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Department:
Public Service and Administration
REPUBLIC OF SOUTH AFRICA

PUBLIC SERVICE VACANCY CIRCULAR

**PUBLICATION NO 30 OF 2025
DATE ISSUED 22 AUGUST 2025**

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

: **DEPARTMENT OF EMPLOYMENT AND LABOUR:** Please take note the post of Assistant Director: Organizational Development with Ref No. HR4/25/07/50HO for Head Office, Pretoria is withdrawn. The post was advertised on Public Service Vacancy Circular 23 dated 04 July 2025 with a closing date of 18 July 2025. Apology for inconvenience. Enquiries contact Mr S Nkhabelane Tel No: (012) 309 4747. The post of OHS Inspector: Mechanical Engineering with Ref No. HR4/4/6/03 for Labour Centre: East London and the post of Client Service Officer: IES with Ref No. HR4/4/6/01 for Labour Centre: Cradock are withdrawn. These posts were advertised on Public Service Vacancy Circular 28 dated 08 August 2025 with a closing date of 22 August 2025. Apology for inconvenience. Enquiries contact Mr M Mapete Tel No: (043) 701 3123

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DEPARTMENT OF CORRECTIONAL SERVICES

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.

**APPLICATIONS**

- : Send your complete application to:
- Eastern Cape Region:** The Regional Commissioner Eastern Cape. Recruitment Section, P/Bag X9013, East London or hand delivers 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 (043) 706 7866/ Ms Mgugudo N (043) 706 7882/ Mr Ndonyela N Tel No: (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 Mokuni NJ (051) 404 0268/ Ms Molutsoane N/ Ms. Moreki-Rathaba MP/ Ms. Ramncwana B Tel No: (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 Tel No: (012) 420 0173/ (012) 420 0179.
- 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 Mkhize AL Tel No: (033) 355 7370/ Mr Khumalo SB Tel No: (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 (012) 306 2037/ Ms Nomvela PM Tel No: (012) 306 2033/ Ms Lekhuleni TD Tel No: (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 Tel No: (021) 558 0108 / Ms NC Sotyibi Tel No: (021) 558 0518.

CLOSING DATE

- : 05 September 2025 at 15h45. It is the sole responsibility of an applicant to ensure that their application reaches DCS before the closing date.

NOTE

- : Candidates must comply with the minimum appointment requirements. CVs should be aligned to reflect one's degree of compliance with the advert requirements and responsibilities. Kindly indicate the reference number on the subject line for emailed applications. The Department of Correctional Services reserves the right not to fill any of these advertised posts. 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 separate and complete application for each post you apply for, stating the correct reference for each position you are interested in. For re-advertised posts, candidates who previously applied need to re-apply.

OTHER POST

<u>POST 30/01</u>	:	<u>PHARMACIST GRADE 1</u>
<u>SALARY CENTRE</u>	:	R848 862 per annum, (all-inclusive package)
	:	Eastern Cape region: Mthatha Ref No: EC 2025/07/01
	:	Free State and Northern Cape region: Colesberg Ref No: FSNC 2025/07/01 Goedemoed Ref No: FSNC 2025/07/02 Upington Ref No: FSNC 2025/07/03
	:	Gauteng region: Baviaanspoort Ref No: GP 2025/07/01 Krugersdorp Ref No: GP 2025/07/02 Zonderwater Ref No: GP 2025/07/03
	:	KwaZulu Natal region: Glencoe Ref No: KZN 2025/07/01 Empangeni Ref No: KZN 2025/07/02 Ncome Ref No: KZN 2025/07/03 Waterval Ref No: KZN 2025/07/04
	:	Limpopo, Mpumalanga and Northwest region: Thohoyandou Ref No: LMN 2025/07/01 Rooigrond Ref No: LMN 2025/07/02
	:	Western Cape region: Helderstroom Ref No: WC 2025/07/01
<u>REQUIREMENTS</u>	:	Basic qualification accredited with the South African Pharmacy Council (SAPC) that allows registration with the SAPC as a Pharmacist. Registration with the SAPC as a Pharmacist. Valid drivers' licence. Computer literate. Competencies And Attributes: Understanding of Public Service policy and legislative framework. Knowledge of public health. Good financial management, communication, evaluation, problem solving and analysis skills. Effective project, programme, transformation, change and stakeholder management. Service delivery innovation, decision making, people management, empowerment, integrity, honesty, confidentiality and good interpersonal relations. Accuracy, assertiveness and ability to network.
<u>DUTIES</u>	:	Manage the pharmacy facility in terms of applicable legislation, regulations and policies. Perform risk management and networking (internal and external stakeholders). Issuing and control of medicine. Render basic pharmaceutical services to offenders. Maintain good medical practice. Adhere to medical standards. Write reports and keep records. Provide training where necessary. Liaise with internal and external counterparts regarding pharmaceutical delivery. Adhere to departmental policies and orders. Effectively utilise and manage resource (financial, human, information, pharmaceutical stock and equipment). Management of performance information.
<u>ENQUIRIES</u>	:	Free State and Northern Cape Region: Ms Mokuni 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. Limpopo, Mpumalanga and North West Region: Mr Ziqubu Z Tel No: (012) 306 2037/ Ms Nomvela PM Tel No: (012) 306 2033/ Ms Lekhuleni TD Tel No: (012) 306 2034. KwaZulu Natal Region: 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.

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.

NOTE

: Appointment under the Public Services Act.

GOVERNMENT COMMUNICATION AND INFORMATION SYSTEM (GCIS)

The GCIS is an equal opportunity employer. In the filling of vacant posts, the objectives of section 195 (1) (i) of the Constitution of South Africa of 1996, the Employment Equity (EE) imperatives as defined by the EE Act of 1998 (Act 55 of 1998) and relevant Human Resource policies of the department will be taken into consideration. People with disabilities will be accommodated within reasonable limits. Therefore, preference will be given to candidates whose appointment will assist the department in achieving its EE targets in terms of the department's EE Plan. People with disabilities will be given preference regardless of race or gender.

<u>APPLICATIONS</u>	:	The Director-General (DG) of GCIS, Private Bag X745, Pretoria 0001, hand deliver to Tshedimosetso House, 1035 cnr Francis Baard and Festival streets, Hatfield, Pretoria or to the email address provided.
<u>FOR ATTENTION</u>	:	Ms P. Kgopyane
<u>CLOSING DATE</u>	:	05 September 2025
<u>NOTE</u>	:	Applicants with disabilities are encouraged to apply. The old prescribed application or employment form Z83 was withdrawn with effect from 31 December 2020. As per the Government Gazette No: 43872, any applicant who submits an application on or after 1 January 2021 must do so on the new prescribed Z83 form, obtainable from any Public Service department or on the internet at www.gov.za/documents . Failure to submit an application on the new prescribed Z83 form will lead to disqualification. Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the fully completed and signed Z83 form and a detailed curriculum vitae only. Communication regarding submission of certified copies of qualifications and other relevant documents will be limited to shortlisted candidates. Therefore, only shortlisted candidates will be required to submit certified documents on or before the day of the interview, following communication from the department. Should you be in possession of a foreign qualification, it must be accompanied by an evaluation certificate from the South African Qualifications Authority (SAQA). Applicants who do not comply with the above-mentioned requirements, as well as applications received late, will not be considered. Correspondence will be limited to shortlisted candidates. If you have not been contacted within three (3) months after the closing date of this advertisement, please accept that your application was unsuccessful. The successful candidate must disclose to the DG, particulars of all registrable financial interests, sign a performance agreement and employment contract with the DG within three months from the date of assumption of duty and obtain a Top-Secret security clearance. All appointments are subject to the verification of educational qualifications, previous experience, citizenship, reference checks and security vetting. The department reserves the right to fill or not to fill the vacant post. The successful candidates will sign an employment contract with the GCIS that will be reviewed based on performance expiration. By submitting the employment application form, you agree and consent in terms of Section 11(1) of the Protection of Personal Information Act (POPIA) of 2013 (Act 4 of 2013), for your personal information which you provide to the GCIS to being processed by the department and its employees, agents, Cabinet committees and subcontractors for recruitment purposes in accordance with POPIA.

OTHER POSTS

<u>POST 30/02</u>	:	<u>JUNIOR GRAPHIC DESIGNER REF NO: 3/1/5/1-25/28</u> Directorate: Media Production
<u>SALARY</u>	:	R269 499 per annum (Level 06)
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	Applicants should be in possession of an appropriate three-year National Diploma (NQF Level 6) or a Bachelor's Degree (NQF Level 7) as recognised by SAQA in Graphic Design or equivalent related qualification majoring in Graphic Design. General exposure in the field will be an added advantage. The candidate must have basic knowledge in the use of an Apple Macintosh computer. Must be proficient in Adobe Illustrator, Photoshop and InDesign (animation and 3-D skills are a bonus). Must have the ability to develop creative and innovative design concepts. Strong design skills and thorough knowledge of designing for different platforms including digital and social media. Good

<u>DUTIES</u>	:	organisational and communication skills. The ability to work under pressure, overtime and meet deadlines. Should be highly motivated with an eye for detail
	:	The successful candidate will be responsible for collaborating with the design manager on the overall look and feel for all design products. Working as a graphic designer on various products as per brief. Conceptualising and handling visual execution of all design briefs. Development of creative concepts. Please detail courses passed in the CV as per the academic transcript.
<u>ENQUIRIES</u>	:	Ms Rachel Sekhu Tel No: (012) 473 0254
<u>APPLICATIONS</u>	:	Applications may be hand delivered to Tshedimosetso House, 1035 cnr Francis Baard & Festival streets, Hatfield, Pretoria or emailed to recruitment5@gcis.gov.za
<u>NOTE</u>	:	In line with the Directive on the Professionalisation of Human Resource Management and Development in Public Service, all shortlisted candidates will undertake a pre-entry practical exercise as part of the assessment method to determine their suitability based on the technical and generic requirements of the post.
<u>POST 30/03</u>	:	<u>SOCIAL MEDIA OFFICER REF NO: 3/1/5/1-25/29</u> Directorate: Digital Media
<u>SALARY</u>	:	R269 499 per annum (Level 06)
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	Applicants should be in possession an appropriate three-year National Diploma (NQF Level 6) or a Bachelor's Degree (NQF Level 7) as recognised by SAQA in Digital Communication, Digital Marketing, Multimedia, or equivalent related qualification majoring in Digital Communication, Digital Marketing, Multimedia. General exposure in the field will be an added advantage. The candidate must have basic understanding of planning content, writing and maintaining social media content, and using social media as part of a communication plan. Knowledge of web and social media content management systems (CMS), videography, photography and/or graphic design. Knowledge of, and an interest in, current affairs and the functioning of government. Knowledge of latest trends in social media practices is also necessary. Excellent English writing and sub-editing skills are essential. The candidate should possess planning and organising skills, excellent interpersonal, liaison and communication skills, and the ability to work as part of a team, accurately, under pressure and meet short deadlines. The candidate must be computer literate.
<u>DUTIES</u>	:	The successful candidate will be part of a team responsible for the continuous updating, maintenance and improvement of social media accounts and websites maintained by GCIS. This includes liaising with role-players, preparing content for the social media accounts (abstracting, writing, language and content editing), updating website content on a Drupal content management system, and creating dynamic written, graphic and video content that promotes audience interaction on the social media accounts managed by GCIS using Adobe. The candidate will also write and distribute e-newsletter to mailing list subscribers and use a social media monitoring tool to listen, monitor, and engage with target audiences proactively. Please detail courses passed in the CV as per the academic transcript.
<u>ENQUIRIES</u>	:	Ms Senzeni Ngubane Tel No: (012) 473 0402
<u>APPLICATIONS</u>	:	Applications may be hand delivered to Tshedimosetso House, 1035 cnr Francis Baard & Festival streets, Hatfield, Pretoria or emailed to recruitment6@gcis.gov.za
<u>NOTE</u>	:	In line with the Directive on the Professionalisation of Human Resource Management and Development in Public Service, all shortlisted candidates will undertake a pre-entry practical exercise as part of the assessment method to determine their suitability based on the technical and generic requirements of the post.
<u>POST 30/04</u>	:	<u>SENIOR SUPPLY CHAIN MANAGEMENT CLERK: CREDITORS MANAGEMENT REF NO: 3/1/5/1-25/32</u> Directorate: Supply Chain Management
<u>SALARY</u>	:	R269 499 per annum (Level 06)
<u>CENTRE</u>	:	Pretoria

REQUIREMENTS

: Applicants should be in possession of an appropriate three-year National Diploma (NQF Level 6) or a Bachelor's Degree (NQF Level 7) as recognised by SAQA in Public Management / Administration/ Logistics Management / Public Finance/ Accounting or Purchasing Management or equivalent qualification majoring in Public Management / Administration/ Logistics Management / Public Finance/ Accounting or Purchasing Management. General exposure in the field will be an added advantage. The candidate must have basic knowledge of BAS, LOGIS and Procurement Integration (PI). Excellent writing and communication skills, ability to manage and plan. Ability to interpret and apply legislation and policies (PFMA, Preferential Procurement Regulations, BBBEE, Treasury regulations, Contracts, etc.). Ability to work independently without close supervision. Ability to handle multiple tasks simultaneously and able to work under pressure. The incumbent should be self-driven, creative, innovative, flexible and highly motivated. Excellent co-ordination skills. Ability to work in a team. Client service orientated. Have initiative and pay close attention to detail. Report writing. Knowledge of the Microsoft packages, i.e. MS word, MS Excel as well as Ms Outlook. Payment capturing and statements interpretation.

DUTIES

: Capture payments on LOGIS Integration and BAS. Confirm Banking Details on CSD before capturing payments. Export entities from CSD to BAS. Verify allocation for correctness before capturing payments on the payment processing systems. Verify authenticity of signatures on the documents before capturing payments. Also ensure compliance of all documents attached before capturing payments on the system. Ensure correct information is captured on these payment processing systems. Monitoring and prioritisation of payments to ensure that no payments are processed after 30 days as well as outside the standards set by the department. Ensure that invoices with queries are raised immediately with the relevant suppliers to ensure that invoices are still paid within the required standards. Run departmental 0-9 file. Send departmental 0-9 file inputs to sections for IFS/AFS. Provide accurate information in relation to Annual and Interim Financial Statements (Commitments, Accruals and Payables) Ensure that accounts of creditors of the department are not outstanding for more than 30 days. Assist in linking invoices on ITS (Invoice tracking system) Provide accurate information in relation to Annual and Interim Financial Statements (Commitments, Accruals and Payables) timeously. Respond to enquiries and queries timeously and keeping record of enquires/queries handled including the turnaround time. Compile accurate work statistics. when required assist with the compilation of the 30 Days report of payments. Assist with the BBBEE statistical data reports. Assist with the preauthorisation of payments where required. Provide general office support. Please detail courses passed in the CV as per the academic transcript.

**ENQUIRIES
APPLICATIONS**

: Mr Mendy Hlungwane Tel No: (012) 473 0180
: Applications may be hand delivered to Tshedimosetso House, 1035 cnr Francis Baard & Festival streets, Hatfield, Pretoria or emailed to recruitment7@gcis.gov.za

NOTE

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

POST 30/05

: **SENIOR ASSET CLERK REF NO: 3/1/5/1-25/33**
Directorate: Supply Chain Management

**SALARY
CENTRE
REQUIREMENTS**

: R269 499 per annum (Level 06)
: Pretoria
: Applicants should be in possession of an appropriate three-year National Diploma (NQF Level 6) or a Bachelor's Degree (NQF Level 7) as recognised by SAQA in Public Management/Administration/Logistics Management or Purchasing Management. General exposure in the field will be an added advantage. The candidate must have excellent communication and interpersonal relation skills. Computer literate and have an ability to work well under pressure. Knowledge of LOGIS and asset management through Logis, Valid driver's license, prepared to travel.

DUTIES

: The successful candidate will be responsible the asset management. Manage the asset disposal process. Ensure proper control of departmental assets register. Developing and implementing action plans for asset management in

		terms of asset verification, disposal. Compiling and typing of submissions. Bar-cording of Departmental Assets. Handling asset related queries, Conduction asset verification in Head Office and Provincial Offices. Regular updating of asset registers, Reconciliation between BAS and the LOGIS system. Please detail courses passed in the CV as per the academic transcript.
<u>ENQUIRIES APPLICATIONS</u>	:	Mr Mendrick Mlondobozi Tel No: (012) 473 0182
	:	Applications may be hand delivered to Tshedimosetso House, 1035 cnr Francis Baard & Festival streets, Hatfield, Pretoria or emailed to recruitment9@gcis.gov.za
<u>NOTE</u>	:	In line with the Directive on the Professionalisation of Human Resource Management and Development in Public Service, all shortlisted candidates will undertake a pre-entry practical exercise as part of the assessment method to determine their suitability based on the technical and generic requirements of the post.
<u>POST 30/06</u>	:	<u>SENIOR SWITCHBOARD OPERATOR REF NO: 3/1/5/1-25/34</u> Sub-Directorate: Internal Communication
<u>SALARY CENTRE REQUIREMENTS</u>	:	R269 499 per annum (Level 06)
	:	Pretoria
	:	Applicants should be in possession of an appropriate three-year National Diploma (NQF Level 6) or a Bachelor's Degree (NQF Level 7) as recognised by SAQA in Communications/Public Relations/ Journalism/ Media Studies or equivalent qualification majoring in Communications/Public Relations/ Journalism/ Media Studies. General exposure in the environment will be an added advantage. Basic understanding of planning and generating content for the intranet and its usage as part of a communication plan. General exposure in the communication field, photo and videography and working on intranet sites will be an added advantage. Personal Attributes: Resourceful, people oriented, trustworthy, punctual and hard-working. Self-motivated and able to work independently.
<u>DUTIES</u>	:	Responsible for the maintenance and updating of the intranet site. Generate content for the intranet site. Assist in writing and creating content for Internal Communications platforms (WhatsApp, inhouse news-bulletins, etc). Management of the switchboard and its operations including the supervision of personnel in the Switchboard. Provide support on all internal communication events and campaigns including the updating of the noticeboard structure. Assist with photo and videographic services. Perform administrative work such the completion of monthly projections, assist with travelling logistics; compilation of reports. Please detail courses passed in the CV as per the academic transcript.
<u>ENQUIRIES APPLICATIONS</u>	:	Mr Tebogo Kgomo Tel No: (012) 473 0233
	:	Applications may be hand delivered to Tshedimosetso House, 1035 cnr Francis Baard & Festival streets, Hatfield, Pretoria or emailed to recruitment12@gcis.gov.za
<u>NOTE</u>	:	In line with the Directive on the Professionalisation of Human Resource Management and Development in Public Service, all shortlisted candidates will undertake a pre-entry practical exercise as part of the assessment method to determine their suitability based on the technical and generic requirements of the post.
<u>POST 30/07</u>	:	<u>COMMUNICATION CLERK REF NO: 3/1/5/1-25/35</u> Directorate: Rapid Response
<u>SALARY CENTRE REQUIREMENTS</u>	:	R228 321 per annum (Level 05)
	:	Pretoria
	:	Applicants should be in possession of an appropriate three-year National Diploma (NQF Level 6) or a Bachelor's Degree (NQF Level 7) as recognised by SAQA in Communication/ Journalism/ Media Studies, or equivalent qualification majoring in Communication/ Journalism/ Media Studies. General exposure in the environment will be an added advantage. Excellent communication (written & oral) and interpersonal skills. Exceptional organizing and planning skills. Ability to work independently, under pressure and in a team. Ability to multi-task, manage events, and work with databases and presentations. Good time management and pro-activeness. Understanding of government's mandate, as well as development communication. The incumbent must also have problem solving skills, innovation and results

orientated who pays attention to detail. Excellent writing, communication and engagement skills including the ability to turn technical information into simple language content. Availability outside standard office hours and travel when needed.

DUTIES

- : The successful candidate will be responsible for providing support to the directorate on communication and engagement initiatives. Assist in coordination of the daily rapid response system and further assist in monitoring the communication environment and flagging issues of concern. Support various tasks within the directorate and assist in the implementation of communication interventions and record keeping. Contribute to the development of content within the unit. Assist team members in increasing their productivity by ensuring they have up-to-date support material. Liaise with other directorates within the organisation. Draft/repackage report for branch submission and other reports. Provide overall administrative support to Rapid Response. Draft communication content as and when required. Write routine notes, memos, letters, and reports and collate inputs from the units and various stakeholders. File on SharePoint. Assist with implementing new ideas to change existing procedures to improve filing, tasking and document tracking. Coordinate effective internal and external meetings, appointments and events. Compile agenda and take accurate minutes and action matrix during meetings. Handle claims and budget cash flow information for the directorate. Manage the leave register, leave plans, and leave roster for directorate. Provide documents as and when required by Internal Audit. Maintain effective stock levels of stationery, cartridges, and other consumables. Please detail courses passed in the CV as per the academic transcript.

ENQUIRIES APPLICATIONS

- : Ms Mary Dorasami Tel No: (012) 4730170
- : Applications may be hand delivered to Tshedimosetso House, 1035 cnr Francis Baard & Festival streets, Hatfield, Pretoria or emailed to recruitment13@gcis.gov.za

NOTE

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

GOVERNMENT TECHNICAL ADVISORY CENTRE (GTAC)

The GTAC is an equal-opportunity employer and encourages applications from women and people with disabilities. Our buildings are accessible to people with disabilities and reasonable accommodation is provided for persons with disabilities.

<u>APPLICATIONS</u>	:	Only online applications will be accepted. Applications not accompanied by a comprehensive CV and a fully completed Z83 form will not be considered. Please register, or if you are already registered, sign in and apply for this position on the GTAC eRecruitment website https://erecruitment.gtac.gov.za/erecruitment/
<u>CLOSING DATE</u>	:	05 September 2025 at 12 pm.
<u>NOTE</u>	:	Only South African Citizens, and Permanent Residents need to apply as per PSR 2016. Applications should be accompanied by a duly completed and signed Z83 form (obtainable from any Public Service department). The post title and reference number must be clearly indicated on the Z83 form. A recent comprehensive CV should be submitted. Certified copies of qualifications and other relevant documents will be required to be submitted to HR on or before the day of the interview from shortlisted candidates. All short-listed candidates will be subjected to security vetting to confirm employment, personnel suitability checks and undergo an SMS competency assessment prior to the interview. Short-listed candidates must make themselves available for a panel interview on the date determined by GTAC. Late applications, and those not meeting the requirements, will not be considered. Should you not receive feedback from GTAC within 2 months of the closing date, please consider your application unsuccessful. GTAC reserves the right to fill or not fill the advertised post. Preference will be given according to EE and Gender target. In accordance with the DPSA Directive on Compulsory Capacity Development, Mandatory Training Days and Minimum requirements, this SMS level appointment will be subject to the completion of the Senior Management Pre-entry programme as endorsed by the National School of Government. The applicants should therefore have proof that they have registered for the Pre-entry certificate and have completed the course before the appointment. The cost of the pre-entry certificate is at the candidate's expense. To access the pre-certificate course, please visit: https://www.thensg.gov.za/training-course/sms-pre-entry-programme .

MANAGEMENT ECHELON

<u>POST 30/08</u>	:	<u>TEAM LEAD: PROJECT MANAGEMENT: JOBS FUND PMU REF NO: G08/2025 (X2 POSTS)</u> Term: 24 Months Fixed Term Contract The purpose of this job is to provide strategic and technical advice in the management of the Jobs Fund portfolio of projects and contribute to the knowledge and learning agenda of the Fund.
<u>SALARY</u>	:	R1 266 714 - R1 492 122 per annum (Level 13), (all - inclusive package)
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	Bachelor's Degree/Advanced Diploma/ BTech degree (NQF 7) as recognised by SAQA in Development Finance; Economics; Business Management; Project Management; Project Finance, or related fields. NQF level 7 qualification or internationally recognised certification in Project Management or a related field would be advantageous. Post Graduate qualification in Development Finance; Economics; Business Management; Project Management; Project Finance, or related field would be advantageous. At least 7 years' experience in investment management and track record working with local economic development programmes in respect of undertaking appraisals of applications for grant funding, managing the contracting process for the projects approved for grant funding, and the periodic monitoring performance of projects. At least 7 years' experience and track record in respect of economic project/programme development and support. 5 years of experience at a middle/senior managerial level. Strong economics background (Development/Behavioural/Micro) with experience in active labour market interventions. A strong financial background, in respect of financial analysis of project financial models and knowledge of different economic sectors. Competencies Required: Client Service Orientation: Client-service orientation

implies helping or serving others to meet their needs. It means focusing on discovering those needs, figuring out how to best meet them, as well as putting into practice the Batho Pele spirit. The term “clients” refers to both internal and external clients. Change Leadership: The ability to deliver the message of change in both words and actions and motivate people to change. It energises and alerts groups to the need for specific changes in the way things are done. It involves taking responsibility to champion the change effort through building and maintaining support and commitment. Concern for Quality and Order: Desire to see things done logically, clearly and well. It takes various forms: monitoring and checking work and information, insisting on the clarity of roles and duties, setting up and maintaining an information system. Effective Communication: Ability to transmit and receive information clearly and communicate effectively to others by considering their points of view in order to respond appropriately. This may involve listening, interpreting, formulating and delivering verbal, non-verbal, written, and/or electronic messages. It includes the ability to convey ideas and information in a way that brings understanding to the target audience. Integrity/ Honesty: Contributes to maintaining the integrity of the organisation; displays high standards of ethical conduct and understands the impact of violating these standards on an organisation, self, and others; is trustworthy. Networking and Influencing: Establishes, maintains and utilizes a relevant network of contacts in order to keep a pulse on public, political and internal issues and make informed decisions. It implies an intention to persuade, convince, influence, or impress others in order to meet the intended objectives. Organisational Awareness: The ability to understand and learn the power of relationships in one’s own organisation or in other organisations. This includes the ability to identify the real decision makers, the individuals who can influence them, and to predict how new events or situations will affect individuals and groups within the Department. People Development and Management: Mobilises people to work toward a shared purpose in the best interests of the department, the people comprising it and the people it serves. It involves attracting, supporting, developing and retaining a talented and diverse workforce. Managers demonstrate concern for individual differences and employee morale and foster employee development through responsibility sharing, learning and training opportunities. Problem Solving and Analysis: Understanding a situation, issue, problem, etc., by breaking it into smaller pieces, or tracing the implications of a situation in a step-by-step way. It includes organising the parts of a problem, situation, etc., in a systematic way; making systematic comparisons of different features or aspects; setting priorities on a rational basis; and identifying time sequences, causal relationships, or if-then relationships. Create timely and well-developed solutions by examining alternatives, risks and consequences. Resilience: Ability to cap one’s emotions to avoid negative reactions when provoked, when faced with opposition or hostility, or when working under stress. It also includes the ability to maintain stamina under continuing stress. Resources Planning: Organises work, sets priorities and determines resource requirements; determines short- or long-term goals and strategies to achieve them; coordinates with other organisations or parts of the organisation to accomplish goals; monitors progress and evaluates outcomes. Results Orientation: Concern for holding yourself and others accountable for achieving results or for surpassing a standard of excellence. It includes the process of setting measurable objectives, implementing change and then checking back to determine the effect of your efforts. The standard may be one’s own past performance (striving for improvement); an objective measure (results orientation); outperforming others (competitiveness); challenging goals one has set, or even what anyone has ever done (innovation). Strategic Orientation: Strategic orientation is about taking a broad scale, long-term view, assessing options and implications. It demonstrates an intimate understanding of the capabilities, nature and potential of the department. It involves taking calculated risks based on an awareness of societal, economic, market and political issues, trends, processes and outcomes as they impact the strategic direction of the department and its linkages with the direction of government. Systems Thinking: Orientation to think in system-wide terms with regard to functions or divisions within the organisation. This includes spotting opportunities to connect with initiatives underway in other areas or proactively sharing information or resources that can be seen to have relevance and impact for others. Economic Development: Knowledge/ understanding of how labour

markets work; active labour market policy interventions. Understanding of and development of local economic development and making markets work for the poor are approaches to development. Corporate Finance/ Project Finance/structured finance/ Grant Management: Specific area of finance dealing with the financial decisions corporations make and the tools as well as analyses, used to make these decisions. The discipline as a whole may be divided among long-term and short-term decisions and techniques with the primary goal being the enhancing of corporate value by ensuring that return on capital exceeds cost of capital, without taking excessive financial risks. Policy Development, Management and Dissemination: Knowledge of Treasury-related legislation, the legislative process and public affairs as it pertains to NT. Includes the ability to monitor legislation that is of interest to Treasury. Utilises a wide variety of resources and tools to develop, maintain, monitor, enforce and provide oversight of policies and regulations. Project Management: Knowledge of the principles, methods, or tools for developing, scheduling, coordinating, and managing projects and resources, including monitoring and inspecting costs, work, and contractor performance. Communication/ Knowledge Management: Verbal and writing skills, Stakeholder engagement and writing up case studies. Impact evaluation: Understanding impact evaluation methodologies, implementing evaluation programmes.

DUTIES

: Management of funding round incl. Application, Appraisal and Approval: Conduct research on economic sectors and financial models and provide strategic input on the design of the Fund, future funding rounds and develop impact assessment criteria. Originate new projects to strengthen the Jobs Fund Project Pipeline. Select high-impact projects aligned to the term sheet, Jobs Fund policies and knowledge outcomes. Provide quality assurance on allocated project portfolio, including administrative support related to project decision records, minutes etc. Support staff and applicants with thought leadership on the design of applications. Analyse project applications, including the financial model and advise on the feasibility of the application. Analyse Annual Financial Statements (AFS), Management Accounts, Financial Ratios, past and future cash flows and other financial data to determine the feasibility of the application. Contracting: Quality assurance of Activity Based Costing Project Implementation Monitoring Plans (ABC PIMPs). Ensure that the contracting ABC PIMP is per the one provided at appraisal to the Jobs Fund Investment Committee (JFIC) and that all numbers are as per the Executive Summary. Ensure that the approved Financial Models are accurately reflected in the contracting documents and are aligned with the Jobs Fund Operating Guidelines. Review Matched Funding agreements and documentation. Provide quality assurance on all contracting documents. Ensure that all contracting conditions have been met and that the Grant Agreement and Annexures are finalised as per the agreed timeframes. Support the Team in resolving all issues related to the finalisation of the Grant Agreement. Post-Investment Monitoring: Ensure the project portfolio is implemented as per the Grant Agreement. This includes ensuring that grant conditions are met, e.g. matched funding, maintenance of approved financial model and job targets. Maintain oversight of the financial records in instances where the Jobs Fund Partner transacts from accounts other than the dedicated project bank account. Ensure that evidence of project indicators, including jobs and financial records, is quality assured and maintained i.e. all project records must be accurate and audit ready in the RACI Folder. Ensure that the project portfolio submissions to governance committees (Disbursement Committee (DP), Project Implementation Review Meeting (PIRM), Secondary Bank Account Meetings (SBA) are quality assured and aligned with Jobs Fund Standards. Quality assure and ensure that Project Close-Out Reports (PCRs), Year-End Review (YER) and Project Surplus processes are finalised timeously. Manage timeous resolution of Audit Logs. Review the Project Financial Audits and ensure that all submitted audits are in line with the Operating Guidelines. Relationship Management: Manage relationships within the Jobs Fund. Manage relationship with Jobs Fund Partners. Identify and build relationship with key stakeholders in the Jobs Fund ecosystem with a view to building the Jobs Fund brand. Proactively identify potential funding sources and opportunities for collaboration at the Fund and Project Level. Knowledge harvesting and sharing: Implement the Jobs Fund internal knowledge sharing strategy which includes the management and/or production of: Practice notes, Standard Operating Procedures (SOPs), Brown bags, Project Close-Out Reports. Implement an external knowledge strategy for the Jobs Fund which includes

the management and/or production of: Research papers/ Learning series, Community of Practice (COP/ Webinars), Newsletters/Opinion Pieces/Social Media and Creating a network of key influencers and stakeholders. Assist with design of project evaluations and the production of Knowledge Pieces. Conduct independent research on Active Labour Market policies and interventions with a view to improving the Jobs Fund response to market conditions. Talent Management: Proactively search for talent to build the Jobs Fund's capabilities. Develop the team so that they achieve and maintain high performance by improving the skills and deepening the capacity of the team. Improve the performance of the team and manage the achievement of team deliverables and targets. Assess staff skills gaps & align unit training plan to skills gaps. Manage team resources. Manage individual team member performance, assess and provide feedback. Organise and manage Team building events. Strategy Implementation and Risk Management: Participate and provide input into the strategic planning processes of the Jobs Fund. Contribute to the development of a risk management framework for the Jobs Fund. Identify portfolio risks, including jobs and disbursement risks, identify and implement mitigation measures and analyse impact. Efficiently implement the jobs and disbursement strategy of the Jobs Fund and identify opportunities for improvement. Review and update the Jobs Fund Operating Guidelines and Standard Operating Procedures on an ongoing basis. Manage strategic initiatives to improve the Jobs Fund's performance. Strategic management of project portfolio performance, including timeous escalation and resolution of issues, risk-based site visits, attendance at Project Steercom meetings, etc. Provide support for the development, assessment, and management of project improvement plans. Implement and adhere to timelines and processes of the Disbursement Framework. Support the development of a business case for the Jobs Fund and provide inputs into the annual budget process

ENQUIRIES

: HR Enquiries: Kaizer Malakoane at 066 250 7072
Technical Job Enquiries: jobsfund@treasury.gov.za

OTHER POSTS

POST 30/09

: **MONITORING AND REPORTING SPECIALIST: JOBS FUND PMU REF NO: G09/2025**

Term: 24 months fixed-term contract

The purpose the role is to manage, monitor and track the performance of a portfolio of Jobs Fund (JF) projects; to provide regular reporting on project progress; to design and execute/manage knowledge-generating projects (e.g. evaluations, case studies, etc.), which would include the development of key documents to promote the lessons learned by the organisation; to manage operational matters within the Knowledge & Evaluation Unit, and perform an advisory and supervisory role in the Unit.

SALARY CENTRE REQUIREMENTS

: R1 059 105 – R1 247 574 per annum (Level 12), (all-inclusive)
: Pretoria
: Bachelor's degree/ Advanced Diploma/ BTech degree (NQF Level 7) in Economics, Social Sciences or related fields. A Post graduate qualification in Monitoring and Evaluation, and/or Statistical Analysis will be an advantage. A minimum of 6 - 8 years relevant experience in Monitoring, Measurement and Evaluation of development programmes/ projects, at least 2 years of which at a management level. Experience in the public sector will also be an added advantage. Competencies Required: Computer literacy: Knowledge and ability to use computers and technology efficiently. Refers to the comfort level someone has with using computer programs and other applications associated with computers (MS Office, Internet, email). Includes the ability to learn new applications associated with the business. Data Analysis: Relevant experience and knowledge on how to collect reliable, valid and accurate data and perform objective analysis. Database Management: Knowledge of the principles, procedures, and tools of data management, such as modelling techniques, data backup, data recovery, data dictionaries, data warehousing, data mining, data disposal, and data standardisation processes. Development Financing: Knowledge of development financing approaches and methods, including the financing of long-term projects and public services based upon a non-recourse or limited recourse financial structure, in which project debt and equity used to finance the project are paid back from the cash flow generated by the project. Economic Development: Knowledge of South African economic development

policies and programmes with a specific focus on approaches and methodologies to making markets work for the poor. Monitoring, Evaluation Reporting and Learning: In-depth knowledge of establishing monitoring, evaluation, reporting and learning (MERL) frameworks and indicators, and development and implementation of qualitative and quantitative MERL approaches, methodologies and tools. Government Knowledge: Knowledge of the tiers and sectors of government and inter-governmental relationships, and the economic and social development priorities and programmes of national, provincial and local governments. Grant Management: Knowledge of grant funding (non-repayable funds) approaches and methods and the regulatory environment governing the management of public funds. This includes knowledge of the South African grant funding reforms initiative and grant management systems. Information Management: The ability to gather, prepare, house and share the organisationally relevant information produced or found through work in a manner that creates easy access and understanding, and that informs and educates the reader regarding the subject. Labour Markets: Knowledge of how labour markets work and the current active labour market policy interventions. Legislative knowledge: Knowledge of the regulatory environment and processes regarding the implementation of policies, legislation and service delivery programmes, and knowledge of the PFMA and NT regulations pertaining to the Jobs Fund. Project Management: Knowledge of project management principles, methods, or tools for appraising, conceptualising, structuring, scheduling, coordinating, and managing projects and resources, including monitoring, evaluating and reporting on project impact, costs, work, and contractor performance. Public Finance Economics: Knowledge of the field of economics that studies government activities and the alternative means of financing them. Client Service Orientation: The ability to interact with and respond to internal and external client needs and expectations in a manner that puts into practice the Batho Pele spirit and meets and exceeds service delivery standards, with priority given to client satisfaction. Effective Communication: The ability to transmit and receive information clearly and communicate effectively to others by considering their points of view in order to respond appropriately. This may involve listening, interpreting, formulating and delivering verbal, non-verbal, written, and/or electronic messages. It includes the ability to convey ideas and information in a way that brings understanding to the target audience. Information Sharing: Both the motivation to expand and use one's knowledge and the willingness to share this knowledge with others. Integrity/ Honesty: Contributes to maintaining the integrity of the organisation; displays high standards of ethical conduct and understands the impact of violating these standards on an organisation, self, and others; is trustworthy. Networking and Influencing: Establishes, maintains and utilises a relevant network of contacts in order to keep a pulse on public, political and internal issues and make informed decisions. It implies an intention to persuade, convince, influence, or impress others in order to meet the intended objectives. Organisational Awareness: The ability to understand and learn the power relationships in one's own organisation or in other organisations. This includes the ability to identify the real decision makers, the individuals who can influence them, and to predict how new events or situations will affect individuals and groups within the Department. Problem Solving and Analysis: The ability to understand a situation, issue, problem, etc., by breaking it into smaller pieces, or tracing the implications of a situation in a step-by-step way. It includes organising the parts of a problem, situation, etc., in a systematic way; making systematic comparisons of different features or aspects; setting priorities on a rational basis; and identifying time sequences, causal relationships, or if-then relationships. Create timely and well-developed solutions by examining alternatives, risks and consequences. Resources Planning: Organises work, sets priorities and determines resource requirements; determines short- or long-term goals and strategies to achieve them; coordinates with other organisations or parts of the organisation to accomplish goals; monitors progress and evaluates outcomes. Results Orientation: Concern for holding yourself and others accountable for achieving results or for surpassing a standard of excellence. It includes the process of setting measurable objectives, implementing change and then checking back to determine the effect of your efforts. The standard may be one's own past performance (striving for improvement); an objective measure (results orientation); outperforming others (competitiveness); challenging goals one has set, or even what anyone has ever done (innovation). Systems Thinking:

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Orientation to think in system-wide terms with regard to functions or divisions within the organisation. This includes spotting opportunities to connect the initiatives underway in other areas or proactively sharing information or resources that can be seen to have relevance and impact for others. Vision and Purpose: Modelling and promoting high personal and professional standards that support the organisation's vision, mandate and values. Sharing goals, objectives and ideas to encourage others to commit to and be enthusiastic about realising the vision.

: This is a senior-level position where core responsibilities are at a programme and supervisory level and include: Supervisory responsibilities over workstream teams and their task delivery. Process, project and resource planning. Independent manager of a portfolio of projects and Monitoring, Evaluation, Reporting & Learning (MERL) representative with internal & external stakeholders. Independent generator of advanced portfolio & programme knowledge and lessons learnt. Supervised dissemination of learnings. Projects Monitoring and Reporting Planning: Design and develop monitoring and measurement plans for JF projects at project inception to ensure integration of monitoring and measurement at all project phases. Lead Monitoring & Reporting (M&R) planning and design meetings for the: determination of project outcomes, outputs and measurement criteria, design of results chains, identification of data sources for baseline assessments and development of data collection methods. Develop and submit proposals for JF project monitoring and reporting systems. Collate, process and lodge JF project monitoring and measurement plans. Establish and communicate JF projects' monitoring and reporting schedule and requirements. Appraise the Project Implementation Monitoring Plans and Theory of Change of new project applications. Advise on the use of job proxies when required. Jobs Fund Projects Monitoring and Reporting Administration and Quality Assurance: Quality assure JF project reports from the Grant Management System (GMS). Test the validity and integrity of Jobs Fund Partner project-reported information against norms and standards, review the evidence submitted by Jobs Fund Partners for accuracy and facilitate the corrections, where required. Align with Donor Community Enterprise Development (DCED) standards. Prepare recommendations for the enhancement of monitoring and reporting processes and procedures. Analyse and disseminate data for reporting purposes. Participate in meetings, workshops and other discussion forums internally and externally to the JF to establish dialogue on reported project progress and evaluation results. Design and manage data verification and quality assurance processes. Supervise and support the verification activities of unit members. Quality-assure documents prior to submission to management. Monitoring and reporting capacity development and learning: Ongoing liaison and engagement with Jobs Fund stakeholders regarding the monitoring, evaluation and reporting on all aspects of the project, and design and implement capacity building sessions where required. Conduct awareness and promotion sessions for stakeholders on the utilisation of results-based monitoring, measurement and reporting tools and systems and the Jobs Fund reporting mechanisms. Collate, analyse and disseminate learning reports from client feedback, case studies, reviews and project evaluations. Participate in research networks on job creation, employment and systemic change, and collect, collate, distribute and file participation reports. Monitoring and reporting processes and tools research and development: Participate in research and benchmarking projects with established international institutions on best practices and trends pertaining to monitoring and reporting, and the preparation, analysis and distribution of research reports. Integrate research findings into monitoring and evaluation tools and practices. Maintain and update, as required, JF projects' monitoring, evaluation and reporting processes, procedures and tools and processes. Lead the internal and external dissemination of Monitoring Evaluation (M&E) knowledge, work on various platforms. Monitoring and reporting management and supervision: Lead project appraisals, providing guidance to team members to ensure comprehensive and well-thought-out reviews. Design, execute and manage research/evaluation projects for the Jobs Fund and convert research/evaluation reports into knowledge products for different audiences. Be responsible for the roll-out of change management processes concerning the uptake of new M&E tools and strategies. Train junior staff on Jobs Fund M&E frameworks and processes. Support and mentor junior staff members, and quality assure their deliverables where required. Support the Head of Monitoring & Evaluation in managing operational matters within

		the unit. Ensure that M&R records and evidence are up to date and ready for audit. Conduct sample reviews of project reports and evidence.
<u>ENQUIRES</u>	:	HR Enquiries: Kaizer Malakoane at 066 250 7072 Technical Job Enquiries: jobsfund@treasury.gov.za
<u>POST 30/10</u>	:	<u>FINANCIAL ANALYST: JOBS FUND PMU REF NO: G10/2025</u> Term: 24 Months Fixed Term Contract The purpose of this role is to analyse corporate financials and appraise investment proposals from public, private and non-governmental organisations as they relate to Jobs Fund applications and the Jobs Fund portfolio of investments in activities that contribute directly to enhanced employment creation in South Africa.
<u>SALARY</u>	:	R896 436 - R1 055 958 per annum (Level 11), (all-inclusive)
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	A Bachelor's degree/ Advanced Diploma/ BTech degree (NQF Level 7) in Finance or Project Finance, Economics or a related field. A postgraduate qualification in Finance would be advantageous. Minimum 4 years post-training/ internship experience. Experience in public sector would be advantageous. Competencies Required: Client Service Orientation: The ability to interact with and respond to internal and external client needs and expectations in a manner that puts into practice the Batho Pele spirit and meets and exceeds service delivery standards, with priority given to client satisfaction. Concern for Quality and Order: The desire to see things done logically, clearly and well. It takes various forms: monitoring and checking work and information, insisting on the clarity of roles and duties, and setting up and maintaining information systems. Effective Communication: The ability to transmit and receive information clearly and communicate effectively with others by considering their points of view to respond appropriately. This may involve listening, interpreting, formulating and delivering verbal, non-verbal, written, and/or electronic messages. It includes the ability to convey ideas and information in a way that brings understanding to the target audience. Emotional Intelligence: The capacity for recognising their own feelings and those of others, for motivating oneself and others as a result of this awareness, and for managing emotions within oneself and in others. Integrity/ Honesty: Contributes to maintaining the integrity of the organisation; displays high standards of ethical conduct and understands the impact of violating these standards on an organisation, self, and others; is trustworthy. Problem Solving and Analysis: The ability to understand a situation, issue, problem, etc., by breaking it into smaller pieces, or tracing the implications of a situation in a step-by-step way. It includes organising the parts of a problem, situation, etc., systematically; making systematic comparisons of different features or aspects; setting priorities on a rational basis; and identifying time sequences, causal relationships, or if-then relationships. Create timely and well-developed solutions by examining alternatives, risks and consequences. Resources Planning: Organises work, sets priorities and determines resource requirements; determines short- or long-term goals and strategies to achieve them; coordinates with other organisations or parts of the organisation to accomplish goals; monitors progress and evaluates outcomes. Team Participation: The ability to work cooperatively with others, to work together as opposed to working separately or competitively. Valuing Diversity: The ability to understand and respect the practices, customs, values and norms of other individuals, groups and cultures. It goes beyond what is required by governmental employment equity regulations to include the ability to respect and value different points of view and to be open to others of different backgrounds or perspectives. It includes seeing others' differences as a positive part of the work environment. It also means being able to work well with a wide variety of people representing different backgrounds, cultures and socio-economic levels. Vision and Purpose: Modelling and promoting high personal and professional standards that support the organisation's vision, mandate and values. Sharing goals, objectives and ideas to encourage others to commit to and be enthusiastic about realising the vision. Computer Literacy: Knowledge and ability to use computers and technology efficiently. Refers to the comfort level someone has with using computer programs and other applications associated with computers (MS Office, Internet, email). Includes the ability to learn new applications associated with the business. Development Financing: Knowledge of development financing approaches and methods,

including the financing of long-term projects and public services based upon a non-recourse or limited recourse financial structure, in which project debt and equity used to finance the project are paid back from the cash flow generated by the project. Economic Development: Knowledge of South African economic development policies and programmes with a specific focus on approaches and methodologies to making markets work for the poor. Financial Analysis: Knowledge of financial data analysis, including the ability to collect and monitor data, conduct financial modelling, analyse results; monitor variances, identify trends, recommend actions and assist with annual and quarterly forecasting. This further includes knowledge of types of agreements/contracts typically used in non/limited recourse finance. Government Knowledge: Knowledge of the tiers and sectors of government and inter-governmental relationships, and the economic and social development priorities and programmes of national, provincial and local governments. Grant Management: Knowledge of grant funding (non-repayable funds) approaches and methods and the regulatory environment governing the management of public funds. This includes knowledge of the South African grant funding reforms initiative and grant management systems. Internal Control/Audit: Knowledge of how to evaluate control systems for financial, administrative, programme, and operational activities to provide reasonable assurances that obligations, costs and disbursements comply with applicable regulations and laws, that property is funded, and assets are safeguarded; and that revenues and expenditures applicable to operations are properly recorded and accounted. Labour Markets: Knowledge of how labour markets work and the current active labour market policy interventions. Legislative Knowledge: Knowledge of the regulatory environment and processes regarding the implementation of policies, legislation and service delivery programmes, and knowledge of the PFMA and NT regulations pertaining to the Jobs Fund. Project Management: Knowledge of project management principles, methods, or tools for appraising, conceptualising, structuring, scheduling, coordinating, and managing projects and resources, including monitoring, evaluating and reporting on project impact, costs, work, and contractor performance. Public Finance Economics: Knowledge of the field of economics that studies government activities and the alternative means of financing them.

