization of resources.

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 : Candidates who are not in possession of the stipulated registration requirements may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable to candidates who apply for the first time for registration in a specific category with the South African Nursing Council (including individuals who must apply for change in registration status).

CLOSING DATE : 22 April 2025

POST 12/230 : **FOOD SERVICE AID**
 West Coast District

SALARY : R131 265 per annum
CENTRE : West Coast TB Complex (Sonstraal Hospital, Paarl)
REQUIREMENTS : Minimum educational qualification: Basic numeracy and literacy. Experience: Appropriate experience in a large food service unit. Inherent requirements of the job: Willingness to work shifts, overtime, weekends and public holidays. 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 principals. Ability to communicate (verbal & written).

DUTIES : Assist in receipt, store of all provisions and stock in the food service unit. Prepare; produce all normal and therapeutic diets. Weigh, dish and distribute foods to the wards. Clean all areas, utensils and equipment in the Food Service Department. Adhere to Health and Safety prescripts, elementary control measures and standard operating procedures.

ENQUIRIES : Mr HL Siegelaar Tel No: (021) 837-8097

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

NOTE : No payment of any kind is required when applying for this post. Candidates may be subjected to a competency test. As directed by the Department of Public Service and Administration, applicants must note that further checks will be conducted once they are shortlisted and that their appointment is subject to positive outcomes on these checks, which include security clearance, qualification verification, criminal records, and previous employment.

CLOSING DATE : 22 April 2025

POST 12/231 : **GENERAL WORKER (CSSD)**

SALARY : R131 265 per annum

CENTRE : Groote Schuur Hospital, Observatory

REQUIREMENTS : Minimum educational qualification: Basic literacy and numeracy skills. Experience: Appropriate experience Competencies (knowledge/skills): Physically able to handle stock.

DUTIES : Assist the Admin Clerk with the handling of stock. Receive and issue goods. Deliver store stock to end-users and Rotate store stock (first in, first out). Clean various stores and non-storage areas within the main stores. Answer telephone and handle internal queries. Assist in other CSSD areas and Theatre stores when required.

ENQUIRIES : Ms. S. Omar Tel No: (021) 404-4049/ 4051

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 : 22 April 2025

POST 12/232 : **PORTER**
Chief Directorate: Metro Health Services

SALARY : R131 265 per annum

CENTRE : Helderberg Hospital, Khayelitsha Eastern Sub Structure

REQUIREMENTS : Minimum educational qualification: -Basic reading, writing and numerical skills. Inherent requirement of the job: -Willingness to work overtime, shifts including nightshift, weekends and on public holidays. Must be prepared to handle corpses. Must be of sober habits. Competencies (knowledge/skills): Good interpersonal and communication skills. Ability to work under pressure. Willing to work in a team. Ability to perform tasks such as lifting patients from/onto beds trolleys and wheelchairs.

DUTIES : Accompany/assist and transport of patients via beds/trolley/wheelchairs between treatment areas. Assist with the loading of patients in/out of ambulances/vehicles. Carry medical and other documentation (patient files, reports, etc.) to wards/ treatment areas. Check, report and replace gas cylinders in wards/treatment areas and assist with shifting of medical equipment to and from rooms. Responsible for the maintenance of trolleys and wheelchairs (this includes cleaning and repairs). Assist with the transportation of corpses from wards and complete mortuary registers.

ENQUIRIES : Mr H Williams Tel No: (021) 850-4755

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 Porter post 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 assessment.