DUTIES

: Jobs Fund Regulatory Framework: Prepare and maintain mandated documents as required. Review Jobs Fund policies for alignment with accounting standards and provide explanations on processes and techniques and recommend actions. Assist Jobs Fund staff in interpreting laws, rules, and regulations, and clarifying procedures. Assist the Jobs Fund in the management and interpretation of the Auditing regulations and procedures. Jobs Fund Applications and Investment Opportunities Appraisals: Appraise new investment proposals (due diligence) and opportunities submitted through the Calls for Proposals. To conduct a financial appraisal of the application, which includes analysing the proposed financial model. Utilise and Quality Assure the Activity Based Costing Project Implementation Monitoring Plan (ABC PIMP) to capture and review the Application proposals. Determine optimal funding allocations including establishing standard costs across models and collecting operational data on models. Conduct commercial analysis, financial modelling and analysis, risk analysis and institutional analysis. Prepare appraisal reports for submission. Review proposed contracts for adherence to Jobs Fund policy, existing laws and regulations. Negotiate project documents. Jobs Fund Portfolio Investment Analysis: Analyse investment project reports and corporate financials. Examine accounting data for accuracy, appropriateness and documentation. Compare and analyse actual results with plans and forecasts to identify financial status and monitor variances. Audit documents submitted for payment and verify compliance with Jobs Fund guidelines. Identify, report and ensure resolution of non-compliance issues and project risks. Prepare disbursement request reports for consideration. Monitor and check approved disbursements to projects. Monitor and report on project progress post-investment. Prepare and submit surplus memos for implementation projects. Jobs Fund Performance and Reporting: Coordinate with other members of the Jobs Fund Project Management Unit to review financial information and forecasts. Analyse current and past financial data and performance, identify trends in financial performance and provide recommendations for improvement. Provide information and technical support in the development and revision of policies and regulations. Assist with the compilation of data, financial reports and interpretation of legislated financial

reporting requirements and regulations. Review and verify statistical and financial information and prepare financial reports as requested. Analyse and interpret data, conduct comparative analyses and recommend actions. Jobs Fund Support: Liaise with implementing stakeholders and promote a culture of adherence towards efficiency and achievement of value for money. Promote knowledge management through research and publication of papers. Maintain communication with staff regarding financial matters. Manage team dynamics to meet the Fund's objectives. Assist with the development and maintenance of financial models and forecasting methodologies and tools.

ENQUIRIES

: HR Enquiries: Kaizer Malakoane at 066 250 7072
Technical Job Enquiries: jobsfund@treasury.gov.za

POST 30/11

: **PROJECT ADMINISTRATOR: JOBS FUND PMU REF NO: G11/2025**

Term: 24 Months Fixed-Term contract

The purpose of this role is to provide project management and administrative support services to the team to enable efficient and smooth operations in the Jobs Fund.

SALARY **CENTRE** **REQUIREMENTS**

: R468 459 - R551 823 per annum (Level 09), plus 37%

: Pretoria

: A Bachelor's Degree/ Advanced Diploma (NQF Level 7) in Accounting, Commerce, Business or Business Administration, Project Management, Development Studies or related field. A project management or project administration qualification would be advantageous. Minimum of 4 -6 years, experience in a similar role covering the following aspects: Professional/executive-minute taking, Company secretarial governance aspects, Project management experience with strong emphasis on project management support using relevant software i.e. MS Project etc., Administrative experience, including travel arrangements, document preparation and management, support services within teams, Copy editing experience, Use of AI tools to improve administrative processes and document quality. Experience in the use of presentation software such as PowerPoint. Competencies Required: Administrative Support: Knowledge, capabilities and practices associated with the provision of office administration support. This competency requires knowledge of the appropriate rules, regulations, processes and associated systems within various enabling functions, which may be diary scheduling, document filing and archiving, meetings administration, typing and computer literacy skills (MS Office), office administration, office resources and equipment administration, telephone administration and travel administration. Computer Literacy: Knowledge and ability to use computers and technology efficiently. Refers to the comfort level someone has with using computer programs and other applications associated with computers (MS Office, Internet, email). Typing speed of 50 – 70 words per minute with 98 – 100% accuracy. Information Management: The ability to gather, prepare, house and share the organisationally relevant information produced or found through work in a manner that creates easy access and understanding, and that informs and educates the reader regarding the subject. Resources Planning: The ability to organise work, set priorities and determine resource requirements; determine short- or long-term goals and strategies to achieve them; coordinate with other organisations or parts of the organisation to accomplish goals; monitor progress and evaluate outcomes. Effective Communication: Ability to transmit and receive information clearly and communicate effectively to others by considering their points of view to respond appropriately. This may involve listening, interpreting, formulating and delivering verbal, non-verbal, written, and/or electronic messages. It includes the ability to convey ideas and information in a way that brings understanding to the target audience. Emotional Intelligence: Capacity for recognising their own feelings and those of others, for motivating themselves and others because of this awareness, and for managing emotions within themselves and in others. Integrity/ Honesty: Contributes to maintaining the integrity of the organisation; displays high standards of ethical conduct and understands the impact of violating these standards on an organisation, self, and others; is trustworthy. Systems Thinking: Orientation to think in system-wide terms with regards to functions or divisions within the organisation. This includes spotting opportunities to connect with initiatives underway in other areas or proactively sharing information or resources that can be seen to have relevance and impact for others. Team Participation: Works co-operatively with others,

working together as opposed to working separately or competitively. Valuing Diversity: Ability to understand and respect the practices, customs, values and norms of other individuals, groups and cultures. It goes beyond what is required by governmental employment equity regulations to include the ability to respect and value different points-of-view, and to be open to others of different backgrounds or perspectives. It includes seeing others' differences as a positive part of the work environment. It also means being able to work well with a wide variety of people representing different backgrounds, cultures and socio-economic levels. Vision and Purpose: Modelling and promoting high personal and professional standards that support the organisation's vision, mandate and values. Sharing goals, objectives and ideas to encourage others to commit to and be enthusiastic about realising the vision.

DUTIES

: Project Management Support: Assist in the project planning, execution and monitoring of the programme, leading project planning sessions including: Designing project plans using appropriate software (including MS Project). Managing project progress and adapting work as required. Tracking project deliverables to ensure projects meet deadlines. Conducting project review and creating detailed reports for executive staff. Optimising and improving project management processes and the overall approach where necessary. Overseeing all incoming and outgoing project documentation. Designing risk mitigation plans for effective project administration. Managing relationships with clients and stakeholders. Coordinating staff and internal resources. Diary, Meeting Administration and Telephonic Communications: Schedule and administer appointments and meetings, including: Setting up and confirming appointments and meetings and updating diaries. Preparing and distributing meeting schedules. Organise meetings and make sure all arrangements are made as follows: Booking meeting rooms, parking, presentation aids, and catering and refreshments where required. Scheduling meetings on MS Teams or via Zoom where applicable. Preparing, distributing and processing meeting invitations, directions and agendas. Assisting with the compilation and distribution of meeting packs (hardcopy and/or electronic). Arranging security and transport for delegates from other governments and international institutions, where applicable. Facilitating access to the office and receiving and assisting external and internal visitors and staff. Provide secretariat services to meetings including: Drafting and distribution of minutes. Following up on decisions arising from the meeting. Filing and archiving meeting minutes, notes, agenda, and documents. Professional/executive minute-taking at various committees, including the Investment and Technical Evaluation Committees. Facilitating the company secretarial and/or governance aspects for the various committee structures. Ensuring compliance with relevant governance requirements for various committee structures. Quality assurance of meeting packs, both hard and soft copies. Facilitate and administer telephonic communications as follows: Answering, screening of incoming telephone calls and maintaining a record of outgoing calls where applicable. Develop and maintain an office contact list/directory. Coordinate and submit telephone accounts to the relevant parties monthly. Document Management, Records Keeping, Reports production and Administration Support: Administer and quality assure all electronic and hard copy documents such as correspondence, memoranda, agreements, and reports including: Acknowledging receipt of document, noting priority, and tracking required response and/or handling. Following up on deadlines for documents for submission. Maintaining an accurate log of all documents emanating from the unit that require approval. Assist with the preparation and finalisation of documents including: Taking and/or transcribing dictation and notes. Sourcing, obtaining and/or downloading documents as requested (from the internet and/or other sources). Formatting and typing of documents and compiling presentations. Proof-reading and controlling the quality of the document. Effecting the necessary changes as requested and finalising documents. Recording the distribution, confidentiality and indexing requirements of documents. Produce and distribute documents, including agendas required: Printing/copying, packaging and faxing/delivering / couriering/posting of hard copies. Creating email distribution lists and sending electronic copies. Manage the physical and electronic document tracking and filing systems including: Opening and creating files. Indexing, filing, and archiving documents. Updating and maintaining integrity of RACI folders. Conducting electronic data, clean-ups and back-ups. Handling documents with discretion and confidentiality. Travel Arrangements and Claims Administration: Process travel requests,

including confirming budget, obtaining approvals and making travel, transport and accommodation and security bookings as requested. Prepare travel packs, including the meeting itinerary and details and travel documents, schedule and details. Process and administer travel reports and travel claims and reconcile and organise the requisition and reimbursement of subsistence and travel claims. Office Administration: Record and process requests for stationery and equipment, including: Obtaining equipment approval and submitting to the relevant parties. Assessing stationery needs, distributing and reconciling stationery monthly. Monitor, report and ensure equipment and furniture maintenance, cleaning and repairs to the relevant parties. Client and Project team's Support: Provide general programme information and assist with the resolution of client queries. Provide administrative and secretarial support to project teams as required and assist with the coordination and administration of project tasks. Compile and maintain project data. Provide procurement support to project teams, including processing procurement requests, supporting procurement processes and processing and submitting invoices and claims for payment.

ENQUIRES

: HR Enquiries: Kaizer Malakoane at 066 250 7072
Technical Job Enquiries: jobsfund@treasury.gov.za

POST 30/12

: **ASSISTANT DIRECTOR: FINANCE, AUDIT & VERIFICATION SUPPORT**
JOBS FUND PMU REF NO: G12/2025

Term: 24 Months Fixed-Term contract

The purpose of this role is to lead and support the financial administration, audit, and verification functions of the Jobs Fund (JF).

SALARY **CENTRE** **REQUIREMENTS**

: R468 459 - R551 823 per annum (Level 09), plus 37%

: Pretoria

: A Bachelor's Degree/ Advanced Diploma/ BTech degree (NQF Level 7) in Finance, Accounting, Auditing or related field. A minimum of 2-5 years' experience in financial management or the administration of budgets, accounting and/or financial auditing. Experience in the public service would be advantageous. Competencies Required: Financial Management: Knowledge and ability to apply financial management practices, processes, controls and systems associated with budgeting and expenditure management, revenue management, financial and chartered accounting, supply chain management, asset management and financial risk and audit management. Computer Literacy: Knowledge and ability to use computers and technology efficiently. Refers to the comfort level someone has with using computer programs and other applications associated with computers (MS Office, Internet, email). Internal Control/ Audit: Knowledge of how to evaluate control systems for financial, administrative, programme, and operational activities to provide reasonable assurances that obligations, costs and disbursements comply with applicable regulations and laws, that property is funded, and assets are safeguarded; and that revenues and expenditures applicable to operations are properly recorded and accounted for. Project Management: Knowledge of project management principles, methods, or tools for appraising, conceptualising, structuring, scheduling, coordinating, and managing projects and resources, including monitoring, evaluating and reporting on project impact, costs, work, and contractor performance. Public Finance Economics: Knowledge of the field of economics that studies government activities and the alternative means of financing them. Client Service Orientation: Client-service orientation implies helping or serving others to meet their needs. It means focusing on discovering those needs, figuring out how to best meet them, as well as putting into practice the Batho Pele spirit. The term "clients" refers to both internal and external clients. Effective Communication: Ability to transmit and receive information clearly and communicate effectively to others by considering their points of view in order to respond appropriately. This may involve listening, interpreting, formulating and delivering verbal, non-verbal, written, and/or electronic messages. It includes the ability to convey ideas and information in a way that brings understanding to the target audience. Integrity/ Honesty: Contributes to maintaining the integrity of the organisation; displays high standards of ethical conduct and understands the impact of violating these standards on an organisation, self, and others; is trustworthy. Results Orientation: Concern for holding yourself and others accountable for achieving results or for surpassing a standard of excellence. It includes the process of setting measurable objectives, implementing change, and then checking back

to determine the effect of efforts. The standard may be one's own past performance (striving for improvement), an objective measure (results orientation) outperforming others (competitiveness); challenging goals one has set, or even what anyone has ever done (innovation). Team Participation: Works co-operatively with others, working together as opposed to working separately or competitively. Resilience: Ability to cap one's emotions to avoid negative reactions when provoked, when faced with opposition or hostility, or when working under stress. It also includes the ability to maintain stamina under continuing stress.

DUTIES

: This includes overseeing financial planning, budgeting, reporting, internal controls, and compliance with relevant legislation and policies. The role ensures accurate financial documentation, supports audits, and contributes to continuous improvement in financial processes. Financial Administration and Operations: Oversee the collection, verification, and processing of financial documents and invoices. Ensure timely and accurate payments to service providers and consultants. Maintain financial databases and spreadsheets. Process travel claims and compile monthly reconciliations. Ensure the filing and accessibility of financial records for audit purposes. Verification of project financial records for accuracy and completeness. Budgeting and Planning: Assist in the compilation of budget drawdown projections and annual budgets. Support resource requirement assessments and financial projections. Prepare and consolidate budget submissions for MTEF and ENE. Track project progress against financial obligations. Financial Reporting: Compile monthly, quarterly, and annual expenditure reports. Monitor and verify management accounting information. Ensure budget managers provide variance explanations. Prepare databases for reporting and audit purposes. Assist in checking the accuracy and completeness of project budget submissions for approval by the Deputy Director General. Assist in on-site financial evidence verification work for projects as required. Audit and Verification: Assist in the review of project audits and compilation of progress logs against outcomes of the audits. Support the JF and JFP team as they prepare for the JF Project audits. Verify financial records and ensure compliance with Fund protocols. Assist in risk assessments and process improvement initiatives. Assist with the compilation of all financial evidence in preparation for the Fund's Audits. Assist in supporting external auditors and their information requirements as part of the Audit process. Procurement and Contract Management: Develop and implement procurement plans. Assist in procurement processes and contract management. Ensure compliance with GTAC procedures and guidelines. Asset and Bank Reconciliation: Maintain fixed asset registers and conduct asset verification. Prepare payroll and cost recovery journals. Perform monthly bank reconciliations. Stakeholder Engagement: Liaise with internal and external stakeholders on financial matters. Provide guidance on workflow processes and compliance requirements. Support with service providers and consultants.

ENQUIRES

: HR Enquiries: Kaizer Malakoane at 066 250 7072
Technical Job Enquiries: jobsfund@treasury.gov.za

DEPARTMENT OF HIGHER EDUCATION AND TRAINING
(King Hintsa (TVET) College)
(Port Elizabeth TVET College)

OTHER POSTS

<u>POST 30/13</u>	:	<u>SENIOR INTERNAL AUDITOR REF NO: PS17/2025DHET</u>
<u>SALARY</u>	:	R397 116 per annum (Level 08), plus benefits
<u>CENTRE</u>	:	Port Elizabeth TVET College (Central Office)
<u>REQUIREMENTS</u>	:	Incumbent should have a relevant Senior Certificate / Grade 12 / NCV Certificate (Level 4). Applicants should be in possession of a recognised National Diploma (NQF Level 6) in Internal Auditing, Accounting, or an equivalent qualification. A minimum of two (2) to three (3) years of relevant experience in an internal audit or auditing environment is required, including experience in the development and implementation of policies and strategies. The ideal candidate must have a thorough knowledge of applicable prescripts, legislation, and regulations, as well as a comprehensive understanding of the internal audit environment. Candidates must demonstrate strong planning and organising abilities, sound financial management skills, and proven experience in report writing. Excellent communication and interpersonal skills, along with advanced problem-solving capabilities, analytical thinking, and computer literacy, are essential. Additional competencies include project management, team leadership, people management, and a client-oriented approach. Key values and attributes required for this role include a commitment to service excellence, integrity, loyalty, proactivity, and a high level of professionalism and dedication to ethical conduct and continuous improvement.
<u>DUTIES</u>	:	The successful candidate will be responsible for ensuring the overall supervision, development, review, and monitoring of internal audit policies, as well as developing and reviewing risk and fraud policies. Duties include conducting awareness workshops to promote understanding and compliance. The incumbent will oversee the planning, execution, and reporting of audits, participate in the preparation of the draft three-year strategic risk-based internal audit plan and the annual operational plan, and incorporate management inputs when finalising audit activities. Key responsibilities include evaluating internal controls, governance, and risk management processes, monitoring progress on audit action plans, and collecting, analysing, and interpreting data for informed decision-making. The candidate will be required to develop and maintain an annual risk register, monitor identified risks on a quarterly basis, conduct continuous risk assessments with stakeholder involvement, and facilitate regular risk management training sessions. The role also involves coordinating and arranging quarterly and special audit and risk committee meetings, serving as secretariat, preparing all logistical arrangements, implementing committee recommendations and ensuring proper filing of all related documents. Furthermore, the incumbent will be responsible for compiling and submitting monthly, quarterly, and annual reports to the council subcommittee or audit and risk committee, reflecting progress against the audit plan and the risk register. Additional duties include the supervision and effective management of human, physical, and financial resources within the unit.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms Chantel Jansen/ Ms Zenia Plaatjies Tel No: (041) 509 6000
	:	Please hand deliver your application or email to: recruit@pec.edu.za , quoting the reference number to the office of the Deputy Principal: Corporate Services: Port Elizabeth TVET College; Erica Central Campus; 1 Richmond Park Drive; Richmond Hill; Port Elizabeth 6001; Reception Area or post your application to: Private Bag X6040; Port Elizabeth 6000.
<u>NOTE</u>	:	All applications must be submitted on the new approved Z83 Application Form (dated 1 January 2021) obtainable from the DPSA Website or any Public Service Department website. The new Z83 Application Form must be fully completed and duly signed. The Z83 Application Form must be accompanied by a detailed recently updated comprehensive CV with three (3) contactable references (provide their contact number and email addresses). Only shortlisted candidates will be contacted to submit the required certified documents. Incomplete applications or applications received after the closing date will not be considered. A complete set of application documents should be submitted separately for every post you wish to apply for. Failure to submit the

requested documents will result in your application not being considered. Applicants with foreign qualifications would be required to submit an evaluation certificate from South African Qualifications Authority (SAQA) on or before the day of the interview. The college reserves the right to withdraw the posts at any time. Communication will only be entered into with the shortlisted and successful candidates. All shortlisted candidates may be subjected to personnel suitability checks (criminal records, citizenship, and qualification verification). The suitable candidates will be required to annually disclose their financial interests and declare any conflict or perceived conflict of interest. People with disabilities are encouraged to apply. All applicants must consider their applications to be unsuccessful if not contacted within 60 days after the closing date.

<u>CLOSING DATE</u>	:	10 September 2025
<u>POST 30/14</u>	:	<u>SENIOR MANAGEMENT INFORMATION SYSTEM (MIS) OFFICER REF NO: PS18/2025DHET</u>
<u>SALARY</u>	:	R397 116 per annum (Level 08), plus benefits
<u>CENTRE</u>	:	Port Elizabeth TVET College (Central Office)
<u>REQUIREMENTS</u>	:	Incumbent should have a relevant Senior Certificate / Grade 12/ NCV Certificate (Level 4). Applicants should be in possession of a recognised three (3) year National Diploma (NQF Level 6) or Bachelor's Degree in Information Management, Data Management, or an equivalent qualification. A minimum of two (2) to three (3) years of relevant working experience in data management, the TVET MIS environment, or a related field is required. The ideal candidate must have a sound knowledge of the policies and governance framework applicable to TVET Colleges, including an understanding of the TVETMIS system and the annual reporting requirements for Higher Education Institutions. In-depth knowledge of information management principles, as well as the application and interpretation of office management systems such as COLTECH, data warehouse systems, and IT-related prescripts, is essential. The candidate must demonstrate strong administrative, planning, and organisational abilities, with proven experience in financial management, report writing, and problem-solving. Excellent communication and interpersonal skills, along with analytical thinking and computer literacy, are required. Additional competencies include a client-oriented approach, project management, team leadership, and the ability to effectively manage people and processes within a dynamic and regulated environment. Key values and attributes required for this role include a commitment to service excellence, integrity, loyalty, proactivity, and a strong sense of responsibility and professionalism.
<u>DUTIES</u>	:	The successful candidate will be responsible for the effective management of the TVET Management Information System (MIS) across the college. Key responsibilities include setting up the system for enrolment, ensuring timely and accurate data capturing, performing regular validations, and maintaining data quality standards. This role requires managing student data, extracting statistical information for reporting purposes, and coordinating with system service providers for upgrades and technical support. The incumbent will oversee the accurate capture of approved enrolments and registrations within specified deadlines. Additional duties include compiling and submitting weekly, monthly, and quarterly reports on student statistics, skills programmes, learnerships, examinations, and staffing to both management and the Department of Higher Education and Training (DHET). The candidate will also maintain and manage the Coltech student system and related platforms, ensuring alignment with DHET requirements through rigorous quality control and validation processes. Oversight of academic system functions such as timetabling, assessment marks, class groupings, census dates, and curriculum records is required, along with the application of standard calculation criteria. The role further involves monitoring the administration and timely renewal of MIS licenses, ensuring the continuous efficiency of all student information systems. Effective management of human, physical, and financial resources within the unit is essential, including staff supervision, performance management, and the completion of performance agreements.
<u>ENQUIRIES</u>	:	Ms Chantel Jansen/ Ms Zenia Plaatjies Tel No: (041) 509 6000
<u>APPLICATIONS</u>	:	Please hand deliver your application or email to: recruit@pec.edu.za , quoting the reference number to the office of the Deputy Principal: Corporate Services: Port Elizabeth TVET College; Erica Central Campus; 1 Richmond Park Drive;

NOTE

Richmond Hill; Port Elizabeth 6001; Reception Area or post your application to: Private Bag X6040; Port Elizabeth 6000.

All applications must be submitted on the new approved Z83 Application Form (dated 1 January 2021) obtainable from the DPSA Website or any Public Service Department website. The new Z83 Application Form must be fully completed and duly signed. The Z83 Application Form must be accompanied by a detailed recently updated comprehensive CV with three (3) contactable references (provide their contact number and email addresses). Only shortlisted candidates will be contacted to submit the required certified documents. Incomplete applications or applications received after the closing date will not be considered. A complete set of application documents should be submitted separately for every post you wish to apply for. Failure to submit the requested documents will result in your application not being considered. Applicants with foreign qualifications would be required to submit an evaluation certificate from South African Qualifications Authority (SAQA) on or before the day of the interview. The college reserves the right to withdraw the posts at any time. Communication will only be entered into with the shortlisted and successful candidates. All shortlisted candidates may be subjected to personnel suitability checks (criminal records, citizenship, and qualification verification). The suitable candidates will be required to annually disclose their financial interests and declare any conflict or perceived conflict of interest. People with disabilities are encouraged to apply. All applicants must consider their applications to be unsuccessful if not contacted within 60 days after the closing date.

CLOSING DATE

10 September 2025

POST 30/15**LAB ASSISTANT REF NO: KHC2025/LA WIL**

(Permanent)

Re-advertisement, candidates previously applied are encouraged to reapply.

**SALARY
CENTRE
REQUIREMENTS**

R228 321 per annum (Level 05)

King Hintsa TVET College- Willowvale campus

NCV Level 4 Information Technology, or diploma in Information Technology will be an added advantage. Minimum of 0 – 3 years' experience. CompTIA N+, CompTIA A+ and Microsoft Certified IT Professional will be an added advantage. Knowledge in hands-on hardware troubleshooting. Knowledge in equipment support. Unendorsed Valid Driver's Licence will be added advantage. Working technical knowledge of the latest operating systems, network protocols and standards. Thorough understanding of PC, network, and hardware. Working knowledge of and experience configuring desktop computers and Local Area Networks.

DUTIES

Set up workstations with computers and necessary peripheral devices (routers, printers etc.), Check computer hardware (HDD, mice, keyboards etc.) to ensure functionality, Install and configure appropriate software and functions according to specifications, Develop and maintain local networks in ways that optimize performance, Provide orientation and guidance to users on how to operate new software and computer equipment, Perform troubleshooting to diagnose and resolve problems (repair or replace parts, debugging etc.), Identify computer or network equipment shortages and place orders. Assists in planning and presents learning experiences for K-5 students to explain computer usage and help them become computer literate. Demonstrates and assists students in developing skills in keyboarding, mouse control and the use of various computer software applications.

**ENQUIRIES
APPLICATIONS
NOTE**

Mr. O Kalimashe or Ms. P Soyizwapi Tel No: (047) 401 6400

Email: willowvalelab@khc.edu.za

Do not separate the Z83 and CV. Scan all these into single document. Scanned Applications must consist of fully 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. The successful candidate will be subjected to a security clearance and verification of qualifications. Interviewed candidates will be subjected to a competency assessment where necessary. Correspondence or communication will only be entered into with short-listed applicants. The College /Department reserves the right to withdraw any of the advertised posts at any time depending on the

need. incomplete applications and applications received after the closing date will not be considered. Please forward your applications to the email address provided next to each post that you are applying for. Kindly quote name of the post you are applying for and its reference number in the subject line. No faxed, postal or hand delivered applicants will be accepted. The Department and the College is committed to providing equal opportunities and practicing affirmative action employment. It is our intention to promote representativity: (race, gender and disability) in the Department through the filling of posts and a candidate whose appointment, transfer or promotion will promote representativity will receive preference.

CLOSING DATE : 05 September 2025 @16:00

POST 30/16 : **LAB ASSISTANT REF NO: KHC2025/LA DUT**
(Permanent)

Re-advertisement, candidates previously applied are encouraged to reapply.

SALARY : R228 321 per annum (Level 05)

CENTRE : King Hintsa TVET College-Dutywa campus

REQUIREMENTS : NCV Level 4 Information Technology, or diploma in Information Technology will be an added advantage. Minimum of 0 – 3 years' experience. CompTIA N+, CompTIA A+ and Microsoft Certified IT Professional will be an added advantage. Knowledge in hands-on hardware troubleshooting. Knowledge in equipment support. Unendorsed Valid Driver's Licence will be added advantage. Working technical knowledge of the latest operating systems, network protocols and standards. Thorough understanding of PC, network, and hardware. Working knowledge of and experience configuring desktop computers and Local Area Networks.

DUTIES : Set up workstations with computers and necessary peripheral devices (routers, printers etc.), Check computer hardware (HDD, mice, keyboards etc.) to ensure functionality, Install and configure appropriate software and functions according to specifications, Develop and maintain local networks in ways that optimize performance, Provide orientation and guidance to users on how to operate new software and computer equipment, Perform troubleshooting to diagnose and resolve problems (repair or replace parts, debugging etc.), Identify computer or network equipment shortages and place orders. Assists in planning and presents learning experiences for K-5 students to explain computer usage and help them become computer literate. Demonstrates and assists students in developing skills in keyboarding, mouse control and the use of various computer software applications.

ENQUIRIES : Mr. O Kalimashe or Ms. P Soyizwapi Tel No: (047) 401 6400

APPLICATIONS : Email: dutywalab@khc.edu.za

NOTE : Do not separate the Z83 and CV. Scan all these into single document. Scanned Applications must consist of fully 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. The successful candidate will be subjected to a security clearance and verification of qualifications. Interviewed candidates will be subjected to a competency assessment where necessary. Correspondence or communication will only be entered into with short-listed applicants. The College /Department reserves the right to withdraw any of the advertised posts at any time depending on the need. incomplete applications and applications received after the closing date will not be considered. Please forward your applications to the email address provided next to each post that you are applying for. Kindly quote name of the post you are applying for and its reference number in the subject line. No faxed, postal or hand delivered applicants will be accepted. The Department and the College is committed to providing equal opportunities and practicing affirmative action employment. It is our intention to promote representativity: (race, gender and disability) in the Department through the filling of posts and a candidate whose appointment, transfer or promotion will promote representativity will receive preference.

CLOSING DATE : 05 September 2025 @16:00

<u>POST 30/17</u>	:	<u>LAB ASSISTANT REF NO: KHC2025/LA TEK</u> (Permanent) Re-advertisement, candidates previously applied are encouraged to reapply.
<u>SALARY</u>	:	R228 321 per annum (Level 05)
<u>CENTRE</u>	:	King Hintsa TVET College-Teko campus
<u>REQUIREMENTS</u>	:	NCV Level 4 Information Technology or Engineering related qualification will be an added advantage. Minimum of 0 – 3 years' experience. CompTIA N+, CompTIA A+ and Microsoft Certified IT Professional will be an added advantage, Knowledge in hands-on hardware troubleshooting. Knowledge in equipment support. Unendorsed Valid Driver's Licence will be added advantage. Working technical knowledge of the latest operating systems, network protocols and standards. Thorough understanding of PC, network, and hardware. Working knowledge of and experience configuring desktop computers and Local Area Networks.
<u>DUTIES</u>	:	Set up workstations with computers and necessary peripheral devices (routers, printers etc.), Check computer hardware (HDD, mice, keyboards etc.) to ensure functionality, Install and configure appropriate software and functions according to specifications, Develop and maintain local networks in ways that optimize performance, Provide orientation and guidance to users on how to operate new software and computer equipment, Perform troubleshooting to diagnose and resolve problems (repair or replace parts, debugging etc.), Identify computer or network equipment shortages and place orders. Assists in planning and presents learning experiences for K-5 students to explain computer usage and help them become computer literate. Demonstrates and assists students in developing skills in keyboarding, mouse control and the use of various computer software applications.
<u>ENQUIRIES</u>	:	Mr. O Kalimashe or Ms. P Soyizwapi Tel No: (047) 401 6400
<u>APPLICATIONS</u>	:	Email: tekolab@khc.edu.za
<u>NOTE</u>	:	Do not separate the Z83 and CV. Scan all these into single document. Scanned Applications must consist of fully 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. The successful candidate will be subjected to a security clearance and verification of qualifications. Interviewed candidates will be subjected to a competency assessment where necessary. Correspondence or communication will only be entered into with short-listed applicants. The College /Department reserves the right to withdraw any of the advertised posts at any time depending on the need. Incomplete applications and applications received after the closing date will not be considered. Please forward your applications to the email address provided next to each post that you are applying for. Kindly quote name of the post you are applying for and its reference number in the subject line. No faxed, postal or hand delivered applicants will be accepted. The Department and the College is committed to providing equal opportunities and practicing affirmative action employment. It is our intention to promote representativity: (race, gender and disability) in the Department through the filling of posts and a candidate whose appointment, transfer or promotion will promote representativity will receive preference.
<u>CLOSING DATE</u>	:	05 September 2025 @16:00
<u>POST 30/18</u>	:	<u>ELECTRICAL WORKSHOP ASSISTANT REF NO: KHC2025/WA MSO</u> (Permanent) Re-advertisement, candidates previously applied are encouraged to reapply.
<u>SALARY</u>	:	R228 321 per annum (Level 05)
<u>CENTRE</u>	:	King Hintsa TVET College-Msobomvu Campus
<u>REQUIREMENTS</u>	:	Grade 12/NCV/N3, Trade certificate (Electrician), Driver's licence. At least 1 year of working experience in the electrical field.
<u>DUTIES</u>	:	Ensure that tools and spare parts are available and ready for use. Conduct minor electrical maintenance in the workshop. Support Artisan/facilitators with technical tasks when preparing for learner practical. Perform small scale electrical installations. Test and repair various electrical equipment, ensuring optimal functionality. Clean electrical equipment regularly to maintain safety and efficiency. Identify and document defects and perform required tasks to

address them. Ensure that tools and spare parts are available and ready for use. The workshop Assistant is responsible for maintaining high quality instructional support, help maintain a safe workshop environment and ensure the proper care of all equipment and its essentials. In addition, the workshop Assistant will oversee the daily operations of the workshop. Work closely with Electrical Engineering Senior Lecturer and lecturers. Assist the lecturers in the preparation of class and workshop teaching aids. Assist students as directed by the lecturers with the development of appropriate instructional materials. Assist Senior Lecturer and lecturers in maintaining inventory. Provide a safe environment for the students and monitor the workshop to ensure proper care and security of all materials and equipment. Assist lecturers with the supervision of students in the workshop. Ensure that all teaching materials and equipment are available for class use. Under supervision of the Senior Lecturer, assist with the special needs students. Participate in professional development activities offered by the department and/or by the college. Work a flexible schedule as determined by the Senior lecturer activities. Serve as a tutor for students. Follow the proper procedures for requesting instructional supplies, expendable supplies, and turn in timesheets on a timely basis. Assist in purchasing of equipment and consumables. Support the recruitment activities of the College by participating in career days and other activities to promote the College's programs and curricula. Follow the academic calendar and other policies and procedures adopted by the Academic Development Committee. Provide information and/or data to the requesting officer so that proper reports may be completed and filed with the proper educational agency, funding agency, or accrediting agency. Perform other duties assigned by the Senior Lecturer, Head of Department and Campus Manager.

ENQUIRIES
APPLICATIONS
NOTE

: Mr. O Kalimashe or Ms. P Soyizwapi Tel No: (047) 401 6400
: Email: msobomvulab@khc.edu.za
: Do not separate the Z83 and CV. Scan all these into single document. Scanned Applications must consist of fully 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. The successful candidate will be subjected to a security clearance and verification of qualifications. Interviewed candidates will be subjected to a competency assessment where necessary. Correspondence or communication will only be entered into with short-listed applicants. The College /Department reserves the right to withdraw any of the advertised posts at any time depending on the need. Incomplete applications and applications received after the closing date will not be considered. Please forward your applications to the email address provided next to each post that you are applying for. Kindly quote name of the post you are applying for and its reference number in the subject line. No faxed, postal or hand delivered applicants will be accepted. The Department and the College is committed to providing equal opportunities and practicing affirmative action employment. It is our intention to promote representativity: (race, gender and disability) in the Department through the filling of posts and a candidate whose appointment, transfer or promotion will promote representativity will receive preference.

CLOSING DATE

: 05 September 2025 @16:00

POST 30/19

: **KITCHEN WORKSHOP ASSISTANT REF NO: KHC2025/LA CEN**
(Permanent)
Re-advertisement, candidates previously applied are encouraged to reapply).

SALARY
CENTRE
REQUIREMENTS

: R228 321 per annum (Level 05)
: King Hintsa TVET College-Centane Campus
: NCV Level 4/Grade 12, or Diploma in Hospitality/Culinary/Cookery/Hotel and Catering Management/Nutrition/Food Science/Food Service Management or any relevant qualification in Hospitality. Must have at least 1 years of work experience in the hospitality industry. Must have some computer knowledge. Must have knowledge of culinary arts.

DUTIES

: Must be able to assist in the development of appropriate recipes. Must have effective communication skills. Must be able to show enthusiasm, take initiative, have organizational skills and supervisory abilities. Must monitor and ensure proper care and security of all Culinary Arts resource materials and

equipment. Must be able to work outside regular working hours. The Kitchen Assistant is responsible for maintaining high quality instructional support, help maintain a safe kitchen environment and ensure the proper care of all culinary arts kitchen equipment and its essentials. In addition, the Kitchen Assistant will oversee the daily operations of the Culinary Arts Kitchen Workshop. Work closely with Hospitality Program Head and lecturers. Assist the Culinary Arts lecturers in the preparation of class and laboratory teaching aids. Assist the Culinary Arts students as directed by the lecturers with the development of appropriate instructional materials. Assist Program head and lecturers in maintaining food product inventory and the culinary arts garden. Provide a safe environment for the students and monitor Culinary Arts Kitchen workshop to ensure proper care and security of all materials and equipment. Assist the Culinary Arts lecturers with the supervision of students in the Culinary Arts kitchens. Ensure that all teaching materials and equipment are available for practical use. Organize Culinary Arts Kitchen by taking inventory of materials, groceries, supplies and equipment which are available for students and lecturers. Under supervision of Program head, assist with the special needs of students. Participate in professional development activities offered by the department and/or by the college. Work a flexible schedule as determined by Program head activities. Serve as a tutor for students enrolled in Hospitality classes. Follow the proper procedures for requesting instructional supplies, expendable supplies, and turn in timesheets on a timely basis. Assist in purchasing food products for student kitchen activities and submit required receipts and accounting documents promptly. Support the recruitment activities of the College by participating in career days and other activities to promote the College's programs and curricula. Follow the academic calendar and other policies and procedures adopted by the Academic development committee. Provide information and/or data to the requesting officer so that proper reports may be completed and filed with the proper educational agency, funding agency, or accrediting agency. Perform other duties assigned by the Program head, Head of Division and Campus Manager.

ENQUIRIES
APPLICATIONS
NOTE

- : Mr. O Kalimashe or Ms. P Soyizwapi Tel No: (047) 401 6400
- : Email: centanelab@khc.edu.za
- : Do not separate the Z83 and CV. Scan all these into single document. Scanned Applications must consist of fully 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. The successful candidate will be subjected to a security clearance and verification of qualifications. Interviewed candidates will be subjected to a competency assessment where necessary. Correspondence or communication will only be entered into with short-listed applicants. The College /Department reserves the right to withdraw any of the advertised posts at any time depending on the need. incomplete applications and applications received after the closing date will not be considered. Please forward your applications to the email address provided next to each post that you are applying for. Kindly quote name of the post you are applying for and its reference number in the subject line. No faxed, postal or hand delivered applicants will be accepted. The Department and the College is committed to providing equal opportunities and practicing affirmative action employment. It is our intention to promote representativity: (race, gender and disability) in the Department through the filling of posts and a candidate whose appointment, transfer or promotion will promote representativity will receive preference.
- : 05 September 2025 @16:00

CLOSING DATE

JUDICIAL INSPECTORATE FOR CORRECTIONAL SERVICES

The Judicial Inspectorate for Correctional Services (JICS) 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 JICS will be taken into consideration. People with Disabilities will be accommodated within reasonable limits. Therefore, preference will be given to candidates whose appointment will assist the JICS in achieving its Employment Equity targets in terms of the JICS's Employment Equity Plan.

CLOSING DATE
NOTE

: 05 September 2025 at 16:00 (walk-in) and 23:59 (online)

: All attachments for online application must include an application form Z83 and CV only, in PDF and as one (1) document or attachment and saved with surname and initials. JPEG (picture/snapshot) applications will not be accepted. Failure to do so will result in your application being disqualified. Applications quoting the relevant 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 for employment (old Z83) will not be considered. Each post(s) advert must be accompanied by its own application form for employment and must be fully completed, initialled and signed by the applicant as instructed below. Failure to fully complete, initial and sign the Z83 form will lead to disqualification of the application during the selection process. All applications must reach the Judicial Inspectorate for Correctional Services (JICS) on/or before the closing date and time. JICS cannot be held responsible for server delays. Applications submitted in any other way other than the published link or hand delivery will be treated as invalid. All fields of Section A, B, C and D of the Z83 must be completed in full. Section E, F, G (Due to the limited space on the Z83, it is acceptable for applicants to indicate "refer to CV" or "see attached". However, the question related to conditions that prevent re-appointment under Part "F" must be answered and the declaration signed. Only an updated comprehensive CV (with detailed previous experience if any) and a completed and signed new Z83 application form is required. 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 the communication from Human Resources and such qualification(s) and other related document(s) will be in line with the requirements of the advert. Non-RSA Citizens/Permanent Resident Permit holders in possession of foreign qualifications must be accompanied by an evaluation report issued by the South African Qualification Authority (SAQA) (only when shortlisted). Applicants who do not comply with the abovementioned instructions/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. Correspondence will be limited to shortlisted candidates only. 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 posts' technical and generic requirements. Suitable candidates will be subjected to a personnel suitability check (criminal record, citizenship, credit record checks, qualification verification and employment verification). Please note by responding to the advertisement, you consent to the collection, processing, and storing of your Personal Information in accordance with the Protection of Personal Information Act (POPIA). Your information will be used for the sole purpose of this application and will not be shared with third parties without prior consent unless required by law. Due to the large number of responses anticipated, correspondence will be limited to short-listed candidates only. If you have not been contacted within three months of the closing date of the advertisement, please accept that your application has been unsuccessful. The JICS reserves the right not to make any appointment(s) to the below advertised post(s). The successful candidate will be required to enter into an employment contract and a performance agreement. All costs associated with an application will be borne by the applicant. The appointment will be made according to the Public Service Act of 1994. JICS is committed to the achievement and maintenance of diversity and equity employment, preference will be giving to Whites, Indian Females, African Males, Coloured Males, and people living with disabilities.

OTHER POSTS

<u>POST 30/20</u>	:	<u>ADMINISTRATION CLERK REF NO: JI 148/2025</u> Northern Management Region Re-advertisement and previous applicants are encouraged to reapply
<u>SALARY</u>	:	R228 321 per annum (Level 05)
<u>CENTRE</u>	:	Centurion
<u>REQUIREMENTS</u>	:	Applicants must be in possession of a grade 12 /senior certificate. Knowledge in administration. Ability to communicate verbally and in writing. Ability to work independently and also as part of a team. Ability to multi-task and general administrative capabilities including record management. Computer literate (Word, Excel, PowerPoint & Outlook). A valid driver's license is essential.
<u>DUTIES</u>	:	The successful candidate will be responsible for reception duties and office administration. Proper maintenance and implementation of approved filing system. Handling of incoming and outgoing mail and phone calls. Management of resources. Provide general administrative support to the Regional Office (draft correspondence, management of calendars for senior team members and arrange trips etc.). Managing petty cash and petty cash register.
<u>ENQUIRIES</u>	:	Ms G Thabethe Tel No: (012) 663 7521
<u>APPLICATIONS</u>	:	Applicants to be submitted through following link: https://forms.gle/fKwJdaABZozvyG8aA or hand delivered to Block C 3, Eco Origins Office Park, Witch-hazel Street, Centurion, 0046 marked Attention: Human Resources
<u>POST 30/21</u>	:	<u>ADMINISTRATIVE CLERK - AUXILIARY SERVICES REF NO: JI 149/2025</u> Northern Management Region Re-advertisement, previous applicants are encouraged to reapply
<u>SALARY</u>	:	R228 321 per annum (Level 05)
<u>CENTRE</u>	:	Centurion
<u>REQUIREMENT</u>	:	Applicants must be in possession of a grade 12 /senior certificate. Knowledge in administration. Ability to communicate verbally and in writing. Ability to work independently and as part of a team. Ability to multi-task and general administrative capabilities including record management. Computer literate (Word, Excel, PowerPoint & Outlook). A valid driver's license is a requirement.
<u>DUTIES</u>	:	The successful candidate will be responsible to manage the support services of the office. Assist with travel arrangements. Preparations for meetings. Typing documents. Managing the assets at the Regional Office. Provide general administrative support to the Regional Office. Ensure transport and logistic support to the office. Reception duties when required.
<u>ENQUIRIES</u>	:	Ms G Thabethe Tel No: (012) 663 7521
<u>APPLICATIONS</u>	:	Applicants to be submitted through following link: https://forms.gle/use1rpZjceq7YFWR6 or hand delivered to Block C 3, Eco Origins Office Park, Witch-hazel Street, Centurion, 0046 marked Attention: Human Resources.
<u>POST 30/22</u>	:	<u>SECRETARY REF NO: JI 150/2025</u> Directorate: Legal Services Re-advertisement, previous applicants are encouraged to reapply
<u>SALARY</u>	:	R228 321 per annum (Level 05)
<u>CENTRE</u>	:	Centurion
<u>REQUIREMENTS</u>	:	Applicants must be in possession of a Grade 12/Senior Certificate. Knowledge of administration/secretariat duties. Good communication and interpersonal skills. Computer literate with an excellent understanding of windows. MS Word, Excel, Outlook and PowerPoint. Ability to work under pressure and willingness to work overtime.
<u>DUTIES</u>	:	The successful candidate will be responsible to serve as the secretary/administrators to Director: Legal Services. Answering and screening of telephone calls. Liaise with the Director regarding all administrative functions. Typing/compiling of memorandums and presentations. Execute office and general administrative duties. Manage filing and electronic documents tracking system. Maintain diary and manage appointments. Acknowledge receipt of documents. Record and issue minutes. Make all travel and accommodation arrangements. Ensure submission of travel claims for the Director.