CLOSING DATE : 22 April 2025

- POST 12/233** : **HOUSEHOLD AID (POST NATAL & GYNAECOLOGY AND B4 OBSTETRICS 8) (X2 POSTS)**
(Chief Directorate: Metro Health Services)
- SALARY** : R131 265 per annum
CENTRE : New Somerset Hospital
REQUIREMENTS : Minimum educational qualification: Basic literacy and numeracy. Experience: Appropriate experience in a hospital environment. Inherent requirements of the job: Willing to work shifts, including weekends and public holidays and to rotate in different departments according to operational needs and requirements. Ability to lift/move heavy equipment and supplies. Competencies (knowledge/skills): Ability to adhere to safety and hygienic standards. Knowledge of infection control. Ability to operate machinery and equipment.
- DUTIES** : Render an effective, efficient and safe hygiene and domestic service within the institution. Render support services to the Household Supervisor. Contribute to the effective utilization and functioning of apparatus and equipment. Contribute to the effective management of domestic responsibilities. Adhere to loyal service ethics.
- ENQUIRIES** : Mr JM Roberts Tel No: (021) 402 6461
APPLICATIONS : Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
- NOTE** : No payment of any kind is required when applying for this post. Shortlisted candidates will be subjected to a written/practical and oral assessment. The pool of applicants will be considered for similar vacant posts within the Chief Director: Metro Health Services, for a period of 3 months from date of advert.
- CLOSING DATE** : 22 April 2025
- POST 12/234** : **MESSENGER (ADMIN SERVICES)**
Chief Directorate: Metro Health Services
- SALARY** : R131 265 per annum
CENTRE : Office of the CD: Metro Health Services
REQUIREMENTS : Minimum educational qualification: Basic literacy and numeracy skills. Experience: Appropriate experience in registry or related environments. Inherent requirements of the job: Valid (Code B/EB) drivers' licence. Ability to pick up heavy bags. Relieve registry clerk on request. Competencies (knowledge/skills): Must be dedicated, a team player, innovative and self-motivated. Planning, organising and client orientation skills.
- DUTIES** : Collecting, delivery and distribution of all files, post and correspondence to and from various Directorates in Bellville Health Park. Collecting and delivery of postal items from and to Post Office. Collecting and distributing of posters to respective officials within the Bellville Health Park. Preparing of file covers and letters for franking. Assist registry personnel and all other officials within Bellville Health Park upon request. Ensure that documents for photocopying and binding are handled.
- ENQUIRIES** : Mr L Moolman Tel No: (021) 815 8724
APPLICATIONS : Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
- NOTE** : No payment of any kind is required when applying for this post. Shortlisted candidates will be subjected to a written/practical and oral assessment. The pool of applicants will be considered for similar vacant posts within the Chief Director: Metro Health Services, for a period of 3 months from date of advert.
- CLOSING DATE** : 22 April 2025
- POST 12/235** : **HOUSEHOLD AID**
Garden Route District
- SALARY** : R131 265 per annum
CENTRE : Oudtshoorn Hospital, Oudtshoorn & Kannaland Sub Districts
REQUIREMENTS : Minimum educational qualification: Basic numeracy and literacy skills. Inherent requirements of the job: -Physically able to lift/move heavy objects and working at heights requiring the use of a step ladder. Willing to work shifts, public holidays, weekend, overtime, and night duty. Ability to operate machinery and equipment. Good interpersonal skills. Willingness to perform relief duties in other departments when necessary. Competencies (knowledge/skills): Knowledge of the correct methods of handling and disposal of refuse/waste products and adherence to policy and cleaning practices. Basic knowledge of