<u>ENQUIRIES APPLICATIONS</u>	:	Mr K van der Merwe Tel No: (012) 321 0303
	:	Applicants to be submitted through following link: https://forms.gle/Jq9dZgRBvfHiV7WK9 or hand delivered to Block C 3, Eco Origins Office Park, Witch-hazel Street, Centurion, 0046 marked Attention: Human Resources.
<u>POST 30/23</u>	:	<u>HUMAN RESOURCE OFFICER (REF. NO: JI 151/2025) (X2 POSTS)</u> Readvertisement, previous applicants are encouraged to reapply Directorate: Corporate Services
<u>SALARY CENTRE REQUIREMENTS</u>	:	R228 321 per annum (Level 05)
	:	Centurion
	:	Applicants must be in possession of a Senior Certificate or equivalent qualification. Experience in Office Administration. Computer Literate (Word, Excel, PowerPoint, Outlook). Planning, organizing and negotiation skills. Ability to work independently and as part of a team. Analytical and problem-solving skills. Communication and listening skills. Time management skills. Conflict management skills. Knowledge of PERSAL system will be an added advantage.
<u>DUTIES</u>	:	The successful candidate will be responsible for the implementation of human resource administration practices concerning service benefits (Leave, Housing, Medical, Injury on duty, Terminations, Long Service recognition, Overtime, Relocation, Pensions, Allowances etc.), and HR Provisioning (Recruitment & Selection, Transfer, Verification of qualifications, secretariat functions at interviews, absorptions, probationary reports etc.). Address human resource administration enquiries to ensure the correct implementation of human resource management practices. Capturing of transactions on PERSAL. Filing and updating of personnel files. Performance Management and Human Resource Development.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms S Bezuidenhout Tel No: (012) 321 0303
	:	Applicants to be submitted through following link: https://forms.gle/PA8Fced6aA1sffYG9 or hand delivered to Block C 3, Eco Origins Office Park, Witch-hazel Street, Centurion, 0046 marked Attention: Human Resources.

DEPARTMENT OF JUSTICE AND CONSTITUTIONAL DEVELOPMENT

The Department of Justice and Constitutional Development's mandate is to ensure that there is accessible justice system in our vibrant and evolving constitutional democracy. It is responsible, amongst others, to enable Access to Justice for all, promote Constitutionalism, Rule of Law, Respect for Human Rights; and to coordinate the State Litigation and Legal Advisory Services. The Department is therefore presenting an opportunity to dynamic individuals with relevant competencies to join a dynamic team in its quest to fulfill its mandate and deliver justice services to the people of South Africa.

- APPLICATIONS** : Interested applicants must submit their applications for employment to <https://forms.office.com/r/X2XaVPasWu> or alternatively the address specified in each post.
- CLOSING DATE** : 08 September 2025
- NOTE** : The application must include only completed and signed new Form Z83, obtainable from any Public Service Department or on the internet at www.gov.za, and a detailed Curriculum Vitae. Certified copies of Identity Document, Senior Certificate and the highest required qualification as well as a driver's license where necessary, will only be submitted by shortlisted candidates to HR on or before the day of the interview date. Application that do not comply with the above specifications will not be considered and will be disqualified. It remains the responsibility of an applicant to ensure that application reaches the department noting different options provided for submission. A SAQA evaluation report must accompany foreign qualifications. All shortlisted candidates for posts will be subjected to a technical and/or competency assessment. A pre-entry certificate obtained from National School of Government (NSG) is required before appointment for all SMS positions. Candidate will complete a financial disclosure form and also be required to undergo a security clearance. Foreigners or dual citizenship holder must provide the Police Clearance certificate from country of origin only when shortlisted. The DOJ&CD is an equal opportunity employer. In the filling of vacant posts the objectives of section 195 (1) (i) of the Constitution of South Africa, 1996 (Act No: 108 of 1996), the Employment Equity imperatives as defined by the Employment Equity Act, 1998 (Act No: 55 of 1998) and relevant Human Resources policies of the Department will be taken into consideration. Reasonable accommodation shall be applied for People with Disabilities including where driver's license is a requirement. Correspondence will be limited to short-listed candidates only. If you do not hear from us within 3 months of this advertisement, please accept that your application has been unsuccessful. The department reserves the right not to fill these positions. Women and people with disabilities are encouraged to apply and preference will be given to the EE Target.
- ERRATUM:** The number of posts of Family Advocate: (LP7-LP8) advertised in the Public Service Vacancy Circular 28 dated 08 August 2025 with Ref No: REF NO: 04/25/LMP) has increased to 2 posts. The number of posts of Senior Assistant State Attorney: Polokwane and Thohoyandou advertised in the Public Service Vacancy Circular 28 dated 08 August 2025 with Ref No: 06/25/LMP and 07/25/LMP has increased to 2 posts in Polokwane and 3 posts in Thohoyandou which will be 5 posts in total.

OTHER POSTS

- POST 30/24** : **DEPUTY DIRECTOR: HUMAN RESOURCE MANAGEMENT REF NO: 25/06/KZN**
- SALARY** : R896 436 – R1 055 958 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE** : Provincial Office, Durban
- REQUIREMENTS** : An NQF level 6 qualification as recognized by SAQA in Human Resource Management/Public Management/Industrial and Organisational Psychology; A minimum of 3 years' experience in Human Resource Management environment of which at (Assistant Director) level; Knowledge of PERSAL, Human Resource Management Directives/Policies, Employment Equity Act, Basic Conditions of Employment Act, Performance Management Systems; Knowledge and understanding of the Public Service statutory frameworks: Financial Management and regulatory framework; guidelines, prescripts, the Public Service Act, the Public Service Regulations, Treasury Regulations,

	Departmental Financial Instructions, the Public Finance Management Act, Government initiatives and decisions. Skills and Competencies; Applied Strategic thinking; Applied technology; Budgeting and financial management; Communication and information Management; Continuous Improvement; Citizen focus and responsiveness; Developing others; Impact and influence; Managing interpersonal Conflict and Resolving Problems; Planning and Organising; Decision Making; Project management; Computer literacy.
<u>DUTIES</u>	: Key Performance Areas: Coordinate the attraction, recruitment selection and appointment of the employees; Coordinate the implementation of employee compensation, general condition of services, benefits and incentives; Coordinate the provision of leave and PILIR matters; Coordinate the provision of human capital termination services (exit of the Employee; Manage human, finance and other resources.
<u>ENQUIRIES</u>	: Ms M.P. Khoza Tel No: (031) 372 3000.
<u>APPLICATIONS</u>	: Quote the relevant reference number and courier your application to: Physical address: Recruitment, First Floor, 2 Devonshire Place Off Anton Lembede Street, Durban or drop-off on the above address or https://forms.office.com/r/X2XaVPasWu
<u>POST 30/25</u>	: <u>COURT MANAGER (X2 POSTS)</u>
<u>SALARY</u>	: R582 444 – R686 091 per annum. The successful candidate will be required to sign a performance agreement.
<u>CENTRE</u>	: Magistrate Office: Worcester Ref No: 56/2025/WC (X1 Post) Vryburg Magistrate Court Ref No: 25/VA27/NW (X1 Post)
<u>REQUIREMENTS</u>	: An undergraduate National Diploma/Degree qualification (NQF level 6) as recognized by SAQA in Public Administration /Management/Law/Legal studies or field of study or equivalent legal qualification; A minimum of 3 years' experience in court management environment of which 2 years should be as a supervisor or team leader; Knowledge and experience in office and district administration; Knowledge of the Public Financial Management Act (PFMA); Experience in managing Trust (Third Party Funds) and Vote Accounts; A valid driver's license. Skills and Competencies: Applied strategic thinking; Computer literacy; Budgeting and financial management; Communication and information management; Continuous improvement; Citizen focus and responsiveness; Developing others; Diversity management; Planning and organizing; Problem solving; Project management.
<u>DUTIES</u>	: Key Performance Areas: Coordinate and manage the financial, human resource, risk and security in the court; Manage the strategic and business planning processes; Manage the facility, physical resources, information and communication related to courts; Lead and manage the transformation of the office; Compile an analyse court statistics to show performance and trends; Support case flow management at the court; Compile annual performance and statutory reports to the relevant users; Develop and implement customer service improvements strategies; Manage service level agreements.
<u>ENQUIRIES</u>	: Western Cape: Ms P Paraffin Tel No: (021) 462 5471 North West: Ms. PM Seletedi Tel No: (018) 397 7088
<u>APPLICATIONS</u>	: Western Cape: Please direct your applications to: Provincial Head: Private Bag X9171, Cape Town, 8000. For Attention: Ms P Paraffin. OR physical address: 8 Riebeeck Street, 5th Floor Norton Rose House, Cape Town or https://forms.office.com/r/X2XaVPasWu North West: Quoting the relevant reference number, direct your application to: The Provincial Head, Private Bag X2033, Mmabatho, 2735 or hand deliver it at 22 Molopo Road, Ayob Gardens, Mafikeng or https://forms.office.com/r/X2XaVPasWu
<u>NOTE</u>	: Separate application must be made per centre and quoting the relevant reference number.
<u>POST 30/26</u>	: <u>SOCIAL WORKER SUPERVISOR (GRADE 1- 2) (X2 POSTS)</u>
<u>SALARY</u>	: R477 564 – R893 949 per annum, (Salary will be in accordance with OSD determination). The successful candidate will be required to sign a performance agreement.
<u>CENTRE</u>	: Office of the Family Advocate, Cape Town Ref No: 39/2025/FA/WC Office of the Family Advocate, Worcester Ref No: 41/2025/FA/WC
<u>REQUIREMENTS</u>	: Bachelor Degree in Social Work or equivalent qualification which allows for professional registration with the SACSSP; Professional registration with the

		SACSSP; A minimum of seven (7) years appropriate experience in Social Work after registration as a Social Worker with the SACSSP; Knowledge and experience in Mediation; Court experience in leading Evidence; Knowledge and application of Family Law, including Mediation in certain Divorce Matters Act, Maintenance Act and Domestic Violence Act; Children's Act (inclusive Hague Convention on International Child Abduction). Skills and Competencies: Supervisory skills; Facilitation skills; Communication (written and verbal) skills; Computer literacy (MS Office); Mediation, interviewing, conflict resolution, evaluation and report writing skills; Diversity and conflict management; Attention to detail.
<u>DUTIES</u>	:	Key Performance Areas: Oversee child focus forensic assessment services; Supervise risk related to children's care environment and or contacts; Supervise the provision of Expert witness evidence in Court of Law; Oversee Implementation and monitoring operational performance of forensic social work Services; Conduct Appropriate Disputes Resolutions, Compile and register Parental Responsibilities and Rights (PRR) and Parenting Plans; Manage human, finance and other resources.
<u>ENQUIRIES</u>	:	Adv S Pillay Tel No: (021) 426 1216
<u>APPLICATIONS</u>	:	Please forward your application to: Provincial Head: Private Bag X9171, Cape Town 8000 or physical address: 8 Riebeeck Street, 5th Floor Norton Rose House, Cape Town or visit: https://forms.office.com/r/X2XaVPasWu For Attention: Ms P Paraffin
<u>NOTE</u>	:	Shortlisted candidates will be required to submit proof of registration with SACSSP and service certificates of appropriate experience in Social Work after registration as Social Worker with SACSSP. Candidates whose name appear on Part B of the Child Register as mandated by Section 123(5) of the Children's Act, 2005 need not apply. Separate application must be made per centre and quoting the relevant reference number.
<u>POST 30/27</u>	:	<u>ASSISTANT DIRECTOR: HUMAN RESOURCE MANAGEMENT REF NO: 12/25/LMP</u>
<u>SALARY</u>	:	R468 459 – R551 823 per annum. The successful candidate will be required to sign a performance agreement.
<u>CENTRE</u>	:	Provincial Office: Limpopo
<u>REQUIREMENTS</u>	:	An NQF level 6 qualification as recognized by SAQA in Human Resource Management/Public Management/Industrial and Organizational Psychology; A minimum of 3 years' experience in Human Resource Management environment at supervisory level. Knowledge of PERSAL, Human Resource Management Directives/Policies, Employment Equity Act, Basic Conditions of Employment Act, Performance Management Systems; Knowledge and understanding of the Public Service statutory frameworks: Financial Management and regulatory framework; guidelines, prescripts, the Public Service Act, the Public Service Regulations, Treasury Regulations, Departmental Financial Instructions, the Public Finance Management Act, Government initiatives and decisions. Skills and Competencies; Applied Strategic thinking, applied technology; Budgeting and financial management; Communication and information Management; Continuous Improvement; Citizen focus and responsiveness; Developing others; Impact and influence; Managing interpersonal Conflict and Resolving Problems; Planning and Organising; Decision Making; Project management; Computer literacy.
<u>DUTIES</u>	:	Key Performance Areas: Facilitate the attraction, recruitment, selection and appointment of the employees; Facilitate and implement employee compensation, general conditions of services, benefits and incentives; Facilitate the provision of leave and PILIR matters; Facilitate the provision of human capital termination services (exit of the Employees); Manage human, finance and other resources.
<u>ENQUIRIES</u>	:	Mr MD Chauke Tel No: (015) 287 2080 or Ms MR Phalane Tel No: (015) 287 2036)
<u>APPLICATIONS</u>	:	Quoting the relevant reference number, direct your application to: Postal address: The Provincial Head, Department of Justice & Constitutional Development, Private Bag X9526, Polokwane 0700 or Physical address: Reception area, Limpopo Provincial Office, 92 Bok Street, Polokwane, 0699 or https://forms.office.com/r/X2XaVPasWu

<u>POST 30/28</u>	:	<u>ASSISTANT DIRECTOR: SERVICE BENEFITS REF NO: 25/10/KZN</u>
<u>SALARY</u>	:	R468 459 – R551 823 per annum. The successful candidate will be required to sign a performance agreement.
<u>CENTRE</u>	:	Provincial Office, Durban
<u>REQUIREMENTS</u>	:	An undergraduate qualification (NQF level 6) as recognized by SAQA in Human Resource Management / Industrial and Organisational Psychology; A minimum of 3 years' experience in human resource administration with an emphasis on Conditions of Service at a supervisory level; Knowledge of Human Resource Administration legislative frameworks, methodologies and strategies in the Public Service; Knowledge and understanding of the Public Service statutory frameworks: Financial Management and regulatory framework/guidelines, the Public Service Act, Public Service Regulations, Treasury Regulations, Departmental Financial Instructions, Public Finance Management Act, Government initiatives and decisions. Skills and competences: Computer literacy (MS Word, PowerPoint, Outlook, Excel); Applied strategic thinking; Budgeting and Financial Management; Good Communication skills (written and verbal); Diversity management; Managing interpersonal conflict and resolving problems; Planning and organizing; Decision making; Project management.
<u>DUTIES</u>	:	Key Performance Areas: Co-ordinate the implementation of employment and general service conditions; Co-ordinate the implementation of policies and frameworks for Conditions of Service; Co-ordinate the implementation of service benefits; Manage human, finance and other resources.
<u>ENQUIRIES</u>	:	Ms M.P. Khoza Tel No (031) 372 3000.
<u>APPLICATIONS</u>	:	Quote the relevant reference number and courier your application to: Physical address: Recruitment, First Floor, 2 Devonshire Place Off Anton Lembede Street, Durban or drop-off on the above address or https://forms.office.com/r/X2XaVPasWu
<u>POST 30/29</u>	:	<u>ASSISTANT DIRECTOR: TRANSLATION AND EDITORIAL SERVICES (X4 POSTS)</u>
<u>SALARY</u>	:	R468 459 – R551 823 per annum. The successful candidate will be required to sign a performance agreement.
<u>CENTRE</u>	:	National Office: Pretoria: Tshivenda Ref No: 25/98/SLA (X1 Post) Sesotho Ref No: 25/99/SLA (X1 Post) IsiSwati Ref No: 25/100/SLA (X1 Post) IsiXhosa Ref No: 25/101/SLA (X1 Post)
<u>REQUIREMENTS</u>	:	An appropriate qualification (NQF level 6) in Communication or Linguistics as recognized by SAQA; A minimum of 3 years' experience in a translation services work environment; Language requirements: Major in (Tshivenda, Sesotho, Siswati, isiXhosa); Knowledge and understanding of Public Service statutory framework, Financial Management and regulatory framework/guidelines, Public Service Act, Public Service Regulations, Treasury Regulations, Departmental Financial Instructions, Public Finance Management Act, Government initiatives and decisions; Knowledge and understanding of applicable legislation (such as Basic Condition of Employment Act, Labour Relation Act) and Code of Conduct; Knowledge of Departmental interpretation and application of policies, prescripts and administration of an office. 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; Computer literacy.
<u>DUTIES</u>	:	Key Performance Areas: Oversee the translation function; Edit translated bills; Manage terminology development; Manage human, finance and other resources.
<u>ENQUIRIES</u>	:	Mr. M. Mokoena Tel No: (012) 744 2026
<u>APPLICATIONS</u>	:	Quoting the relevant reference number, direct your application to: Postal Address: The Human Resource: Department of Justice and Constitutional Development; Private Bag X81, Pretoria, 0001 Or Physical Address: Application Box, First Floor, Reception, East Tower, Momentum Building, 329 Pretorius Building, Pretoria, 0001 or https://forms.office.com/r/X2XaVPasWu

<u>NOTE</u>	:	Separate applications must be made quoting the relevant reference.
<u>POST 30/30</u>	:	<u>ASSISTANT DIRECTOR: LANGUAGE SERVICES REF NO: 25/91/CA (X3 POSTS)</u>
<u>SALARY</u>	:	R468 459 – R551 823 per annum. The successful candidate will be required to sign a performance agreement.
<u>CENTRE</u>	:	National Office: Pretoria
<u>REQUIREMENTS</u>	:	An undergraduate qualification (NQF level 6) as recognized by SAQA in Language Practice, Language Planning; A minimum of 3 years administration experience in Language practice/interpreting at functional level; Language requirements: (Tshivenda, Xitsonga and South African sign language). Knowledge and understanding of the legislative framework governing the Public Service: Financial Management and regulatory framework/guidelines, prescripts, the Public Service Act, the Public Service Regulations, Treasury Regulations, the Public Finance Management Act; Knowledge of procurement process, Language stakeholders and their roles, interpretation of statutes; Knowledge of office administration. 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 organising; Decision making; Project management; Team leadership; Computer literacy.
<u>DUTIES</u>	:	Key Performance Areas: Facilitate the development of the Departmental language policies and strategies; Monitor performance on the implementation of language policies; Coordinate awareness campaigns of the Language Policy within the Department; Facilitate the coordination on international and non-governmental forums on the use of official languages; Provide effective people management.
<u>ENQUIRIES</u>	:	Mr M Kgafela Tel No: (012) 315 1042
<u>APPLICATIONS</u>	:	Quoting the relevant reference number, direct your application to: Postal address: The Human Resource: Department of Justice and Constitutional Development; Private Bag X81, Pretoria, 0001 Or Physical Address: Application Box, First Floor, Reception, East Tower, Momentum Building, 329 Pretorius Building, Pretoria, 0001 or https://forms.office.com/r/X2XaVPasWu
<u>POST 30/31</u>	:	<u>ASSISTANT DIRECTOR: TRUTH AND RECONCILIATION (TRC) UNIT VICTIM SUPPORT COORDINATION REF NO: 25/92/CD</u>
<u>SALARY</u>	:	R468 459 – R551 823 per annum. The successful candidate will be required to sign a performance agreement.
<u>CENTRE</u>	:	National Office: Pretoria
<u>REQUIREMENTS</u>	:	An undergraduate qualification (NQF level 7) in LLB/Political Sciences/Social Sciences as recognized by SAQA; A minimum of 3 years functional specialist in a social cohesion or Human Rights redress environment; Understanding of the Constitution of South Africa; Knowledge of Public Finance Management Act and other governance promotion of Nation Unity and Reconciliation, and the Reparations Regulations; Understanding of Human Rights development. 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 organising; Decision making; Project management; Team leadership; Computer literacy.
<u>DUTIES</u>	:	Key Performance Areas: Facilitate the implementation of reparation programmes and projects; Monitor the implementation of reparation programmes and projects; Facilitate the development and implementation of all TRC reparations and awareness programmes; Manage human, finance and other resources.
<u>ENQUIRIES</u>	:	Mr S J Kgafela Tel No: (012) 315 1042
<u>APPLICATIONS</u>	:	Quoting the relevant reference number, direct your application to: Postal address: The Human Resource: Department of Justice and Constitutional Development; Private Bag X81, Pretoria, 0001 Or Physical Address: Application Box, First Floor, Reception, East Tower, Momentum Building, 329 Pretorius Building, Pretoria, 0001 or https://forms.office.com/r/X2XaVPasWu

<u>POST 30/32</u>	:	<u>SOCIAL WORKER (GR1- 4) (X7 POSTS)</u>
<u>SALARY</u>	:	R325 200 – R725 754 per annum, (Salary will be in accordance with OSD determination). The successful candidate will be required to sign a performance agreement.
<u>CENTRE</u>	:	Office of the Family Advocate, Cape Town Ref No: 42/2025/FA/WC (X4 Posts) Office of the Family Advocate, Worcester Ref No: 44/2025/FA/WC (X2 Posts) Office of the Family Advocate, Mitchells Plain Ref No: 43/2025/FA/WC (X1 Post)
<u>REQUIREMENTS</u>	:	Bachelor's Degree in Social Workers or equivalent qualification, Appropriate experience in Social Worker after registration as Social Worker with the SACSSP. Registration with SA Council for Social Service Profession (SACSSP), Knowledge and experience in Mediating, Court experience in rendering expert evidence; Knowledge and application of Family Law, including Mediation in certain Divorce Matters Act. Children's Act, Maintenance Act and Domestic Act (inclusive of Hague Convention on International Child Abduction); A valid driver's license and willing to travel extensively within the province. Skills and Competencies: Computer literacy; Communication (written and verbal) skills; Mediation, Interviewing, conflict resolution, evaluation and Report writing skills; Diversity and conflict management; Attention to detail.
<u>DUTIES</u>	:	Key Performance Areas: Conduct mediation and/or inquiries as part of a multi-disciplinary team in custody, access, guardianship, child abduction and related family law disputes; Evaluate information and compile forensic court reports and recommendations to the best interest of the children in family law disputes; Act as expert witness for the Family Advocate in Court; Network and conduct awareness campaigns regarding the functions and role of the Office of the Family Advocate; Conduct inquiries and interview parties and source references in family law disputes at townships and rural areas.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms T Buttress Tel No: (021) 426 1216
	:	Please forward your application to: Provincial Head: Private Bag X9171, Cape Town, 8000 or physical address: 8 Riebeeck Street, 5th Floor Norton Rose House, Cape Town or https://forms.office.com/r/X2XaVPasWu For Attention: Ms P Paraffin
<u>NOTE</u>	:	Shortlisted candidates will be required to submit proof of registration with SACSSP and service certificates of appropriate experience in Social Work after registration as Social Worker with SACSSP. Candidates whose name appear on Part B of the Child Register as mandated by Section 123(5) of the Children's Act, 2005 need not apply. Separate application must be made per centre and quoting the relevant reference number.
<u>POST 30/33</u>	:	<u>SENIOR HUMAN RESOURCE OFFICER REF NO: 25/16/KZN</u>
<u>SALARY</u>	:	R325 101 – R382 959 per annum. The successful candidate will be required to sign a performance agreement.
<u>CENTRE</u>	:	Provincial Office: Durban
<u>REQUIREMENTS</u>	:	Grade 12/ NQF level 4 qualification as recognized by SAQA; A minimum of 3 years working experience in a Human Resource Management environment at a clerical level; Knowledge of PERSAL System, Human Resource Management Directives/Policies; Knowledge and understanding of Human Resource Management environment and Performance Systems; Knowledge and understanding of the Public Service statutory frameworks: Financial Management and regulatory framework/guidelines, the Public Service Act, the Public Service Regulations, Employment Equity Act, Basic Conditions of Employment Act and Treasury Regulations. Skills and Competencies: Good communication skills (written and verbal); Computer literacy; Creative thinking; Citizen Service Orientation; Decision making; Diversity citizenship; Problem solving and analysis.
<u>DUTIES</u>	:	Key Performance Areas: Supervise and undertake the implementation and maintenance of attraction, recruitment, selection, appointment and employees administration; Supervise and undertake the implementation and maintenance of employee compensation, general conditions of services of benefits and incentives; Supervise and undertake the implementation and maintenance of leave matters; Supervise and undertake the implementation and maintenance of human capital termination and services administration (exit of the Employees); Provide effective people management.
<u>ENQUIRIES</u>	:	Ms M.P. Khoza Tel No: (031) 372 3000

<u>APPLICATIONS</u>	:	Quote the relevant reference number and courier your application to: Physical address: Recruitment, First Floor, 2 Devonshire Place Off Anton Lembede Street, Durban or drop-off on the above address or visit: https://forms.office.com/r/X2XaVPasWu
<u>POST 30/34</u>	:	<u>CHIEF ADMINISTRATION CLERK (X2 POSTS)</u>
<u>SALARY</u>	:	R325 101 – R382 959 per annum; The successful candidate will be required to sign a performance agreement.
<u>CENTRE</u>	:	Office of the Family Advocate: Mitchells Plain Ref No: 48/2025/FA/WC (X1 Post) Office of the Family Advocate: Worcester Ref No: 49/2025/FA/WC (X1 Post)
<u>REQUIREMENTS</u>	:	Grade 12 certificate or equivalent; Three (3) years' experience in Administration; Understanding of the legislative framework governing the Public Service; knowledge of Public Finance Management Act, Treasury Regulations; Departmental Financial Instructions (DFI), Public Service Act and other relevant legislation. Skills and Competencies: Good communication (written and verbal) skills; Computer Literacy (MS Office); Planning and Organizing skill; Ability to work under pressure; Problem solving skills; Customer service; Document management and filing; Numerical skills.
<u>DUTIES</u>	:	Key Performance Areas: Supervise and render clerical support services; Supervise and provide Supply Chain clerical services within the component; Supervise and provide personnel administration clerical support services within the component; Supervise and provide financial administration support services in the component; Provide effective people management.
<u>ENQUIRIES APPLICATIONS</u>	:	Mr A Knowles Tel No: (021) 462 5471 Please forward your application to: Provincial Head: Private Bag X9171, Cape Town, 8000 or physical address: 8 Riebeeck Street, 5th Floor Norton Rose House, Cape Town. or visit: https://forms.office.com/r/X2XaVPasWu
<u>FOR ATTENTION NOTE</u>	:	Ms P Paraffin Separate application must be made per centre and quoting the relevant reference number.
<u>POST 30/35</u>	:	<u>LANGUAGE PRACTITIONER: TRANSLATION AND EDITORIAL SERVICES (X3 POSTS)</u>
<u>SALARY</u>	:	R325 101 – R382 959 per annum. The successful candidate will be required to sign a performance agreement.
<u>CENTRE</u>	:	National Office: Pretoria Ref No: 25/95/SLA, Isindebele (X1 Post) Ref No: 25/96/SLA, Isizulu (X1 Post) Ref No: 25/97/SLA, Sepedi (X1 Post)
<u>REQUIREMENTS</u>	:	An appropriate qualification (NQF level 6) as recognized by SAQA in Communication or Linguistics; A minimum of 1 year experience in Language services; Language requirements: Major in (Isindebele, Isizulu and Sepedi) Knowledge and understanding of translation and interpreting; Language requirements: Practitioner in (IsiNdebele, Isizulu, Sepedi). Skills and Competencies: Computer literacy; Creative thinking; Customer service orientation; Problem solving; Self-management; Team membership; Translation skills; Report writing skills; Planning and organizing skills; Communication skills (verbal and written); Administrative skills; Terminology development; Proofreading skills; Technical proficiency.
<u>DUTIES</u>	:	Key Performance Areas: Translate Bills and other legal documents; Conduct terminology development; Perform administrative functions.
<u>ENQUIRIES APPLICATIONS</u>	:	Mr. M. Mokoena Tel No: (012) 744 2026 Quoting the relevant reference number, direct your application to: Postal Address: The Human Resource: Department of Justice and Constitutional Development; Private Bag X81, Pretoria, 0001 Or Physical Address: Application Box, First Floor, Reception, East Tower, Momentum Building, 329 Pretorius Building, Pretoria, 0001 or visit: https://forms.office.com/r/X2XaVPasWu
<u>NOTE</u>	:	Separate applications must be made quoting the relevant reference
<u>POST 30/36</u>	:	<u>FAMILY LAW ASSISTANT (X2 POSTS)</u>
<u>SALARY</u>	:	R325 101 – R382 959 per annum. The successful candidate will be required to sign a performance agreement)

<u>CENTRE</u>	:	Office of the Family Advocate, Cape Town Ref No: 46/2025/FA/WC (X1 Post) Office of the Family Advocate: Mitchells Plain Ref No: 47/2025/FA/WC (X1 Post)
<u>REQUIREMENTS</u>	:	A three (3) years qualification in a Legal field and/or equivalent legal qualification; knowledge in the functions of the Office of the Family Advocate, knowledge and application of Family Law, including Mediation in certain Divorce Matters Act, Children's act, Maintenance Act and Domestic Violence Act, (inclusive of Hague Convention on International Child Abduction). Skills and Competences: Communication skills (written and verbal); Computer literacy (MS Office); Mediation skills; Attention to detail; Conduct legal research; Good interpersonal relations.
<u>DUTIES</u>	:	Key Performance Areas: Conduct screening interviews and parental responsibilities and rights information sessions, Assist members of the public with the completion of forms and queries, Assist the Family Advocate in conducting customer satisfaction surveys and community outreach projects; Support the Family Advocate with regards to matters on the court roll; Receive and screen correspondence and draft responses on behalf of the Family Advocate; Conduct mediations in disputes regarding Parental Responsibilities and Rights.
<u>ENQUIRIES</u>	:	Mr A Knowles Tel No: (021) 462 5471
<u>APPLICATIONS</u>	:	Please forward your application to: Regional Head: Private Bag X9171, Cape Town, 8000 or physical address: 08 Riebeeck Street, Norton Rose House, 5th Floor, Cape Town or visit: https://forms.office.com/r/X2XaVPasWu
<u>FOR ATTENTION</u>	:	Ms P Paraffin
<u>NOTE</u>	:	Separate application must be made per centre and quoting the relevant reference number.
<u>POST 30/37</u>	:	<u>LEGAL ADMINISTRATION OFFICER: LANGUAGE POLICY (MR1 - MR5)</u> <u>REF NO: 25/85/CA</u>
<u>SALARY</u>	:	R252 855 – R1 111 323 per annum. (Salary will be in accordance with OSD determination). The successful candidate will be required to sign a performance agreement.
<u>CENTRE</u>	:	National Office: Pretoria
<u>REQUIREMENTS</u>	:	An LLB Degree or a four year equivalent legal qualification; Knowledge of the South African legal system, legal practices and related spheres with specific reference to civil litigation and the law of contract; Knowledge of the Constitution, the Institution of Legal Proceedings Against Certain Organs of State Act, the Prescription Act, the State Attorney Act, the Public Finance Management Act, Treasury Regulations, Departmental of Justice and Constitutional Development Financial Instructions and the State Liability Act. Skills and Competencies: Legal research; Legal drafting; Developing others; Planning and organizing skills; Communication skills; Integrity and resilience; Computer literacy; Dispute resolution.
<u>DUTIES</u>	:	Key Performance Areas: Implementation of National Policy Framework and regulations on Language Policy; Conduct research on language policy, collate, and analyse information and report on findings; Implement initiatives and programmes on Language Policy; Provide effective people management.
<u>ENQUIRIES</u>	:	Ms. M. Modibane Tel No: (012) 315 1668
<u>APPLICATIONS</u>	:	Quoting the relevant reference number, direct your application to: Postal Address: The Human Resource: Department of Justice and Constitutional Development; Private Bag X81, Pretoria, 0001 Or Physical Address: Application Box, First Floor, Reception, East Tower, Momentum Building, 329 Pretorius Building, Pretoria, 0001 or visit: https://forms.office.com/r/X2XaVPasWu
<u>POST 30/38</u>	:	<u>ESTATE CONTROLLER, EC1-EC4 (X7 POSTS)</u>
<u>SALARY</u>	:	R252 855 – R586 956 per annum, (Salary will be in accordance with OSD determination). The successful candidate will be required to sign a performance agreement.
<u>CENTRE</u>	:	Master of The High Court, Bisho Ref No: 94/25EC (X1 Post) Master of The High Court, Mthatha Ref No: 95/25EC (X2 Posts) Master of The High Court, Kimberley Ref No: 28/25/NC/MA-KIM (X2 Posts) Master of The High Court: Thohoyandou Ref No: 26/25/LMP (X2 Posts)
<u>REQUIREMENTS</u>	:	An LLB degree or recognized four years' legal qualification. Knowledge of Administration of Estates Act, Compliance, Mental Health, Insolvency Act and

	other related Act, Registration of trusts Act, Curatorship's Act; knowledge of all local and international Legislation that regulates protection of children, South African legal system, legal practices and related spheres with specific reference to civil litigation and the law of contract. Knowledge of the Constitution, the Institution of Legal Proceedings Against Certain Organs of State Act, the State Attorney Act, the Public Finance Management Act, the Treasury Regulations and the State Liability Act. Skills and Competencies: Legal research and drafting; Case flow management; Estate duties; Trust; Dispute resolution; Communication skills (verbal and written); Problem solving; Customer focus; Attention to detail; Computer literacy.
<u>DUTIES</u>	: Key Performance Areas: Administer Deceased Estates, Insolvent Estates, Curatorship; Trust and all aspects related to the administration thereof; Determine and assess Estate duties in terms of the Estate Duties Act; Conduct research and draft legal documents; Render administrative function of the office.
<u>ENQUIRIES</u>	: Eastern Cape: Mr Ndamase Tel No: (043) 702 7000 / 7129 Northern Cape: Mr Y. Ajimudin Tel No: (053) 802 1300 Limpopo: Mr L Mapelane Tel No: (015) 287 2035 or Mr Ml Modiba Tel No: (015) 287 2034
<u>APPLICATIONS</u>	: Eastern Cape Quoting the relevant reference number, direct your application to: The Provincial Head, Private Bag X9065, East London, 5200 or hand deliver at the Provincial Office, Department of Justice, 3 Phillip Frame Road, Waverley Park complex, East London or https://forms.office.com/r/X2XaVPasWu Northern Cape Quoting the relevant reference number, direct your application to: Postal address: The Provincial Head: Justice and Constitutional Development, Private Bag X6106, Kimberley, 8300. or hand delivers at the New Public Buildings, (Magistrates Court) of Knight and Stead Streets, 7th floor, Kimberley, 8301. Applicants who wish to post their application forms are encouraged to utilize courier services in light of the current postal service challenges or https://forms.office.com/r/X2XaVPasWu Limpopo: Quoting the relevant reference number, direct your application to: Postal address: The Provincial Head, Department of Justice & Constitutional Development, Private Bag X9526, Polokwane 0700 or Physical address: Reception area, Limpopo Provincial Office, 92 Bok Street, Polokwane, 0699 or https://forms.office.com/r/X2XaVPasWu
<u>NOTE</u>	: Separate application must be made per centre and quoting the relevant reference number.
<u>POST 30/39</u>	: <u>ADMINISTRATION CLERK (X5 POSTS)</u>
<u>SALARY</u>	: R228 321 – R268 950 per annum. The successful candidate will be required to sign a performance agreement.
<u>CENTRE</u>	: Magistrate Office: Ga-Rankuwa Ref No: 2025/70/GP (X2 Posts) Magistrate Office: Vereeniging Ref No: 2025/71/GP (X1 Post) Master of the North Gauteng High Court Pretoria Ref No: 2025/72/GP (X1 Post) Office of the Family Advocate: Cape Town Ref No: 45/2025/FA/WC (X1 Post)
<u>REQUIREMENTS</u>	: Grade 12 Certificate or equivalent. Skills and Competencies: Good communication skills (written and verbal); Computer Literacy (MS Office); Administrative and organization skill; Ability to work under pressure; Customer service; Document management and filing; Interpersonal relations.
<u>DUTIES</u>	: Key Performance Areas: Render general clerical support services; Provide supply chain clerical support services within the component; Provide personnel administration clerical support services within the component; Provide financial administration support services in the component.
<u>ENQUIRIES</u>	: Gauteng: Ms P Raadt Tel No: (011) 332 9000 Western Cape: Mr A Knowles Tel No: (021) 462 5471
<u>APPLICATIONS</u>	: Gauteng: Quoting the relevant reference number, direct your application to: The Provincial Office, Private Bag X6, Johannesburg, 2000 or Physical address: Department of Justice and Constitutional Development; 7th floor Schreiner Chambers, 94 Pritchard Street; Johannesburg or https://forms.office.com/r/X2XaVPasWu : Western Cape: Please direct your applications to: Provincial Head: Private Bag X9171, Cape Town, 8000 or physical address: 8 Riebeeck Street, 5th Floor Norton Rose House, Cape Town or visit: https://forms.office.com/r/X2XaVPasWu
<u>FOR ATTENTION</u>	: Ms P Paraffin

NOTE

: Separate application must be made per centre and quoting the relevant reference number.

NATIONAL TREASURY

The National Treasury is an equal opportunity employer and encourages applications from persons living with disabilities. It is the department's intention to promote representivity through filling these posts in line with the department's approved Employment Equity Plan. Our buildings are accessible to persons living with disabilities.



APPLICATIONS
CLOSING DATE
NOTE

: To apply visit: <https://erecruitment.treasury.gov.za/eRecruitment>
 : 08 September 2025 at 12:00 pm (Midday)
 : Effective from 7 April 2021, the National Treasury now utilises an e-Recruitment System which means all applicants must login/register to apply for positions, we only accept hand delivered/posted applications should an applicant prove that he/she tried to apply via e-Recruitment with no success and the National Treasury ICT unit was unable to assist. The applicant's profile on the e-Recruitment is equivalent to the newly approved Z83 and it is the responsibility of applicants to ensure their profiles are fully completed or their applications will not be considered, as per the DPSA Practice Note. Certain documentation will still be required to be uploaded on the system such as copies of all qualifications including National Senior Certificate/Matric certificate, ID, etc., however these documents need not be certified at point of application, however certification will be required prior to attending the interview. Please note: All shortlisted candidates will be subjected to two assessments. The first assessment will be a technical exercise that intends to test relevant technical elements of the job, while the second assessment will be an integrity (ethical conduct) assessment, the logistics of which will be communicated by the Department. It should be noted that the National Treasury does not support the use of Artificial Intelligence (AI) in any of its recruitment and selection processes and will disqualify an application if it picks up the use of AI when completing assessments without acknowledging the source of information. Successful completion of the Nyukela Public Service SMS Pre-entry Programme as endorsed by the National School of Government, available as an online course on <https://www.thensg.gov.za/training-course/sms-pre-entry-programme/>, prior to finalisation of appointment, is a requirement for all SMS positions. For SMS positions certain candidates may be required to undergo additional Psychometric Assessments. All qualifications, criminal and SA citizenship checks will be conducted on all short-listed candidates and, where applicable, additional checks will be conducted in line with the new DPSA Directive effective 01 April 2024. By submitting your application, it also means you consent to the National Treasury processing your information for Human Resources Management purposes. It is the applicant's responsibility to have all their foreign qualifications (this includes O and A level certificates) evaluated by the South African Qualifications Authority (SAQA), at your own expense. Upon appointment, successful candidates will be required to sign a Performance Agreement within 3 months from date of appointment and for candidates whose appointment exceeds 12 calendar months will be appointed on probation for the period of twelve (12) calendar months excluding leave taken as prescribed by Public Service Regulation 68. The status of your application will be visible on the e-Recruitment system. However, if you have not received feedback from the National Treasury within 3 months of the closing date, please regard your application as unsuccessful. Note: The National Treasury reserves the right not to fill the below-mentioned posts, withdraw or to put on hold a position and/or to re-advertise a post. All queries must be submitted via email addressed to the Human Resources Recruitment Support Team on Recruitment.Enquiries@treasury.gov.za. The National Treasury is compliant with the requirements of POPIA.

ERRATUM: Kindly note that the following posts were advertised in Public Service Vacancy Circular 27 dated 01 August 2025 with the closing date of 18 August 2025. We hereby request for an extension of the closing date for the following posts: (1) Chief People Officer (Ref No: S002/2025); (2) Director: Public Finance X3 (Higher Education & Training and Economic Services (Ref No: S015/2025); (3) Deputy Director: Public Finance (Ref No: S018/2025); (4) Deputy Director: SCM Governance, Monitoring and Compliance (Ref No: S019/2025); (5) Assistant Director: SCM Risk and Performance (Ref No:

S020/2025); (6) Senior State Accountant: Personnel Remuneration (Ref No: S016/2025) and (7) Administrative Officer: Office of the Director-General (Ref No: S017/2025). The closing date has been extended to 29 August 2025 at 12:00 pm (Midday).

MANAGEMENT ECHELON

<u>POST 30/40</u>	: <u>DIRECTOR: PROVINCIAL BUDGET ANALYSIS REF NO: S028/2025 (X2 POSTS)</u> Division: Intergovernmental Relations Division (IGR) Purpose: To monitor the provincial budget process implementation on sectoral allocations in the areas of administrative, economic, social services and build environment.
<u>SALARY</u>	: R1 266 714 - R1 492 122 per annum, (all-inclusive remuneration package)
<u>CENTRE</u>	: Pretoria
<u>REQUIREMENTS</u>	: A Grade 12 is required coupled with a minimum Bachelor's Degree (equivalent to NQF level 7) in Economics or Accounting or Public Finance or Public Administration or Statistics or Development Finance, A minimum 5 years' experience at middle or senior managerial level obtained within a financial environment. Knowledge of the provincial budget allocation system and the public financial management system. Knowledge and experience of the broader public service finance framework. Experience of the public sector budgeting principles. Successful completion of the Nyukela Public Service Senior Management Leadership Programme as endorsed by the National School of Government available as an online course on https://www.thensg.gov.za/training-course/sms-pre-entry-programme/ , prior to finalisation of an appointment.
<u>DUTIES</u>	: Budget Preparation and Support: Ensure alignment of provincial budgets with broad national priorities. Collect, evaluate and interpret data from the provinces for the preparation of benchmark exercise. Facilitate and lead discussions during the provincial benchmark meetings to assess the degree of alignment and the credibility of budgets. Participate in annual provincial MTEC hearings by providing guidance, advise, and recommend solutions to problem areas. Monitor and assess provincial budgets preparation. Co-ordinate the compilation of reports for provinces for various budget for a, Budget Council, PCC, TCF etc. Evaluate strategic plans and all non-financial data pertaining to provinces in support of the budget preparation processes. Represent the National Treasury in provincial budget committees. Attended TCF and Budget Council meetings as per the budget Process Schedule. Budget Implementation and Monitoring: Ensure revenue matches expenditure in provinces. Monitor monthly expenditure and revenue including conditional grants in provinces. Compile monthly reports on the state of expenditure and revenue for provinces. Facilitate and evaluate the monthly in-year monitoring, quarterly and half year reports for provinces and advise on revenue and expenditure matters. Assist with the preparation of the quarterly provincial S32 publication. Maintain provincial budget database (financial and non-financial) for provinces for in-year monitoring and reporting. Ensure on time delivery of inputs to and from the provinces. Co-ordinate the compilation of reports for provinces for the provincial visits. Undertake annual physical site visits in provinces as part of monitoring responsibilities. Provide support to provinces by addressing queries and providing guidance on budget related matters as they arise, In-year monitoring, quarterly and half year reports for provinces. Intergovernmental Co-ordination: Coordinate the collection of budget and financial data from the provinces for the IGFR and draft a chapter for the review. Provide support in drafting of National Treasury documents. Ensure the availability of data, including IYM submissions, strategic plans, annual reports, annual financial statements, budget statements, provincial allocations with the adjustment estimates, aggregated financial statements, normative measures and any other information required from provinces on a continuous basis. Assume sectoral responsibilities which include participating in 4 x 4 and 10X10 forums. Respond to problem situations or emergencies in provinces. Collaborate with chief directorates, provincial policy and planning (IPP), provincial and local government infrastructure (PLGI) and local government budget analysis (LGBA) in support of the DDG: Intergovernmental Relations. Financial Management and Budget Reform: Promote effective financial management within the provinces. Attend, co-ordinate and make presentations to provincial

treasuries regarding reforms and PFMA implementation in provinces as per National and provincial budget process. Provide support, guidance and monitor implementation of the PFMA at provincial level. Contribute towards drafting of provincial budget reform and new budget formats. Assist with the promotion of effective financial management in provinces. Write guidelines for the implementation of reforms and training at provincial level in line with the national guideline. Participate and work closely with the Budget Office. OAG, PF, ALM, OCPO etc on related matters. Intergovernmental Grants: Monitor the implementation of intergovernmental grants system in provinces on a monthly basis. Fulfil all the duties and responsibilities in term of the PFMA and the annual DoRA with the monitoring of conditional grants.

ENQUIRIES : Enquiries Only (No applications): Recruitment.Enquiries@treasury.gov.za

OTHER POSTS

POST 30/41 : **DEPUTY DIRECTOR: PROVINCIAL BUDGET ANALYSIS REF NO: S029/2025**

Division: Intergovernmental Relations Division (IGR)

Purpose: To Manage and advise on the monitoring of provincial budgets implementation in the development and maintenance of financial databases.

SALARY
CENTRE
REQUIREMENTS

: R1 059 105 - R1 247 774 per annum, (all-inclusive remuneration package)
: Pretoria
: A Grade 12 is required coupled with a minimum National Diploma (equivalent to NQF level 6) or Bachelor's degree (equivalent to NQF level 7) in Data Science or Computer Science or Mathematics or Statistics or Actuarial Science or Accounting, A minimum 4 years' experience of which 2 years should be at an Assistant Director level or equivalent obtained in Data Analytics or Data Mining or Programming or Business Intelligence or Software Development, Knowledge and experience of data management systems, Knowledge and experience in Programming Languages and databases (e.g. C#, Python, R, SQL etc.).

DUTIES

: Budget Preparation and Support: Evaluate Medium Term Expenditure Framework budget submissions emanated from provinces and assess the estimates of provincial revenue and expenditure (EPRE) documented and aligned on the database. Evaluate data from provinces for annual benchmark and interventions and provide updated data to provincial stakeholders. Participate in discussions during the provincial MTEC hearings and produce a report. Budget Implementation and Monitoring: Compile aggregate reports on the status quo of provincial budgets and expenditure / revenue trends and advice on spending, and revenue patterns, Assist in drafting presentations for the Director-General, Minister of Finance. Technical Committee on Finance (TCF), Budget Council, National Council of Provinces (NCOP), President's Coordinating Council (PCC) and Cabinet. Provide input during budget visits and expenditure reviews and compile an extensive report on the outcomes. Intergovernmental Co-ordination: Manage and coordinate data submissions in alignment with the budget process schedule. Prepare draft reports and presentations to Parliament, provincial legislatures and other stakeholders. Financial Management and Budget Reform: Contribute to publications on draft chapters for the Provincial Budget and Expenditure Review (PBER). Provide technical support and guidance in the drafting of annual provincial budget guidelines on budget reforms and budget formats. Maintain databases in alignment with provincial budget reforms and budget formats. Coordinate annual provincial budgets and prepare consolidated reports on trends in sector budgets, expenditure and performance.

ENQUIRIES : Enquiries Only (No applications): Recruitment.Enquiries@treasury.gov.za

POST 30/42 : **ASSISTANT DIRECTOR: MFMA IMPLEMENTATION REF NO: S033/2025**

Division: Office Of the Accountant-General (ODG)

Purpose: To assist with coordinating, support and monitor the implementation of the Municipal Finance Management Act (MFMA).

SALARY
CENTRE
REQUIREMENTS

: R582 444 - R685 091 per annum, (excluding benefits)
: Pretoria
: A Grade 12 is required coupled with a minimum National Diploma (equivalent to NQF level 6) or Bachelor's Degree (equivalent to NQF level 7) in Public Finance or Management or Public Administration or Economics. A minimum 3

DUTIES

years' experience obtained in a financial management environment; Knowledge of the operations of local and or provincial government; and Knowledge of the MFMA and the broader local government framework.

: MFMA Policy Support: Assist with the development of policies to give effect to the implementation of the MFMA. Assist in providing feedback on identified gaps in municipalities for implementation of the MFMA. Assist in coordinating policy inputs with various stakeholders (national and provincial CoGTA's, national and provincial SALGA's, provincial treasuries. Assist in providing oversight on implementation of policies and procedures in the management of financial and non-financial performance information. MFMA Implementation: Assist with the implementation of the MFMA in municipalities and municipal entities. Assist with research into best practices for Local Government Finance. Provide input for the drafting of new regulations and amendments. Update and maintain the MFMA calendar with amendments and regulations. Promote and assess improvements in financial management in municipalities and municipal entities. Prepare and gather subject material necessary for the drafting and preparation of circulars relevant to financial management in Local Government. Develop and update guidelines, questionnaires and systems with regards to financial management in compliance with legislation. Analyse outcomes, information, questionnaires and provide summarised information, trend analysis, statistics and gaps identified. Facilitate and manage the implementation of projects relating to the MFMA. Assist in the preparation of responses and correspondence on enquiries from stakeholders on municipal financial management and compliance. Monitoring and Reporting: Assist in the development and management of monitoring and reporting systems and templates. Utilise reporting databases and systems to assist with information management. Monitor compliance with the MFMA and supporting regulations by municipalities and municipal entities. Prepare MFMA compliance reports and dashboards for dissemination to stakeholders and entities. Support and Capacity Building: Assist in building capacity in financial management in conjunction with other role players, assist with training in provincial treasuries and municipalities. Assist in the development of material to enhance the internal development and capacity building of MFMA training workshops, attend capacity review visits pertaining to provincial treasuries and delegated municipalities. Stakeholder Relations: Assist in the facilitation and coordination of National MFMA Coordinators meetings. Provide inputs on agendas, attend, present and actively participate at National and provincial MFMA Coordinators Meetings. Provide feedback at meetings with non-delegated municipalities, internal and external MFMA stakeholders regarding MFMA Implementation and financial management. Coordinate internal and external activities required to administer, guide, support, monitor and report on the MFMA.

ENQUIRIES

: Enquiries Only (No applications): Recruitment.Enquiries@treasury.gov.za

POST 30/43

: **ASSISTANT DIRECTOR: BUDGETS ADMINISTRATION REF NO: S034/2025**

Division: Office of the Director-General (ODG)

Purpose: To assist with the compilation and preparation of the Annual and Interim Financial Statement; in managing the departmental budget, in the processing and analysing of inputs from Divisions, and provide info to internal stakeholders, and external like Auditor-General compliance with the Public Finance Management Act, 1999 and the Treasury Regulations.

SALARY CENTRE REQUIREMENTS

: R468 459 - R551 823 per annum, (excluding benefits)

: Pretoria

: A Grade 12 is required coupled with a minimum National Diploma (equivalent to NQF 6) Bachelor's degree (equivalent to NQF level 7) in Accounting or Cost & Management Accounting or Financial Management or Internal Audit or Business Management or Economics or Finance, A minimum 3 years' experience obtained in budgets management, management accounting and financial management operational, Knowledge of BAS or/and other relevant government financial systems.

DUTIES

: Annual Financial Statements: Assist with the compilation and preparation of the quarterly interim and annual financial statements of the department. Prepare various financial statements and reports for management and submit them to the Auditor-General, Coordinate regulatory audit processes with internal and external Auditors. Departmental Annual Budget: Monitor exception reports and review the departmental budget on the basic accounting system

(BAS). Provide budget information in the required format. Review the shifting funds within economic classifications and between programmes. Consolidate Budgetary Inputs: Assist in coordinating and submission on an annual basis: Medium Term Expenditure Framework (MTEF), Adjustment Estimates (AE), Estimates of National Expenditure (ENE), Drawings, Rollovers, Entertainment, catering, and gifts. Develop. Implement Budgeting Systems: Monitor budget implementation progress and identify variances against the budget. Prepare reports on performances and variances analysis for programmes, Consolidate reports and advice and caution on the risks of possible over / under-spending. Compliance with Public Finance Management Act, 1999, Treasury Regulations and Modified Cash Standard: Co-ordinate, consolidate and compile management reports. Perform budget cycle within the parameters of the applicable legislation and project plans. Assist with strategic and operational financial matters in compliance with the required regulations, Prepare financial statements within the parameters of the applicable legislation, where applicable. Assist with strategic and operational inputs into financial matters: Assist with strategic and operational inputs into financial matters pertaining to reports, notices and other information submitted to the Executing Authority, National Treasury and Auditor-General, as stipulated by the PFMA.

ENQUIRIES

: Enquiries Only (No applications): Recruitment.Enquiries@treasury.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 (Act 55) of 1998) and the relevant Human Resources policies of the Department will be taken into consideration and preference will be given to Women, Persons with Disabilities and youth.

**APPLICATIONS**

- : **National Office (Midrand):** Quoting the relevant reference number, direct your application to: The Director: Human Resources, Office of the Chief Justice, Private Bag X10, Marshalltown, 2107 or hand deliver applications to the Office of the Chief Justice, Human Resource Management, 188, 14th Road, Noordwyk, Midrand, 1685.
- Durban:** Quoting the relevant reference number, direct your application to: The Provincial Head, Office of the Chief Justice, Private Bag X54314, Durban, 4001. Applications can also be hand delivered to 1st Floor Office No 118, CNR Somtseu8 & Stalwart Simelane Streets, Durban, 4000.
- Gauteng/Johannesburg:** 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.
- Free State/Bloemfontein:** Quoting the relevant reference number, direct your application to: The Provincial Head, Office of the Chief Justice, Private Bag X20612, Bloemfontein, 9300 or hand deliver applications to the Free State High Court, Corner President Brand and Fontein Street, Bloemfontein, 9301.
- 05 September 2025

CLOSING DATE**NOTE**

- : All applications must be submitted on a New Z83 form, which can be downloaded on internet at www.judiciary.org.za / 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 disqualifications 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 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 30/44** : **REGISTRAR REF NO: 2025/210/OCJ**
Re-advertisement, candidates who previously applied are encouraged to re-apply
- SALARY** : R324 579 – R1 111 323 per annum (MR3-MR5). Salary will be in accordance with the Occupation Specific Dispensation (Resolution 1 of 2008). Shortlisted candidates will be required to submit a Service Certificate/s for determination of their experience. The successful candidate will be required to sign a performance agreement.
- CENTRE REQUIREMENTS** : Labour And Labour Appeals Court: Durban
Grade 12 Certificate and an LLB Degree or a four (4) year legal qualification. A valid driver's license. MR3 - LLB Degree or equivalent plus a minimum of 2 years post qualification experience in legal profession. MR4 - LLB Degree or equivalent plus a minimum of 8 years post qualification experience in legal profession. MR5 - LLB Degree or equivalent plus a minimum of 14 years post qualification experience in legal profession). Skills and Competencies: experience and expertise in labour law and administration, Excellent communication skills (verbal and written), Computer literacy, Numerical skills, Attention to detail, Planning, organizing and decision-making skills, Customer service orientated, Interpersonal skills, Conflict management, strong work ethics, professionalism, ability to work under pressure and meeting of deadlines, result driven, honesty/trustworthy and Observance of confidentiality. All shortlisted candidates shall undertake a pre-entry practical exercise as part of the assessment method to determine the candidate's suitability based on the post's technical and generic requirements.
- DUTIES** : Co-ordination of Case Flow Management support process to the Judiciary. Manage the issuing of all processes and Initiating Court proceedings (Court-on-line/ Caseline) , Coordinate urgent applications (after hours) Facilitate the signing of court orders and writs of executions and Judge's directive (ensuring that the information on the order/directions correspond with the endorsement made by the Judge on the court file), Taxation of bills of costs and endorsing settled bill of costs, Giving effect to instruction made by the Judge President, the Deputy Judge President, Judges and the Court/office manager, Co-ordination of Case Flow Management and support the Judiciary, Supporting the Court regarding quasi-judicial function, Effectively and efficiently correspond with public, private body and various other stakeholders, Supervise and Management of the staff, Co-ordinate allocation of interpreting services in court, Provide practical training to and assistance to the Registrar's clerks, Exercise control over the management and safe keeping of case records and records rooms, Deal with files in terms of the relevant codes and legislations, Manage submission of statistics to the reporting Registrar/ Statistician, Prepare and present cases for Audits, Manage performance in terms of Annual Performance Plan
- ENQUIRIES** : Technical related enquiries: Ms K Marais Tel No: (031) 492 5562
HR related enquiries: Ms SZ Mvuyana Tel No: (031) 493 1723
- APPLICATIONS NOTE** : Applications can be sent via email at 2025/210/OCJ@judiciary.org.za
The Organisation will give preference to candidates in line with the Employment Equity goals.
- POST 30/45** : **ADMINISTRATION CLERK: LEASES AND DISPOSAL REF NO: 2025/212/OCJ**
- SALARY** : R228 321 – R268 950 per annum (Level 05). The successful candidate will be required to sign a performance agreement.
- CENTRE** : National Office: Midrand

<u>REQUIREMENTS</u>	:	Grade 12, A valid driver's license will be added an advantage. National Diploma in Financial Management/ Financial Accounting, Cost or Management Accounting or relevant qualification at NQF level 6 with 360 credits as recognized by SAQA will be an added advantage. A relevant working experience will be an added advantage. Skills and Competencies: Knowledge of Public Service Policy Frameworks, Public Finance Management Act (PFMA), Treasury Regulations, Asset Management, Regulations, Modified Cash Standard, Communication skills, Computer literacy, Problem solving skills, Time management skills, Organizing and planning skills, Interrelation skills, Analytical skills, Presentation skills, Data and record management skills.
<u>DUTIES</u>	:	Maintain a complete and accurate asset register for leased assets. Facilitate Disposal of unserviceable, redundant, obsolete and lost assets, Maintain lost Assets Register, Reconcile the General Ledger (BAS) against Lease Register.
<u>ENQUIRIES</u>	:	Technical related enquiries: Mr P Mahumane Tel No: (010) 493 2646 HR related enquiries: Ms S Tshidino Tel No: (010) 493 8771
<u>APPLICATIONS</u>	:	Applications can be sent via email at 2025/212/OCJ@judiciary.org.za
<u>NOTE</u>	:	The Organisation will give preference to candidates in line with the Employment Equity goals
<u>POST 30/46</u>	:	<u>HANDYMAN REF NO: 2025/213/OCJ</u>
<u>SALARY</u>	:	R163 680 – R192 810.per annum (Level 03). The successful candidate will be required to sign a performance agreement.
<u>CENTRE</u>	:	Labour And Labour Appeals Court: Johannesburg
<u>REQUIREMENTS</u>	:	Grade 10 (Abet level 3) or equivalent qualification. Grade 12 and a qualification in plumbing, electrical or carpentry will be an added advantage. General maintenance experience will be an added advantage. Skills and Competencies: Knowledge of the Occupational Health and Safety Act. Knowledge on how to operate hand and power tools. Knowledge of building infrastructure layouts. Computer literacy. Communication skills. to work as part of a team. Reliability. Problem solving skills. Innovation. Ability to work independently.
<u>DUTIES</u>	:	Perform minor general building maintenance. Attend to minor plumbing, electrical and general handyman duties. Conduct routine inspections of the building on a weekly and monthly basis. Report unauthorized movement of equipment.
<u>ENQUIRIES</u>	:	Technical: Ms T Nzimande Tel No: (010) 494 9238 HR related enquiries: Ms T Mbalekwa Tel No: (010) 494 8515
<u>APPLICATIONS</u>	:	Applications can be sent via email at 2025/213/OCJ@judiciary.org.za
<u>NOTE</u>	:	The Organisation will give preference to candidates in line with the employment equity goals.
<u>POST 30/47</u>	:	<u>SECURITY OFFICER REF NO: 2025/214/OCJ</u>
<u>SALARY</u>	:	R163 680 – R192 810 per annum. (Level 03). The successful candidate will be required to sign a performance agreement.
<u>CENTRE</u>	:	Free State Division of the High Court: Bloemfontein
<u>REQUIREMENTS</u>	:	Grade 10 (Abet level 2). Relevant experience required. A driver's license will be an added advantage. Basic security course registered with PSIRA. Skills and Competencies: Knowledge of Access to Public Premises and Vehicle Act and other security related legislations. Knowledge of access control procedures. Knowledge of control and movement of equipment and stores. Knowledge of prescribed security procedures (e.g. MIS, NISA, Protection of Information Act, etc.) and the authority of security officers under these documents. Knowledge on the relevant emergency procedures. Batho Pele Principles. Interpersonal skills. Client service skills. Listening skills. Problem solving skills. Decision making skills. Good communication skills. Computer skills. Facilitating skills.
<u>DUTIES</u>	:	Perform access control functions. Ensure that equipment, documents and stores do not leave or enter the building or premises unauthorized. Operate control room security equipment. Ensure safety in the building and premises. Ensure all incidents are recorded in the occurrence books/registers.
<u>ENQUIRIES</u>	:	Technical /HR related enquiries: Ms N. de la Rey Tel No: (051) 492 4585
<u>APPLICATIONS</u>	:	Applications can be sent via email at 2025/214/OCJ@judiciary.org.za
<u>NOTE</u>	:	The Organization will give preference to candidates in line with the departmental employment equity goals

DEPARTMENT OF SOCIAL DEVELOPMENT

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

- APPLICATIONS** : Please forward your application, quoting the relevant reference number, to the Director-General, Department of Social Development, Private Bag X901, Pretoria, 0001. Physical Address: HSRC Building, 134 Pretorius Street In the event of hand delivery of applications, applicants must sign an application register book as proof of submission. Applicants may also email their applications to the following email addresses: For: Deputy Chief Director: Financial Management and Administration- e-recruit.cdfma@dsd.gov.za, Chief Director: Social Crime Prevention and Anti-Substance Abuse- e-recruit.cdscpaa@dsd.gov.za
- FOR ATTENTION** : Mr S Boshielo
- CLOSING DATE** : 05 September 2025
- NOTE** : Curriculum vitae with a detailed description of duties and the names of two referees must accompany your signed application for employment (Z83). If applying for more than one position, applicants must submit separate applications for each position. Shortlisted candidates for a post will be required to submit certified copies of qualifications and identity documents on the date of the interview. Applicants are advised that from 1 January 2021, a new application for employment (Z83) form is effective and must be completed in full, failure to use the new Z83 will result in disqualification. The new form can be downloaded online at www.dpsa.gov.za-vacancies. Applicants applying for SMS posts are required to successfully complete the Certificate for entry into the SMS (submitted prior to appointment) and full details can be sourced by following the link: <https://www.thensg.gov.za/training-course/sms-pre-entry-programme/>. Applicants are expected to pay for the course and may enroll for it at a cost of R400.00. The duration of the course is 120 hours. All shortlisted candidates for SMS posts will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the Department. Following the interview and technical exercise, the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSA Directive on the implementation of competency-based assessments). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools. The successful candidate will sign an annual performance agreement, complete a financial discloser form and will also be required to undergo a security clearance. Candidates nominated for posts on salary levels 2 - 12 may be subjected to a competency assessment during the selection process. If the candidate is applying for an OSD post, certificates of service must be submitted on the date of the interview. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). Failure to submit the requested documents will result in your application not being considered. Personnel suitability checks will be conducted on shortlisted candidates, and the appointment is subject to positive outcomes of the checks. Correspondence will be limited to shortlisted candidates only. The selection of candidates will be done with due regard to the relevant aspects of the selection process as set out in the Public Service Amendment Regulations, 2023, Regulation 67. Applications received after the closing date will not be taken into consideration. If you have not been contacted within three months after the closing date of this advertisement, please accept that your application was unsuccessful. Candidates requiring additional information regarding the advertised post may direct their enquiries to the person as indicated above. Internal applicants must submit and register their employment applications at the register book in the DSD reception area for the attention of Mr S Boshielo. DSD reserves the right to cancel the filling/ not to fill a vacancy that was advertised during any stage of the recruitment process.

MANAGEMENT ECHELON

<u>POST 30/48</u>	:	<u>CHIEF DIRECTOR: FINANCIAL MANAGEMENT AND ADMINISTRATION</u> <u>REF NO: I1/A/2025</u> Branch: Financial Management Services
<u>SALARY</u>	:	R1 494 900 per annum. This inclusive remuneration package consists of a basic salary, the states' contribution to the Government Employees Pension Fund and a flexible portion that may be structured i.t.o. the applicable rules. The successful candidate will be required to enter into a performance agreement and to sign an employment contract.
<u>CENTRE REQUIREMENTS</u>	:	HSRC Building, Pretoria An appropriate NQF level 7 qualification in Financial Management / Accounting / Business Administration as recognized by SAQA Plus 5 years' experience at senior management level. Knowledge and understanding of Public Service Act and Regulation. Knowledge and understanding of Public Finance Management Act and Treasury Regulations. Extensive knowledge of Logistics and Supply Chain Management. Knowledge and understanding of Government Immovable Asset Management Act. Knowledge of and understanding of government macro-economic and social policies. Knowledge and understanding of government supply chain management framework. Knowledge and understanding of General Accepted Accounting Practices (GAAP)/ General Recognized Accounting Practices (GRAP). Knowledge and understanding of the government financial accounting and administration processes and systems. Sound knowledge of risk management, corporate governance and internal controls. Knowledge of PERSAL, BAS and LOGIS systems. Competencies needed: Strategic capability and leadership. Programme and project management. Financial management. Policy analysis and development. Information and knowledge management. Communication. Service delivery innovation. Problem solving. Change management. People management and empowerment. Client orientation and customer focus. Stakeholder management. Presentation and facilitation. Attributes: Good interpersonal relations. Ability to work under pressure. Innovative and creative. Ability to work in a team and independently. Adaptability. Emotional intelligence. Independent thinker. Cost consciousness. Honesty and integrity.
<u>DUTIES</u>	:	Oversee and manage procurement of goods and services in line with supply chain management policies and prescripts. Manage and coordinate provisioning of financial management and administration services. Oversee, manage, and report on the budget, human resources, and performance of the chief directorate in line with the set regulations and prescripts.
<u>ENQUIRIES NOTE</u>	:	Ms T Ngcobo Tel No: (012) 312-7543/7332 In terms of the Department's employment equity targets, Coloured and White males and African, Coloured and White females as well as persons with disabilities are encouraged to apply.
<u>POST 30/49</u>	:	<u>CHIEF DIRECTOR: SOCIAL CRIME PREVENTION AND ANTI-SUBSTANCE ABUSE</u> <u>REF NO: I1/B/2025</u> Branch: Welfare Services
<u>SALARY</u>	:	R1 494 900 per annum. This inclusive remuneration package consists of a basic salary, the states' contribution to the Government Employees Pension Fund and a flexible portion that may be structured i.t.o. the applicable rules. The successful candidate will be required to enter into a performance agreement and to sign an employment contract.
<u>CENTRE REQUIREMENTS</u>	:	HSRC Building, Pretoria An appropriate NQF level 7 qualification in Social Science, Social Work or Development Studies as recognized by SAQA Plus 5 years' experience at senior management level. Registration with the relevant professional body will be a added advantage. Knowledge of Public Service Act & Regulation. Knowledge Public Finance Management Act. Knowledge and understanding of Children's Act. Knowledge and understanding of VEP and prevention of gender-based violence legislation, policies, and programmes. Knowledge and understanding of JCPS Cluster protocols. Knowledge of Child Justice Act. Knowledge of Central Drug Master Plan. Knowledge and understanding of Social Development Welfare Services related acts, frameworks, norms and standards, policies, and guidelines. Knowledge of White Paper for Social Development. Knowledge of Criminal Justice Act. Knowledge of Criminal Law

(Sexual offences and related matters). Knowledge and understanding of Social Services Professions Act. Knowledge and understanding of the Prevention and combating of trafficking in persons Act. Knowledge and understanding of the Domestic Violence Act. Competencies needed: Strategic capability and leadership. Programme and project management. Financial management. Policy analysis and development. Information and Knowledge management. Communication. Service delivery innovation. Problem solving. Change management. People management and empowerment. Client orientation and customer focus. Stakeholder management. Computer Literacy. Planning and coordination. Presentation and facilitation. Risk Management. Monitoring and evaluation. Quality Management. Attributes: Good interpersonal relations. Ability to work under pressure. Innovative and creative. Ability to work in a team and independently. Adaptability. Emotional Intelligence. Independent thinker. Cost consciousness. Honesty and integrity.

DUTIES

: Oversee and manage the development, review and implementation of national policies, strategies and programmes relating to the delivery of Anti -substance abuse services and Social Crime Prevention services. Oversee, manage and monitor the implementation of social development probation policies, strategies, and programmes. Oversee the development, implementation as well as monitoring and evaluation of national policies, legislation, programmes, and services to protect people affected by violence and crime including gender-based violence. Oversee the provision of technical and programme support services to the JCPS cluster forum and VEP sectoral programmes. Oversee, manage and report on the budget, human resources and performance of the chief directorate in line with the set regulations and prescripts.

ENQUIRIES NOTE

: Ms S Magangoe Tel No: (012) 312-7786/7675
: In terms of the Department's employment equity targets, Coloured and White males and African, Coloured and White females as well as persons with disabilities are encouraged to apply.

DEPARTMENT OF SPORT, ARTS AND CULTURE (DSAC)

APPLICATIONS

: Applications can be submitted using one of the following methods: Email to recruitment2024@dsac.gov.za, quoting the reference number and title of the position on the subject line. There will be no follow-up emails to this address. Hand delivery: Sealed envelope addressed to Chief Director: Human Resource Management and Development, Sechaba House, 202 Madiba Street, Pretoria Central. Postal mail to The Chief Director: Human Resource Management and Development, Private Bag X897, Pretoria, 0001. Correspondence will be limited to shortlisted candidates only. Applications received after the closing date will not be considered or accepted.

CLOSING DATE
NOTE

: 05 September 2025, 16:00

: Each application must be submitted separately. Applications must consist of: A recently updated, comprehensive CV, a fully completed, initialled and signed new Z83 form (Sections A, B, C&D are compulsory and must be completed in full, and sections E, F and G are not compulsory if the information is contained in the CV). However, the question related to conditions that prevent reappointment under Part F must be answered. Use of the old Z83 Form or not completing compulsory sections of the application form will result in a disqualification. Only shortlisted candidates will be required to bring certified copies of ID, Driver's licence (where required) and qualifications on or before the interview. Should you be in possession of any foreign qualification(s), it must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA); Applicants must be South African citizens. Shortlisted candidates must avail themselves for a virtual or in-person panel interview at a date and time determined by DSAC. The applicant should make own arrangement for access to internet connectivity and equipment for this purpose. Applicants must note that pre-employment checks and references will be conducted once they are shortlisted. The appointment is also subject to a positive outcome on these checks, including security clearance, security vetting, qualification/study verification, citizenship verification, financial/asset record check, previous employment verification and criminal record. If an applicant wishes to withdraw an application, it must be done in writing. We encourage all applicants to declare any criminal and/or negative credit records. 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. The successful candidate will be required to enter into an employment contract and sign an annual performance agreement. The Department of Sport, Arts and Culture is an equal opportunity, affirmative action employer. The employment decision shall be informed by the Employment Equity Plan of the Department to achieve its Employment Equity targets. It is the Department's intention to promote equity (race, gender and disability) through the filling of these posts. Should the Department not be able to recruit candidates from disadvantaged groups, other groups will be considered for appointment. The Department reserves the right not to make an appointment and to use other recruitment processes, thus withdrawing this advert by notice on its communication channels. Prior to appointment for SMS post, a candidate would be required to complete the Nyukela Programme: Pre-entry Certificate to Senior Management Services as endorsed by the DPSA, which is an online course endorsed by the National School of Government (NSG). The course is available at the NSG under the name Certificate for entry into the SMS and the full details can be sourced from the following link: <https://www.thensg.gov.za/training-course/sms-pre-entry-programme/>. If you have not been contacted within three months of the closing date of this advertisement, please accept that your application was unsuccessful. We thank all applicants for their interest.

MANAGEMENT ECHELON**POST 30/50**

: **DIRECTOR: LEGAL SERVICES REF NO: DSAC-12/08/2025**

SALARY

: R1 266 714 per annum, an all-inclusive remuneration package, consisting of a basic salary (70% of the total remuneration package), State's contribution to the Government Employees Pension Fund (13% of basic salary) and a flexible portion that may be structured in terms of applicable rules and guidelines.

<u>CENTRE REQUIREMENTS</u>	:	Pretoria
	:	Senior Certificate/Matric Certificate /Grade 12 Certificate or Senior Certificate/Matric Certificate /Grade 12 Certificate or equivalent qualification, an undergraduate qualification (NQF level 7) in LLB or relevant legal qualification as recognised by SAQA. Successful completion of the Pre-entry Certificate for the Senior Management Service (SMS) as endorsed by the National School of Government. Admission as an Attorney or Advocate of the High Court of South Africa. A minimum of 5 years' legal experience at a Middle/Senior Management level (Deputy Director level or higher or and MR6) within the public sector or a public law environment. A valid driver's license. Extensive knowledge of the Constitution, Public Service legal frameworks (PFMA, PSA, PAJA, PAIA, POPIA), and relevant public sector regulations. Proven expertise in constitutional, administrative, and contract law, legislative law processes, litigation, legal drafting and vetting. Strategic capability and leadership, people management, programme and project management, financial management, service delivery innovation, and legal research skills. Excellent communication, presentation, interpersonal and analytical skills. Ability to manage legal risk and provide sound legal advice.
<u>DUTIES</u>	:	Providing legal advice, interpreting statutes, drafting legal opinions and ensuring legal compliance. Managing litigation for and against the department and liaising with the Office of the State Attorney and other legal authorities. Drafting, vetting, and managing legal contracts and agreements, ensuring compliance with procurement legislation. Overseeing legislative drafting and regulatory compliance aligned with constitutional and administrative law. Managing the Legal Services Directorate, including staff performance, resource allocation, and budgeting.
<u>ENQUIRIES</u>	:	Mr S Tsanyane Tel No: (012) 441 3492

OTHER POSTS

<u>POST 30/51</u>	:	<u>DEPUTY DIRECTOR: POLICY AND RESEARCH DEVELOPMENT (CULTURAL) REF NO: DSAC-13/08/2025</u>
<u>SALARY</u>	:	R896 436 per annum, (all inclusive)
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	Senior Certificate/Matric Certificate /Grade 12 Certificate or equivalent qualification. A Minimum four-year Degree (NQF level 7) as recognised by SAQA or relevant qualification in Social Sciences/ Humanities/ Cultural Studies/Public Policy/Developmental studies or relevant Research and Policy Development qualification. 3-5 years relevant experience at least 3 years at an Assistant Director level in Research and Policy Development within the cultural and creative industry; Knowledge of relevant policies and research methods; Understanding of the arts, culture, and heritage sector; Knowledge of Public Service Regulations and the Public Finance Management Act (PFMA); Knowledge and understanding of South African cultural policy framework and legislative environment; Strong analytical and critical thinking skills; Good communication and interpersonal relations; Research skills, including data collection, analysis, and interpretation; Policy analysis skills, including identifying problems, developing solutions, and evaluating outcomes; Strong project management skills; Problem solving skills.
<u>DUTIES</u>	:	Planning and research development; Facilitate steering Committee Meetings for planning of research work, namely: identification and prioritization of research project; Facilitate policy consultations with relevant stakeholders, including government entities, artists, cultural institutions, and civil society; Represent the department at forums, workshops, and conferences related to culture and arts policy and research; Manage and Conduct Research projects; Commission and manage research projects in collaboration with internal and external stakeholders; Analyze trends, data, and reports to support evidence-based policy development; Develop, review and analyse Policies; Ensure alignment of cultural policies with national development plans and international conventions; Ensure policy alignment with the White Paper on Arts, Culture and Heritage, NDP 2030, and other national frameworks; Facilitate intergovernmental and sector-wide consultation processes on draft policy documents; Monitor and evaluate the implementation of cultural policies and their impact; Develop, manage operational and project budgets; Facilitate risk management register in the chief directorate by identifying project risks and

		development of risk action plans; Ensure compliance with risk action plan reports of the Chief Directorate.
<u>ENQUIRIES</u>	:	Ms M Chikeka Tel No: (012) 441 3668
<u>POST 30/52</u>	:	<u>LEGAL ADMINISTRATION OFFICER (GRADE 3) (MR-3) REF NO: DSAC-01/07/2025</u>
<u>SALARY</u>	:	R324 579 – R371 121 per annum, (Salary will be in accordance with OSD determination)
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	Senior Certificate/Matric Certificate /Grade 12 Certificate or equivalent qualification; LLB (or as otherwise determined by the Minister of Justice and Constitutional Development); At least 2 years' appropriate post qualification in a legal environment. Knowledge of the South African legal system, Knowledge of Public Service Legislation. Knowledge and understanding of Constitution of the Republic of South Africa. Knowledge of Environmental Law, Promotion of Access to Information Act (PAIA). Knowledge of the rules of various courts, including high and magistrate's courts. Knowledge and experience in judicial review applications. Knowledge and understanding of the legislative framework governing the Public Services. Knowledge of administrative processes, procedures, and relevant legislation. Knowledge of the Department role and government imperatives, legally sound opinions and advice. Communication and Interpersonal Skills, Presentation Skills, Negotiation and Problem-solving Skills, Research Methodology and Analytical Skill. Drafting and Report writing Skills, Client orientation and customer focus, Computer Literacy.
<u>DUTIES</u>	:	Assist in drafting and vet contracts and legal documents in the department. Prepare affidavits and other legal paperwork as required. Ensure proper management and compliance with legal documents within the Ministry and Department. Review Contracts upon receiving all required documentation from the relevant officials. Ensure adherence to constitutional and legal frameworks. Assist in managing litigation cases in the department. Provide administrative support in legal proceedings. Receive pleadings. Seek instruction from the Department to oppose or defend a matter. Ensuring adherence to best practices and legal compliance. Monitor case progress and maintain litigation records. Refer new requests to Deputy Information Officers (DIO 's). Advice DIO 's on individual requests and internal appeals. Compile and submit annual PAIAs requests done to my senior to submit for Section 32 report to the Information Regulator. Attending to general legal requests. Conduct legal research on applicable legislation, case law and draft the legal opinion. Obtain an initial or second legal opinion from the State Attorney or private law firm, if required. Consult with the State Attorney or private attorney, counsel, and the official from the relevant line function, if necessary. Read and comment on the legal opinion received from the office of the State / private attorney, where applicable. Transmit the legal opinion received from the State Attorney or private attorney to line function. Participate in legislative processes. Provide guidance for policy amendments. Receive instructions from internal clients for legislative drafting. Conduct research Inclusive of policy documents created by other organizations on the same topic. Generate draft bills. Provide Feedback to clients and consults for further inputs and approval. On receipt of approval from Clients, consult both the OCSLA and DPME for SEIAS for Pre-Certificates (both consultations taking place concurrently). Receive a Pre-certification opinion, from OCSLA after working on the technical, formatting and tagging of Bill. On receipt of the Pre-Certificates, attend to the opinion and respond back. On receipt of both pre certificates, sought in principle from the Minister to Gazette for Public Comments (Three weeks for Minister's approval and SCM to get a quotation from Government Printing works). Publishing the Draft Bills for public comments. On receipt of public comments, to consider and consolidate the comments. Receive a second opinion from OCSLA and SEIAS from DPME should be sought. Prepare the submission to TWG and submit presentation to TWG for approval and recommendation to first meeting of the DDG (dates are pre-set) DDG's Cluster on receipt of the recommendations, Draft Cabinet memo for submission to the Minister to introduce to the Cabinet Committee Await recommendations from cabinet Committee, after written another submission to the Minister to introduce the Bill to Parliament (NA and NCOP) inclusive of letters. Generate presentations for the Portfolio Committee and Select Groups at their request.
<u>ENQUIRIES</u>	:	Mr B Mokubedi Tel No: (012) 441 3359

DEPARTMENT OF TRADITIONAL AFFAIRS

It is the intention to promote representivity in the Department through the filling of this position. The candidature of applicants from designated groups especially in respect of people with disabilities and youth will receive preference.

- APPLICATIONS** : Applications may be posted to: Human Resource Management, Department of Traditional Affairs, Private Bag X22, Arcadia, 0083 or Hand deliver to: 509 Pretorius Street, Arcadia, 2nd Floor Pencardia 1 Building or DTARecruit202509@cogta.gov.za
- FOR ATTENTION** : Director: Human Resource Management
- CLOSING DATE** : 05 September 2025
- NOTE** : The successful candidate's appointment will be subject to a security clearance process and the verification of educational qualification certificates. Applications must quote the relevant reference number and must be completed on the NEW Z83 form obtainable from any Public Service department and signed when submitted. From 1 January 2021 should an application be received using the incorrect application for employment (Z83), the application will not be considered. Only shortlisted candidates will submit relevant documents. Applicants should submit CV and Z83 only. Shortlisted candidates will be required to submit certified copies a day before the interview date. Persons with a disability are encouraged to apply. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA) and to provide proof of such evaluation only when shortlisted. Incomplete applications or applications received after the closing date will not be considered. It is important to note that it is the applicant's responsibility to ensure that all information and attachments in support of the application are submitted by the due date. Due to the large number of responses anticipated, correspondence will be limited to short-listed candidates only. If you have not been contacted within three months of the closing date of the advertisement, please accept that your application has been unsuccessful. The department reserves the right not to fill the advertised position.

OTHER POST

- POST 30/53** : **ADMINISTRATIVE ASSISTANT REF NO: 2025/09 (X1 POST)**
Contract post linked to term of Office of the Commission on Khoi-San Matters
- SALARY** : R228 321 per annum, plus 37% in lieu of benefits
- CENTRE** : Pretoria
- REQUIREMENTS** : A Grade 12 Certificate or equivalent qualification plus a certificate in Office Management/Secretarial Studies. Fluent in Afrikaans. Core competencies: Client orientation and customer focus. Communication (written & verbal). Honesty and integrity. Planning and organizing. Telephone etiquette. Computer literacy. Technical Competencies: Office management and administration, secretarial functions and general administration.
- DUTIES** : The successful candidate will perform the following duties: Develop and manage an efficient filing system and flow of documents for the Commission: Receive and distribute documents to members of the Commission on Khoi-San matters. Record documents in the appropriate registers. File and manage the paperwork of the Commission. Establish effective document tracking systems. Provide secretarial support services to the Commission: Co-ordinate and prepare documentation for the Commission's meetings/ workshops/public hearing and outreaches. Compile agenda, attendance registers, minutes and reports. Draft memoranda and any other correspondence as directed by the Secretariat or Commission. Manage the diaries of the Commission, Promote effective diary co-ordination. Provide administrative support services: Arrange logistics and related activities for travel, meetings, workshops, public hearing and conferences. Manage the telephone and communication systems in the office. Purchase and order stationery and equipment. Manage inventory and equipment within the office. Make copies, fax and email documents as required.
- ENQUIRIES** : Adv. K Maphalle Tel No: (012) 336 5824

DEPARTMENT OF TRANSPORT

Department of Transport is an equal opportunity, affirmative action employer with clear employment equity targets. Department of Transport is an equal opportunity employer and these posts will be filled in accordance with employment equity targets of the department.

- APPLICATIONS** : Department of Transport, Private Bag X193, Pretoria, 0001 or hand deliver at the 159 Forum Building, Cnr Struben and Bosman Street, Pretoria for attention Recruitment Unit. Room 4034 or email to: Recruitment@dot.gov.za. Note: email applications must be sent as one attachment to avoid non-delivery of the email and only quotes the name of the post you are applying for on the Subject Line as directed on the post note.
- CLOSING DATE** : 05 September 2025
- NOTE** : Applications must be accompanied by a completed new Z83 form, obtainable from any Public Service Department, (or obtainable at). Applicants must fill in full new Z83 form part A, B, C, and D. A recent updated comprehensive CV (previous experience must be comprehensively detailed, i.e. positions held and dates). Applicants will submit certified copies of all qualifications and ID document on the day of the interviews. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). The Department reserves the right not to fill the post. All shortlisted candidates for will be subjected to undertake a technical exercise that intends to test relevant technical elements of the job; the logistics will be communicated to candidates prior to the interviews. Recommended candidates will also be required to attend a generic managerial competency assessment after the interviews also take a note that National School of Governance (NSG) has introduced compulsory SMS pre-entry certificate with effect from 01 April 2020 as Minimum Entry Requirements for Senior Management Services (submitted prior to appointment) and can be accessed through the following link: <http://www.thensg.gov.za/training-course/sms-pre-entry-programme/>. The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools. The successful candidate must disclose to the Director-General particulars of all registrable financial interests, sign a performance agreement and employment contract with the Director-General within three months from the date of assumption of duty. The successful candidate must be willing to sign an oath of secrecy with the Department. Applicants will be expected to be available for selection interviews and assessments at a time, date and place as determined by the Department. An offer letter will only be issued to the successful candidate once the following has been verified educational qualifications, previous experience, citizenship, reference checks and security vetting. Please note: Correspondence will only be entered into with short-listed candidates.

OTHER POSTS

- POST 30/54** : **PARLIAMENTARY AND CABINET SUPPORT OFFICER: OFFICE OF THE MINISTER REF NO: DOT/HRM/2025/16**
Branch: Office Of the Minister
- SALARY** : R896 436 per annum (All-inclusive salary package) of which 30% can be structured according to individual's needs.
- CENTRE** : Pretoria
- REQUIREMENTS** : An appropriate degree or equivalent qualification at NQF level 6, 3 years' experience below middle management (Assistant Director)/ middle management level, knowledge of minister's operations, proven management competencies, broad knowledge and understanding of the functional areas covered by the executive authority's portfolio, working knowledge of the political and parliamentary processes in South Africa, computer literacy, communication skills (verbal and written) Note: The following will serve as recommendations: Excellent communication skills, high level ability to analyse and synthesise information and to formulate policy and strategy, analytical abilities, excellent liaison skills, sound knowledge of government protocol and processes, sound knowledge of Public Finance Management Act (PFMA), Treasury Regulations, and Medium-Term Expenditure Framework (MTEF).

<u>DUTIES</u>	:	The successful candidate will: Monitor events in Parliament/ the legislature to identify matters that have a bearing on the portfolio of the minister, peruse documents like Hansard speeches, minutes of portfolio and standing committees, and monitor meetings of legislative structures to identify matters that have a bearing on the portfolio of the minister, liaise with structures like portfolio and standing committees on matters that have a bearing on the portfolio of the minister and brief departments on decisions making, monitor events in Cabinet/Executive Council to identify matters that have a bearing on the portfolio of the minister, peruse documents like minutes of Cabinet and cluster committees and monitor meetings of the executive structures to identify matters that have a bearing on the portfolio of the Minister, liaise with structures, by attending meetings, like cluster and cabinet committees, render an efficient and effective parliamentary service, facilitate timeous and appropriate responses to parliamentary questions in the format prescribed by Parliament/ the legislature and ensure departmental representation in parliamentary events, compile Cabinet memoranda, speeches, submissions, briefing notes and other documents as required, gazette and table draft bills emanating from the portfolio of the Minister, provide advice and support in terms of policy and procedure to the department in respect of key parliamentary events, like the tabling of the budget vote of the Minister, co-ordinate and control movements between the Pretoria and Cape Town offices for Parliamentary sessions (where applicable), manage and oversee the packing, dispatching and unpacking of official documents and equipment in Pretoria and Cape Town, manage the movement of households to and from Cape Town, study the relevant Public Service and departmental prescripts/ policies and other documents to ensure that the application thereof is understood properly, remain up to date with regard to the applicable prescripts/ policies and procedures that apply to his/her work terrain, remain abreast with the procedures and processes applicable to the Minister.
<u>ENQUIRIES</u>	:	Mr F Shaik Tel No: 012 309 3033
<u>NOTE</u>	:	Candidates must quote name of the post for the above-mentioned position on the subject line when applying i.e. "Parliamentary and Cabinet Support officer: Office of the Minister"
<u>POST 30/55</u>	:	<u>ADMINISTRATIVE SUPPORT AND CO-ORDINATION OFFICER REF NO: DOT/HRM/2025/17</u> Branch: Office Of the Ministry
<u>SALARY</u>	:	R896 436 per annum (All-inclusive salary package) of which 30% can be structured according to individual's needs.
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	An appropriate Degree or equivalent qualification at NQF level 6, 3-year experience below middle management (Assistant Director)/ middle management level, broad knowledge and understanding of the functional areas covered by the executive authority's portfolio, proven management competencies, working knowledge of the political and parliamentary processes in South Africa, computer literacy. note: The following will serve as recommendations: Excellent communication skills, knowledge and understanding of internal Audit Management concepts, frameworks and methodologies, knowledge of Public Finance Management Act (PFMA), Treasury Regulations and Public Service Regulatory Framework on Internal Auditing, knowledge of the Public Service Anti-Corruption Strategy and measures, knowledge of the National Treasury Risk Management Framework, knowledge and understanding of Risk Maturity Model, knowledge and understanding of Risk management policies, procedures, principles and practice, compilation of management reports
<u>DUTIES</u>	:	The successful candidate will: Manage the administrative and coordination activities within the office of the executive authority, Develop, implement and maintain systems, registers and databases to monitor and manage the flow of documents to, from and within the office of the executive authority, compile correspondence, submissions and cabinet memoranda as required, study, edit and comment on submissions to be submitted to the executive authority for consideration, manage the procurement and maintenance of equipment and administer the budget in the office of the executive authority, manage logistical support in the office of the executive authority, develop, implement and maintain a filing system for the office of the executive authority, manage the registry of the office of the executive authority, ensure that documents are

classified in accordance with the MIS prescripts and are handled in accordance with their classification, liaise with internal and external roleplayers with regard to matters relating to the portfolio of the executive authority, brief the chief of staff on matters with regard to the executive authority's portfolio on the agenda of Cabinet/executive council, liaise with senior managers in the institutions within the executive authority's portfolio, co-ordinate the activities of the executive authority's office, render a Cabinet/ executive council support service to the executive authority, manage the distribution of memoranda to Cabinet/executive council members, manage the distribution of documents and submissions to the relevant legislature and standing/portfolio committees, keep record of decisions of Cabinet/executive council and alert the Chief of Staff and executive authority of actions to be taken and due date, supervise employees, general supervision of the employees in the office of the executive authority, quality control of the work delivered by supervisees, quality control of the work delivered by supervisees, advise supervisees with regard to all aspects of the work, serve as the formal disciplinary authority with regard to supervisees, ensure that all supervisees are trained and developed to be able to deliver work of the required standard efficiently and effectively.

ENQUIRIES
NOTE

- : MR F Shaik Tel No: 012 309 3033
- : Candidates must quote name of the post for the above-mentioned position on the subject line when applying i.e., "Administrative support and coordination officer: Office of the Ministry"

DEPARTMENT OF WATER AND SANITATION

CLOSING DATE
NOTE

- : 05 September 2025
- : Interested applicants must submit their applications via the online link <https://erecruitment.dws.gov.za/> 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 on the online Z83 must be completed as these fields are regarded as compulsory. 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 qualifications (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 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

POST 30/56

- : **DIRECTOR: WATER SERVICES INFRASTRUCTURE DEVELOPMENT AND REFURBISHMENT PROGRAMMES REF NO: 050925/01**
- Branch: Water and Sanitation Services Management: Northwest
- CD: Provincial Operations: Northwest

SALARY
CENTRE
REQUIREMENTS

- : R1 266 714 per annum (Level 13), (all-inclusive salary package)
- : Mmabatho
- : An NQF level 07 Degree in Civil Engineering or Project Management in Engineering Environment. Five (5) years of experience at a middle / senior managerial level. Five (5) years Programme and Project management experience within the Water Sector built environment. Understanding of stakeholder, programme and project management. Working knowledge on drafting of agreements. Working knowledge of governance practices and PFMA. Decision making, strategic capability and leadership. Understanding of financial, change and knowledge management. Understanding of e-collaboration and networking with sound written and verbal communication skills. Service delivery and innovation (SDI). Problem solving and analysis. People management and empowerment. Client orientation and customer focus. Accountability and ethical conduct.

DUTIES

- : Develop policies on water services infrastructure programmes for the component, in conjunction with provincial COGTA and municipalities, to ensure that grant-funded projects are optimally prioritised on an ongoing basis. Facilitate and support implementation of water services infrastructure grant programmes for provincial operations. Support development of provincial sector plans and their alignment to water services infrastructure grant programmes. Promote partnerships between government, public entities, private sector and civil society regarding water services infrastructure grant programmes. Assure that water services infrastructure grant programmes are

budgeted for in medium term expenditure framework. Ensure that monitoring and evaluation for water services infrastructure grant programmes are properly conducted properly in provinces.