- cleaning of cleaning procedures and the uses of cleaning equipment. Excellent communication skills.
- DUTIES** : Provide a clean, safe, and hygienic environment in terms of standards and procedures to prevent injuries and spread of infection which includes sweeping, scrubbing, mopping floors, dusting polishing floors and furniture, emptying bins daily, cleaning windows, light shades walls and all toilets, sluices, and drains. Ensure that cleaning equipment's, e.g., polishing and scrubbing machines, mops, brooms, and buckets are clean after uses and securely stored. Effectively use cleaning agents and stock as well as stock control. Ensure cost-effective management of cleaning supplies. Attend in-service training appropriate to service delivery and give effective support to supervisor and colleagues. Assist with serving meals and beverages. Correct handling and disposal of waste and medical waste.
- ENQUIRIES** : Mr CB Olivier Tel No: (044) 203 - 7203
- 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/ oral assessment.
- CLOSING DATE** : 22 April 2025
- POST 12/236** : **CLEANER 5/8TH POST**
Garden Route District
- SALARY** : R82 041 per annum
- CENTRE** : George Weg CC, Mossel Bay Sub-district
- REQUIREMENTS** : Minimum educational qualification: Basic numeracy and literacy. Experience: Appropriate cleaning experience in a health environment. Inherent requirement of the job: Physical able to lift and/ or move heavy objects and supplies. Ability to operate machinery and equipment used in domestic and clinic cleaning services. Willingness to rotate to other clinics in the Sub District. Competencies (knowledge/skills): Good interpersonal and communication skills (written and verbal). Appropriate knowledge of the correct methods of handling and disposal of refuse/ waste products and to adhere to policies and cleaning procedures. Appropriate knowledge of legislation and policies of the Department of Health and Wellness relevant to cleaning practise.
- DUTIES** : General cleaning, housekeeping and maintenance (i.e dust/ sweep/ polish/ scrub/ mop/ clean windows/ walls/ equipment/ machinery and refuse removal). Ensure effective Waste management, Linen Management etc. Effective and efficient utilization and storage of cleaning materials and equipment. Provide optimal support to the supervisor and colleagues with general housekeeping duties and services. Adhere to general hygienic and safe environment in terms of standards and procedures.
- ENQUIRIES** : Ms A Lamprecht Tel No: (044) 604-6106
- APPLICATION** : 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 assessment.
- CLOSING DATE** : 22 April 2025
- POST 12/237** : **MEDICAL SPECIALIST GRADE 1 TO 3 (OBSTETRICS AND GYNAECOLOGY)**
(24 Sessions) (1 Year Contract)
- SALARY** : Grade 1: R612 per hour
Grade 2: R698 per hour
Grade 3: R809 per hour
- CENTRE** : Tygerberg Hospital
- REQUIREMENTS** : Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa as Medical Specialist in Obstetrics and Gynaecology. Registration with a Professional Council: Registration with the HPCSA as Medical Specialist in Obstetrics and Gynaecology. Experience: **Grade 1:** None after registration with the HPCSA as a Medical Specialist in Obstetrics and Gynaecology. **Grade 2:** A minimum of 5 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 in Obstetrics and Gynaecology. **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 in Obstetrics and Gynaecology. Competencies (knowledge/skills): Clinical experience with high-risk obstetrics, general gynaecology and basic ultrasound. Ability to achieve and maintain good interpersonal relations with staff, patients, and their families. Excellent clinical notes and referral writing skills. Sound verbal and written communication skills as well as analytical and problem-solving skills. The candidate must have sufficient clinical and academic skills to handle a large clinical workload.
<u>DUTIES</u>	:	Outpatient clinics (high risk obstetrics, diabetic clinic, special care clinic, general gynaecology clinic, oncology follow up clinics) and labour ward. General gynaecology theatre lists and emergency and elective caesarean section lists. Teaching and training of under- and postgraduate students, Reports to the Head of General O&G services for service delivery and governance.
<u>ENQUIRIES</u>	:	Prof S Gebhardt, email gsgeb@sun.ac.za , Tel No: (021) 938-4638
<u>APPLICATIONS</u>	:	Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	:	Candidates who are not in possession of the stipulated registration requirements may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable on health professionals who apply for the first time for registration as Medical Specialist in Obstetrics and Gynaecology with the relevant council (including individuals who must apply for change in registration status).
<u>CLOSING DATE</u>	:	22 April 2025
<u>POST 12/238</u>	:	<u>MEDICAL SPECIALIST GRADE 1 TO 3 (DEVELOPMENTAL PAEDIATRICS)</u> (4 Sessions) (1 Year Contract)
<u>SALARY</u>	:	Grade 1: R612 per hour Grade 2: R698 per hour Grade 3: R809 per hour
<u>CENTRE</u>	:	Tygerberg Hospital
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Medical Specialist in Paediatrics. Registration with a Professional Council: - Registration with the HPCSA as Medical Specialist in Paediatrics. Experience: Grade 1: None after registration with the HPCSA as a Medical Specialist in Paediatrics. Grade 2: A minimum of 5 years appropriate experience as Medical Specialist after registration with the HPCSA (or a recognised foreign Health Professional Council in respect of a foreign qualified employee) as a Medical Specialist in Paediatrics. Grade 3: A minimum of 10 years appropriate experience as Medical Specialist after registration with the HPCSA (or a recognised foreign Health Professional Council in respect of a foreign qualified employee) as a Medical Specialist in Paediatrics. Inherent requirements of the job: A valid driver's license. Good communication skills. Competencies (knowledge/skills): Experience in Developmental Paediatrics. Ability to function independently at a level of medical specialist in paediatrics. Demonstrated interest in Developmental Paediatrics, including research. Working with multi-disciplinary teams. PANDA membership.
<u>DUTIES</u>	:	To render a clinical outpatient service in Developmental Paediatrics. To provide outpatient care, including clinical teaching. Participation in academic teaching. Research. Administration and management.
<u>ENQUIRIES</u>	:	Dr A. Thomas Tel No: (021) 938-9888
<u>APPLICATIONS</u>	:	Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	:	"Candidates who are not in possession of the stipulated registration requirements may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable on health professionals who apply for the first