ENQUIRIES : Mr L Mditshane Tel No: (018) 387 9502

APPLICATIONS : All applications to be submitted online on the following link:
<https://erecruitment.dws.gov.za/>

NOTE : Females are encouraged to apply

OTHER POSTS

POST 30/57 : **ENGINEERING TECHNICIAN PRODUCTION GRADE A - C REF NO: 050925/02 (X2 POSTS)**
 Branch: Infrastructure Management: Head Office Dir: Strategic Infrastructure Asset Management

SALARY : R391 671 – R586 665 per annum, (OSD), (Offer will be based on proven years of experience)

CENTRE : Pretoria Head Office

REQUIREMENTS : A National Diploma in Electrical/Electronic Engineering or relevant qualification. Three (3) years post qualification technical Engineering experience. Compulsory registration with Engineering Council of South Africa (ECSA) as a Professional Engineering Technician. The disclosure of a valid unexpired driver's license. Ability to work with electrical design tools such as Relux/Dialux, Autocad Electrical and ETAP/DigSilent Powerfactory will be an added advantage. Knowledge of programme and project management. Understanding technical design and analysis. Knowledge of research and development. Knowledge of computer-added engineering applications. Technical report writing, networking and professional judgement. Problem solving and analysis. Decision making, team leadership, creativity, and self-management. Customer focus and responsiveness. Good communication skills both (verbal and written).

DUTIES : Assist Engineers, Technologists and associates in the field, workshop and technical office activities. Promote safety in line with statutory and regulatory requirements. Evaluate existing technical manuals, standards drawings and procedures to incorporate new technology. Produce technical designs with specifications and submit for evaluation and approval by the relevant authority. Develop and draft maintenance strategies in line with the Asset Management Plan (AMP). Develop and update the Maintenance Demand plan and Operational plan. Provide inputs into the budgeting process as required. Compile and submit technical reports as required. Develop, implement and maintain databases. Supervise and control technical and related personnel and assets. Project lead and manage Maintenance Opex and Capex projects in line with best project Management practices. Liaise with relevant bodies/councils on engineering-related matters.

ENQUIRIES : Mr K Mahlani Tel No: (012) 336 6921

APPLICATIONS : All applications to be submitted online on the following link:
<https://erecruitment.dws.gov.za/>

POST 30/58 : **SECURITY OFFICER REF NO: 050925/03 (X4 POSTS)**
 Branch: Water And Sanitation Services Management: KZN
 CD: Provincial Operations: KZN

SALARY : R163 680 per annum (Level 03)

CENTRE : Durban

REQUIREMENTS : A Grade 11 (NQF 3) certificate. Basic security Officer's course and training. A valid Grade C PSIRA certificate. Valid firearm competency certificate (Added Advantage). Knowledge of security code of conduct. Applicant must have a good knowledge of access control procedures, measures for the movement of equipment and stores, knowledge of relevant emergency procedures and relevant legislation. Must possess the following skills: report writing skills, investigation, riot control, effective communication, searching and evacuation as well as first aid and fire prevention competencies certificate. Participate in all OHS related matters. Must be willing to work shifts including weekends and public holidays. Must be clear of any or pending criminal records.

DUTIES : Perform security services through protection, safeguarding and access control with regard to Departmental premises and their contents. Ensure safety in the building and the premises through applying emergency procedures and alert

emergency services and departmental management according to the prescribed security procedures, rules and regulations. Perform perimeter patrols. Ensure the prohibition of unauthorized removal of equipment, documents and stores from building or premises. Ensure that all incidents are recorded in the occurrence books/registers and reported to the supervisor.

ENQUIRIES
APPLICATIONS

- : Mr B Sishi at 071 886 9442
- : Applications to be submitted online on the following link: <https://erecruitment.dws.gov.za/> or post your application quoting the reference number to the: Provincial Head: KwaZulu-Natal, Department of Water and Sanitation, Private Bag X54304, Durban, 4000 or hand deliver to 303 Dr Pixley KaSeme Street, Delta Towers, 26th floor, Durban.

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

- APPLICATIONS** : Applications should be hand delivered the addresses listed below or sent via email:
Livingstone Tertiary Hospital: Hand deliver to Nurses Home, 2nd Floor, Standford Road, and Korsten Port Elizabeth. Enquiries: Ms L Mabanga Tel No: (041) 405 2348 or email Noms.Tsotsobe@echealth.gov.za
Frere Tertiary Hospital: Hand delivery to: Human Resource Office, Frere Hospital, Amalinda Main Road, East London, 5200 Enquiries: Ms N Mthitshana Tel No: (043) 709 2487/2532 or email to Noluthando.Mthitshana@echealth.gov.za
Eastern Cape College of Emergency Care: Hand deliver to: HR Office, Eastern Cape College of Emergency Care, No 2 Spondo Street, Zwide, Port Elizabeth, 6002. Enquiries: Mr K Plaatjie Tel No: (041) 453 0911 or email to Khayaletu.Plaatjie@echealth.gov.za
- CLOSING DATE** : 05 September 2025
- NOTE** : Applications must be posted on the new Z83 Form, a comprehensive CV, indicating three reference persons: Name and Contact Numbers, A relationship with reference. Applicants are only required to submit a Z83 form and a comprehensive CV. Communication from the HR of the department regarding the requirements for certified documents will be limited to shortlisted candidates. Therefore, only shortlisted candidates for a post will be required to submit certified documents (copies of Qualification(s) inclusive of Matric certificate, Identity document, Proof of registration, proof of citizenship if not RSA citizen) on or before the day of the interview following communication from HR. Applicants must note that further Personnel Suitability checks will be conducted on short-listed candidates and that their appointment is subject to the outcome of these checks which include security clearance, security vetting, qualification verification and criminal record checks. Reference checks will be done on nominated candidate(s). Note that correspondence will only be conducted with the short-listed candidates. If you have not been contacted by the Department of Health within three (3) months of the closing date of the advertisement, please accept that your application was unsuccessful. We thank all applicants for their interest. People with disabilities are encouraged to apply for these posts.

OTHER POSTS

- POST 30/59** : **ASSISTANT MANAGER PHARMACEUTICAL SERVICES REF NO: ECHEALTH/ ASDPHARM/LVH/ARP/NTSG/01/08/2025**
- SALARY** : R1 093 611 - R1 265 916 per annum, (OSD)
- CENTRE** : Nelson Mandela Metro, Livingstone Tertiary Hospital
- REQUIREMENTS** : Basic qualification accredited with the South African Pharmacy Council (SAPC) that allows registration with the SAPC as a Pharmacist. Registration with the SAPC as a Pharmacist. A minimum of 5 years' appropriate experience after registration as a Pharmacist with SAPC. Inherent requirement of the job: Competencies (knowledge/skills): Leadership and management experience. Training and experience in Medicine Management. Strong leadership skills with regard to management, organisation and strategic planning. Project management skills and Computer Literacy. Knowledge of the Acts pertaining to the practice of pharmacy and national and provincial health policies. Ability to cope under pressure and maintain a high standard of professionalism. A valid driver's licence.
- DUTIES** : Ensure efficient drug supply management. Ensure overall quality management of all pharmaceutical services. Assist in the development of SOP's, policies and health systems. Innovative in the improvement of pharmaceutical care services. Plan and organize own work of subordinates to allow smooth flow of pharmaceutical services. Manage the pharmaceutical budget and monitor expenditure. Provide expert advice on selection and procurement of pharmaceutical and surgical supplies. Assist with the training, education and development of Pharmacy staff and other health workers. Promoting public health, report to the Deputy Manager Pharmaceutical and Clinical Managers in respect of general issues of Pharmacy. Assist in the implementation of

		Provincial Comprehensive HIV/AIDS care and CCMDD. Coordinate Implementation of electronic pharmaceutical management system RX solution and Stock visibility systems. Manage human and financial resources.
<u>ENQUIRIES</u>	:	Ms L Mabanga Tel No: (041) 405 2348
<u>POST 30/60</u>	:	<u>CLINICAL PHARMACIST GRADE 1-2 REF NO: ECHEALTH/CLIPHARM/LVH/ARP/NTSG/01/08/2025</u>
<u>SALARY</u>	:	Grade 1: R1 093 611 - R1 159 692 per annum, (OSD) Grade 2: R1 193 706 – R1 265 916 per annum, (OSD)
<u>CENTRE REQUIREMENTS</u>	:	Nelson Mandela Metro, Livingstone Tertiary Hospital Master's Degree accredited with the SAPC that allows registration with the SAPC as a Clinical Pharmacist. Registration with the SAPC as a Clinical Pharmacist. Grade 1: Experience: A minimum of 5 years' appropriate experience after registration as a Pharmacist with the SAPC together with registration as a Clinical Pharmacist with SAPC. Grade 2: Experience: A minimum of 13 years' appropriate experience after registration as a Pharmacist with the SAPC, together with the registration as a Clinical Pharmacist with SAPC. Key Skills and Competencies: Knowledge of treatment guidelines. Understanding of disease pathology and pharmacotherapy, Report writing and data analysis, Clinical decision-making, Critical appraisal of clinical literature, Communication and collaboration.
<u>DUTIES</u>	:	Conduct ward rounds with multidisciplinary teams. Review patient medication charts and provide pharmaceutical care plans. Promote cost-effective and rational use of medicines. Monitor medicine therapy, including adverse drug reactions and interactions. Conduct medicine-use evaluations and report on findings. Provide training and mentoring to pharmacy staff, interns, and other healthcare professionals. Develop and implement standard treatment guidelines and clinical protocols. Participate in Pharmacy & Therapeutics Committee (PTC) activities. Support antimicrobial stewardship programs. Collaborate in formulary management and pharmacoeconomic evaluations.
<u>ENQUIRIES</u>	:	Ms L Mabanga Tel No: (041) 405 2348
<u>POST 30/61</u>	:	<u>ASSISTANT DIRECTOR: RADIOGRAPHY GRADE 1-2 REF NO: ECHEALTH/ADRAD/FTH/ARP/NTSG/01/08/2025</u>
<u>SALARY</u>	:	Grade 1: R638 856 – R707 625 per annum, (OSD) Grade 2: R727 350 – R807 243 per annum, (OSD)
<u>CENTRE REQUIREMENTS</u>	:	Buffalo City Metro, Frere Tertiary Hospital Appropriate qualification that allows for registration with the Health Professions Council of South Africa (HPCSA) as a Diagnostic Radiographer. Registration with the HPCSA as a Diagnostic Radiographer (Independent Practice). Experience: A minimum of 5 years' appropriate experience as a Diagnostic Radiographer after registration with the HPCSA of which 3 years must be appropriate experience in Management. Knowledge of relevant quality assurance and control procedures for radiation safety for a Radiography department in accordance with radiation control requirements. Good understanding of clinical governance and clinical auditing. Computer literate with a sound knowledge of excel. Experience in provincial procurement processes and systems. Good written communication skills for Report writing and writing motivations for new products and equipment.
<u>DUTIES</u>	:	Manages day-to-day operations of a Diagnostic Radiography department, maintaining appropriate schedules (both staffing and patients) and monitoring performance improvement, safety quality and regulatory and accreditation standards. Support the organizational mission, priorities, and goals by delivering cost effective, optimal quality care to all patients. Ensure equipment and procedures are safe, functional, and capable of meeting the needs in a timely manner, and all necessary and required QA/QC activities are performed appropriately and that all QA/QC equipment is properly maintained in, accordance with radiation control requirements. Ensure that the picture archiving communication system (PACS) is monitored daily, Training is undertaken, and images are sent to relevant hospitals on request. Keeps abreast of new developments in Diagnostic Radiography / Radiology and makes recommendations of the acquisition and implementation of new technology. Participate in the development of departmental policies and audits. Responsible for the development of operational and strategic plans for the department. Identify gaps in the department and develop Quality improvement

plans to address said gaps. Good knowledge of HR processes to ensure that staff are guided and the department able to provide the services needed. General management of personnel, ordering of supplies utilizing LOGIS, to ensure sufficient stock. Assessment of personnel performance using PMDS. Coordinates continuous in-service education and new employee orientation as needed to satisfy regulatory and development requirements. Monitor performance improvement, safety, quality, regulatory and accreditation standards. Assume effective managerial/administrative responsibilities such as report writing, audits, Statistics, performance appraisal, meetings, Labour relations, legal report writing, leave management, policy development etc.

ENQUIRIES

:

Ms N Mthitshana Tel No: (043) 709 2487/2532

POST 30/62

:

ASSISTANT DIRECTOR: RADIATION ONCOLOGY GRADE 1-2 REF NO: ECHEALTH/ADRADO/FTH/ARP/NTSG/01/08/2025

SALARY

:

Grade 1: R638 856 – R707 625 per annum, (OSD)

Grade 2: R727 350 – R807 243 per annum, (OSD)

CENTRE

:

Buffalo City Metro, Frere Tertiary Hospital

REQUIREMENTS

:

Appropriate qualification in radiotherapy that allows for registration with the Health Professions Council of South Africa (HPCSA) as an independent practitioner. Registration with the HPCSA as Radiotherapist (Independent Practice). Experience: A minimum of 5 years of experience in the relevant field post community service of which 3 years must be at a supervisory/managerial capacity. Experience in a hospital environment, supervisory experience and additional qualifications in the relevant field will be an added advantage. Knowledge, skills and Competencies: Sound knowledge of relevant legislation guiding the provision of clinical health care in the public sector. I.e., Health Act, Occupational health and Safety, Patients Right Charter, Batho Pele principles, Ministerial priorities, Ideal Hospitals Realization Framework etc. Good communication skills, Report writing skills, problem solving and decision making, and computer skills. Sound knowledge and skills in a clinical setting. Valid driver's license.

DUTIES

:

Plan, implement, co-ordinate and monitor daily activities in the Radiation Therapy department. Manage the operations and workflow of the department by maintaining appropriate schedules (patient and staffing). Ensure optimal clinical management and good governance of Radiotherapy services including all resources in the section. Ordering of supplies utilizing Logis to ensure sufficient stock. Monitor performance improvement, safety, quality, regulatory and accreditation standards. Supports the organization's mission, priorities and goals by delivering cost effective optimal quality treatment and care to cancer patients. Ensure equipment and procedures are safe, functional and capable of meeting the needs in a timely manner and all necessary and required QA/QC activities are performed appropriately and all QA/QC equipment is properly maintained in accordance with the requirements of Radiation Control. Keep abreast of new developments in Radiation Therapy and make recommendations for the acquisition and implementation of new technology. Participate in the development of treatment programs, SOP's, department policies, and audits. Responsible for the development of operation and strategic plans for the department. Manage provision of high-quality services through development and implementation of appropriate systems, quality assurance programs and internal controls. Manage human resources and provide clinical support to junior staff and training program for students. Assume effective managerial/administrative responsibilities such as report writing, audits, Statistics, performance appraisal, meetings, labour relations, legal report writing, leave management, policy development etc. Manage planning, budgeting, procurement processes and exercise control of expenditure within your departmental cost center. Safeguard and evaluate the status of equipment and infrastructure with a repair and maintenance programme. Market and promote Radiotherapy services and contribute towards research.

ENQUIRIES

:

Ms N Mthitshana Tel No: (043) 709 2487/2532

POST 30/63

:

CHIEF SPEECH THERAPIST REF NO: ECHEALTH/CSPT/FTH/ARP/NTSG/01/08/2025

SALARY

:

R575 250 - R638 856 per annum, (OSD)

CENTRE

:

Buffalo City Metro, Frere Tertiary Hospital

<u>REQUIREMENTS</u>	:	Appropriate qualification that allows for the required registration with the Health Professional Council of South Africa (HPCSA) in speech therapy or speech therapy and audiology. Registration with the HPCSA in Speech Therapy or Speech Therapy and Audiology. A minimum of 3 years appropriate experience in speech therapy or speech therapy and audiology after registration with the HPCSA as an Independent Practitioner. The following will be added advantage: Experience in management of speech, language, communication and feeding difficulties in the adult population Knowledge: Public Service Act and Regulations. Batho-Pele principles. PFMA Quality Assurance. Labour relations: Disciplinary and Conflict Management Procedures. Skills: Communication (written and verbal). Ability to work under pressure in a challenging environment. Interpersonal and Listening skills. Computer Literacy. Research skills. The following will be an added advantage: Working experience in an academic hospital with the adult population.
<u>DUTIES</u>	:	To coordinate and provide effective speech therapy service to in and outpatients. Manage a team of speech therapists within the speech therapy and audiology department. To be responsible for the management of the adult speech therapy services and to ensure the implementation and review of evidence-based protocols and procedures, and regular clinical monitoring of service provision and the ongoing development of services. Planning and problem solving appropriately. Identifying departmental needs, managing waiting list, participating in implementing new services and developing management protocols for improved patient care. Control the identification of the needs of therapeutic programmes and the execution thereof. Ensure quality/ risk management and control. Develop and review departmental policies, procedures and protocols and ensure adherence to applicable health legislation. Manage, monitor assistive devices and control. Appropriate budgeting and demand plan. To manage all resources appropriately. Keep records, manage information and write reports as per provincial guidelines. Monitor, improve and report on the quality of teamwork. Provide mentoring to team members and identify training needs of team members and implement skills development programme. Collect and analyse data and contribute research. To participate in all department, hospital and provincial activities. To work within an MDT approach including attendance and participation in providing education and counselling to patients, family and caregivers and participation in MDT meetings. Monitoring and reviewing patient progress. Documenting patient information, statistics, attending ward rounds, discussions and meeting within a multidisciplinary team. Contributing to service development by monitoring, evaluating and co-ordination of existing and new services. Providing public education regarding feeding and communication difficulties. To comply with all departmental procedures and protocols. To manage all resources appropriately. To complete monthly statistics and reports. To participate in all departmental, hospital and provincial activities. Reportable to the assistant director of speech therapy and Audiology. Comply with Performance Management and Development System (contracting, quarterly reviews, and final assessments).
<u>ENQUIRIES</u>	:	Ms N Mthitshana Tel No: (043) 709 2487/2532.
<u>POST 30/64</u>	:	<u>EMS COURSE COORDINATOR GRADE 4 REF NO:</u> <u>ECHEALTH/EMSCC/FTH/ARP/HPTD/01/08/2025</u>
<u>SALARY</u>	:	R528 072 – R594 864 per annum, (OSD)
<u>CENTRE</u>	:	Nelson Mandela Metro, Eastern Cape College of Emergency Care
<u>REQUIREMENTS</u>	:	Successful completion of the B Tech degree that allows registration with the HPCSA as ECP. Registration with the HPCSA as paramedic or ECP. Experience as a Paramedic: Not applicable. Experience as a ECP: 6 Years after registration with the HPCSA as ECP. Additional experience: Applicants must have a minimum of two (2) years' experience as a lecturer in the field of Emergency Medical Care and Rescue at an Emergency Care College or University offering these programs. Competencies (Knowledge/Skills): Experience in teaching, assessment and moderation in the field of emergency medical care and rescue. Experience in curriculum development will be advantages. Previous and appropriate management and administration skills. The ability to coordinate and work in a team. Effective time management, coordinating and multitasking skills. Problem solving and decision-making abilities. Computer literacy. A valid driver's license C1 with a valid professional drivers permit (PrDP).

DUTIES

: Coordinating clinical coordination for programs offered by the college which included but are not limited to: Medical Programs: Higher Certificate in Emergency Medical Care, Diploma in Emergency Medical Care, Clinical Practice and various CPD programs. Rescue programs include: Advanced Certificate in Medical Rescue as well as Rescue Short Courses. Manage clinical preceptors within the experiential learning platform. Attend to any other college daily operational duties as deemed necessary by college management. May be required to assist on other programmes offered at the college from time to time if deemed necessary by college management.

ENQUIRIES

: Mr K Plaatjie Tel No: (041) 453 0911

**PROVINCIAL ADMINISTRATION: FREE STATE
DEPARTMENT OF SOCIAL DEVELOPMENT**

It is the intention of the Department to promote representative through the filling these positions. The candidature from the designated groups especially women and people with disabilities will be given a preference and no hand delivery will be accepted.

- APPLICATIONS** : Applications for the Department of Social Development to be submitted to: Private Bag X20616, Bloemfontein, 9300, or place applications in an application box at Cnr Charlotte Maxeke and West Burger Street, Old Standard Bank Building, Bloemfontein Tel No: 083 555 9270. or E-mail to recruitment@fssocdev.gov.za
- FOR ATTENTION** : Ms AW Molalenyane – Human Resource Management (Recruitment Section) Old Standard Bank Building
- CLOSING DATE** : 05 September 2025
- NOTE** : Applications must be submitted on a duly complete New Z83 form (effective from 01 January 2021) obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents, for SMS (senior management service) posts: In terms of DPSA Directive on compulsory capacity development, mandatory training, and minimum entry requirements for members of the Senior Management Level for SMS appointments, it is a requirement for applicants to have obtained pre-entry Certificate (Nyukela) as offered by the National School of Government (NSG) for entry into the SMS posts and the full details can be sourced by following the link: <https://www.thensg.gov.za/training-course/sms-pre-entry-programme> (the SMS pre-entry certificate is not a requirement for shortlisting; is submitted prior to appointment). Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit a fully signed Z83 form and detailed Curriculum Vitae. Shortlisted candidates will be required to submit certified copies of qualifications, and other relevant documents to HR on or before the interview date. Applicants with foreign qualifications would be required to submit an evaluation certificate from the South African Qualification Authority (SAQA) on or before the day of the interview. Failure to submit all the requested documents will disqualify the application. Correspondence will be limited to short-listed candidates only. If you have not been contacted within six (6) months after the closing date of this advertisement, please accept that your application was unsuccessful. Selected candidates will be subjected to a personnel suitability check (criminal record check, citizenship verification, financial/asset record check, qualification/study verification and previous employment verification). Successful candidates will also be subjected to security clearance processes. Where applicable, candidates will be subjected to a skills/knowledge test. The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools. Successful candidates will be appointed on a probation period of 12 or 24 months. Misrepresentation in the application documents will result in automatic disqualification and disciplinary action in the event the candidate has already been appointed. It is the department's objective to address the Employment Equity Affirmative Action Measures in line with the Employment Equity Plan and to achieve equitable representation across race and gender. In the filling of these posts gender equity and people living with disability will be highly considered to adhere to the EE targets of the department. The Department reserves the right to amend/ review/ withdraw advertised posts if by so doing, the best interest of the department will be well served. (Females and People with disabilities are also requested to apply and indicate such in their applications).

MANAGEMENT ECHELON

- POST 30/65** : **CHIEF DIRECTOR: DISTRICTS AND INSTITUTIONS REF NO: DSDFS 65/25**
- SALARY** : R1 494 900 per annum (Level 14), an all-inclusive package. 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 structuring of the flexible portion and which may include a 13th cheque, motor car allowance, home owner's allowance and medical aid assistance.

<u>CENTRE REQUIREMENTS</u>	: Bloemfontein
	: Grade 12 certificate plus a recognised NQF 7 Qualification in Public Administration/Administration Management or equivalent qualification. Five (5) years of experience senior managerial level in Administration. The requirements for appointment at SMS Level include the successful completion of the Senior Management Pre-entry Programme as endorsed by NSG. Valid Drivers' License. Knowledge: Knowledge of Government Communications Regulatory Frameworks. Knowledge of Public Finance Management Act (PFMA). Knowledge of Public Services Act, public services regulations and frameworks. Ability to Conceptualise policy and apply it successfully. Skills: Written and verbal communication skills at a high level (report writing, presentation, etc.). Planning and organising. Computer Literacy. Negotiation. Must have good interpersonal skills and be able to maintain positive interpersonal relations. Ability to work independently and as part of the team. Must be willing to travel and be able to work under pressure. Must be able to manage and empower staff. High level of reliability, ability to act with tact and discretion. Personal Attributes: A creative, assertive and confident approach. Ample initiative and an independent work ethic, self-motivated and reliable. Ability to provide vision, set organisational direction and inspire others to deliver organisational mandate. Must have good interpersonal skills and be able to maintain positive interpersonal relations. Ability to work independently and as part of the team. Must be willing to travel and be able to work under pressure. Must be able to manage and empower staff. High level of reliability, ability to act with tact and discretion. Competencies: Strategic Capability and Leadership, People Management and Empowerment, Programme and Project Management, Financial Management, Change Management, Knowledge Management, Service delivery innovation, Problem Solving and analysis, Client orientation, Customer Focus and Communication. Appointment is subject to the following: Performance Agreement, Vetting, SMS Contract, Competency Assessment, and Financial Disclosure.
<u>DUTIES</u>	: To oversee the management and facilitation of the implementation of integrated developmental social services at district level. Ensure the co-ordination and integration of service delivery to service points and departmental institutions. Oversee the effective management of the districts by monitoring the provision of Social Welfare Services, facilitating the provision of Community Development, Support Services and Financial Management. Coordinate implementation of services at the Institutions of the department. Ensure implementation of partnerships strategy to mobilize role players and stakeholders to strengthen service delivery. Facilitation of District development model for the Department. Provide strategic Leadership. Manage key areas of personnel.
<u>ENQUIRIES NOTE</u>	: Mr. MF Finger at 072 954 3160
	: NB: 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
<u>POST 30/66</u>	: <u>CHIEF DIRECTOR: SPECIALIST SOCIAL (RESTORATIVE) SERVICES REF NO: DSDFS 66/25</u>
<u>SALARY</u>	: R1 494 900 per annum (Level 14), an all-inclusive package. 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 structuring of the flexible portion and which may include a 13th cheque, motor car allowance, home owner's allowance and medical aid assistance.
<u>CENTRE REQUIREMENTS</u>	: Bloemfontein
	: An undergraduate qualification (NQF level 7) as recognized by SAQA in Social Work. Five (5) years relevant experience at a senior managerial level. SMS Pre-Entry is not a requirement for shortlisting but must be submitted prior to the appointment. The candidate must have sound knowledge: White Paper on Social Welfare, Integrated Service Delivery model and reviewed Social Welfare Services Framework and Social Welfare Legislations. The candidate must have strategic capabilities and leadership skills, change management skills, problem solving and conflict management, people management and conflict management, people management and empowering skills, knowledge management and networking skills. Values/attitudes: Batho Pele principles.

DUTIES

Appointment is subject to the following: Performance Agreement, Vetting, SMS Contract, Competency Assessment, and Financial Disclosure.

- : Oversee the provision of strategic direction to the specialist social services and Programmes. Manage and coordinate all activities towards ensuring the effective and efficient functioning of the Chief Directorate. Facilitating implementation of the following Sub Programmes: HIV/AIDS, Anti-Substance Abuse, Social Crime Prevention and Victim Empowerment and Support Programmes, provide leadership, management, planning and coordination of the functions of the Chief Directorate. Facilitate programme implementation, monitoring and reporting on the planned strategic outputs and outcomes of the Chief Directorate. Ensure integration and coordination of services with sector departments and all other relevant partners. Ensure compliance with key legislative and other regulatory requirements applicable to the Chief Directorate of the Department, by managing the development of policies in respect Specialist Social Services. Manage the review process of policies in line with new developments or amended legislation. Ensure the participation in formation of policy/legislation at National and Provincial level. Ensure the prompt and accurate response to Auditor General findings and queries based on AG timeframes. Ensure sound financial management within the Chief Directorate, by developing and managing the budget of the Chief Directorate, ensure expenditure of the allocated budget with the prescripts of PFMA and other policies and legislations, ensure the implementation of financial controls within the Chief Directorate, prevent unauthorized, irregular, fruitless and wasteful expenditure and report non-compliance to the CFO. Overall manage and development of the resources of the Chief Directorate.

**ENQUIRIES
NOTE**

- : Mr. MF Finger at 072 954 3160
: NB: 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.

POST 30/67

- : **CHIEF DIRECTOR: CORPORATE SERVICES REF NO: DSDFS:67/25**

SALARY

- : R1 494 900 per annum (Level 14), An all-inclusive package. 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 structuring of the flexible portion and which may include a 13th cheque, motor car allowance, home owner's allowance and medical aid assistance.

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REQUIREMENTS**

- : Bloemfontein
: Applicants must be in possession of a Degree at NQF level 7 as recognised by SAQA in Law, Human Resource Management/ Human Resource Development/ Organisational Development/Public Management, coupled with 5 years relevant senior management experience. SMS Pre-Entry is not a requirement for shortlisting but must be submitted prior to the appointment. A valid driver's license. Knowledge, Skills and Competencies: Work experience and knowledge of the Public Service Act, Public Service Regulations, Labour Relations Act, Collective Bargaining Prescripts, Human Resource Policies and Practices of the Public Service, Transformation of the Public Service (White Paper), Public Finance Management Act and working knowledge of the Promotion of Administrative Justice Act; Treasury Regulations, and DPSA's Toolkit for Organisational Design. Knowledge of and Skills in Organisational Development, Security Services Management; Skills and Work experience in Human Resource Administration and multi-year Human Resource Planning. Computer literacy; Strategic Capability and Leadership; People Management and Empowerment; Knowledge Management; Service Delivery Innovation (SDI); Problem Solving and Analysis; Client Orientation and Customer Focus; Communication Skills; Ability to work under pressure; Flexibility to work after hours; Teamwork-oriented. Ability to maintain open relationships with all labour unions. Appointment is subject to the following: Performance Agreement, Vetting, SMS Contract, Competency Assessment, and Financial Disclosure.

DUTIES

- : Lead and manage the human, financial, governance, compliance, systems and risk aspects of the chief directorate and ensure successful execution and delivery of the priorities, programs and projects. Oversee the development and implementation of Human Resources Management strategies and systems and drive the integration and execution of culture, change, wellness, performance, labour relations and other human resources services. Oversee the management of Information Technology functions of the Department to

		ensure the establishment of sound information Management Systems. Ensure the provision of legal support services in the department; Oversee the provision of legal support and advisory services to the Department. Ensure the provision of strategic information management and information technology services in the department. Define and drive the implementation of corporate strategies in the department. Ensure effective and efficient management of human and financial resources of the chief directorate.
<u>ENQUIRIES</u>	:	Mr. M Rampai at 066 487 6108
<u>NOTE</u>	:	NB: 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
<u>POST 30/68</u>	:	<u>DIRECTOR: SOCIAL CRIME PREVENTION AND VICTIM EMPOWERMENT/ SUPPORT PRORAMMES REF NO: DSDFS 68/25</u>
<u>SALARY</u>	:	R1 266 741 per annum (Level 13), an all-inclusive package. 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 structuring of the flexible portion and which may include a 13th cheque, motor car allowance, home owner's allowance and medical aid assistance.
<u>CENTRE</u>	:	Bloemfontein
<u>REQUIREMENTS</u>	:	An undergraduate qualification (NQF level 7) as recognized by SAQA in Social Work plus 5 years of experience at a middle/senior managerial level (Management experience in victim empowerment or social welfare services; or criminal justice environment will be an added advantage). Registration with the South African Council for Social Service Professions as a Social Worker. Knowledge of the relevant public service legislation. Knowledge of legislation governing the implementation of VEP programmes within the JCPS sector. Knowledge of VEP and criminal justice field. SMS Pre-Entry is not a requirement for shortlisting but must be submitted prior to the appointment. Competencies: Strategic capability and leadership skills. Programme and project management skills. Financial management skills. Policy analysis and development skills. Change management skills. Knowledge management skills. Communication (verbal and written) skills. Service delivery innovation skills. Problem-solving skills. People management and empowerment skills. Client orientation and customer focus skills. Stakeholder management skills. Presentation and facilitation skills. Appointment is subject to the following: Performance Agreement, Vetting, SMS Contract, Competency Assessment, and Financial Disclosure.
<u>DUTIES</u>	:	Manage, facilitate and monitor the development of policies, guidelines, norms and standards pertaining to victim empowerment and prevention of gender-based violence. Manage and facilitate the provision of Probation Services. Manage and facilitate the provision of Crime Prevention. Formulate and manage the Victim Empowerment Programmes. Formulate and manage the Crime Prevention and Support Programme. Formulate and manage the Probation Services. Design marketing strategies and plans to implement programmes pertaining to VEP and prevention of gender-based violence. Identify policy implementation challenges and advise on possible interventions to address the gaps. Develop mentoring and coaching model for emerging organisations. Facilitate the dispensing of funds to national NGO's implementing VEP and prevention of gender-based violence programmes. Manage, plan and co-ordinate all resources in the Directorate in line with departmental policies and strategies, which includes the budget, human resources, equipment, official vehicles. etc.
<u>ENQUIRIES</u>	:	Ms. F Nondabula at 060 9851 798
<u>NOTE</u>	:	NB: 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.
<u>POST 30/69</u>	:	<u>DIRECTOR: NPO INSTITUTIONAL CAPACITY REF NO: DSDFS 69/25</u>
<u>SALARY</u>	:	R1 266 741 per annum (Level 13), an all-inclusive package. 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 structuring of the flexible portion and which

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may include a 13th cheque, motor car allowance, home owner's allowance and medical aid assistance.

- : Bloemfontein
- : An undergraduate qualification (NQF level 7) as recognized by SAQA in General management/Finance/Public Management. Five (5) years of experience at a middle/senior managerial level. Plus experience in Capacity Building (NPO). SMS Pre-Entry is not a requirement for shortlisting but must be submitted prior to the appointment. The candidate must have vast knowledge of NPO Sector, conversant with various aspects of the Legal Framework on NPO, particularly the NPO Act. Strategic Capacity and Leadership, Change Management, Financial Management, Business Management, Computer Literacy, Analytical Skills, Stakeholder participation and planning skills. The candidate must have ability to work under pressure, Ability to work in a team, Confidence, Patient, Accurate, Systematic and Logical, Adaptable, Discipline, Diversity, Commitment, Friendly and trustworthy, Diplomacy, Independent and self-starter, Assertive, Persuasive and Business Ethics. Appointment is subject to the following: Performance Agreement, Vetting, SMS Contract, Competency Assessment, and Financial Disclosure.

DUTIES

- : Strategically plan, guide, coordinate and manage the development and successful implementation of the following departmental policies and strategies as well as services in the Department in line with National and Provincial frameworks: Ensure that funded and unfunded NPOs are capacitated in terms of the NPO Act and other relevant prescripts. Facilitate registration of NPOs (emerging and existing CBO's and FBO's with National DSD. Facilitate the establishment of Integrated NPO Forums at Provincial, District and Local/Municipal levels in collaboration with other service delivery partner. Assess the quality of service delivery by NPOs which receive financial awards from the Department of Social development through structured processes of Financial Monitoring and Compliance. Ensure the development of the Directorates' 5- year Strategic Plan, 3 year Performance Plan and Annual Business Plan in line with priorities as set out in the Free State Growth and Development Strategy and monitor the performance of the Directorate against its strategic objectives, including implementing remedial steps where and when necessary towards improving the performance of Directorate. Represent the Department and participate in various national and Provincial Committees and fora on matters related to the above. Ensure the monitoring and responding to Auditor General findings and queries. Manage, plan and co-ordinate all resources in the Directorate in line with departmental policies and strategies, which includes the budget, human resources, equipment, official vehicles. etc.

**ENQUIRIES
NOTE**

- : Ms. W Direko at 066 4876 191
- : NB: 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.

POST 30/70

- : **DIRECTOR: ORGANISATIONAL DEVELOPMENT, HUMAN RESOURCE DEVELOPMENT AND EMPLOYEE PERFORMANCE MANAGEMENT REF NO: DSDFS:70/25**

SALARY

- : R1 266 741 per annum (Level 13), an all-inclusive package. 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 structuring of the flexible portion and which may include a 13th cheque, motor car allowance, home owner's allowance and medical aid assistance.

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REQUIREMENTS**

- : Bloemfontein
- : Applicants must be in possession of a Degree at NQF level 7 as recognised by SAQA in Human Resource Management/ Human Resource Development/ Organisational Development/ Public Management, coupled with 5 years of experience at a middle/senior managerial level. Good understanding of the Public Service transformation and reform agenda to inform the improvement of the macro-organisation of the department. Sound understanding of the Public Service Act and regulations and a basic understanding of legislation applicable across the public sector. Experience in at least two of the following areas: Public Sector policy analysis, development, implementation and maintenance. Organisational structuring and business process development, analysis and improvement. Conducting research for policy analysis and development.

		Understanding of project management cycle, including procurement of service providers and budgeting. Note: A requirement for appointment at Director Level is the successful completion of the Senior Management Pre-entry Programme as endorsed by the National School of Government. SMS Pre-Entry is not a requirement for shortlisting but must be submitted prior to the appointment. A valid driver's license. Appointment is subject to the following: Performance Agreement, Vetting, SMS Contract, Competency Assessment, and Financial Disclosure.
<u>DUTIES</u>	:	Ensure the provision and implementation of human resource development and management within the department. Departmental HRD strategy/ work place skills plan: Ensure development of WSP and presentation to the training committee, ensure that the relevant service providers are selected, Manage the development of programme schedule, Assess the learning programmes. Transversal training and development in the department: Ensure that approval is granted for the training activities which are taking place, Monitor and evaluate the execution of training activities, ensure proper record keeping, Ensure payment according to prescripts. Learnerships, Internships, bursaries and scholarship ensure execution of knowledge management in the department. To ensure the proper implementation of the performance management system: Implementation of performance management system, Development of performance agreements for both level 1-12 and SMS, PMDS quality assurance and moderating committees' establishment and monitoring of meetings, Spreadsheet for level 1-12 and SMS, Annual submission for implementation of PMDS assessments and moderating outcomes. To provide and render advice on all organisational design issues within the department: Review and maintenance of organizational structure, monitoring of staff establishment control, Implementation and monitoring of job description and job evaluation, Development of business process maps and standard operating procedures, Development of service delivery model, Norms and Standards for various occupational categories. To ensure the management of financial and human resources: Optimal utilization of financial resources, Optimal utilization of human resources, Ensure the development and training of staff.
<u>ENQUIRIES</u>	:	Mr MF Finger at 072 95 43160
<u>NOTE</u>	:	NB: 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.
<u>POST 30/71</u>	:	<u>DIRECTOR: SUPPLY CHAIN MANAGEMENT REF NO: DSDFS 71/25</u>
<u>SALARY</u>	:	R1 266 741 per annum (Level 13), an all-inclusive package. 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 structuring of the flexible portion and which may include a 13th cheque, motor car allowance, home owner's allowance and medical aid assistance.
<u>CENTRE</u>	:	Bloemfontein
<u>REQUIREMENTS</u>	:	An appropriate Bachelor's Degree (NQF Level 7) in Financial Management/ Public Administration/ logistics/Purchasing or equivalent qualification as recognized by SAQA, coupled with a minimum of 5 years middle/senior managerial level experience in supply chain management. A valid driver's license. Knowledge and skills: Knowledge of code of conduct for Supply Chain Management Practitioners, Knowledge of LOGIS, BAS, CSD and other relevant information management systems and Public Service SCM policies and procedures. Interpersonal relations skills, communication, negotiation skills, facilitation, presentation, report writing computer literacy skills, honesty and integrity, problem solving and decision making skills. Note: A requirement for appointment at Director Level is the successful completion of the Senior Management Pre-entry Programme as endorsed by the National School of Government. Appointment is subject to the following: Performance Agreement, Vetting, SMS Contract, Competency Assessment, and Financial Disclosure.
<u>DUTIES</u>	:	Maintain and improve the departmental supply chain management system in line with legislative requirements and National Treasury's norms and standards. Manage and direct the provision of demand and acquisition management service. Develop efficient and cost-effective supply chain strategies. Manage the departmental bidding process i.e. specification, evaluation and adjudication processes in line with relevant policies and

standard operating procedures. Responsible for asset management and disposal. Establish and maintain proper control systems for departmental assets and mechanisms aimed at eliminating theft and losses, wastage and misuse of assets. Manage and direct the provision of contract management services Manage Service Level Agreements (SLA's) with suppliers and service providers. Effective and efficient inventory management. Effective and efficient fleet management. Manage the allocated resources in line with legislative and departmental policy directives and comply with corporate governance and planning imperatives.

**ENQUIRIES
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: Mr. M Rampai at 066 487 6108
: NB: 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.

POST 30/72

: **DIRECTOR SECURITY ADMINISTRATION, ANTI-FRAUD AND CORRUPTION REF NO: DSDFS 72/25**

SALARY

: R1 266 741 per annum (Level 13), an all-inclusive package. 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 structuring of the flexible portion and which may include a 13th cheque, motor car allowance, home owner's allowance and medical aid assistance.

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REQUIREMENTS**

: Bloemfontein
: An appropriate Bachelor's Degree (NQF Level 7) in Security Management/Public Administration/ General Management or equivalent qualification as recognized by SAQA, coupled with a minimum of 5 years middle/senior managerial level experience in supply chain management. A valid driver's license. Experience and knowledge of all aspects of security and specifically electronic security systems and acts, prescripts and guidelines relevant to security. Strong leadership, people management and communication (written and verbal) skills. Other skills required include computer literacy, drafting of policies and procedures, problem solving, basic project and financial management and presentation skills. The successful candidate must have excellent interpersonal relations, innovative ideas to improve service delivery and the ability to mobilize and motivate staff to ensure implementation of these innovations. A requirement for appointment at Director Level is the successful completion of the Senior Management Pre-entry Programme as endorsed by the National School of Government. Appointment is subject to the following: Performance Agreement, Vetting, SMS Contract, Competency Assessment, and Financial Disclosure.

DUTIES

: Ensure the provision and management of the 24 hour Physical security and access control to the departmental premises, Co-ordinate security issues related to events as part of a project team, Management of personnel security including security clearances, Conducting of security audits, management of ICT security related to physical assets and information security, management of security staff, management of section budget and expenditure and conducting and management of investigations related to security breaches

**ENQUIRIES
NOTE**

: Mr. MF Finger at 072 954 3160
: NB: 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.

OTHER POSTS

POST 30/73

: **SENIOR SUPPLY CHAIN PRACTITIONER (DEMAND AND ACQUISITION) MANAGEMENT) REF NO: DSDFS 73/25 (X2 POSTS)**

**SALARY
CENTRE
REQUIREMENTS**

: R397 116 per annum (Level 08)
: Bloemfontein
: An appropriate bachelor's degree/national diploma (NQF Level 6) in Supply Chain Management/ Purchasing Management/ Public Management/ Public Administration/ Business Management/ Logistics Management or related qualification. A minimum of three (2) to three (3) years of work experience in Demand and Acquisition Management. Knowledge of the PFMA, PPPFA, SCM guidelines, Treasury Regulations, Supply Chain Framework Act, and B- BBEE Act. Skills in management of three Bid Committees, BSC, BEC, and BAC.

		Good interpersonal, verbal, and written communication skills. Customer relationship and change management skills. Ability to solve problems (decision-making) and effectively interact with stakeholders at all levels within the Department. Analytical, planning, and organizing skills. A valid driver's license.
<u>DUTIES</u>	:	Assist end users with the timely development of the specifications/ terms of reference for sourcing quotes and bids. Assist end users with the compilation of Demand Management Plans and Procurement Plans. Source suppliers from CSD on a rotation basis and ensure compliance with demand & acquisition management principles. Coordinate briefing sessions. Compile and update bid and contract register; compile tender (bid) documents in consultation with the Bid Committees or as required. Publication of terms of reference/specifications for bids; receive and register bids; conduct pre- administration check on bids received; store bid proposals and publish details of proposals received and awards made. Provide bid committee assistance including but not limited to secretarial function. Coordinate bid-related matters with end users. Compile contract files stemming from departmental bids; ensure safe storing documents and information for record and audit purposes. Prepare management information, reports, statistics, and reporting on procurement to management. Supervision of staff.
<u>ENQUIRIES</u>	:	Mr P Nkhatho at 066 486 6664
<u>POST 30/74</u>	:	<u>ENGINEERING TECHNICIAN (ELECTRICAL AND CIVIL) REF NO: DSDFS 78/25 (X2 POSTS)</u>
<u>SALARY</u>	:	R391 671 – R586 665 per annum, (OSD), (A basic salary)
<u>CENTRE</u>	:	Bloemfontein
<u>REQUIREMENTS</u>	:	National Diploma in Engineering (Civil or Electrical). Three years post qualification technical experience. (Proof of recognized experience will be requested from the shortlisted candidates). Valid driver's licence. Compulsory registration with ECSA as a Professional Engineering Technician. Candidate who are registered as Candidate Engineering Technologist may also apply. Project management. Technical design and analysis knowledge. Research and development. Computer-aided-engineering applications. Knowledge of legal compliance. Technical report writing. Networking. Professional judgment.
<u>DUTIES</u>	:	Render technical services: Assist Engineers, Technologists and associates in field, workshop and technical office activities. Promote safety in line with statutory and regulatory requirements; Evaluate existing technical manuals, standard drawings and procedures to incorporate new technology; and Produce technical designs with specifications and submit for evaluation and approval by the relevant authority. Perform administrative and related functions: Provide inputs into the budgeting process as required; Compile and submit reports as required; Provide and consolidate inputs to the technical/engineering operational plan; Develop, implement and maintain databases; and (v) Supervise and control technical and related personnel and assets. Research and development: Continuous professional development to keep up with new technologies and procedures; Research/literature studies on technical engineering technology to improve expertise; and Liaise with relevant bodies/councils on engineering-related matters.
<u>ENQUIRIES</u>	:	Mr P Mcina at 084 646 9090
<u>POST 30/75</u>	:	<u>COMMUNICATIONS OFFICER: INTERNAL COMMUNICATION REF NO: DSDFS 74/25</u>
<u>SALARY</u>	:	R325 101 per annum (Level 07), (A basic salary)
<u>CENTRE</u>	:	Bloemfontein
<u>REQUIREMENTS</u>	:	A relevant degree/diploma or equivalent qualification with at least three years' experience within a communications environment. Knowledge of the Departmental Communication Strategy, Public Finance Management Act, Municipal Finance Management Act, Treasury Regulations and Public Service Regulations.
<u>DUTIES</u>	:	Develop articles for all the departmental publications to ensure effective communication. Monitor the media and trends to determine issues that must be reported on as a matter of urgency. Coordinate departmental events in order to promote the image of the Department. Facilitate the maintenance and production of all branding material to maintain the corporate identity of the Department. Compile and develop reports on events, media releases,

		publications and media briefings/press conferences within the province. Distribute departmental publications (Budget Speech, Annual Reports etc.) to all targeted stakeholders. Planning, writing and maintaining web site content. Classifying and categorising information and uploading it to relevant platforms. Using content management systems (CMS). Knowledge of current affairs, communication and the function of government. Research, collect and write content for the Newsletter, website and social media platforms. Ensure that the department's website, intranet and social media pages are constantly updated with recent information. Maintain formal and informal relationships with internal and external stakeholders. Optimise the organisation's digital medium as a communication tool.
<u>ENQUIRIES</u>	:	Mr. T Nqabeni at 066 476 6193
<u>POST 30/76</u>	:	<u>COMMUNICATIONS OFFICER: EXTERNAL COMMUNICATION REF NO: DSDFS 75/25</u>
<u>SALARY</u>	:	R325 101 per annum (Level 07), (A basic salary)
<u>CENTRE</u>	:	Bloemfontein
<u>REQUIREMENTS</u>	:	A relevant degree/diploma or equivalent qualification with at least three years' experience within a communications environment. Knowledge of the Departmental Communication Strategy, Public Finance Management Act, Municipal Finance Management Act, Treasury Regulations and Public Service Regulations.
<u>DUTIES</u>	:	Develop articles for all the departmental publications to ensure effective communication. Produce materials for departmental online media to keep officials informed of current affairs. Co-ordinate departmental events in order to promote the image of the Department and to profile the MEC. Facilitate the maintenance and production of all branding material to maintain the corporate identity of the Department. Assist the Media Liaison Officer on parliamentary work. Facilitate the development and delivery of all public relations and communication materials, and ensure the quality of the content. Build, manage and maintain key strategic relationships with media houses and key stakeholders.
<u>ENQUIRIES</u>	:	Mr. T Nqabeni at 066 476 6193
<u>POST 30/77</u>	:	<u>LEGAL ADMINISTRATION OFFICER MR1-3 REF NO: DSDFS 79/25</u>
<u>SALARY</u>	:	R252 855 - R371 121 per annum, (OSD)
<u>CENTRE</u>	:	Bloemfontein
<u>REQUIREMENTS</u>	:	National Senior Certificate and LLB. Knowledge of relevant Acts and Prescripts, knowledge of Constitution, PFMA, knowledge of PAJA and PAIA, Computer literacy, good verbal and written communication skills and project management skills. MR1: No experience MR2: At least 1 year's appropriate post qualification legal experience. MR3: at least 2 year's appropriate post qualification legal experience.
<u>DUTIES</u>	:	Draft legal documents. Provide legal opinion and advice to the Department. Draft, vet and edit contracts, service level agreements, conduct litigation and liaise with the state attorney and state law advisor on litigation for and against the Department. Represent the Department at various forums and committee. Make presentations on legislation and case law that has a bearing on the Department.
<u>ENQUIRIES</u>	:	Mr. MF Finger at 072 954 3160
<u>POST 30/78</u>	:	<u>SUPPLY CHAIN MANAGEMENT CLERK: DEMAND AND LOGISTICS REF NO: DSDFS 77/25 (X4 POSTS)</u>
<u>SALARY</u>	:	R228 321 per annum (Level 05)
<u>CENTRE</u>	:	Bloemfontein
<u>REQUIREMENTS</u>	:	Grade 12 certificate or equivalent. A recognised National Diploma in Supply Chain Management / Logistics / Public Management) equivalent/related qualification. Basic knowledge of supply management duties, practices as well as the ability to capture data. Knowledge of assets disposal procedure. Knowledge and understating of legislative framework governing Public Services. Knowledge of procedures in terms of the working environment. Knowledge of assets management. Knowledge of PFMA, PPPFA, Treasury Regulations and the CET Act. Planning and organizing, Communication (verbal

	and written), computer literacy, flexibility, customer care orientation. Flexibility and teamwork.
<u>DUTIES</u>	: Render demand and acquisition clerical support by performing the following tasks: update and maintain supplier (Including contractors) database; register suppliers on business management system; request and receive quotations; capture specification on the electronic purchasing system; place orders; Issue and receive quotations; provide secretariat or logistical support during the bid consideration and contracts conclusion process and compile draft documents as required. Render logistical services by placing orders; receive and verify goods from suppliers; capture goods in registers database; receive request for goods from end users and issue goods to end users. Conduct spot checks and stock counts. Maintain records and filing system.
<u>ENQUIRIES</u>	: Mr P Nkhatho at 066 486 6664
<u>POST 30/79</u>	: <u>INDEPENDENT/EXTERNAL CHAIRPERSON OF THE RISK MANAGEMENT COMMITTEE REF NO: DSDFS 76/25</u>
<u>SALARY</u>	: The appointed individual will be remunerated according to scales approved by the National Treasury.
<u>REQUIREMENTS</u>	: The Department of Social Development invites applications of suitably qualified person to serve as Independent/External Chairperson in Department's Risk Management Committee. The Department as a Government Institution is required, in terms of Section 38B(1)(a)(i) of the Public Finance Management Act, to implement and maintain "effective, efficient and transparent systems of financial, risk management and internal control. Minimum Requirements: An independent external person, with extensive knowledge of the relevant regulations and prescripts including the Public Finance Management Act, Treasury Regulations, ISO 31000, the King IV Report on Corporate Governance, COSO and Public Sector Risk Management Framework. Experience in Strategic Planning, Stakeholder relations / management, Risk Management, Financial Management, Internal Control, Compliance, Anti-Fraud and Corruption, Business Continuity and Auditing. Experience and suitable skills in Risk Governance, Compliance Management and Ethics Management. Experience/know how in designing, implementing and monitoring Business Continuity Management strategies. Experience in serving in oversight committees. Knowledge and or experience in the public sector will be an added advantage. Must be a member of a professional body, preferably in Risk Management.
<u>DUTIES</u>	: The Chairperson: The candidate will chair the Department's Risk Management Committee and provide an oversight role in ensuring that the Risk Management Committee (RMC) functions properly. Providing support to the Chief Risk Officer. Monitoring the implementation of risk management strategy within Department. Ensuring that the identified risk mitigation strategies employed by Department are evaluated for their effectiveness. Assisting in reviewing risk management action plans to be instituted and ensuring compliance with such plans. Assisting in integrating risk management into planning, monitoring and reporting processes. Prepare and present the Risk Management Chairperson's Report to the Audit Committee and Accounting Officer, other management committees / other oversight structures and the Audit Committee on a quarterly basis. Assisting the department in ensuring that it improves its risk maturity level. Assisting the department institution in the development of the most effective measures to prevent, detect and investigate fraud and corruption. Serving as standing invitee of the Audit Committee and Ethics Committee. With regard to management of the Committee: Take all reasonable steps to ensure that the Committee fulfils its obligations and responsibilities. Call and chair quarterly meetings and special meetings. Set the agenda for each Committee meeting with the Chief Risk Officer. Maintain an ethical and responsible decision-making framework at Committee level and address any potentially unethical or dishonest situations 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. Take all reasonable steps to encourage participation of all Committee Members in the Committee meetings and to facilitate free and constructive discussion. Maintain a good working relationship with the Secretariat to ensure that tasks to be completed between meetings are completed. Term Of Office: The duration of the appointment of the Chairperson

is for three (3) years from the date of appointment, subject to renewal at the discretion of the Department.

ENQUIRIES : Mr. MF Finger at 072 954 3160
NOTE : NB Email applications must on the subject line state only the Reference number

DEPARTMENT OF TREASURY

The 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.

APPLICATIONS : Applications, quoting the relevant reference, should be forwarded as follows:
The Deputy Director: Human Resources Management, Free State Provincial Treasury, Private Bag X20537, Bloemfontein, 9300. Attention: Ms. N Mokotso, Fidel Castro Building, applications that are hand delivered must be brought to the foyer of Fidel Castro Building where they must be placed in the appropriately marked box at: Security, Ground Floor, Fidel Castro Building, Cnr. Markgraaff and Miriam Makeba Streets, Bloemfontein. Applications may also be e-mailed to recruitment@treasury.fs.gov.za.

FOR ATTENTION : Ms. N Mokotso
CLOSING DATE : 05 September 2025
NOTE : Directions to applicants: Applications must be submitted on the new Z.83 form (Updated version that came into effect on 1 January 2021), obtainable from any Public Service Department and must only be accompanied by a detailed Curriculum Vitae (Subjects of relevant qualification(s) should be mentioned in the CV). The Curriculum Vitae should be specific regarding previous positions occupied and the start date and end date of the position(s) should be indicated. Applicants are requested to complete the Z83 form properly and in full. The department name, post title and reference number of the advertised post should be stated on the Z83. Only short-listed candidates will be required to submit certified copies of qualifications and other related documents on, or before the day of the interview following an invitation from the Department to attend an interview, and such qualification(s) and other related document(s) should be in line with the requirements of the advertisement. Candidates will also be subjected to a practical test/exercise as well as an integrity (ethical conduct) assessment. Applications received after the closing date and those that do not comply with these instructions will not be considered. The onus is on the applicants to ensure that their applications are posted, hand delivered or e-mailed timeously. Candidates who possess foreign qualifications and/or short courses certificates must take it upon themselves to have their qualifications evaluated by the South African Qualifications Authority (SAQA). Applicants are respectfully informed that if no notification of appointment is received within 4 months of the closing date, they must accept that their applications were unsuccessful. Suitable candidates will be subjected to personnel suitability checks (criminal record check, citizenship verification, financial assets check, qualification verification and reference checks). The Department reserves the right not to make appointments on the advertised post(s).

OTHER POSTS

POST 30/80 : **DEPUTY DIRECTOR: STRATEGIC PROCUREMENT AND CONTRACT MANAGEMENT REF NO: FSPT 019/25**

SALARY : R896 436 per annum (Level 11), (an all-inclusive salary package)
CENTRE : Bloemfontein
REQUIREMENTS : A three-year degree or Advanced Diploma in Supply Chain Management, Commerce, Financial Management, Accounting or equivalent qualification. Minimum of Three (3) or five (5) years' experience and extensive experience in Supply Chain Management of which three (3) years should have been on an Assistant Director/supervisory level. Knowledge of Public Finance Management Act, Public Service Policies and procedures Working knowledge of the functioning of National/Provincial as well as Local Government. Knowledge of Project Management, Treasury Regulations, Public Service Act and Regulation. Knowledge and understanding of local government legislation, financial ratios and their interpretation. Skills: Strategic Capability and

		Leadership, Financial Management and People Management. Must possess the following skills: Leadership, report writing, analytical, communication, presentation-, project management-, and conflict management. Computer literate. Valid driver's license.
<u>DUTIES</u>	:	Manage Demand Management Services. Guide to the design and development of Strategic Procurement Strategy. Monitor Acquisitions management Services. Monitor Public Private Partnerships (PPP) Infrastructure Procurement and Major Capital Projects. Manage the development and maintenance of strategic procurement strategies. Manage the performance of Transversal Contracts. Manage the component.
<u>ENQUIRIES</u>	:	Ms. L Riddles at 079 892 2293 (during office hours only)
<u>POST 30/81</u>	:	<u>DEPUTY DIRECTOR: ASSET MANAGEMENT REF NO: FSPT 020/25</u>
<u>SALARY</u>	:	R896 436 per annum (level 11), (an all-inclusive salary package), (This all-inclusive flexible remuneration package consists of a basic salary, the Government's contribution to the Government Employees 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, housing allowance and medical aid assistance)
<u>CENTRE REQUIREMENTS</u>	:	Bloemfontein
	:	A three year Degree or Diploma in Financial Management, Accounting and Commerce or equivalent qualification with accounting 3 as a major subject and a minimum of five (5) years' experience in an accounting environment of which three (3) years should have been on an Assistant Director/supervisory level. Knowledge of the Municipal Finance Management Act, Public Finance Management Act, Treasury Regulations, Division of Revenue Act and Municipal Structures Act. Must possess the following skills: Leadership, report writing-, analytical, communication-, presentation-, project management-, and conflict management. Computer literate. Valid driver's license.
<u>DUTIES</u>	:	Manage the development and maintenance of policies, strategies and systems for asset and inventory management. Monitor and support departments and entities on safeguarding of assets. Monitor and support departments on financial management and reporting on assets and inventory. Monitor and support departments and public entities on asset and inventory management strategies. Manage the implementation of transparent and economic practices to deal with asset disposal in the provincial administration. Coordinate the capacitation of asset and inventory management section in the departments and public entities. Manage the component.
<u>ENQUIRIES</u>	:	Ms. L Riddles at 079 892 2298 (during Office hours only)
<u>POST 30/82</u>	:	<u>ASSISTANT DIRECTOR: STRATEGIC PLANNING, MONITORING AND EVALUATION REF NO: FSPT 022/25</u>
<u>SALARY</u>	:	R468 459 per annum (Level 09), (A basic salary)
<u>CENTRE</u>	:	Bloemfontein
<u>REQUIREMENTS</u>	:	A relevant degree/advanced diploma (NQF level 7) in Public Administration/ Public Management/Strategic Planning or equivalent qualification with a minimum of five (5) years' working experience within the Public Service environment. Experience in strategic management, monitoring and evaluation will be an added advantage. Knowledge of Strategic Planning, Monitoring and Evaluation mechanisms, Public Service Regulations, Public Finance Management Act (PFMA), Municipal Finance Management Act (MFMA), Treasury Regulations and other local government legislation. Must possess the following skills: Presentation, communication-, and problem solving. Computer literacy. Valid driver's license.
<u>DUTIES</u>	:	To develop and maintain Strategic Planning and Monitoring & Evaluation policies as well as related implementation strategies in line with national and provincial frameworks. To facilitate the development and review of the Departments' Strategic Plan, Annual Performance Plan and Annual Operational Plan in line with national and provincial directives and guidelines. To facilitate the implementation of the Strategic and Annual Performance Plans and other injunctions. Monitor and report on the performance of the Department in relation to the Strategic, Annual and Operational plans and injunctions. Assist in implementing the Monitoring & Evaluation policies and frameworks. Assist in developing capacity of managers and employees in the

		Department on matters relating to Strategic and Operational Planning as well as Monitoring & Evaluation.
<u>ENQUIRIES</u>	:	Ms. K B Mhlambi: kmhlambi@treasury.fs.gov.za (strictly for enquiries purposes)
<u>POST 30/83</u>	:	<u>ASSISTANT DIRECTOR: FINANCIAL ADMINISTRATION REF NO: FSPT 023/25</u>
<u>SALARY</u>	:	R468 459 per annum (Level 09), (A basic salary)
<u>CENTRE</u>	:	Bloemfontein
<u>REQUIREMENTS</u>	:	A relevant degree/advanced diploma (NQF level 7) in Financial Management or equivalent qualification with a minimum of three (3) to five (5) years' working experience in basic accounting principles environment. Knowledge of Basic Accounting System (BAS), Public Finance Management Act (PFMA), Treasury Regulations, Relevant Financial Management legislation and directives. Must possess the following skills: Numeracy, communication, report writing and problem solving. Computer literacy.
<u>DUTIES</u>	:	Monitor the implementation and maintenance of Financial Management practices (BAS) transactions concerning financial processes in the Department to contribute to the rendering of a professional financial administration services. Verify and approve all documents and transactions on BAS according to delegations. Monitor the successful implementation of Departmental/Public Service policies as well as development of policies on matters related to financial management to adhere to the relevant prescripts/legislation. Address financial management enquiries to ensure the correct implementation of financial management practices and policies. Prepare and consolidate reports/reconciliation of BAS on financial management issues. Manage the resources of the bookkeeping, paymaster general and cashier unit to ensure the smooth running of the sub-directorate.
<u>ENQUIRIES</u>	:	Ms. C T Qwabe: qwabec@treasury.fs.gov.za (strictly for enquiries purposes)
<u>POST 30/84</u>	:	<u>ASSISTANT DIRECTOR: DEMAND MANAGEMENT REF NO: FSPT 024/25</u>
<u>SALARY</u>	:	R468 459 per annum (Level 09), (A basic salary)
<u>CENTRE</u>	:	Bloemfontein
<u>REQUIREMENTS</u>	:	A relevant degree/advanced diploma (NQF level 7) in Supply Chain Management/Public Administration/Management/Financial Management or equivalent qualification with a minimum of three (3) years' experience in a supply chain management environment. Knowledge of supply chain management legislations Public Finance Management Act (PFMA), SCM Regulations, Preferential Procurement Framework Act (PPFFA) and its associated regulations, Broad-Based Black Economic Empowerment Act (BBBEEA). Must possess the following skills: Presentation-, report writing-, numeracy, research methodology-, communication-, and problem solving. Computer literate.
<u>DUTIES</u>	:	Coordinate, review, research, analysis and plan the procurement needs of the Department. Coordinate, review, collect and collate information for the annual procurement plan. Supervise and compile tender/quotation specifications as required. Develop, implement and maintain the supplier database. Supervise employees to ensure an effective demand management service and undertake all administrative functions required with regard to financial and human resource administration.
<u>ENQUIRIES</u>	:	Ms. M A Mokoena: mokoenam@treasury.fs.gov.za (strictly for enquiries purposes)
<u>POST 30/85</u>	:	<u>ADMINISTRATION OFFICER: SUPPLY CHAIN MANAGEMENT AND FACILITY MANAGEMENT REF NO: FSPT 025/25</u>
<u>SALARY</u>	:	R325 101 per annum (Level 07), (A basic salary)
<u>CENTRE</u>	:	Bloemfontein
<u>REQUIREMENTS</u>	:	A relevant qualification (NQF level 6 or higher) in Supply Chain Management/Public Administration/Management/Financial Management or equivalent qualification with a minimum of three (3) years' experience in an administrative/supply chain management/financial management environment. Knowledge of: Basic personnel administration, Basic Accounting System (BAS), Treasury Regulations and Financial Regulations. Must possess the

		following skills: Financial management, organizing, numeracy, communication, and problem solving. Computer literate.
<u>DUTIES</u>	:	Implement financial administration to support the Manager with financial administration. Render supply chain management support services. Supervise the provisioning of housekeeping, cleaning, safeguarding and maintenance services. Supervise human and physical resources.
<u>ENQUIRIES</u>	:	Ms. N V Ntukela-Tyam: ntukela.tyam@treasury.fs.gov.za (strictly for enquiries purposes)
<u>POST 30/86</u>	:	<u>ACQUISITION PRACTITIONER REF NO: FSPT 026/25</u>
<u>SALARY</u>	:	R325 101 per annum (Level 07), (A basic salary)
<u>CENTRE</u>	:	Bloemfontein
<u>REQUIREMENTS</u>	:	A relevant qualification (NQF level 6 or higher) in Supply Chain Management/Public Administration/Management/Financial Management or equivalent qualification with a minimum of three (3) years' experience in a supply chain management environment. Knowledge of supply chain management legislations Public Finance Management Act (PFMA), SCM Regulations, Preferential Procurement Framework Act (PPFA) and its associated regulations, Broad-Based Black Economic Empowerment Act (BBBEEA). Must possess the following skills: Presentation-, report writing-, numeracy, research methodology-, communication-, and problem solving. Computer literate.
<u>DUTIES</u>	:	Proper administration of bid process. Attend briefing sessions to communicate and share information related to SCM. Administer the procurement of goods and services. Develop and maintain strong relations with internal & external customers. Contract managed and administered.
<u>ENQUIRIES</u>	:	Ms. M A Mokoena: mokoenam@treasury.fs.gov.za (strictly for enquiries purposes)
<u>POST 30/87</u>	:	<u>PERSONAL ASSISTANT WITHIN THE OFFICE OF THE CHIEF FINANCIAL OFFICER REF NO: FSPT 027/25</u>
<u>SALARY</u>	:	R325 101 per annum (Level 07), (A basic salary)
<u>CENTRE</u>	:	Bloemfontein
<u>REQUIREMENTS</u>	:	A Secretarial diploma or equivalent qualification (NQF level 6) with a minimum of three (3) years relevant experience. Knowledge of relevant legislation and policies, e.g. The Public Finance Management Act, Treasury Regulations, Public Service Act and Public Service Regulations. Good verbal and written communication skills. Computer literate in MS Word, Excel and Power Point.
<u>DUTIES</u>	:	Provide a secretarial/receptionist support service to the Chief Director. Render an administrative support service to the Chief Director. To provide support to the Chief Director regarding meetings. To support the Chief Director with the administration of the Chief Director's budget. Study the relevant Public Service and Departmental prescripts/policies and other documents to ensure efficient and effective support to the Chief Director.
<u>ENQUIRIES</u>	:	Ms. A Botes: botesa@treasury.fs.gov.za (strictly for enquiries purposes)
<u>POST 30/88</u>	:	<u>STATE ACCOUNTANT: BUDGET CONTROL REF NO: FSPT 028/25</u>
<u>SALARY</u>	:	R325 101 per annum (Level 07), (A basic salary)
<u>CENTRE</u>	:	Bloemfontein
<u>REQUIREMENTS</u>	:	A relevant degree/ diploma with Accounting/ Mathematics as a passed subject. A minimum of three (3) years' relevant experience in a Budget Control within the Public Sector, Financial Control and Administrative environment. Knowledge of Basic Accounting System (BAS), LOGIS, PERSAL and batch control. Must possess the following skills: Numeracy-, communication-, report writing and problem solving. Computer literacy.
<u>DUTIES</u>	:	Review the implementation and maintenance of financial management (BAS/PERSAL/LOGIS) transactions concerning financial processes in the Department to contribute to the rendering of a professional financial administration service. Address financial management enquiries to ensure the correct implementation of financial management practices and policies. Monitor the successful implementation of Departmental/Public Service policies as well as development of policies on matters related to financial management in order to adhere to relevant prescripts/legislation. Prepare reports on financial management issues and statistics (BAS/PERSAL/LOGIS) per programme.

<u>ENQUIRIES</u>	:	Mr. L S Moteuli: moteulis@treasury.fs.gov.za (strictly for enquiries purposes)
<u>POST 30/89</u>	:	<u>LEGAL ADMINISTRATION OFFICER REF NO: FSPT 021/25</u>
<u>SALARY</u>	:	Grade 3-5: R324 579 – R1 111 323 per annum, (A basic salary), (Salary will be determined according to the number of years post qualification legal experience in accordance with the OSD Determination).
<u>CENTRE</u>	:	Bloemfontein
<u>REQUIREMENTS</u>	:	A LLB degree or an equivalent/recognized four-year law degree. At least two (2) years post qualification legal experience. Knowledge of the Public Finance Management Act, Municipal Finance Management Act, Treasury Regulations, Public Service Regulations, and other relevant legislation related to the Public Sector environment. Computer literate. Good business communication, interpersonal and analytical skills. A valid driver's license.
<u>DUTIES</u>	:	Identify legal capacity gaps within the Department. Market the Legal Management Framework. Provide continuous support and guidance on the implementation of the Legal Management Framework and guidelines within the Department. Liaise with different stakeholders of the Department regarding legal matters. Analyze documents and provide legal advice. Monitor the application of legal matters. Act as a presiding officer during disciplinary hearings. Draft legal service level agreements. Monitor compliance to service level agreements. Create awareness on legal matters. Manage the human resource of the Division to ensure the smooth functioning of the Division.
<u>ENQUIRIES</u>	:	Mr. S Mhlambi: smhlambi@treasury.fs.gov.za (strictly for enquiries purposes)
<u>POST 30/90</u>	:	<u>SENIOR FINANCIAL ADMINISTRATION CLERK: BOOKKEEPING REF NO: FSPT 029/25</u>
<u>SALARY</u>	:	R228 321 per annum (Level 05), (A basic salary)
<u>CENTRE</u>	:	Bloemfontein
<u>REQUIREMENTS</u>	:	A Grade 12 Certificate and experience within the Public Service environment. Knowledge of relevant legislations and policies Public Finance Management Act (PFMA), Public Service Regulations and Computer literacy.
<u>DUTIES</u>	:	Implement and administer all documents and transactions on BAS, according to delegations and approved policies. Handle the administrative functions of cellular phone, USB and departmental telephone accounts for the Department. Handle the administrative functions of claims payable and claims recoverable accounts for the Department. Prepare report on financial administrative related issues for informed decision making.
<u>ENQUIRIES</u>	:	Ms. C T Qwabe: qwabec@treasury.fs.gov.za (strictly for enquiries purposes)
<u>POST 30/91</u>	:	<u>SENIOR ADMINISTRATION CLERK: PAYMENTS REF NO: FSPT 030/25</u>
<u>SALARY</u>	:	R228 321 per annum (Level 05), (A basic salary)
<u>CENTRE</u>	:	Bloemfontein
<u>REQUIREMENTS</u>	:	A Grade 12 Certificate and experience within the Public Service environment. Knowledge of relevant legislations and policies, Public Finance Management Act (PFMA), Public Service Regulations and Computer literacy.
<u>DUTIES</u>	:	To implement and maintain Supply Chain Management concerning payments in the Department to contribute to the rendering of a professional Supply Chain Management services. Address SCM enquiries to ensure the correct implementation of SCM. Processing of invoices to ensure compliance to thirty (30) days' payment and prepare reports on invoices paid/payments issues and statistics. Prepare reports on invoices paid/payments issues and statistics.
<u>ENQUIRIES</u>	:	Ms. N V Ntukela-Tyam: ntukela.tyam@treasury.fs.gov.za (strictly for enquiries purposes)
<u>POST 30/92</u>	:	<u>SENIOR ADMINISTRATION CLERK: ORDERS REF NO: FSPT 031/25</u>
<u>SALARY</u>	:	R228 321 per annum (Level 05), (A basic salary)
<u>CENTRE</u>	:	Bloemfontein
<u>REQUIREMENTS</u>	:	A Grade 12 certificate or equivalent certificate/qualification. Logis/BAS certificate. Knowledge of supply chain management Policy, relevant supply chain management prescripts. Must possess the following skills: Numeracy, communication, computer, problem solving, literacy, analytical and presentation skills. Values/attitude: Professionalism, client oriented, integrity,

		commitment, confidentiality, innovation, collaborative, accountability, assertive and proactive.
<u>DUTIES</u>	:	Printing and placing orders as per approved log 1's. Place orders with approved suppliers. Handle queries related to orders and batches. Forward original batches to transit office and file copies of orders in the strong room. Prepare reports on orders printed and send backs. Manage asset room list.
<u>ENQUIRIES</u>	:	Ms. N V Ntukela-Tyam: ntukela.tyam@treasury.fs.gov.za (strictly for enquiries purposes)
<u>POST 30/93</u>	:	<u>PIO SENIOR ADMINISTRATION CLERK: DEMAND MANAGEMENT REF NO: FSPT 032/25</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R228 321 per annum (Level 05), (A basic salary)
	:	Bloemfontein
	:	A Grade 12 Certificate and experience within the Public Service environment. Knowledge of relevant legislations and policies, Public Finance Management Act (PFMA), Public Service Regulations and Computer literacy.
<u>DUTIES</u>	:	Render asset management clerical support. Render demand and acquisition clerical support. Render logistical support services.
<u>ENQUIRIES</u>	:	Ms. M A Mokoena: mokoenam@treasury.fs.gov.za (strictly for enquiries purposes)

**PROVINCIAL ADMINISTRATION: GAUTENG
DEPARTMENT OF CO-OPERATIVE GOVERNANCE AND TRADITIONAL AFFAIRS**

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.

<u>APPLICATIONS</u>	:	Applications must be submitted on a duly online completed Z83 form Applications should be submitted strictly online at https://jobs.gauteng.gov.za/Public/Jobs.aspx or http://jobs.gauteng.gov.za/Public/Jobs.aspx
<u>FOR ATTENTION</u>	:	Human Capital management
<u>CLOSING DATE</u>	:	08 September 2025
<u>NOTE</u>	:	It is our intention to promote representivity (race, gender and disability) in the Public Service through the filling of these posts. Preference will be given to people with disabilities. Applications should be submitted strictly online at https://jobs.gauteng.gov.za/Public/Jobs.aspx or http://jobs.gauteng.gov.za/Public/Jobs.aspx and it should be accompanied by a most recent Z83 form and comprehensive Curriculum Vitae (CV), certified copies of qualifications and Identity will be submitted upon request (no postal or hand delivery applications will be accepted). It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). Following the interview and exercise, the selection panel will recommend SMS candidates to attend a generic management competency assessment. The certificate for entry into SMS and full details can be sourced by the following link: http://www.thensg.gov.za/training-course/sms-pre-entry-programme/ . Preference will be given to female applicants for SMS posts. Correspondence will only be limited to shortlisted candidates. 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

<u>POST 30/94</u>	:	<u>CHIEF DIRECTOR: INTEGRATED DEVELOPMENT AND SPATIAL PLANNING REF NO: REFS/023221</u> Chief Directorate: Integrated Development and Spatial Planning
<u>SALARY</u>	:	R1 494 900 per annum, (all-inclusive package)
<u>CENTRE</u>	:	Johannesburg
<u>REQUIREMENTS</u>	:	Matric plus NQF level 7/ Bachelor's Degree in the Built Environment as recognised by the South African Qualifications Authority (Qualification that enables registration with the South African Council for Planners as a Technical or Professional Planner. A post-graduate qualification in the development planning, spatial planning, urban planning, town/urban and regional planning will be an added advantage. coupled with 5 years' working experience at a senior managerial level either at municipal or provincial/national level or a combination of these and, preferably in the Urban Planning, Development Planning, Spatial Planning, and related field. Furthermore, the recommended candidate will be required to produce his/her SMS Pre-entry certificate as offered by the National School of Governance (NSG) prior to the appointment being made. Competencies: Knowledge and understanding of legislation and policies governing Integrated Development Planning, Intergovernmental Planning, Intergovernmental Relations and coordination, Spatial Development and Planning, Geographic Information Systems, Local Economic Development; Knowledge and understanding of National and Provincial programmes, and priorities relevant to Integrated Development Planning, Intergovernmental Planning, Intergovernmental Relations and coordination, Spatial Development and Planning, Geographic Information Systems, Local Economic Development; Knowledge and understanding of intergovernmental planning and implementation instruments, systems, and governance models; Knowledge and understanding of intergovernmental planning and implementation challenges and opportunities; Knowledge and understanding of intergovernmental planning and implementation support methodologies and programmes; Knowledge and understanding of intergovernmental planning and implementation partnership methodologies and typologies; Knowledge of

legislation governing financial management; Knowledge of legislation and policies governing human resource management; Knowledge of legislation and policies governing supply chain management; Interpretation and implementation of various legislation, programmes and policies relevant to Integrated Development Planning, Intergovernmental Planning, Intergovernmental Relations and coordination, Spatial Development and Planning, Geographic Information Systems, Local Economic Development; Ability to distinguish between and support where necessary, the political and administrative mandates pertaining to integrated development planning in the province and across municipalities; Programme and Project Management associated with the development of IDPs, town/urban and regional planning, spatial planning local economic development and development planning; Ability to use various computer applications (Word, PowerPoint, Microsoft, Excel); Ability to analyse and assess integrated development plans and processes; Programme and Project Management; Analysis, Monitoring and Evaluation; Report writing; Presentation; Communication; Ability to engage with various stakeholders, municipalities and departments; Problem-solving and conflict resolution; Financial Management; People Management; Change Management; Leadership; Innovation. Valid driver's license Minimum Code 8 (EB).

DUTIES : Manage the support and monitoring of the development of municipal Integrated Development Plans (IDPs) across the GCR; Manage the implementation of the District Development Model (DDM) across the GCR; Manage the coordination of local economic development across the GCR; Manage the development and review of the Gauteng Spatial Development Framework; Manage support, to develop, review and implement municipal Spatial Development Frameworks; Manage support to land use management across the Gauteng City Region; Manage and solve conflict within the Chief Directorate; Manage the Budget of the Chief Directorate; Manage the skills development plan of the Chief Directorate; Manage the PMDS of the Chief Directorate; Manage the audit finding and queries of the Chief Directorate; Oversee leave management of the Chief Directorate.

ENQUIRIES : Caiphus Nkuna/ Andy Ndaba at 071 474 7078/51

POST 30/95 : **DIRECTOR: TRANSFORMATION PROGRAMMES REF NO: REFS/023222**
Directorate: Transformation Programmes

SALARY : R1 266 714 per annum, (all-inclusive package)
CENTRE : Johannesburg
REQUIREMENTS : Matric plus NQF level 7/ Bachelor's Degree in Public Administration, Social Sciences, Humanities as recognised by the South African Qualifications Authority, or relevant qualification, coupled with 5 years' experience at a middle/senior managerial level in Transformation Programmes or Related Programs. Furthermore, the recommended candidate will be required to produce his/her SMS Pre-entry certificate as offered by the National School of Governance (NSG) prior to the appointment being made. Competencies: Knowledge in local government and development studies; Ability to communicate well with people at different levels and from different backgrounds; Ability to plan, implement, monitor, and evaluate activities and desired outputs in respect performance indicators and targets; Knowledge in administrative procedures in the department; Ability to keep an office in a tidy manner having a detailed tracking system for documents and effective filing system; ability to obtain relevant information from correct sources within a limited timeframes; Analytical skills; Project management skills; Report writing skills; Communication skills; Problem solving skills; Conflict management skills; Interpersonal skills; Planning and organising skills; Coordination skills; Facilitation skills; Assertiveness; Negotiation skills; Work independently; Honesty; Confidentiality; Responsibility; Accountability and Sharing; Willingness to go beyond the call of duty.

DUTIES : Lead and manage capacity building initiatives on GEYODI mainstreaming and gender-based violence and femicide; Manage and coordinate capacity building initiatives through trainings and workshop programmes; Lead and manage the nomination process of delegates to attend training; Ensure the monitoring of training programmes; Ensure the development and management of training database; Manage and monitor compliance of training programmes with relevant legislation; Lead and manage the support to municipalities with GEYODI mainstreaming initiatives; Ensure the provision of support to all

municipalities to ensure GEYODI mainstreaming; Ensure the monitoring of all municipalities on transformation programmes; Ensure the capacitation of all municipalities to ensure GEYODI programmes; Coordinate the implementation of GBVF programmes in municipalities; manage and coordinate capacity building programmes on GBVF in the department and municipalities; Ensure the development of transformation policies and strategies and monitor implementation in the department and municipalities; manage and develop departmental gender, youth and people with disability mainstreaming action plans; Manage and conduct advocacy sessions on departmental gender, youth and people with disability mainstreaming programmes; Manage and conduct compliance of departmental and municipal programmes to gender, youth and people with disability mainstreaming targets, policies and action plans; Manage and ensure reporting on the implementation of corrective action on departmental and municipal programmes; Manage and coordinate the process of hosting commemorative months in line with specific and relevant themes; Ensure the liaising with specific municipality and stakeholders; Exercise oversight and provide strategic support to the department and municipalities with regards to transformation programmes; Ensure the monitoring of communication, reporting and integration of the outputs to the units within the department and externally with all stakeholders; Monitor and manage the distribution of the sector presentations and commitments to all relevant municipalities and stakeholders; Ensure the provision of written reports to the supervisor on all TP-related meetings, sessions, conferences and workshops within 7 days of attendance; Manage coordination of departmental GEYODI mainstreaming; Ensure the monitoring and supporting HCM to ensure employment equity targets are met; Ensure the monitoring and supporting SCM to ensure BBBEE targets are met; Ensure the identification of GEYODI/ transformation empowerment programmes for the department and municipalities; Manage the awarding of bursaries to learners with disabilities; Ensure the liaising with institutions of higher learning to provide us with database of deserving learners with disabilities; Manage and develop submissions and award letters to the deserving learners with disabilities; Ensure and monitor responses to enquiries from internal and external stakeholders; Manage the collation and dissemination of all the sector strategic plans, plan of action and all the GPG technical comments regarding transformation programmes and GEYODI to all municipalities; Manage and Departmental performance on GEYODI targets and plans from the relevant business units; Manage all logistics related to GEYODI and committees; Coordinate and compile reports to the HOD, MEC and legislature; Manage the preparation and submission of quarterly, bi-annual and annual gender, youth and people with disability mainstreaming reports; Manage and solve conflict within the directorate; Manage the budget of the directorate; manage the skills development plan of the directorate; Manage the PMDS of the directorate; Manage the leave management of the directorate; manage the audit finding and queries of the directorate; Ensure administrative support is given to members of the directorate; manage logistical arrangements for all the unit's meetings/engagements.

ENQUIRIES : Caiphus Nkuna/ Andy Ndaba at 071 474 7078/51

POST 30/96 : **DIRECTOR: STAKEHOLDER LIAISON REF NO: REFS/023224**
Directorate: Stakeholder Liaison

SALARY : R1 266 714 per annum, (all-inclusive package)
CENTRE : Johannesburg
REQUIREMENTS : Matric plus NQF Level 7/ Bachelor's Degree in Public Administration, Communications, Social Science as recognised by the South African Qualifications Authority or equivalent qualification, coupled with 5 years' experience at a middle/senior managerial. Furthermore, the recommended candidate will be required to produce SMS Pre-entry certificate as offered by the National School of Governance (NSG) prior to the appointment being made. Competencies: Public Service Act and Regulations, PFMA, Government processes of formulating policy, managerial skills, project management skills, risk analysis skills, Interpersonal skills, problem solving skills, analytical skills and report writing skills. A Valid driver's license.

DUTIES : Develop and manage the implementation of stakeholder engagement strategies, policies and procedures and ensure that stakeholder profiles (interests and expectations) are analysed and maintained throughout the

delivery of a programme/project. Develop and implement creative, effective, and fully coordinated communication strategies for both internal and external stakeholders using appropriate channels of communication. Develop and implement policies and procedures and action plans for stakeholder engagement activities. Ensure the identification of innovative communications solutions. Manage co-ordination of information gathering and dissemination across various project teams. Ensure monitoring and evaluation of the progress and outcomes of stakeholder engagement activities. Develop and manage the stakeholder Management database. Develop positive links with relevant stakeholder groups to ensure the transmission of information is coordinated. Ensure compilation of monthly and quarterly reports on implementation of Stakeholder Engagement activities. Ensure that the council's and community consultation and engagement standards are applied consistently throughout the capital programmes and to demonstrate this through management reports, gateway reviews and audits. Manage and / or lead meetings and large group activities with strategic stakeholders and encourage collaborative partnership. Ensure the provision of advice, support, and brief of relevant stakeholders on matters relating to stakeholder engagement activities and delivery of outcomes. Manage the facilitation and coordination of events that publicize positive activities involving projects and maintain an ongoing communications plan. Implementation of government policies on civic education and promotion of participatory democracy. Coordination of all spheres of government to promote effective civic awareness on government programmes and services.

ENQUIRIES

: Caiphus Nkuna/ Andy Ndaba at 071 474 7078/51

POST 30/97

: **DIRECTOR: COMMUNITY DEVELOPMENT REF NO: REFS/023225**
Directorate: Community Development

SALARY **CENTRE** **REQUIREMENTS**

: R1 266 714 per annum, (all-inclusive package)
: Johannesburg
: Matric plus NQF level 7/ Bachelor's Degree in Development Work Social Sciences as recognised by the South African Qualifications Authority or equivalent qualification, coupled with 5 years' experience at a middle/senior managerial in the Public Service. Furthermore, the recommended candidate will be required to produce his/her SMS Pre-entry certificate as offered by the National School of Governance (NSG) prior to the appointment being made. Competencies: Financial management, knowledge of Community Development work, relevant legislation & policies, programme management, integrated approach to service delivery, computer literacy, planning, team development, decision making, presentation, leadership, Community Development, networking, communication, organizing, controlling, research. A valid drivers' license.

DUTIES

: Customise the CDW national Policy Framework to an Implementation Plan for (CDWP). Manage the establishment of Provincial and District Forums for co-ordination and implementation of CDWP. Provide functional linkages between the national offices (DCOG & DPSA) and the Provincial stakeholders in all aspects of CDWP within Gauteng. Manage all developmental aspects of the CDWP in accordance with the policy framework and standard guidelines. Provide guidance and advisory services to Municipalities for the implementation of CDWP within Gauteng. Manage processes for identification of potential operational risks and obstacles to develop appropriate solutions and proactively report deviations, trends, and problem areas to the CDW National Coordinators Forum (NCF). Ensure analyses of consolidated provincial reports and provide recommendations thereon. Manage, monitor, and evaluate the functioning of CDW programme in the province. Manage the broad recruitment standards and implementation framework for the CDW programme. Procure necessary human, financial, equipment and other resources. Establish and maintain appropriate control mechanism. Ensure principles of CDWP in Gauteng and policies are implemented within a structure framework by both spheres of government and other relevant local governance structures. Facilitate implementation of partnership framework within local government to effect systematic operation of the CDW programmes. Ensure increasing response to community needs and effective implementation of development initiatives emanated from CDW operations. Manage the development of a memorandum of understanding between stakeholders (municipalities, government departments and local governance structures) and

the DCOG. Manage the implementation of the CDWP in line with National, Provincial and Local Government access strategies. Ensure effective linkage of citizens to government programmes, projects, and services. Manage the alignment of the CDWP with other government programmes i.e. Public Participation, LED and GCIS. Manage the implementation of the CDW Information Management System. Manage the provision of support to mobile platforms for CDW's. Manage the process of the provision of CDW resources in close proximity to community clustering areas. Develop realistic and cost-effective operational deliverables and milestones to meet deadlines. Manage the compilation and the implementation of strategic business plan and operational plans. Manage HR related matters and budget.

ENQUIRIES

: Caiphus Nkuna/ Andy Ndaba at 071 474 7078/51

POST 30/98

: **DIRECTOR: MUNICIPAL GOVERNANCE AND ADMINISTRATION (POLICY AND RESEARCH) REF NO: REFS/023226**

Directorate: Municipal Governance and Administration

**SALARY
CENTRE
REQUIREMENTS**

: R1 266 714 per annum, (all-inclusive package)
: Johannesburg
: Matric plus NQF level 7 qualification in Public Administration/ Politics/ Public Policy and Governance/ Policy Studies as recognised by the South African Qualifications Authority or related studies. Coupled with 5 years of experience at a middle/senior managerial level in Municipal Administration/Policy and Research environment. Furthermore, the recommended candidate will be required to produce his/her SMS Pre-entry certificate as offered by the National School of Governance (NSG) prior to the appointment being made. Competencies: Demonstrate knowledge of policy analysis, formulation, and research, analytical and problem-solving, communication (written and verbal). Strong research, strategic, leadership, IGR, and management skills. Financial management skills. Programme and project management skills. People management and empowerment compete. A valid driver's license.

DUTIES

: Manage and coordinate municipal administration, governance, and research functions effectively and efficiently within the department. Policy and Research: Develop a policy and research agenda for the department and create an implementation plan for all policy and research-related matters, including the review of local government policies, regulations, frameworks, and legislation. Project manage policy and research initiatives for the department on topical issues in local government. Municipal Administration and Governance: Manage and support municipal establishment processes pre- and post-local government elections. Support municipal corporate services to ensure good governance. Manage provincial interventions in local government. Coordinate the support of council oversight and accountability systems. Support municipal administrative compliance as outlined in the local government legislative framework. Support integrity management initiatives in municipalities in line with the Local Government Anti-Corruption Strategy and conduct investigations in accordance with Section 106. Manage the Budget of the Directorate. Manage the skills development plan of the Directorate. Manage the PMDS of the Directorate. Manage the audit findings and queries of the Directorate.

ENQUIRIES

: Caiphus Nkuna/ Andy Ndaba at 071 474 7078/51

OTHER POSTS

POST 30/99

: **DEPUTY DIRECTOR (OFFICE MANAGER): OFFICE OF THE HOD REF NO: REFS/023229**

Directorate: Executive Support

**SALARY
CENTRE
REQUIREMENTS**

: R896 436 per annum, (all-inclusive package)
: Johannesburg
: Matric plus NQF7 in Public Administration/Administration, Office Management, or relevant qualification; Coupled with a minimum of 3 to 5 years of administration experience in the public sector environment. Competencies: In-depth knowledge of government legislative frameworks such as the PFMA, Public Service Act, Treasury Regulations and various Acts that regulate the Public Service; Knowledge of Supply Chain Management, corporate services and financial and asset management procedures and processes in the public sector; Good working knowledge of the Ministerial Handbook; Excellent organisations skills; Interpersonal Skills; Excellent Communication skills;

Computer skills; Analytical thinking skills; Research skills; Management skills; Leadership skills; Strong administrative skills; Time management; Work independently, effectively, and efficiently under pressure and a valid driver's license.

DUTIES

- : Coordinate cabinet submissions and confirmation of content matters with the responsible manager in the Branch; Ensure that Executive Council decisions are communicated to all relevant managers within the Department for implementation or updates where required; Collate responses on decisions received for HoD and MEC's consideration and approval and submit to the Cabinet Secretariat; Ensure that status updates on all Technical Subcommittee and EXCO decisions are provided to the Cabinet Secretariat as per the stipulated timeframes; Implement measures to ensure that all cabinet submissions are submitted within a required timeframe and per the approved cabinet programme; Ensures tracking system is in place to track all EXCO decisions and decision of the internal meetings; Compile and submit quarterly reports to the HOD on all EXCO resolutions; Manage the coordination of Senior Management Meetings chaired by the HoD, (e.g. Quarterly Review Sessions, Strategic Planning Sessions, Local Government Workstream, Regional Conveners Meeting, Regional Teams Meetings, Bilateral Meetings with Sector Departments and Bilateral Meetings with municipalities and SMT); Manage workshops & functions within the set timeframes; Minute taking & recording of meetings; Distribute packs this includes agenda, minutes, and Action List of previous meeting as well as summarized content reports as requested by the HOD; Follow up on resolutions & close off resolutions with appropriate reports also ensuring that deadlines are met. Compile and submit quarterly reports to the HOD on all governance structures resolutions; Track and close off resolutions emanating from National Structures such as MINMEC and others; Manage the recruitment and selection of staff for the Office of the HOD; Manage leave of personnel; Manage, coach and supervise staff; Coordinate financial disclosures pertaining to top management; Manage Performance Management and Development System (PMDS); Implement Online PMDS for the Heads of Department; Coordinate the Performance Agreements for Senior Managers reporting to the Head of Department; Identify training needs. Compile and manage the indicative training programme; Manage own development and training; Compile portfolio of evidence, if required; Compile monthly training reports; Ensure leave co-ordination is done effectively; Provide general administrative duties to director executive support and the HOD; conduct regular staff meetings; Manage the quality control of documents/submissions/referrals received in the Office of the HOD; Manage the implementation of an effective and efficient Document Management system for proper execution and coordination of activities in the office of the HOD; Quality check documents before submission to the HOD; Undertake policy or line function tasks as required: Execute research, analyze information and compile complex documents for the HOD; Source information and compile comprehensive documents for the HOD with regard to issues emanating from meetings such as HOD's Forum, MINMEC etc; Compile memoranda as required; Scrutinize submissions/reports, make notes and recommendations to present to the HOD; Draft responses for submission to internal and external stakeholders; Co-ordinate, follow-up, and compile reports of a transverse nature for the HOD and advise/sensitize the HOD on reports to be submitted (for example by Provincial Departments, Municipalities, Components etc.); and Compile presentations and speeches for the HOD; Liaise with stakeholders to ensure integration of programmes; Scrutinize documents to determine actions/information/documents required; Collect and compile information for the HOD with regard to issues that needs to be discussed; Record minutes/resolutions and communicate/disseminate to relevant role-players, follow-up on progress made, prepare briefing notes as well as other documentation; Compile the agenda of meetings chaired by the HOD and ensure circulation of accompanying memoranda; and Co-ordinate high level meetings including overseeing the logistics, transport arrangements and take charge of invitations and RSVP functions etc; Provide support to the Head of Department: Scrutinize documents to determine actions/ information/documents required; Collect and compile information for the Heads of Department or Branches at National level with regard to issues that needs to be discussed; Record minutes/ decisions and communicate/disseminate to relevant role-players, follow-up on progress made, prepare briefing notes as well as other documentation; Compile the agenda of meetings chaired by the

Heads of Department or Branches at National level and ensure circulation of accompanying memoranda; Co-ordinate high level meetings including overseeing the logistics, transport arrangements and take charge of invitations and RSVP functions etc.; Manage general support services in the office of the Heads of Department: Set up and maintain systems in the Office that will ensure efficiency in the office; Establish, implement and maintain effective processes/ procedures for information and documents flow to and from the Office; Ensure the safekeeping of all documentation in the Office; and Manage the engagements of the Heads of Department or Branches at National level; Manage the resources of the Heads of Department: Determine and collate information with regard to the budget needs of the Office; Keep record of expenditure commitments, monitor expenditure and alert the DG with regard to possible over- and under spending; Identify the need to move funds between items compile submissions for this purpose; Monitor and evaluate the performance of the Staff in the Office; and Manage the human resource aspects related to the staff in the Office including the leave register, telephone accounts etc.; Oversee responses drafted by the Personal Assistant on enquiries received from internal and external stakeholders.