- time for registration as Medical Specialist in Paediatrics with the relevant council (including individuals who must apply for change in registration status)".
- CLOSING DATE** : 22 April 2025
- POST 12/239** : **DENTIST GRADE 1 TO 3**
(5 Sessions Per Week)
(12 Month Contract)
Central Karoo District
- SALARY** : Grade 1: R444 per hour
Grade 2: R521 per hour
Grade 3: R603 per hour
- CENTRE REQUIREMENTS** : Beaufort West PHC Support & Outreach (Stationed at Laingsburg Hospital)
: 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 requirements of the job: Valid Code B/EB driver's license, preferably Code C. Willingness to travel throughout Central Karoo District (up to 400km per day). Competencies (knowledge/skills): Excellent report writing, clinical documentation, recording keeping and referral writing skills. Sound verbal and written communication skills. Ability to be flexible and innovative in response to differing client needs. Ability to lead a small dynamic team. Good computer skills (MS Word, Excel and PowerPoint). Management experience at a health facility.
- DUTIES** : Quality clinical and no-clinical patient care – able to implement effective dental health programs in a cost-effective manner. Preventative planning and carrying out of dental health programs. Able to successfully lead the dentistry component – implement weekly meetings, facilitate training initiatives, give feedback to direct supervisor, take responsibility for orders and stock, establish equipment needs. Responsible for supervision of dental assistants and oral hygienist. Provide an efficient administrative service regarding all clinical and non-clinical matters: Maintain appropriate data bases of work done, complete SPMS documents of all employees in the component, take responsibility for any medico-legal matters with the component, manage referrals appropriately. Provide guidance and leadership towards the design and implementation of policies and SOPs within the component, and work towards the realisation of strategic goals and objectives.
- ENQUIRIES APPLICATIONS** : Dr EM Human Tel No: (023) 414 - 8200
: 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 Central Karoo District for a period of 3 months from date of advert.

CLOSING DATE : 22 April 2025

POST 12/240 : **SESSIONAL MEDICAL OFFICER: GRADE 1 TO 3 (RHEUMATOLOGY)**
(10 Hours Per Week)

SALARY : Grade 1: R457 per hour
Grade 2: R521 per hour
Grade 3: R603 per hour

CENTRE : Groote Schuur Hospital, Observatory

REQUIREMENTS : Minimum educational qualification: Appropriate qualification that allows registration with 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: **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 recognised foreign Health Professional Council in respect of foreign qualified employees, of who is not required to perform Community Service as required in South Africa. **Grade 2:** A minimum of 5 years' appropriate experience as Medical Practitioner after registration with the HPCSA as a Medical Practitioner in respect of SA qualified employees. A minimum of 6 years' relevant experience after registration as Medical Practitioner with a recognised foreign Health 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. Competencies (knowledge/skills): Effective and efficient administration. Facilitation of management system. Clinical Skills required of a Medical Officer (e.g. Assessment, diagnosis and treatment in inpatient, outpatient, and emergency contexts). Technical skills appropriate for investigation. Completion of ATLS within last 5 years. Experience in General Medicine in a secondary or tertiary level hospital.