ENQUIRIES : Caiphus Nkuna/ Andy Ndaba at 071 474 7078/51

POST 30/100 : **ASSISTANT DIRECTOR: ASSET MANAGEMENT REF NO: REFS/023230**
Directorate: Supply Chain Management

SALARY : R468 459 per annum, (plus benefits)
CENTRE : Johannesburg
REQUIREMENTS : Matric plus NQF level 6/7 qualification in Supply Chain Management / Logistics or relevant qualification. Coupled by a minimum of 3 years' experience in Asset Management environment. Competencies: Analytical Skills, Project Management Skills, Report writing skills, Communication Skills, Problem solving skill, Conflict management skills, Interpersonal Skills, Planning and Organizing skills, Leadership Skills, Coordination Skills, Facilitation Skills, and Analytical Skills. A valid driver's license.

DUTIES : Management of assets acquisition: Implement and monitor acquisition, maintenance and disposal plans for assets, effectively implement the Asset Management Strategy within the Department. Monitor asset management resources allocated to the asset management function, promote, and obtain buy-in from internal and external stakeholders in the Department, ensure effective integration and working procedures between the asset management function and Supply Chain Management within the Department, ensure effective management of assets in compliance to Asset Management Strategy and requirements of the PFMA and advise management on new policies regarding asset management matters. Management of assets register: Monitor the updating, maintenance of asset register and the barcoding of new assets and asset inventory list. Monitoring physical verification of assets: Monitor physical verification of assets, monitor asset verification records for audit purposes, monitor updating of asset register with the results of the physical count and monitor the reconciliations on the asset register and the physical count. Monitoring the movement of assets: Monitor compliance for movement of assets, monitor the compilation and submission of reports on the movement of assets, monitor the updating of assets identified by movements of assets and responsible for all Loss Control activities within the department and constant engagement with securities management. Financial reporting of assets: Monitor the monthly reconciliations of assets and monitor the proper accounting of assets to the quarterly IFS and AFS. Management of staff: Monitor staff performance and development plans, monitor staff leave plans, monitor staff disciplinary and grievance matters and allocate and distribute functions to staff.

ENQUIRIES : Caiphus Nkuna/ Andy Ndaba at 071 474 7078/51

POST 30/101 : **LEGAL ADMINISTRATIVE OFFICER (MR-5) REF NO: REFS/023228**
Directorate: Legal Services

SALARY : R464 634 per annum, (plus benefits)
CENTRE : Johannesburg
REQUIREMENTS : Matric plus NQF7 in LLB or as otherwise determined by the Minister for Justice and Constitutional Development, coupled with at least 8 years' appropriate post qualification legal experience. Competences: Knowledge of local government

law and related legislation; Ability to provide legal advice and opinions local government law and related legislation; Ability to draft properly composed legal documents; Ability to ensure 100% instructions to the State Attorney on matters affecting the MEC, the HoD and the Department; Ability to provide a legal brief once a quarter on matters of local government law and related issues; Ability to update the Department's Human Resource Delegations under the Public Service Act and the update of the Department's policies as and when required by client directorates.

DUTIES

: Manage litigation on behalf of the MEC, the HoD and the Department; Conduct, analyse, interpret, advise on research that will provide information and case law relevant to a legal matter at hand; Present and advise on motivation/ proposals on how the specific case should be approached to obtain a desirable/ justifiable outcome / result; Draft legal documents and advise on the drafting of legal documents that provide clear motivation / justification for a particular position pertaining to the case, also proposing the approach to be followed to ensure success in this regard; Successfully conduct a consultation in order to determine a client Unit's goals and objectives; Advise a client Unit on possible courses of action during the consultation process, in relation to legal entitlements and client's instructions; Document consultation and all advice given during legal consultation in writing; Provide advice and guidance to lower level production employees on advanced consultation techniques to address more sensitive or complicated issues as well as guide employees on the advice that should be rendered to the client. Examine the instruction received from client to determine the legal question(s) to be addressed; Consult with client to obtain further clarity, if necessary; Source necessary legal tools; Conduct the necessary research regarding the legal issue(s) to be addressed; Draft the Opinion; If necessary, consult the client; Finalise and submit the opinion to Supervisor for vetting; Obtain instructions from client as to the nature of the document to be drafted; Consult with client to obtain further information, if necessary; Conduct research and source the relevant resource tools and information; Draft the legal document and submit to client; If necessary, further consultations with client and other parties; Finalise the document and submit to Supervisor for vetting; Receive the document for legal review from client, along with instructions; Consult with client to obtain further information, if necessary; Conduct research and source the relevant resource tools and information; Scrutinize the document, in order to ensure that it complies with all relevant legal requirements; If necessary, consult with client and other parties to provide legal clarity and assist in finalizing the document which has been reviewed; Prepare comments regarding the document and submit to Supervisor for vetting; Receive summons or notice of motion from the State Attorney's Office; Scrutinize the court papers received; Consult with State Attorney's Office, if necessary; Consult with relevant client unit to which the matter relates; Prepare brief for the HOD/ MEC on necessary course of action to be undertaken; Submit brief to Supervisor for vetting; Brief the State Attorney on course of action to take, either to oppose or not to oppose; Receive instructions from relevant client unit to determine the merits of the contemplated action; Consult with the client unit and obtain other relevant information to prepare opinion regarding whether there are reasonable prospects of success; Provide advice to the HOD/MEC on the contemplated action and submit to Supervisor for vetting; If there are reasonable prospects of success, then the HOD/MEC will provide instructions to institute the action; Continue with similar steps as outlined above in respect of litigation against the Department, with appropriate modifications for the context; Conduct research on topical issue; Prepare briefing and submit to Supervisor for vetting; Circulate the legal briefing to colleagues in the Department; Provide legal library services in the event where the Law Librarian is absent or not available.

ENQUIRIES

: Caiphus Nkuna/ Andy Ndaba at 071 474 7078/51

POST 30/102

: **ADMIN CLERK: PURCHASING AND STORES REF NO: REFS/023231**
Directorate: Supply Chain Management

SALARY CENTRE REQUIREMENTS

: R228 321 per annum, (plus benefits)
: Johannesburg
: Matric coupled with a minimum of 1 - 2-years' experience in Asset Management environment. Competencies: Knowledge of Public Finance Management Act, Treasury Regulations, PPPFA, SAP, and Supply Chain Management legislation. Sound knowledge and understanding of basic accounting

DUTIES

- principles. Experience in SRM and SAP. Computer skills and knowledge especially Word and Excel. Analytical and numeric skills. Ability to work under pressure.
- : Render general clerical support services: Record, organise, store, capture and retrieve correspondence and data (line function). Update registers and statistics, handle routine enquiries, make photocopies, and receive or send facsimiles, distribute documents/packages to various stakeholders as required, keep and maintain the filing system for the component, type letters and/or other correspondence when required, keep and maintain the incoming and outgoing document register of the component. Provide supply chain clerical support services within the component: Liaise with internal and external stakeholders in relation to procurement of goods and services. Obtain quotations, complete procurement forms for the purchasing of standard office items, stock control of office stationery, keep and maintain the asset register of the component. Provide personnel administration clerical support services within the component: Maintain a leave register for the component, keep and maintain personnel records in the component, keep and maintain the attendance register of the component, arrange travelling and accommodation. Provide financial administration support services in the component: Capture and update expenditure in component, check correctness of subsistence and travel claims of officials and submit to manager for approval, handle telephone accounts and petty cash for the component.

ENQUIRIES

- : Caiphus Nkuna/ Andy Ndaba at 071 474 7078/51

DEPARTMENT OF INFRASTRUCTURE DEVELOPMENT

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

APPLICATIONS

- : To apply for the below position, please apply online at <https://jobs.gauteng.gov.za>. Only online applications will be considered and for general enquiries please contact Human Resource on 076 521 4118.

CLOSING DATE

- : 05 September 2025

NOTE

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

OTHER POSTS

POST 30/103

- : **DEPUTY DIRECTOR: POLICY REF NO: REFS/023213**
Directorate: Policy and Legislation

SALARY

- : R896 436 per annum. The package includes a basic salary (70% of package), and a flexible portion of 30% that may be structured in terms of applicable rules. Which includes state's contribution to the Government Employees Pension Fund (13% of basic salary). The successful candidate will be required to enter into a performance agreement within three months after assumption of duty.

<u>CENTRE REQUIREMENTS</u>	:	Head Office (Johannesburg)
	:	NQF Level 6 or 7 in Social Sciences/Development Studies/Information Management. A minimum 3-5 years middle management/ supervisory experience. A valid driver's license. Competencies: Knowledge of Public Service Act and Regulations, PFMA and Treasury Regulation, DID Policies and procedures, Infrastructure. Delivery Management System, Research Methodologies, Knowledge Management, Construction Industry Development Board Act of 2000 and Regulations, National Building Standards Act of 1977 and Regulations, Council for Built Environment Act of 2000. Project Management. People Management. Financial Management. Conflict Management. Skills: Research, Analytical, Communication, Reporting writing, Problem solving, Facilitation. Planning and organizing, Leadership, Negotiation, Influencing. Attributes: Responsive, Credible, Quantity-orientated, Creative, Pro- active, Professional, Presentation. Decisive, Credible, Motivating.
<u>DUTIES</u>	:	Manage the development of sustainable policies through the provision of administrative, technical and logistical support. Manage undertaking general and specific literature reviews on provincial, best national and international practices regarding policy models. Manage the provision of secretariat services to the Departmental. Policy Committee and Advisory Committee. Manage the establishment of networks and stakeholders. Manage consultative interactions with stakeholders and partners on policies. Manage the development and maintenance of policy stakeholders and partners databases. Manage implementation of workshops and work sessions in line with the Department to ensure awareness and understanding of policies, associated strategies and guidelines. Manage dissemination of consolidated policies to standing committee meetings for inputs. Manage policy queries and route them appropriately. Manage liaison with provincial spheres of government in developing related policies in order to ensure strategic alignment with National and Provincial policies. Manage interpretations of applicable laws, strategic, as well as political party determinations. Manage evaluation and review of DID policies and align them with Departmental objectives. Sign performance agreements for subordinates based on approved Job Descriptions, Strategic and Annual Performance Plans of the Department. Manage subordinates and maintain discipline. Manage training and development of subordinates according to agreed training interventions. Manage the provision of equipment required by subordinates for achievement of outputs in their respective Job Descriptions. Provide regular verbal and written feedback [aligned to quarterly performance assessments] to subordinates on performance. Mentor and coach subordinates. Determine the Human Resources needs for subordinates in consultation with Corporate Services. Develop and update the service delivery and work plan for subordinates. Provide sufficient guidance to subordinates in terms of the service delivery plan, work plans, core business roles and priorities of the Department through quarterly subordinate meetings. Manage skills transfer between subordinates and outside technical assistants and/or consultants. Plan and allocate work responsibilities and processes to control work performance including quality assurance.
<u>ENQUIRIES</u>	:	Ms. Sikelelwa Mboto at 076 942 4090/ 076 521 4118
<u>POST 30/104</u>	:	<u>ASSISTANT DIRECTOR: COLLECTIVE BARGAINING REF NO: REFS/023205</u> Directorate: Labour Relations
<u>SALARY CENTRE REQUIREMENTS</u>	:	R468 459 per annum, (plus benefits)
	:	Head Office (Johannesburg)
	:	An undergraduate qualification at NQF Level 6 or 7 in Human Resources Management / Labour Law / Labour Relations qualification as recognised by SAQA. A minimum of 3 Years' experience in Collective bargaining of which 2 years must be at supervisory level. A valid driver's license. Competencies: Knowledge of standards, practices, processes and procedures related to labour relations. Structure and functioning of the Department. Constitution of the RSA, Public Service Act and Regulations. Employment Equity Act. Basic Conditions of Employment Act Labour Relations Act Skills: Interpersonal and diplomacy skills. General administration and organizational skills. Ability to undertake basic research/gather information. Computer literacy. Financial administration. Problem solving skills. Motivational skills. Presentation skills and Communication. Attributes: must be Creative. Resourceful. Ability to

DUTIES

communicate at all levels. Trustworthy. Hard-working Self-motivated and ability to work independently.

- : Monitor all collective bargaining activities in the Department. Provide labour relations advice and technical support to line managers, regional offices and institutions Establish consultative structures in all the Departmental Regions Participate and monitor regional consultative structures. Conduct impact analysis of labour relations processes and policies in the Department. Monitor the implementation of collective agreements and resolutions. Conduct labour relations training and capacity building to line managers and staff. Facilitate Labour Relations and Regional Managers meetings. Intervene and resolve conflict and advice appropriately Facilitate the grievance resolution processes. Sign performance agreements for subordinates based on approved Job Descriptions, Strategic and Annual Performance Plans of the Department. Manage subordinates and maintain discipline. Manage training and development of subordinates according to agreed training interventions. Manage the provision of equipment required by subordinates for achievement of outputs in their respective Job Descriptions. Provide regular verbal and written feedback [aligned to quarterly performance assessments] to subordinates on performance. Mentor and coach subordinates. Determine the Human Resources needs for subordinates in consultation with Corporate Services. Develop and update the service delivery and work plan for subordinates. Provide sufficient guidance to subordinates in terms of the service delivery plan, work plans, core business roles and priorities of the Department through quarterly subordinate meetings. Manage skills transfer between subordinates and outside technical assistants and/or consultants. Plan and allocate work responsibilities and processes to control work performance including quality assurance.

ENQUIRIES

- : Ms. Sikelelwa Mboto at 076 942 4090/ 076 521 4118

POST 30/105

- : **ASSISTANT DIRECTOR: CASE MANAGEMENT REF NO: REFS/023203**
Directorate Labour Relations

SALARY **CENTRE** **REQUIREMENTS**

- : R468 459 per annum, (plus benefits)
- : Head Office (Johannesburg)
- : An undergraduate qualification at NQF Level 6 or 7 in Human Resources Management / Labour Law / Labour Relations qualification as recognised by SAQA. A minimum of 3 Years' experience in Case Management of which 2 years must be at supervisory level. A valid driver's license. Competencies: Knowledge of standards, practices, processes, and procedures related to labour relations. Structure and functioning of the Department. Constitution of the RSA, Public Service Act and Regulations. Employment Equity Act. Basic Conditions of Employment Act Labour Relations Act. Skills: Basic numeracy. Interpersonal and diplomacy skills. General administration and organizational skills. Ability to undertake basic research/gather information. Computer literacy. Financial administration. Problem solving skills. Motivational skills. Presentation skills. Communication Report writing abilities. Attributes: must be Creative. Resourceful. Ability to communicate at all levels. Trustworthy Hard-working Self-motivated. and ability to work independently.

DUTIES

- : Manage and monitor all cases in the Department. Monitor the implementation of collective agreements and resolutions. Provide verbal and written advice on grievances Facilitate and co-ordinate the disciplinary processes Participate and monitor regional consultative structures. Conduct impact analysis of labour relations processes and policies in the Department. Establish consultative structures in all the Departmental Regions. Investigate misconduct and represent the employer in the disciplinary enquiries (formal and less formal) Draft and acknowledge of receipt. Facilitate LR and Regional Managers meetings. Conduct labour relations training and capacity building to line managers and staff. Liaise with HR on LR issues Sign performance agreements for subordinates based on approved Job Descriptions, Strategic and Annual Performance Plans of the Department. Manage subordinates and maintain discipline. Manage training and development of subordinates according to agreed training interventions. Manage the provision of equipment required by subordinates for achievement of outputs in their respective Job Descriptions. Provide regular verbal and written feedback [aligned to quarterly performance assessments] to subordinates on performance. Mentor and coach subordinates. Determine the Human Resources needs for subordinates in consultation with Corporate Services. Develop and update the service

		delivery and work plan for subordinates. Provide sufficient guidance to subordinates in terms of the service delivery plan, work plans, core business roles and priorities of the Department through quarterly subordinate meetings. Manage skills transfer between subordinates and outside technical assistants and/or consultants. Plan and allocate work responsibilities and processes to control work performance including quality assurance.
<u>ENQUIRIES</u>	:	Ms. Sikelelwa Mboto at 076 942 4090/ 076 521 4118
<u>POST 30/106</u>	:	<u>SENIOR LABOUR RELATION OFFICER: COLLECTIVE BARGAINING REF NO: REFS/023207</u> Directorate Labour Relations
<u>SALARY</u>	:	R397 116 per annum, (plus benefits)
<u>CENTRE</u>	:	Head Office (Johannesburg)
<u>REQUIREMENTS</u>	:	An undergraduate qualification at NQF Level 6 or 7 in Human Resources Management / Labour Law / Labour Relations qualification as recognised by SAQA. A minimum of 2-3 Years' experience in Labour Relations. A valid driver's license. Competencies: Knowledge of standards, practices, processes and procedures related to labour relations. Structure and functioning of the Department. Constitution of the RSA, Public Service Act and Regulations. Employment Equity Act. Basic Conditions of Employment Act Labour Relations Act. Skills: Basic numeracy, Interpersonal and diplomacy skills. General administration and organizational skills. Ability to undertake basic research/gather information. Computer literacy. Financial administration. Problem solving skills. Motivational skills. Presentation skills and Communication. Attributes: must be Creative. Resourceful, ability to communicate at all levels, trustworthy, hard-working Self-motivated and ability to work independently.
<u>DUTIES</u>	:	Assist in the Implementation and maintenance of policies, procedures related to labour relations. Ensure compliance of Human Resources policies and practices with labour law and collective agreements Facilitate training and awareness on employee/labour relations; promote sound labour relations, equity and diversity. Advise management and staff on issues related to labour relations Liaise and interact with related internal and external stakeholders Advise and assist management and staff on dispute resolution procedures and multi-lateral forums Act as designated officer to resolve grievances Act as departmental representative in conciliations, mediations and arbitrations Sign performance agreements for subordinates based on approved Job Descriptions, Strategic and Annual Performance Plans of the Department. Manage subordinates and maintain discipline. Manage training and development of subordinates according to agreed training interventions. Manage the provision of equipment required by subordinates for achievement of outputs in their respective Job Descriptions. Provide regular verbal and written feedback [aligned to quarterly performance assessments] to subordinates on performance. Mentor and coach subordinates. Determine the Human Resources needs for subordinates in consultation with Corporate Services. Develop and update the service delivery and work plan for subordinates. Provide sufficient guidance to subordinates in terms of the service delivery plan, work plans, core business roles and priorities of the Department through quarterly subordinate meetings. Manage skills transfer between subordinates and outside technical assistants and/or consultants. Plan and allocate work responsibilities and processes to control work performance including quality assurance.
<u>ENQUIRIES</u>	:	Ms. Sikelelwa Mboto at 076 942 4090/ 076 521 4118
<u>POST 30/107</u>	:	<u>SENIOR ADMINISTRATIVE OFFICER: STRATEGIC PLANNING AND SERVICE DELIVERY REF NO: REFS/023214 (X2 POSTS)</u> Directorate: Strategic Planning and Service Delivery)
<u>SALARY</u>	:	R397 116 per annum, (plus benefits)
<u>CENTRE</u>	:	Head Office (Johannesburg)
<u>REQUIREMENTS</u>	:	An undergraduate qualification at NQF Level 6 or 7 in Public Management/ Social Sciences/ Business Administration as recognized by SAQA. A minimum of 2-3 years' of experience. A valid driver's license. Competencies: knowledge of GPG and DID policies and procedures. Legislation and Public Service Regulations. Understanding of expectations of customers. Management information knowledge. Knowledge of conducting research and benchmarking

		Skills: Communication, Report Writing, Analytical, Research, Communication. Attributes: Self-Driven, Innovative, Team player, Adaptable, Self-Driven.
<u>DUTIES</u>	:	Provide support on the development of the Departmental Strategy and Annual Performance Plans. Provide logistical support for the convening of Departmental Strategic Planning and Annual Performance Plan sessions. Consolidate branch inputs for the development of the Departmental Strategic Plan. Provide support in the development and consolidation of the Departmental Operational Plan. Coordinate the submission and analysis of quarterly reports, annual reports and budget vote documents. Analyse organisational performance and provide strategic inputs. Coordinate the preparation of service standards and Service Delivery Improvement Plans. Measure customer satisfaction and report findings. Coordinate inputs into the Service Delivery Improvement Plans and Programmes. Provide support with Batho Pele Change engagement interventions as per DPSA guidelines. Coordinate and facilitate implementation of the Departmental OMF Deliverables. Provide document management services. Compile draft submissions and other correspondences for the unit. Provide logistical support services for meetings, workshops and seminars. assurance.
<u>ENQUIRIES</u>	:	Ms. Sikelelwa Mboto at 076 942 4090
<u>POST 30/108</u>	:	<u>LABOUR RELATIONS OFFICER: COLLECTIVE BARGAINING REF NO: REFS/023206</u> Directorate Labour Relations
<u>SALARY</u>	:	R325 101 per annum, (plus benefits)
<u>CENTRE</u>	:	Head Office (Johannesburg)
<u>REQUIREMENTS</u>	:	An undergraduate qualification at NQF Level 6 or 7 in Human Resources Management / Labour Law / Labour Relations qualification as recognised by SAQA. A minimum of 1-2 years' experience in the Labour Relations environment. A valid driver's license. Competencies: Knowledge of standards, practices, processes and procedures related to labour relations. Structure and functioning of the Department. Constitution of the RSA, Public Service Act and Regulations Employment Equity Act. Basic Conditions of Employment Act and Labour Relations Act. Skills: Basic numeracy. Interpersonal and diplomacy skills. General administration and organizational skills. Ability to undertake basic research/gather information. Computer literacy. Financial administration. Problem solving skills. Motivational skills. Presentation skills. Communication Report writing abilities. Attributes: must be Creative. Resourceful. Ability to communicate at all levels. Trustworthy Hard-working Self-motivated. and ability to work independently.
<u>DUTIES</u>	:	Labour Forum Secretariat Services and Meeting Coordination. Compile monthly expenditure & prepare cash flows. Procurement of goods and services. Securing venues for Labour Forum meetings/ trainings Coordination of training in the Directorate. Compilation of asset register. Receiving and registering cases. Preparing Acknowledgement letters Compile Labour Relations statistical information as and when required. Draft monthly, quarterly and annual LR reports.
<u>ENQUIRIES</u>	:	Ms. Sikelelwa Mboto at 076 942 4090/ 076 521 4118
<u>POST 30/109</u>	:	<u>COMMUNICATIONS OFFICER: PUBLICATIONS REF NO: REFS/023212</u> Directorate: Internal Communications
<u>SALARY</u>	:	R325 101 per annum, (plus benefits)
<u>CENTRE</u>	:	Head Office (Johannesburg)
<u>REQUIREMENTS</u>	:	An undergraduate qualification at NQF Level 6 or 7 in Graphic Design, Graphic arts/Communications/Journalism. A minimum of 1- 2 years relevant experience. Shortlisted candidates will undergo written graphic design test. Competencies: Graphic design concepts and layout techniques. Principles, tools, techniques and software pertaining to multi-media design and general office operation. Advanced level computer hardware operation and use. Advanced level computerized graphic programs including Adobe InDesign. Broadcast and computerized programs used to create multi-media designs. Reproduction techniques used to photograph, print, and copy displays or media. GPG and DID policies and procedures. Legislation and Public Service Regulations. Publications Management. Skills: Graphic Design, Communication, Report writing, Analytical, and Research. Analyse requests, recommend, and create work products. Maintain confidentiality of

departmental information that may be personal and sensitive in nature. Organize and prioritize a high volume of work using multi-tasking techniques. Safely use computer software programs and graphic art tools and equipment to produce work products. Apply all types of media to produce a wide variety of graphic artwork and graphics for visual communications. Assess the customer's immediate needs and ensure customer's receipt of needed services through personal service or making appropriate referral. Exercise appropriate judgment in answering questions and releasing information; analyse and project consequences of decisions and/or recommendations. Attributes- Self-Driven, Innovative, Team player, Adaptable.

- DUTIES** :
- Formulate concepts and implement multi-media designs. Confer with project leaders regarding projects, background information, objectives, visual design approaches, styles, printers, techniques and other production factors. Brief and manage service providers. Determine size and arrangement of materials based upon available spaces, layout principles and aesthetic concepts. Research, select and secure suitable illustrative or photographic materials for developing multi-media concepts. Photography and the management of photographic library. Coordinate schedules for the implementation of multi-media designs, reports and other documents. Design and produce publications and artwork for internal and external use. Provide multi-media designs for campaigns, annual reports, covers, newsletters, magazines, books, brochures, displays, social media and the intranet. Conceptualise, design and edit motion artwork. Manage software licences, hardware and requisite procurement. Ensure that the Departmental Corporate Identity is implemented correctly on all platforms. Monthly, quarterly and annual reporting. Conduct benchmarking exercises to determine best practices on publications management procedures. Provide inputs to the development of the strategy. Update the strategy in line with changes and new developments. Provide creative conceptualisation, layout, design and production of various corporate publications, including weekly newsletters, logos and associated collateral. Produce new and unique ideas to represent specific briefs. Apply corporate identity across all branding. Design web and user interfaces, site maps and icons. Provide print ready designs. Provide photography services. Assist in the compilation of monthly, quarterly and annual reports linked to M&E frameworks.
- ENQUIRIES** : Ms. Sikelelwa Mboto at 076 942 4090/076 521 4118

OFFICE OF THE PREMIER

It is the department's intention to promote equity by achieving all numeric targets as contained in the Department's Employment Equity Plan by targeting the required race/gender for appointment. To promote equity, females and males of all races are encouraged to apply.

- APPLICATIONS** :
- Qualifying applicants should submit their applications online on the GPG Professional Job Centre website, (www.gautengonline.gov.za) and on Recruitment.Premier@gauteng.gov.za
- CLOSING DATE** :
- 19 September 2025
- NOTE** :
- The completed signed new Z83 must be accompanied by a detailed Curriculum Vitae (CV) only and at least three (3) contactable referees quoting the relevant reference number. Failure to submit all the requested documents will result in the application not being considered. Correspondence will be limited to short-listed candidates only. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Gauteng Office of the Premier reserve the right to utilise practical exercise / test for non-SMS positions and during the recruitment process (candidates who are shortlisted will be informed accordingly) to determine the suitability of candidates for the post(s). Gauteng Office of the Premier (OoP) reserves the right to cancel the filling / not fill a vacancy that was advertised during any stage of the recruitment process. We thank all applicants for their interest. All shortlisted candidates for SMS posts will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the Department. Following the interview and technical exercise, the selection committee will recommend candidates to attend a generic managerial competency assessment. The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools. The successful candidate will be required to conclude an annual perform agreement within three (3) months upon commencement of duty. The appointment of the successful candidate is subject to the issuing of a positive security clearance at the level of Top Secret

by the State Security Agency. The incumbent will be required to disclose her/his financial interest in accordance with the prescribed regulations. NB. Requirement for all SMS posts is the Nyukela Programme: Pre-entry Certificate to Senior Management Services as endorsed by DPSA which is an online course, offered by the National School of Government (NSG). The course is available at the NSG 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> Prospective candidates will not be employed without this certificate.

MANAGEMENT ECHELON

<u>POST 30/110</u>	:	<u>CHIEF DIRECTOR: RESOURCE MANAGEMENT REF NO: REFS/023039</u> Branch: Corporate Management
<u>SALARY</u>	:	R1 494 900 - R1 787 328 per annum, (all-inclusive remuneration package)
<u>CENTRE</u>	:	Johannesburg
<u>REQUIREMENTS</u>	:	An appropriate undergraduate qualification (NQF Level 7) in Public Administration Management, Strategic Management, Human Resource Management, any related fields and the Nyukela Certificate for entry into Senior Management Service (SMS) from the National School of Government. A higher qualification of NQF Level 8, will be an added advantage. 5 years of experience at a senior managerial level in a corporate services environment. Competencies: Demonstrable advanced strategic leadership, planning and organizing skills; analytical, conceptual, and writing skills; strong leadership, people management, conflict resolution and interpersonal skills. Good programme and project management; stakeholder management; communication, public speaking and presentation skills. Excellent financial, human resource management skills. Customer management, Problem solving, Analytical, Good Communication and Policy development, analysis and implementation skills. Ability to work under pressure, in a team and independently as well as cope with a high workload. S/he must be assertive, innovative and creative. Excellent co-ordination, networking, negotiation, presentation and multi-tasking skills. Ability to work under pressure and willingness to work long hours.
<u>DUTIES</u>	:	The successful candidate will be responsible for the implementation of the Human Capital Management Strategy and provide corporate support services to management and staff. The role will include the following functions: Serve as Chief Negotiator for the Office of the Premier and thirteen provincial government departments. Manage corporate services such as Internal Human Resources Management, Information and Communication Technology and Security and Risk Management Services. Manage the provision of internal communication and events management services such as staff meetings and human resources events. Provide high level management advice to Executive Management to ensure sound decision making and forward planning. Implement and modernise human resource information and knowledge management systems. Manage and facilitate organisational development matters within the Department. Ensure sound systems of labour relations to ensure labour peace and social justice. Provide human resource research and product development. Coordinate organisational development interventions, job evaluation and change management. Manage employee Health and Wellness and HR special programmes. Sound stakeholder relationships between management and organised labour. Deal with labour disputes and Implement strategies to prevent labour conflicts. Provide leadership on workplace transformation, OD, and reform programmes, and ensuring compliance with the regulatory framework. Management of the facilities of the Office of the Premier, development of IT infrastructure and compliance with occupational health and safety standards. Monitor the implementation of minimum information security standards and vetting of employees and provide security technical support services. Develop policies and strategies in relation to Human Resources Management, Information Technology and Security Services. Represent the Office of the Premier at various intergovernmental forums internally and provincially. Develop the Annual Performance Plan and Budget of the Chief Directorate. Provide reports to Executive Management Team, Broad Management Team and any other governance structures from time to time. Lead special organisational projects. Management the budget and human resources of the Chief Directorate in an efficient and effective manner.

<u>ENQUIRIES</u>	:	Ms Sylvia Mtshali Tel No: (011) 355 6280
<u>POST 30/111</u>	:	<u>CHIEF DIRECTOR: PROVINCIAL FORENSIC AUDITS REF NO: REFS/023038</u> Branch: Institutional Development Support and Integrity Management
<u>SALARY</u>	:	R1 494 900 - R1 787 328 per annum, (all-inclusive remuneration package)
<u>CENTRE</u>	:	Johannesburg
<u>REQUIREMENTS</u>	:	An NQF Level 7 qualification in the disciplines of Law (BA Law; B juris, BCom Law; BProc LLB) or Accounting (A Bachelor's Degree in Accounting or BTech Finance & Accounting) or Forensic Auditing and Nyukela Certificate for entry into Senior Management Service (SMS) from the National School of Government. A higher qualification of NQF Level 8, will be an added advantage. 5 years of experience at a senior managerial level and Seven (7) or more years of experience in the Forensic investigations or law enforcement specialising in commercial crimes. Certified Fraud Examiner (CFE) qualification will be an added advantage. Good problem-solving, decision-making skills, computer literacy, communication skills, report writing skills, good inter-personal relations skills, planning, organising, analytical skills and project planning skills. Competencies: Proven ability to operationalise and ensure compliance with legislation and policy development. Demonstrable experience in forensic investigations and reporting. Knowledge and understanding of government priorities. Insight into Government's Outcomes Based Approach, including performance monitoring and evaluation. Strategic leadership, change management and project management. Ability to communicate eloquently, compliance with the Public Finance Management Act (PFMA) and financial regulatory frameworks underpinning good governance in South Africa. Excellent co-ordination, communication, networking, negotiation, corporate governance and multi-tasking skills. Ability to work under pressure and willingness to work long and irregular hours. Strategically engage with Auditors and provide appropriate and timely responses to audit queries.
<u>DUTIES</u>	:	Provide effective management and oversight into the implementation of fraud prevention in the GPG departments. Manage and oversee the implementation of all the forensic investigations and Provincial forensic investigation procurement in the GPG departments and entities. Review, manage, and provide oversight on the implementation of the Provincial Forensic Investigation Methodology and Standard Operating Procedures. Manage, review and maintain the Anti-Corruption strategy for all GPG departments. Provide leadership on the administration of NACH (National Anti-Corruption Hotlines) for all GPG departments. Develop written protocols and guidelines on forensic investigation methodology and ensure adherence of such guidelines and investigation reports reporting timelines. Review investigation reports and related documentation and provide assurance that the investigations conducted meet the required standards. Ensure that lessons learned from investigations are incorporated into the GPG policies and procedures and are shared widely within GPG. Support Public Service Commission (PSC) in developing and maintaining mechanism for reporting potential fraud and corruption, including hotline, and the necessary procedures to evaluate and investigate incoming reports of alleged fraud and corruption. Manage and provide comprehensive ICT analytical abilities in GPG database. Ensure development of work plans and the establishment of priorities for the Provincial Forensic Audit function. Supervise and monitor the work of investigative teams and of contracted specialists to ensure that outputs meet the required quality standards and are delivered according to schedule. Provide reports periodically in terms of the operational requirements in the department and including to oversight bodies such as Audit Committee. Build relationships with law enforcement bodies and ensure proper reporting of violations or potential violations as appropriate and as required. Build relationship within GPG with all stakeholders and ensure that there is periodic stakeholder engagement and provisioning of support as it relates to forensic investigations undertaken. Conduct regular training to develop investigation capacity within Forensic Investigation unit. Manage the human and financial resource of the Chief Directorate.
<u>ENQUIRIES</u>	:	Ms Sylvia Mtshali Tel No: (011) 355 6280

<u>POST 30/112</u>	:	<u>CHIEF DIRECTOR: TRANSVERSAL HUMAN RESOURCE AND DEVELOPMENT REF NO: REFS/023040</u> Branch: Institutional Development Support & Integrity Management
<u>SALARY</u>	:	R1 494 900 - R1 787 328 per annum, (all-inclusive remuneration package)
<u>CENTRE</u>	:	Johannesburg
<u>REQUIREMENTS</u>	:	An NQF Level 7 qualification in Human Resource Management or Social Sciences or Public Administration, Public / Business Management or Industrial Psychology and Nyukela Certificate for entry into Senior Management Service (SMS) from the National School of Government. A higher qualification of NQF Level 8, will be an added advantage. 5 years of experience at a senior managerial level and experience in the development and review of strategies, policies and plans in the HR environment. Advanced knowledge of strategy development, strategy management, strategy monitoring and review processes, policy analysis, policy development and policy implementation and review processes .and long hours. Competencies: Demonstrable advanced strategic capability and leadership; analytical, conceptual, and writing skills; strong leadership, people management and empowerment, problem solving and interpersonal skills; good programme and project management; good human resource management and other management skills. Client orientation and customer focus, Problem solving, Analytical and Good Communication. Competency in policy development. Knowledge of legislative framework and government procedures on public finance, human resources management, supply chain management and latest advances in public management theory and practice. Ability to work under pressure and willingness to work long hours.
<u>DUTIES</u>	:	Ensure the facilitation of the development and implementation of credible HR Plans and Talent Management Strategies that are aligned to the strategic plans and service delivery requirements of the Gauteng Provincial Government (GPG) Departments. Oversee and ensure development and implementation of GPG HRM & D policies to enable service delivery. Manage and facilitate the development of strategic plans and annual performance plans. Monitor the implementation of transversal framework, policies and plans. Manage the coordination of HR, OD, OMF, Labour Relations, EHWP reporting. Ensure improvement in the effectiveness of HRM & D practices and processes in GPG in the areas of HRD, PMDS, Talent Management, functional fora, Provincial HRM & D Forum, technical advice and targeted interventions and support. Oversee the facilitation, coordination and monitoring of public service capacity building programmes in the province through the departmental Workplace Skills Plan (WSP) and in line with the Departmental strategic plan and the Provincial Development Plan (PDP), Strategic Skills and special projects. Manage recruitment, selection and appointments, transfers and placements of HODs including all conditions of employment. Monitor the implementation of provincial human resource management, strategies and plans to ensure standardization and compliance across departments. Manage PMDS for GPG levels 13-16 and HOD PMDS. Oversee the coordination and the facilitation of Organisational Design and Job Evaluation in the GPG Departments. Coordinate consultation process with DPSA on Organisational structure and job evaluation. Oversee the coordination and the facilitation of collective bargaining in GPG Departments. Manage GPG representation and participation in collective bargaining structures nationally (PSCBC & GPSSBC). Oversee the coordination and the facilitation of Employee Health and Wellness Programmes in the GPG Departments. Manage the Coordination and the facilitation of Change Management and Diversity Management. Oversee the coordination of the implementation of transformation programmes through change interventions to improve the culture and quality of the public services. Manage the financial and human resources of the Chief Directorate.
<u>ENQUIRIES</u>	:	Ms Sylvia Mtshali Tel No: (011) 355 6280
<u>POST 30/113</u>	:	<u>DIRECTOR: INTERNAL HUMAN RESOURCE MANAGEMENT REF NO: REFS/023042</u> Component: Corporate Management
<u>SALARY</u>	:	R1 266 714 – R1 492 122 per annum, (all-inclusive remuneration package)
<u>CENTRE</u>	:	Johannesburg
<u>REQUIREMENTS</u>	:	An NQF Level 7 qualification in Human Resource Management, Public Administration/ Management, Administration, Industrial and Organisational Psychology and Nyukela Certificate for entry into Senior Management Service

(SMS) from the National School of Government. A higher qualification of NQF Level 8, will be an added advantage. 5 years of experience at the middle / senior managerial level in Human Resource Management environment. Competencies: Extensive Knowledge and understanding of the Public Service Act., Public Service Regulations, relevant DPSA Prescripts and all the related legislation. Strategic leadership capability. Knowledge in Financial, project and change management. Proven track record in managing HR functions and leading teams. Ability to think strategically and implement effective HR solutions. Excellent planning, organizing, coordinating and analytical skills coupled with strong interpersonal relationship skills. Communication, networking, negotiation, presentation and multi-tasking skills are fundamental. Competency in policy development. Ability to work under pressure and willingness to work long hours.

DUTIES : The position of Director: Internal Human Resources Management's critical role involves the comprehensive oversight and management of human resources functions within the Office of the Premier, ensuring the efficient and effective delivery of Human Resources services. Key Responsibilities: Strategic Workforce Planning: Manage the development and implementation of the Human Resource Plan and ensure the attraction and retention of top talent. Recruitment and Selection: Oversee the recruitment process, aligning to the Office of the Premier's strategic objectives. Employee Training and Development: Design and implement training programs to enhance employee skills. Manage and facilitate the implementation of Human Resource Development initiatives and implement career management strategies, including succession planning, talent management, and career pathing. Performance Management: Administer performance management systems, providing guidance for employee performance improvement and ensuring alignment with the Office of the Premier's objectives. Employee Relations: Address complex employee relations issues, including conflict resolution, and facilitate the implementation of Labour Relations to promote labour peace. Policy Development and Implementation: Manage the development and implementation of HR policies, and ensure compliance with the relevant legislation, HR Delegations, processes, and procedures. Organisational Design and Development: Coordinate the development of organisational structures that are aligned to the strategic goals of the Office of the Premier, supports operational efficiency, clarify roles, reduce duplication, enhance accountability, and foster innovation and continuous improvement. HR Administration: Manage Human Resources Administration services. Employee Health and Wellness: Oversee the provision of Employee Health and Wellness. Transformation Management: Promote diversity in the Office of the Premier through transformation programs. Management: Manage the strategic and operational plans of the Directorate as well as the human and financial resources.

ENQUIRIES : Ms Khanyisile Mafiri Tel No: (011) 355 6060

POST 30/114 : **DIRECTOR: LABOUR RELATIONS REF NO: REFS/023043**
Branch: Institutional Development Support and Integrity Management

SALARY : R1 266 714 – R1 492 122 per annum, (all-inclusive remuneration package)
CENTRE : Johannesburg
REQUIREMENTS : NQF Level 7, Labour Relations and Nyukela Certificate for entry into Senior Management Service (SMS) from the National School of Government. A higher qualification of NQF Level 8, will be an added advantage. 5 years of experience at the middle / senior Managerial level in Employee Relations/ Collective Bargaining and Management. Competencies: Ability to lead and manage a team, develop strategies, and ensure alignment with organizational goals. Strong verbal and written communication skills to effectively negotiate, mediate, and resolve conflicts. In-depth understanding of labour laws, regulations, and compliance requirements. Expertise in handling disputes and grievances and fostering a positive work environment. Ability to analyse data, identify trends, and make informed decisions. Strong ability to build relationships and work collaboratively with various stakeholders. Capability to develop long-term strategies for labour relations and workforce management. High level of integrity and ethical judgment in handling sensitive issues.

DUTIES : The Director of Labour Relations plays a crucial role in managing and overseeing labour relations activities within Office of the Premier. Key Responsibilities: Develop and manage labour relations policies and strategies

within GPG. Manage and monitor collective bargaining structures and processes. Manage and oversee discipline and dispute cases in line with the legislative framework within GPG. Represent the Employer in facilitating labour related judicial matters at labour court and other structures. Formulate and execute strategies to maintain positive labour relations. Lead and participate in negotiations with unions to establish fair and effective collective bargaining agreements. Ensure that the GPG Departments adheres to labour laws, regulations, and internal policies. Handle conflicts and grievances between management and employees, fostering a harmonious work environment. Offer support and advice to management on labour relations issues. Analyse labour trends and their potential impact in the GPG. Create and deliver training programs on labour relations. Track and improve employee satisfaction and engagement levels in the GPG. Manage the Directorate resources.

ENQUIRIES

: Ms Sylvia Mtshali Tel No: (011) 355 6280

POST 30/115

: **DIRECTOR: SUPPLY CHAIN MANAGEMENT REF NO: REFS/023062**
Chief Directorate: Financial Management Services

SALARY
CENTRE
REQUIREMENTS

: R1 266 714 – R1 492 122 per annum, (all-inclusive remuneration package)
: Johannesburg
: An NQF level 7 in any of the following fields of study Accounting, CIMA, ACCA, BCom Accounting, Supply Chain Management, Economics, Financial Management, Business Administration and Nyukela Certificate for entry into Senior Management Service (SMS) from the National School of Government. A higher qualification of NQF Level 8, will be an added advantage. 5 years of experience at the middle / senior managerial level I relevant to the field of the post. Competencies: Ability to lead and manage a team, develop strategies, and ensure alignment with organizational goals. Strong verbal and written communication skills. Proven knowledge of PFMA, PPPFA, BBBEE, Treasury Regulations, and other relevant legislation. Strong leadership, analytical, and communication skills.

DUTIES

: Develop and implement the departmental Supply Chain Management strategy aligned with legislative and policy frameworks. Manage procurement and contract management processes to ensure compliance and value for money. Oversee asset and inventory management, including the maintenance of a fixed asset register. Ensure effective transport and logistics support services. Lead the development and execution of the departmental demand management strategy and plan. Oversee the demand and acquisition processes, ensuring alignment with financial planning and departmental needs. Establish and oversee the functioning of the Bid Specification Committee (BSC), Bid Evaluation Committee (BEC), and Bid Adjudication Committee (BAC). Provide strategic advice and support to the CFO and executive leadership. Promote good governance, ethical conduct, and anti-corruption measures within Supply Chain Management operations. Support the implementation of procurement systems and controls to mitigate risks and prevent irregular expenditure. Ensure compliance with PFMA, PPPFA, BBBEE, Treasury Regulations, and other relevant legislation. Manage human and financial resources within the Directorate.

ENQUIRIES

: Ms Sylvia Mtshali Tel No: (011) 355 6280

DEPARTMENT OF ROADS AND TRANSPORT

APPLICATIONS

: To apply for the below positions, please apply online at <http://jobs.gauteng.gov.za> Only online applications will be considered.

CLOSING DATE
NOTE

: 05 September 2025
: Applicants must utilise the most recent Z83 application form for employment, issued by the Minister for the Public Service and Administration in line with Regulation 10 of the Public Service Regulations, 2016. All fields in the New Z83 form must be completed, initialled and signed. Furthermore, a comprehensive Curriculum Vitae (CV) must also be attached. Failure to attach the completed Z83 and Comprehensive Curriculum Vitae (CV) will result in disqualification. The New Z83 form is obtainable from any Public Service Department or the DPSA website www.dpsa.gov.za/documents. Only shortlisted candidates will be requested to submit certified copies of qualifications, identity document and valid driver's license (where driving/travelling is an inherent requirement of the job) not older than six (06) months. It is our intention to promote representation (race, gender and

disability) in the Public Service through the filling of posts 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. In line with the Department's employment Equity Plan, Females and People with Disabilities are encouraged to apply.