DUTIES : Clinical Governance and Administration. Teaching and Training/Supervision of Junior Staff. Clinical Service Provision.

ENQUIRIES : Prof B Hodkinson Tel No: (021) 404 2131 or Bridget.hodkinson@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. Shortlisted candidates will be subjected to a written/practical and oral assessment. "Candidates who are not in possession of the stipulated registration requirements may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable to candidates who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status)". Please ensure that you attach an updated CV.

CLOSING DATE : 22 April 2025

POST 12/241 : **SESSIONAL MEDICAL SPECIALIST: GRADE 1 TO 3 (NEUROSURGERY)**
(7.5 Hours Per Week)
(Contract until 31 March 2026)

SALARY : Grade 1: R612 per hour
Grade 2: R698 per hour
Grade 3: R809 per hour

CENTRE : Groote Schuur Hospital, Observatory

REQUIREMENTS : Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as Medical Specialist in Neurosurgery. Registration with a Professional Council: Registration with the HPCSA as Medical Specialist in Neurosurgery. Experience: **Grade 1:** None after registration with the HPCSA as Medical Specialist in Neurosurgery. **Grade 2:** A minimum of 5 years appropriate

- experience as a Medical Specialist after registration with the HPCSA (or recognised foreign Health Professions Council in respect to foreign qualified employee) as Medical Specialist in Neurosurgery. **Grade 3:** A minimum of 10 years appropriate experience as Medical Specialist after registration with the HPCSA (or recognised foreign Health Professions Council with respect to foreign qualified employee) as Medical Specialist in Neurosurgery. Competencies (knowledge/skills): Proven experience of dealing with patients that has neurosurgical disorders of the spine.
- DUTIES** : Provide support for the Neurosurgical spine Firm at Groote Schuur Hospital, responsible for clinical service provision and registrar training in Spinal Surgery. Participate in integrated care of patients in the Acute Spinal Cord Injury (ASCI) Unit with the Division of Orthopaedic Surgery. Supervise and train medical staff in neurosurgery with particular responsibility for spinal surgery. Participate in Divisional under-graduate and post graduate activities.
- ENQUIRIES** : Prof G Fieggen Tel No: (021) 406 6213 or Vuyiwe.bathaka@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 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** : 22 April 2025
- POST 12/242** : **SESSIONAL MEDICAL OFFICER: GRADE 1 TO 3 (RHEUMATOLOGY)**
(10 Hours Per Week)
- SALARY** : Grade 1: R457 per hour
Grade 2: R521 per hour
Grade 3: R603 per hour
- CENTRE** : Groote Schuur Hospital, Observatory
- REQUIREMENTS** : Minimum educational qualification: Appropriate qualification that allows registration with 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: **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 recognised foreign Health Professional Council in respect of foreign qualified employees, of who is not required to perform Community Service as required in South Africa. **Grade 2:** A minimum of 5 years' appropriate experience as Medical Practitioner after registration with the HPCSA as a Medical Practitioner in respect of SA qualified employees. A minimum of 6 years' relevant experience after registration as Medical Practitioner with a recognised foreign Health 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. Competencies (knowledge/skills): Effective and efficient administration. Facilitation of management system. Clinical Skills required of a Medical Officer (e.g. Assessment, diagnosis and treatment in inpatient, outpatient, and emergency contexts). Technical skills appropriate for investigation. Completion of ATLS within last 5 years. Experience in General Medicine in a secondary or tertiary level hospital.
- DUTIES** : Clinical Governance and Administration. Teaching and Training/Supervision of Junior Staff. Clinical Service Provision.
- ENQUIRIES** : Prof B Hodkinson Tel No: (021) 404 2131 or Bridget.hodkinson@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. Shortlisted candidates will be subjected to a written/practical and oral assessment. “Candidates who are not in possession of the stipulated registration requirements may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable to candidates who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status)”. Please ensure that you attach an updated CV.
- CLOSING DATE** : 22 April 2025
- POST 12/243** : **MEDICAL OFFICER GRADE 1 TO 3 (18 SESSIONS)**
(Contract until 31 March 2026)
West Coast District
- SALARY** : Grade 1: R457 per hour
Grade 2: R521 per hour
Grade 3: R603 per hour
- CENTRE REQUIREMENTS** : Radie Kotze Hospital, Bergriver Sub-District
: Minimum educational qualification: Appropriate qualification that allows registration with the Health Professionals 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: Valid (Code B/EB/C1) driver’s licence and willingness to travel. Experience: **Grade 1:** None after registration as Medical Practitioner with the HPCSA in respect of SA qualified employees. 1-year relevant experience after registration as Medical Practitioner with a recognised foreign Health Professional Council in respect of foreign qualified employees, of who is not required to perform Community Service as required in South Africa. **Grade 2:** A minimum of 5 years’ appropriate experience as Medical Practitioner after registration with the HPCSA as a Medical Practitioner in respect of SA qualified employees. A minimum of 6 years’ relevant experience after registration as Medical Practitioner with a recognised foreign Health 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. Competencies (knowledge/skills): Knowledge of general medical and surgical conditions on hospital and PHC level and Knowledge applicable to South African TB and HIV care guidelines and including Pediatrics HIV and Drug-resistant TB. Comprehensive evidence-based, direct patient-centred Clinical Service Provision in the District Health Service and good interpersonal, organizational and teamwork skills. Primary healthcare experience. Ability and willingness to do after hours sessions in the Emergency Centre and outreach services to clinics throughout the Bergriver Sub-district. Computer Literacy (MS Word, Excel, PowerPoint, Teams and Outlook).
- DUTIES** : Clinical service provision. Forensic service provision. Service management. Training, Development and Research.
- ENQUIRIES APPLICATIONS** : Dr C Prins Tel No: (022) 931-2140
: Applications are submitted online via www.westerncape.gov.za/health-jobs (click “online applications”).
- NOTE** : No payment of any kind is required when applying for this post. Candidates may be subjected to a competency test. Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable on health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in

		registration status). The pool of applicants will be considered for similar vacant posts within Bergriver Sub-District for a period of 3 months from date of advert.
<u>CLOSING DATE</u>	:	22 April 2025
<u>POST 12/244</u>	:	<u>SESSIONAL CLINICAL PSYCHOLOGIST: GRADE 1 TO 3 PSYCHIATRY (7 HOURS PER WEEK)</u>
<u>SALARY</u>	:	Grade 1: R398 per hour Grade 2: R463 per hour Grade 3: R536 per hour
<u>CENTRE REQUIREMENTS</u>	:	Groote Schuur Hospital Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Clinical Psychologist. Registration with a Professional Council: Registration with the HPCSA as a Clinical Psychologist. Experience: Grade 1: None after registration as with the HPCSA as a Psychologist in respect of RSA qualified employees. 1 Year relevant experience after registration with the HPCSA as a Psychologist in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. Grade 2: A minimum of 8 years relevant experience after registration with the HPCSA as Psychologist in respect of RSA qualified employees. Minimum of 9 years relevant experience after registration with the HPCSA as Psychologist in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. Grade 3: A minimum of 16 years relevant experience after registration with the HPCSA as Psychologist in respect of RSA qualified employees. A minimum of 17 years relevant experience after registration with the HPCSA as Psychologist in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. Competencies (knowledge/skills): Ability to apply highly developed clinical, interpersonal and reflexive capacities in diverse settings in the workplace. Good communication skills. Clinical psychology in the context of a tertiary hospital in-patient setting, in relation to different medical and allied health disciplines. Experience of working with adolescents.
<u>DUTIES</u>	:	Provide optimal psychological treatment of patients with complicated clinical conditions. Provide consultation to other health professionals.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms E Benjamin, ereshia.benjamin@uct.ac.za Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	:	No payment of any kind is required when applying for this post. Shortlisted candidates will be subjected to a practical test. Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable on health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status).
<u>CLOSING DATE</u>	:	22 April 2025