OTHER POSTS

<u>POST 30/116</u>	:	<u>DRIVER / MESSANGER REF NO: REFS/023261</u> Directorate: Office of the Executive Authority Re-advert, those who applied previously are encouraged to apply.
<u>SALARY</u>	:	R193 359 per annum (Level 04), (plus benefits)
<u>CENTRE</u>	:	Head Office
<u>REQUIREMENTS</u>	:	Grade 10 or equivalent qualification with at least 1 year's relevant experience. A valid Driver's License is essential. Ability to handle confidential information. Good telephone etiquette. Interpersonal and communication skills (written and Verbal). PDP will be an added advantage.
<u>DUTIES</u>	:	Drive light and medium-sized vehicles to transport passengers and items (mail and documents). Conduct routine maintenance on the allocated vehicle and report defects. complete all the prescribe records and logbooks with regards to the vehicle and goods. Render clerical support/ messenger services in the office. Collect and deliver documentation and related items in the Department. Copy, package documents to be scanned, bind and fax documents. Delivery of mail daily to various regions. Keep records of delivered Ensure that there is proper tracking of documents. Perform other duties assigned by supervisors.
<u>ENQUIRIES</u>	:	Ms. Amy Mkhombo Tel No: (011) 355 7521/Petunia Mabasa Tel No: (011) 355 7175
<u>POST 30/117</u>	:	<u>CLEANER REF NO: REFS/023264</u> Branch: Corporate Services Directorate: Auxiliary Service
<u>SALARY</u>	:	R138 486 per annum (Level 02), (plus benefits)
<u>CENTRE</u>	:	Johannesburg
<u>REQUIREMENTS</u>	:	ABET or equivalent qualification. No experience required. Good communication skills (Verbal and written). An ability to work under pressure and ability to work in a team. Knowledge of work procedures in respect of working environment skills. Basic numeracy and good communication skills.
<u>DUTIES</u>	:	Provision of cleaning services: Performing cleaning services of routine nature by utilizing a variety of aids throughout the offices, corridors, elevators and boardrooms. Keep the kitchen clean by making sure that the sink has no dishes and utensils. Emptying, washing and cleaning of waste bins. Report broken cleaning machines and equipment. Replace toilet papers, hand towels and fresheners.
<u>ENQUIRIES</u>	:	Ms. A Mkhombo Tel No: (011) 355 7521/ Petunia Mabasa Tel No: (011) 355 7175
<u>POST 30/118</u>	:	<u>FOOD SERVICE AID REF NO: REFS/023257</u> Branch: Office of the HOD
<u>SALARY</u>	:	R138 486 per annum (Level 02), (plus benefits)
<u>CENTRE</u>	:	Head Office
<u>REQUIREMENTS</u>	:	NQF level 1 or (Abet level 4 certificate or equivalent). No working experience is required.
<u>DUTIES</u>	:	Clean kitchen utensils and equipment. Provide catering support services. Keep stock of kitchen utensils and equipment. Apply hygiene and safety measures. Serve refreshments to HOD and to HOD's visitors. Maintain the stock register. Ensure prior knowledge of the HOD's meetings so that proper preparations are made. Maintain quality control measures of all food provided. Removal of garbage disposal. Prepare food, snacks and beverages (water, tea, coffee,

ENQUIRIES

milk, sugar and cold drinks). Set up and convey crockery, cutlery and equipment to dining areas. Serve food and beverages. Responsible for food supplies and report waste and losses.

: Ms. Amy Mkhombo Tel No: (011) 355 7521 or Ms. Kgomotso Letsholo Tel No: (011) 355 7367

**PROVINCIAL ADMINISTRATION: KWAZULU-NATAL
DEPARTMENT OF HEALTH**

(We strive to create an environment that brings the power of diversity to life and as such, this Department is an equal opportunity, affirmative action employer, whose aim is to promote inclusiveness in all occupational levels in the Department).

MANAGEMENT ECHELON

<u>POST 30/119</u>	:	<u>CHIEF DIRECTOR: INFORMATION TECHNOLOGY REF NO: G17/2025</u> Cluster: Information Technology: Head Office: Pietermaritzburg Job Purpose: Develop and facilitate the implementation of Integrated Management Information Master Plan for the Department of Health to adequately support the objectives of the Strategic and Service Transformation Plans of the Department.
<u>SALARY</u>	:	R1 494 900 per annum (Level 14), (an all-Inclusive salary package)
<u>CENTRE</u>	:	Head Office: Pietermaritzburg
<u>REQUIREMENTS</u>	:	An undergraduate qualification (NQF level 7) in Information Technology; Plus A minimum of five (5) years senior management experience in Information Technology. Plus Unendorsed valid Code B driver's licence (Code 08). Computer literacy in Microsoft Software applications. NB: For the Pre-Entry Certificate for SMS, any individual may register for the course and complete such in anticipation of wishing to apply for a SMS post in future. The course is available at the NSG under the name Certificate for entry into the SMS and the full details can be sourced by following the link: https://www.thensg.gov.za/training-courses/sms-pre-entry-programme/ . Individuals who have completed the course already, and who are therefore in possession of a certificate are welcome to submit such, however it is not required that an applicant submit such when applying for the post prior to the closing date. However, prior to an appointment being made to any SMS post, the appointee to such a post must have completed the pre-entry certificate and must be in possession of such prior to taking up the post. Knowledge, Skills, Training and Competencies Required: The incumbent of this post will report to the Head of Department Health and will be responsible to support the Head of Department and Senior Management through the establishment of sound information Management Systems and in the efficient and effective utilization of Information and Information Technology as strategic resources to inform planning, monitoring, evaluation and decision making processes. The ideal candidate must: Possess extensive knowledge and expertise in the design and development of Management Information System. possess knowledge of Computer Programming, Information Technology, Main frame applications and Interfaces. Have the ability to operationalise Management Information System imperatives of the Strategic and Annual Performance Plans of the Department through innovative and highly complex information system that is user friendly. Knowledge of information management and prescript. Have the ability to capitalise on human potential and to develop information management competencies at all organisational layers of the Department with a view to improve reliability of data and the utilisation of data for planning, monitoring and evaluation of programme and institutional performance. Have advance project and Contract Management skills. Have advance skills in the application of computer software packages (MS Office, Excel and Powerpoint) Have excellent verbal communication and report writing skills. NB//: The incumbent of this post will be required to possess the following skills: Risk Management skills, Monitoring and Evaluation and Financial Management skills.
<u>DUTIES</u>	:	Oversee the provisioning of fully compatible hardware and software solutions for the Department inclusive of the management of the SLA with SITA and user support services. Promote the utilisation of e-solutions in the department and the development of IT skills within the department. Develop Information Management Policies and maintain user and data security. Monitor and evaluate on a continuous basis compliance with policy system standards and norms. Represent the department at the GITO Council.
<u>ENQUIRIES</u>	:	Mrs TP Msimango Tel No: (033) 395 3176
<u>APPLICATIONS</u>	:	All applications should be forwarded to: The Chief Director: Human Resource Management Services, KZN Department of Health, Private Bag X9051,

Pietermaritzburg, 3200 or Hand delivered to: 330 Langalibalele Street Natalia Building, Registry, Minus 1:1 North Tower (Attention: Ms L Mthlane) Interested applicants can visit the following website at www.kznonline.gov.za/kznjobs for full posts details. "Applicants are encouraged to apply for posts through the online e-Recruitment system at www.kznonline.gov.za/kznjobs or submit their Z83 and CV directly to the following email address HeadOffice.JobApplication@kznhealth.gov.za. NB//The subject of your e-mail must be the post name that you are applying for". 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 Centre's (DOACS) at www.kznonline.gov.za/kznjobs

NOTE

: Applications must be submitted on the prescribed Application for Employment form (Z83) which must be originally signed, initialed and dated. Applications received on the incorrect Z83 will not be considered. All required information on the Z83 must be provided. Failure to complete or disclose all information will automatically disqualify the applicant. The Z83 should be accompanied by a comprehensive CV (with detailed experience). Persons with disabilities should feel free to apply for the post. Only shortlisted candidates will be required to submit certified documents on or before the day of the interview following communication from Human Resources. The appointments are subject to positive outcomes obtained from the State Security Agency (SSA) to the following checks (security clearance (vetting), criminal clearance, credit records, citizenship), verification of Educational Qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC). Foreign qualifications must be accompanied by an evaluation report issued by SAQA. It is the applicant's responsibility to have all foreign qualifications evaluated by SAQA and to provide proof of such evaluation (only when shortlisted). Applicants: Please ensure that you submit your application before the closing date as no late applications will be considered. If you apply for more than 1 post, submit separate applications for each post that you apply for. Should you not be contacted within 3 months of the closing date of the advertisement, please consider your application to be unsuccessful.

CLOSING DATE

: 05 September 2025

POST 30/120

: **DISTRICT DIRECTOR**
Cluster: District Health Services

SALARY CENTRE

: R1 266 714 per annum (Level 13)
King Cetshwayo Health District Office Ref No: G18/2025
Umkhanyakude Health District Office Ref No: G19/2025
Umgungundlovu Health District Office Ref No: G20/2025
Ethekwini Health District Office Ref No: G43/2025

REQUIREMENTS

: An undergraduate qualification (NQF level 7) in Clinical Health Science; Plus degree or diploma in health management or Degree/Diploma in General Management. Plus Current registration with the relevant health professional body; Plus A minimum of Five (5) years' experience in middle/senior managerial level in Primary Health Care or District Health System. Plus Unendorsed valid driver's license. Computer literacy with proficiency in Microsoft software applications. Additional Qualifications: Post-graduate qualification in Public Health/Master in Business Management. Project Management. NB: For the Pre-Entry Certificate for SMS, any individual may register for the course and complete such in anticipation of wishing to apply for a SMS post in future. The course is available at the NSG under the name Certificate for entry into the SMS and the full details can be sourced by following the link: <https://www.thensg.gov.za/training-courses/sms-pre-entry-programme/>. Individuals who have completed the course already, and who are therefore in possession of a certificate are welcome to submit such, however it is not required that an applicant submit such when applying for the post prior to the closing date. However, prior to an appointment being made to any SMS post, the appointee to such a post must have completed the pre-entry certificate and must be in possession of such prior to taking up the post. NB: All shortlisted candidates will be required to submit proof of work experience endorsed and stamped by the employer/s prior to the date of the interview. Knowledge, Skills, Training and Competence Required: The incumbent of this post will report to the Chief Director: District Health Services: Head Office, and

will be responsible to ensure and account for the delivery of integrated, effective and efficient health service at all levels of care based on the Primary Health Care approach through the District Health System within UMgungundlovu District (whichever is relevant). The ideal candidates must: Possess a clear understanding of the challenges facing the public health sector due to poverty, resource limitations and opportunistic diseases such as TB, HIV and AIDS. Have the ability to analyse and interpret complex management data and information to inform decision-making and alignment processes timeously. Have the ability to develop innovative solutions for complex health and other service delivery management problems. Possess strong leadership to: ensure buy-in/support of other organs of state and external stakeholders to accomplish deliverables identified in the Annual Performance Plans of the District. Provide strategic direction to Institutions. Mediate processes for the allocation of resources to Institutions. Build a highly effective and efficient health service delivery team in the district; and reason/present/negotiate the case of the district at departmental management and planning fora. Have the ability to assess and manage the performance of the District Health System and directly supervise staff. Have the ability to interact effectively and efficiently with a wide range of stakeholders. Have the ability to turn around negative audit findings in the district to be a positive one. Possess a good Knowledge and understanding of universal health coverage Possess a clear understanding of risk and other management processes and the application thereof to ensure that the decentralised management model of the department is performing optimally. Possess knowledge of the governance framework and legislative imperatives set for the area of operation. Be computer literate with proficiency in MS Office Software applications.

DUTIES

: Based on relevant policy imperatives, provide strategic leadership and ensure the development, implementation, monitoring and evaluation of an Annual District Health Services Delivery Plan. Account in terms of planned initiatives for the delivery of health services in the district. Coordinate and facilitate processes to prioritise health service delivery initiatives and the allocation of concomitant resources amongst health facilities in the district, whilst promoting service delivery equity. Monitor and evaluate health service delivery within the district, identify high risk areas and facilitate timeous corrective action where required. Provide transversal clinical support and other support services to Institutions. Ensure the development of an innovative and human rights sensitive cadre of health workers at all levels. Identify and address transversal health service delivery barriers that cannot be resolved at Institutional and district level and filter those requiring intervention at Provincial level. Facilitate the process of ensuring universal health access (NHI) for King Cetshwayo Health District. Oversee and coordinate the delivery of Emergency Medical Services (EMS) and Forensic Pathology Services (FPS) across the district. Implement good governance, transparency, and accountability practices. Drive all public health services within the district towards achieving and sustaining a clean audit. Responsible for providing strategic leadership and overall management of all health services within the district. Ensure the delivery of high-quality, equitable, and patient-centred care across the district, while driving compliance, efficiency, and continuous improvement. Effectively manage and optimise all resources under your stewardship, including physical, and technological assets, to ensure efficiency, accountability, and maximum impact on service delivery. Build and maintain strong relationships with community structures, oversight bodies, NGOs, and other health sector partners. Participate in DDM, Operation Sukuma Sakhe (OSS) and other intersectoral collaborations. Ensure all public health facilities on readiness for audits, inspections, and quality assurance assessments. Promote a positive organisational culture in the district. Supervise, mentor, and develop public health teams in ensuring high performance, continuous improvement, and policy compliance.

ENQUIRIES **APPLICATIONS**

: Mr J Mndebele Tel No: (033) 395 3274
: All applications should be forwarded to: The Chief Director: Human Resource Management Services, KZN Department of Health, Private Bag X9051, Pietermaritzburg, 3200 OR Hand Deliver to: 330 Langalibalele Street, Natalia Building, Registry, Minus 1:1 North Tower. Interested applicants can visit the following website at www.kznonline.gov.za/kznjobs for full posts details. Applicants are encouraged to apply for posts through the online e-Recruitment system at www.kznonline.gov.za/kznjobs or submit their Z83 and CV directly to the following email address HeadOffice.HRJobApplication@kznhealth.gov.za.

NOTE

NB//The subject of your e-mail must be the post name that you are applying for. Applicants may also visit any one of our Designated Online Application Centres (DOACS) where our friendly staff will assist you with applying online or receiving your hardcopy application. You can find the list of Designated Online Application Centres (DOACS) at www.kznonline.gov.za/kznjobs

: Applications must be submitted on the new prescribed Application for Employment form (Z83) which must be originally signed, initialed and dated. Applications received on the incorrect Z83 will not be considered. All required information on the Z83 must be provided. Failure to complete or disclose all information will automatically disqualify the applicant. The Z83 should be accompanied by a comprehensive CV (with detailed experience). Persons with disabilities should feel free to apply for the post. Only shortlisted candidates will be required to submit certified documents on or before the day of the interview following communication from Human Resources. The appointments are subject to positive outcomes obtained from the State Security Agency (SSA) to the following checks (security clearance (vetting), criminal clearance, credit records, citizenship), verification of Educational Qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC). Foreign qualifications must be accompanied by an evaluation report issued by SAQA. It is the applicant's responsibility to have all foreign qualifications evaluated by SAQA and to provide proof of such evaluation (only when shortlisted). Applicants: Please ensure that you submit your application before the closing date as no late applications will be considered. If you apply for more than 1 post, submit separate applications for each post that you apply for. Should you not be contacted within 3 months of the closing date of the advertisement, please consider your application to be unsuccessful.

CLOSING DATE

: 05 September 2025

OTHER POST**POST 30/121****CHIEF EXECUTIVE OFFICER: VARIOUS CENTRES**

Cluster: Hospital Management Services

Job Purpose: To plan, direct co-ordinate and manage the efficient and delivery of clinical and administrative support services through working with the key executive management team at the hospital within the legal and regulatory framework, to represent the hospital authoritatively at provincial and public forums, to provide strategic leadership to improve operational efficiency within the health establishment to improve health outcomes.

**SALARY
CENTRE**

: R1 059 105 per annum (Level 12), (an all-inclusive MMS salary package)

: Various Hospitals & CHC:

Mahatma Gandhi Memorial Hospital Ref No: G21/2025

Ceza Hospital Ref No: G22/2025

ST Appollinaris Hospital Ref No: G23/2025

Christ The King Hospital Ref No: G24/2025

Mbongolwane Hospital: Ref No: G25/2025

Benedictine Hospital Ref No: G26/2025

Eshowe Hospital Ref No: G27/2025

Church Of Scotland Hospital Ref No: G28/2025

Ntunjambili Hospital Ref No: G29/2025

Charles Jonhson Memorial Hospital Ref No: G30/2025

Kwamashu Community Health Care Ref No: G31/2025

REQUIREMENTS

: A Degree/advanced Diploma in a health related field, registration with relevant professional council; plus A Degree/Diploma in Health Management OR a Degree/advanced Diploma in a management field. Plus At least 5 (five) years management experience in the health sector. Experience as a health service manager or significant experience in management in a health service environment. Unendorsed valid Code B driver's license (Code 08). Operational Manager and Clinical Programme Co-ordinator with five (5) years' experience as Operational Manager and Clinical Programme Co-ordinator respectively may apply. NB: All shortlisted candidates will be required to submit proof of work experience endorsed and stamped by the employer/s prior to the date of the interview. Competencies: Knowledge: Knowledge of relevant legislation such as National Health Act, Public Finance Management Act (PMFA), Public Service Act and related regulations and policies. Core Competencies: Strategic capability and leadership, programme and project management, financial

management, change management, people management and empowerment. Progress Competencies: Service delivery innovation, knowledge management, problem solving and analysis, communication, client orientation and customer focus.

DUTIES

: Strategic Planning: Prepare a strategic plan for the Hospital to ensure that it is in line with the 10-point plan, national, provincial, regional and district plans. Financial Management: Maximise revenue through collection of all income due to the Hospital, ensure that adequate policies, systems and procedure are in place to enable prudent management of financial resources, planning of financial resource mobilisation, monitoring and evaluation, asset and risk management. Facility Management: Ensure business support and systems to promote optimal management of the institution as well as optimal service delivery, ensure that systems and procedures are in place to ensure planning and timeous maintenance of facilities and equipment. Human Resource Management: Develop, implement and maintain human resource management policies and guidelines, systems and procedures that will ensure effective and efficient utilisation of human resources, promote a safe and healthy working environment through compliance with relevant legislation including occupation health and safety committees. Ensure continuous development and training of personnel and implement monitoring and evaluation of performance. Procurement and Management of Equipment and Supplies: Implement a procurement and provisioning system that is fair, transparent, competitive and cost effective in terms of provincial delegated authority and in line with the PFMA, ensure that goods and services are procured in a cost effective timely manner. Clinical and Corporate Governance: Oversee clinical governance to ensure high standards of patient care, establish community networks and report to the Hospital. Responsible for corporate governance inclusive of infrastructure planning and maintenance as well as occupational health and safety, manage the institution's risk to ensure optimal achievement of health outcomes. Implement good governance, transparency, and accountability practices. Drive the hospital and its catchment clinics towards achieving and sustaining a clean audit. Responsible for providing strategic leadership and overall management of all health services within the hospital and its catchment area, ensuring the delivery of high-quality, equitable, and patient-centred care across the facility and associated clinics, while driving compliance, efficiency, and continuous improvement. Effectively manage and optimise all resources under your stewardship, including physical, and technological assets, to ensure efficiency, accountability, and maximum impact on service delivery. Drive and implement innovative strategies that advance progress towards Universal Health Coverage (UHC) in alignment with the National Health Insurance (NHI) framework. Build and maintain strong relationships with community structures, oversight bodies, NGOs, and other health sector partners. Participate in Operation Sukuma Sakhe (OSS) and other intersectoral collaborations. Ensure hospital and catchment clinics on readiness for audits, inspections, and quality assurance assessments. Promote a positive organisational culture.

ENQUIRIES APPLICATIONS

: Mr. J Mndebele Tel No: (033) 395 3274
: All Applications Should Be Forwarded To: The Chief Director: Human Resource Management Services, KZN Department of Health, Private Bag X9051, Pietermaritzburg, 3200 OR Hand Deliver to: 330 Langalibalele Street, Natalia Building, Registry, Minus 1:1 North Tower. (Attention: Mr. A Memela) Interested applicants can visit the following website at www.kznonline.gov.za/kznjobs for Applicants are encouraged to apply for posts through the online e-Recruitment system at www.kznonline.gov.za/kznjobs or submit their Z83 and CV directly to the following email address HeadOffice.HRJobApplication@kznhealth.gov.za. Applicants may also visit any one of our Designated Online Application Centres (DOACS) where our friendly staff will assist you with applying online or receiving your hardcopy application. You can find the list of Designated Online Application Centres (DOACS) at www.kznonline.gov.za/kznjobs

NOTE

: Applications must be submitted on the new prescribed Application for Employment form (Z83) which must be originally signed, initialed and dated. Applications received on the incorrect Z83 will not be considered. All required information on the Z83 must be provided. Failure to complete or disclose all information will automatically disqualify the applicant. The Z83 should be accompanied by a comprehensive CV (with detailed experience). Persons with disabilities should feel free to apply for the post. The appointments are subject to positive outcomes obtained from the State Security Agency (SSA) to the

following checks (security clearance (vetting), criminal clearance, credit records, citizenship), verification of Educational Qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC). Only shortlisted candidates will be required to submit certified 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. It is the applicant's responsibility to have all foreign qualifications evaluated by SAQA and to provide proof of such evaluation (only when shortlisted). Applicants: Please ensure that you submit your application before the closing date as no late applications will be considered. If you apply for more than 1 post, submit separate applications for each post that you apply for. Should you not be contacted within 3 months of the closing date of the advertisement, please consider your application to be unsuccessful.

CLOSING DATE

: 05 September 2025

**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.

<u>APPLICATIONS</u>	:	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.
<u>CLOSING DATE</u>	:	12 September 2025 at 16h00
<u>NOTE</u>	:	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 and contact numbers of 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). The question related to conditions that prevent re-appointment under Part F must be answered by applicants who were previously appointed in the public service. Applications received after closing date will, as a rule 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. Applicants must disclose if she/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 also annually disclose his/her financial interest. 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. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. 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. 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.

OTHER POSTS

<u>POST 30/122</u>	:	<u>DEPUTY DIRECTOR: INTERNAL AUDIT REF NO: DEDT 2025/26/14</u>
<u>SALARY</u>	:	R896 436 per annum (Level 11), all-inclusive salary package
<u>CENTRE</u>	:	Head Office, Mbombela
<u>REQUIREMENTS</u>	:	An appropriate SAQA recognized undergraduate NQF level 07 tertiary Qualification in Accounting/Auditing with ten (10) years relevant work experience in an Internal Audit environment and 3 years should be at an entry/junior managerial level (Assistant Director Level or equivalent). Certified Internal Auditor will be an added advantage. Extensive knowledge and understanding of the principles and practice of Internal Audit including but not limited to International Professional Practices Framework of the Institute of

Internal Auditors (IIA). Extensive knowledge in areas of governance, risk management and leadership and strategy management. Knowledge and experience of the PFMA, Treasury Regulations and Public Service Regulatory Framework on Internal Auditing. Extensive knowledge of internal auditing, risk management, Public Finance Management Act, Treasury Regulations and other applicable and relevant prescripts. Prepared to work under pressure and for long hours.

DUTIES

: Maintain efficient and effective controls and achieving the objectives of the Department by evaluating the department's controls/objectives, to determine their effectiveness and efficiency through internal audits. Communicate the results of internal audit engagements. Review, collect information and compile internal audit reports to the accounting officer and audit committee, compile progress reports against audit plan, Quarterly reports and annual reports. Keep abreast with latest developments on policy and legislative frameworks. Develop and maintain internal audit methodologies policies and procedures. Provide advice and guidance to role players on the requirements and implementation of internal audit methodologies policies and procedures. Implement, monitor and report on the Quality Assurance Improvement Program. Develop strategic internal audit plans. Identify the key risk areas for the institution emanating from current operations as set out in the strategic plan and risk management strategy. Participate in the development of the three-year strategic risk based internal audit plan. Develop the annual internal audit operational plan. Participate in the coordination with other internal and external service providers of assurance to ensure proper coverage to minimise duplication of effort. Keep up to date with new developments in the internal audit environment, i.e. Study professional journals and publications. Monitor and study the relevant industry, legislative, standards changes and policy frameworks continuously. Engage in relevant continuous professional development activities, tools and techniques as required/prescribed. Manage the sub-directorate Internal Audit. Establish implement and maintain efficient and effective communication arrangements. Implement the operational plan of the sub-directorate and report on progress as required. Quality control of work delivered by employees.

ENQUIRIES APPLICATIONS

: Mr SJ Xaba Tel No: (013) 766 4164
: Email application to: recruitmentdedt2@mpg.gov.za

POST 30/123

: **HR PRACTITIONER: HR PLANNING AND PMDS REF NO: DEDT 2025/26/15**

Please note that this post is re-advertised and applicants who applied previously are encouraged to reapply.

SALARY CENTRE REQUIREMENTS

: R325 101 per annum (Level 07)
: Head Office, Mbombela
: An appropriate SAQA recognized NQF level 6 tertiary qualification in Human Resource Management/Public Management/Public Administration or equivalent relevant qualification with two (2) years' work experience in an HRM environment or completion of a 2 years Internship program in an HRM environment. Experience in the field of PMDS and HR Planning environment will be an added advantage. A valid driver's license is required. 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.

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 APPLICATIONS

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

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

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

<u>CLOSING DATE</u>	:	05 September 2025
<u>NOTE</u>	:	Applications must be submitted on the new prescribed application form Z83 obtainable from any Public Service Department or any Public Service Administration website. The fully completed and signed Z83 should be accompanied by a detailed/comprehensive Curriculum Vitae, indicating positions held, dates and key performance responsibilities. Only short-listed candidates will be required to submit certified copies of their qualifications and relevant documents on or before the day of the interview proceedings following communication from the Human Resource Management Recruitment and Selection Unit. Failure to submit the requested documents or information will result in your application not being considered. The employment decision shall be informed by the Employment Equity Plan of the Department. It is the Department's intention to promote equity (race, gender and disability) through the filling of this post(s) with a candidate whose transfer / promotion / appointment will promote representivity in line with the numerical targets as contained in our Employment Equity Plan. If you have not been contacted within eight (8) weeks after the closing date of this advertisement, please accept that your application was unsuccessful. Suitable candidates will be subjected to a personnel suitability check (criminal record, qualification verification and employment verification). Where applicable, candidates will be subjected to a skills/knowledge test. The Department reserves the right not to make any appointment(s) to the above post. The successful candidate will be expected to sign a performance agreement. The Department of Health is an equal opportunity affirmative action employer. The request for certified documents will be limited to shortlisted candidates. The Human Resource Administration of the Department will inform shortlisted candidate for a post to submit certified documents on or before the day of the interview. Should an applicant wish to apply for more than one post, separate applications must be submitted for all posts.

OTHER POSTS

<u>POST 30/124</u>	:	<u>SENIOR CLINICAL MANAGER (MEDICAL) GRADE 1 REF NO: NCDOH: 92/2025 (X1 POST)</u>
<u>SALARY</u>	:	R1 647 630 per annum
<u>CENTRE</u>	:	Dr Harry Surtie Hospital
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Medical Practitioner. Registration with a professional council: Registration with the HPCSA as Medical Practitioner. Experience: Experience: A minimum of 3 (three) years' appropriate experience after registration with the HPCSA as an Independent Medical Practitioner. Inherent requirement of the job: Valid (Code B/EB) driver's licence. Competencies (knowledge/skills): Clinical / Medical management experience and/or experience working in an Academic hospital will be considered advantageous. Knowledge and managerial experience regarding managing Clinical Services; Human Resource and Financial Resource Management. Knowledge of health delivery systems, policies and applicable legislation, governing resource allocations. Applicable and proven managerial experience in a Healthcare 63 environment, showing leadership, strategic and operational skills. Understanding of quality improvement methods and understanding of proposed national quality system Excellent communication (written and verbal) and conflict management skills. Proven computer literacy with proficiency in (i.e. MS Word, Excel and PowerPoint) with the ability to understand and analyse statistical and financial information.
<u>DUTIES</u>	:	Overall strategic and operational management, clinical and corporate governance of clinical service departments. Ensure the highest standards of patient care are maintained and develop standard operating practices regarding admission, treatment and discharge of patients within available resources. Effective, efficient and sustainable human resource management

		and planning within relevant general specialist and highly specialised clinical departments. Participate in strategies to strengthen the regional health care system ensuring equity of access to tertiary care. Facilitate and own improvement projects relating to technical quality, internal efficiency, effectiveness and appropriateness of relevant FBUs, i.e. ensuring well-functioning and governed clinical centre within available resources. Special portfolios/projects, which may include data collection, manipulation and analysis. Facilitate platform for teaching, training and development.
<u>ENQUIRIES APPLICATIONS</u>	:	Dr. D Theys Tel No: (053) 830 2102
	:	Please note applications can be hand delivered to the James Exum Building, Room 29, couriered via postal services to 144 Du Toitspan Road, James Exum Building, Kimberley Hospital Complex, Kimberley, 8301 or emailed to nchealthhr@ncpg.gov.za
<u>NOTE</u>	:	All applicants must complete an application register when an application is hand delivered.
<u>POST 30/125</u>	:	<u>MEDICAL SPECIALIST (PSYCHIATRY) REF NO: NCDOH: 93/2025 (X1 POST)</u>
<u>SALARY</u>	:	Grade 1: R1 341 855 per annum Grade 2: R1 531 032 per annum Grade 3: R1 773 222 per annum
<u>CENTRE REQUIREMENTS</u>	:	Northern Cape Mental Hospital
	:	National Senior certificate plus MBChB / MBChB plus FC Psychiatry or MMed (Psychiatry) that allows registration with HPCSA as a Medical Specialist. Appropriate experience in Psychiatric setting. Experience: Grade 1: No Experience after registration with the HPCSA as Medical Specialist in a normal specialty. Grade 2: A minimum of 5 years' appropriate experience as Medical Specialist after registration with the HPCSA. Grade 3: A minimum of 10 years appropriate experience as Medical Specialist after registration with the HPCSA).
<u>DUTIES</u>	:	Management of services within the Mental Health Unit both clinical and administrative. Provide effective and efficient outpatient mental health care in the hospital including assessment, treatment and monitoring of psychiatric patients within the framework of the Mental Health Care Act (No. 17 of 2002). Development and implementation of evidence-based, clinical protocols and guidelines. Partake in quality improvement programs including clinical audits, morbidity and mortality meetings and continuous professional development activities in the units and other departments. Implement and monitor adherence to Mental Health Care Act. Rendering of afterhours services including weekends (commuted overtime). Lead the multidisciplinary team discussions of patients in the psychiatric wards. Liaise with referral centres for patients who need further care and investigations. Training of staff members in the unit and other departments. Active participation in all hospital committees. To liaise with external stakeholders where appropriate and always maintain Professional and Ethical conduct.
<u>ENQUIRIES APPLICATIONS</u>	:	Dr. D Theys Tel No: (053) 830 2102
	:	Please note applications can be hand delivered to the James Exum Building, Room 29, couriered via postal services to 144 Du Toitspan Road, James Exum Building, Kimberley Hospital Complex, Kimberley, 8301 or emailed to nchealthhr@ncpg.gov.za
<u>NOTE</u>	:	All applicants must complete an application register when an application is hand delivered.
<u>POST 30/126</u>	:	<u>MEDICAL OFFICER GRADE 1 – 3 REF NO: 94/2025 (X4 POSTS)</u>
<u>SALARY</u>	:	Grade 1: R1 001 349 per annum Grade 2: R1 142 553 per annum Grade 3: R 1 322 352 per annum
<u>CENTRE REQUIREMENTS</u>	:	Dr Harry Surtie Hospital
	:	Appropriate qualification that allows registration with the Health Professional Council of South Africa (HPCSA) as Medical Practitioner. Registration with the HPCSA as Medical Practitioner. Experience: Grade 1: None after registered as Medical Practitioner with the HPCSA in respect of SA qualified employees 1-year relevant experience after registration as Medical Practitioner with recognised Foreign Health Professional Council in respect of foreign qualified employees, of whom is not required to perform Community Service as required

		in South Africa. Grade 2: A minimum of five (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 ten (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 request of foreign qualified employees, of whom is not required to perform Community Service as required in South Africa.
<u>DUTIES</u>	:	The candidate will be expected to render quality patient-care for all patients within in the relevant unit. Exam, investigate, diagnose and the treatment of patients. Participation in activities within the discipline including case presentation and other departmental/unit meetings. Render applicable administration function, attend meetings, workshops and training as directed by the Head of Department. Observe and comply with all departmental policies and guidelines regulating employment relationships and clinical functioning. Perform duties as assigned by the supervisor and other senior officials.
<u>ENQUIRIES</u>	:	Dr. D Theys Tel No: (053) 830 2102
<u>APPLICATIONS</u>	:	Please note applications can be hand delivered to the James Exum Building, Room 29, couriered via postal services to 144 Du Toitspan Road, James Exum Building, Kimberley Hospital Complex, Kimberley, 8301 or emailed to nchealthhr@ncpg.gov.za
<u>NOTE</u>	:	All applicants must complete an application register when an application is hand delivered.
<u>POST 30/127</u>	:	<u>PHARMACIST GRADE 1 REF NO: 95/2025 (X1 POST)</u>
<u>SALARY</u>	:	Grade 1: R848 862 per annum Grade 2: R917 634 per annum Grade 3: R1 001 349 per annum
<u>CENTRE</u>	:	Northern Cape Mental Health and DRTB Hospital (Kimberley)
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Appropriate qualification that allows registration with the South Africa Pharmacy Council (SAPC) as a Pharmacist. Registration with a Professional Council: Registration with the SAPC as a Pharmacist. Experience: Grade 1: None after registration as Pharmacist with the SAPC in respect of SA qualified employees. 1-year relevant experience after registration as Pharmacist with recognised foreign Health Professional Council in respect of foreign qualified employees, of whom it is not required to perform community Services as required in South Africa. Grade 2: A minimum of 5years' 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 qualified employees, of whom it is not required to perform Community Service as required in South Africa. Grade 3: A minimum of 13 years' relevant experience after registration as Pharmacist with the SAPC in respect of SA qualified employees. 14 years' relevant experience after registration as Pharmacist with a recognised foreign Health Professional Council in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa. Inherent requirements of the job: Valid driver's License. Willingness to perform relief and after-hour duties when required. Competencies (knowledge/skills): knowledge of the Acts pertaining to the practice of pharmacy and national and provincial health policies. Knowledge, insight and previous similar experience in a Departmental Hospital or Primary Health Care Setting. Ability to cope under pressure and maintain a high standard of professionalism effectively manage pharmaceutical stock through effective ordering, receipt, control and provision of stock including its safe disposal. Ensure quality provision of pharmaceutical care and adhering to policies and guidelines outline by the South African Pharmacy Council, National Drug Policy and national and provincial treatment guidelines. Effectively manage the human resources, finances and administrative aspects relating to the clinical pharmacy. Effectively promote rational drug use and antibiotic stewardship. Ensure the good Pharmacy Practice.
<u>DUTIES</u>	:	Perform duties to provide quality pharmaceutical care to patients by monitoring work procedures, ensuring compliance to provincial code list and ensuring

		clinical service delivery. Assist with ensuring quality of care of pharmacy services by doing audits in areas where medicine is kept. Assist with medicine management in the mental health specialised hospital by ensuring safe and reliable procurement, storage, control and distribution of quality pharmaceuticals. Assist with managing pharmaceutical expenditure which includes monitoring, evaluation and analysis of expenditure trends and implement strategies to control expenditure within financial prescripts. Assist with collating and interpreting pharmaceutical data and ensure representation of pharmacy services at all relevant meetings.
<u>ENQUIRIES APPLICATIONS</u>	:	Dr AJ. Malgas Tel No: (053) 802 6300
	:	Please note applications can be hand delivered at the Human resources offices of Northern Cape Mental Health Hospital, couriered via postal services to Portion 84, Bultfontein Farm Number 80 on R31 Barkley Road Kimberley 8301 or emailed to nchealthhr@ncpg.gov.za
<u>NOTE</u>	:	All applicants must complete an application register when an application is hand delivered
<u>POST 30/128</u>	:	<u>AUDIOLOGIST REF NO: NCDOH 96/2025 (X1 POST)</u>
<u>SALARY</u>	:	Grade 1: R397 233 per annum Grade 2: R463 961 per annum Grade 3: R 543 099 per annum
<u>CENTRE REQUIREMENTS</u>	:	DR TB Hospital, Kimberley
	:	Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as an Audiologist. Registration with HPCSA as Audiologist. Experience: Grade 1: None after registration with HPCSA as an Audiologist or Speech Therapist in respect of RSA qualified employee. Experience: Grade 1: 1-year relevant experience after registration with the HPCSA as an Audiologist or Speech Therapist in respect of foreign qualified employees of whom it is not required to perform Community Service, as required in South Africa. Grade 2: A minimum of 10 years' relevant experience after registration with the HPCSA as an Audiologist or Speech Therapist in respect of SA qualified employees. A minimum of 11 years relevant experience after registration with HPCSA as an Audiologist or Speech Therapist in respect of foreign qualified employees, of whom it is not required to Community Service, as required in South Africa. Grade 3: A minimum of 20 years' relevant experience after registration with HPCSA as an Audiologist or Speech Therapist in respect of SA qualified employees. A minimum of 21 years' relevant experience after registration with the HPCSA as an Audiologist or Speech Therapist in respect of foreign qualified employees of whom it is not required to perform Community Service as required in South African.
<u>DUTIES</u>	:	Coordinate, manage and develop audiology services for a designated area. Clinical management of patients referred to audiology services. Effective and efficient management of physical resources. People management (Rehab care workers, students, volunteers). Participate in and contribute to education and training activities. Liaise and collaborate with stakeholders. Screen, assess and intervene as required and as and when its appropriate.
<u>ENQUIRIES APPLICATIONS</u>	:	Dr AJ Malgas Tel No: (053) 802 6300
	:	Please note applications can be hand delivered at the Human resources offices of Northern Cape Mental Health Hospital, couriered via postal services to Portion 84, Bultfontein Farm Number 80 on R31 Barkley Road Kimberley 8301 E-Mailed at NCHealthhr@NCDOH.co.za
<u>NOTE</u>	:	All applicants must complete an application register when an application is hand delivered.
<u>POST 30/129</u>	:	<u>RADIOGRAPHER REF NO: NCDOH 97/2025 (X4 POSTS)</u>
<u>SALARY</u>	:	Grade 1: R397 233 per annum Grade 2: R463 941 per annum Grade 3: R543 099 per annum
<u>CENTRE</u>	:	Frances Baard District: Warrenton CHC (X2 Posts) Connie Voster Hospital (X1 Post) Jan Kempdorp CHC (X1 Post)
<u>REQUIREMENTS</u>	:	Diploma/B Tech Degree in Diagnostic Radiography. Registration with Health Professional Council of South Africa (HPCSA) as an Independent Diagnostic Radiographer. Must have completed Community Service as per the Diagnostic

Radiographer. Valid driver's license code EB. Experience: **Grade 1:** Experience: None after registration with the HPCSA in respect of RSA qualified employees who performed community service, as required in South Africa. One (1) year relevant experience after registration with the Health Professional Council of South Africa in the relevant profession (where applicable) in respect of foreign qualified employees, of whom it is not required to perform community service, as required in South Africa. **Grade 2:** Experience: Minimum of 10 years' relevant experience after registration with HPCSA in the relevant profession (where applicable) in respect of RSA qualified employees who performed community service, as required in South Africa. Minimum of 11 years' relevant experience after registration with the Health Professional Council of South Africa (HPCSA) in the relevant profession (where applicable) in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa. **Grade 3:** Experience: Minimum of 20 years' relevant experience after registration with HPCSA in the relevant profession (where applicable) in respect of RSA qualified employees who performed Community Service, as required in South Africa. Minimum of 21 years' relevant experience after registration with Health Professional Council of South Africa (HPCSA) in the relevant profession (where applicable) in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa. Knowledge, Skills and Competencies Required: Sound knowledge of diagnostic radiography procedures and equipment including computerized radiography [CR] Knowledge of radiographic procedures, equipment and accessories associated with relevant techniques. Sound knowledge of Radiation Control Regulations, safety measures and policies. Knowledge of relevant Health & Safety Acts. Good communication and interpersonal skills. Ability to work as team.

DUTIES : To provide high quality radiographic services Perform general and specialized radiographic duties as per departmental protocols. Provide a 24-hour radiographic service on a either call out/night duty basis as per departmental system. Execute all clinical procedures competently to prevent complications. Perform ward and theatre radiography. Assist Radiologist and medical officers with special examinations. Perform darkroom and clerical duties as per needs Perform standby and after hour's duties as per departmental call- roster Promote Batho Pele Principles in the execution of duties for effective service delivery Perform CT scan examinations as per allocation. Participate in Quality Assurance Programme. Perform other duties within X-Ray Section as delegated.

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

NOTE : Applicants must complete an application register when an application is hand delivered.

POST 30/130 : **SOCIAL WORKER REF NO: 98/2025 (X3 POSTS)**

SALARY : Grade 1: R325 200 per annum
 Grade 2: R397 119 per annum
 Grade 3: R477 564 per annum
 Grade 4: R585 441 per annum

CENTRE : **Frances Baard District:**
 Phokwane Sub District (X1 Post)
 Magareng Sub District (X1 Post)
 Sol Plaatje Municipality (X1 Post)

REQUIREMENTS : Formal Tertiary qualification in Social Work (Bachelor of Social Arts) that allows professional registration with the SACSSP. Registration with the SACSSP (South African Council for Social Service Profession) as a Social Worker. A valid Driver's. Experience: **Grade 1:** None. **Grade 2:** A minimum of 10 years' experience in social work after registration as Social Worker with the SACSSP. **Grade 3:** A minimum of 20 years' experience in social work after registration as Social Worker with the SACSSP. **Grade 4:** A minimum of 30 years' experience in social work after registration as Social Worker with the SACSSP.

DUTIES : Establish social work services and network for the Institution and maintain communication with stakeholders. Ensure that social work service with regard

to the care, support and protection of individuals, groups, families through relevant programmes is rendered. Keep up to date with new developments in the social work field. Undertake social work research and development and contribute to the development of policies. Render a holistic social work services to individual groups and community using all methods of social work practices. Monitor and evaluate the effectiveness of recommended interventions, reports on progress and identify. Further amended interventions to address identified conditions. Liaise / attend meetings with other departments and nongovernmental institutions to take cognizance of the latest developments in the relevant fields. Produce and maintain qualitative and quantitative records of social work interventions processes and Outcomes. Implement social welfare programme in accordance with the need of the community and Government priorities. Supervise all administrative functions required in the unit and undertake the higher level of administrative functions.

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

NOTE : Applicants must complete an application register when an application is hand delivered.

POST 30/131 : **PROFESSIONAL NURSE GENERAL REF NO: NCDOH 99/2025 (X3 POSTS)**

SALARY : Grade 1: R324 384 – R376 458 per annum
Grade 2: R396 132 – R459 726 per annum
Grade 3: R476 367 – R601 638 per annum

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

DUTIES : Supervise and ensure the provision of an effective and efficient patient care through adequate nursing care. Coordinate and monitor the implementation of nursing care plan and evaluation thereof. Provide relevant health information to health care users to assist in achieving optimal health care and rehabilitation of patients. Maintain constructive working relationships with nursing and other stakeholders (i.e. inter professional, inter-sectorial and multi-disciplinary teamwork). Manage and monitor proper utilization of human, financial and physical resources: Participate in the analysis, formulation and implementation of nursing guidelines, practices, standards and procedures.

ENQUIRIES APPLICATIONS : Ms AO Minter Assistant Manager Nursing at 073 184 6400
: Please note applications can be hand delivered at the Human resources offices of Northern Cape Mental Health Hospital, couriered via postal services to Portion 84, Bultfontein Farm Number 80 on R31 Barkley Road Kimberley 8301 or emailed to nchealthhr@ncpg.gov.za

NOTE : Applicants must complete an application register when an application is hand delivered.

POST 30/132 : **STAFF NURSE REF NO: NCDOH 100/2025 (X1 POST)**

SALARY : Grade 1: R220 614 – R246 798 per annum
Grade 2: R262 287 - R294 513 per annum
Grade 3: R306 798 – R376 458 per annum

CENTRE REQUIREMENTS : Northern Cape Mental Health Hospital, Kimberley
: Qualification that allows registration with the SANC as Staff Nurse, Registration with the SANC as Enrolled Nurse. Experience: **Grade 1:** None, **Grade 2:** A minimum of 10 years' appropriate/recognisable experience in nursing after registration with the SANC as Staff Nurse. **Grade 3:** A minimum of 20 years' appropriate/recognisable experience in nursing after registration with the SANC as Staff Nurse.

<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.
<u>ENQUIRES APPLICATIONS</u>	:	Ms A Mintor, Assistant Manager Nursing Tel No: (053) 802 3601
	:	Please note applications can be hand delivered at the Human resources offices of Northern Cape Mental Health Hospital, couriered via postal services to Portion 84, Bultfontein Farm Number 80 on R31 Barkley Road Kimberley 8301 or emailed to nchealthhr@ncpg.gov.za
<u>NOTE</u>	:	Applicants must complete an application register when an application is hand delivered.
<u>POST 30/133</u>	:	<u>NURSING ASSISTANT GRADE REF NO: NCDOH 101/2025 (X6 POSTS)</u>
<u>SALARY</u>	:	Grade 1: R174 261 – R 196 305 per annum Grade 2: R203 271 – R227 286 per annum Grade 3: R239 559 – R294 513 per annum
<u>CENTRE REQUIREMENTS</u>	:	Northern Cape Mental Hospital
	:	Minimum educational qualification: Qualification that allows registration with the SANC as a Nursing Assistant. Registration with a professional council: Registration with the SANC as Nursing Assistant. Experience: Grade 1: None, Grade 2: A minimum of 10 years appropriate/recognizable nursing experience after registration with the SANC as Nursing Assistant. Grade 3: A minimum of 20 years appropriate/recognizable nursing experience after registration with the SANC as Nursing Assistant.
<u>DUTIES</u>	:	Provide elementary nursing care in accordance with the scope of practice and nursing standards. Implement and development of basic patient care plans to provide quality patient care. Demonstrate knowledge and understanding of relevant legal and ethical framework i.e., Acts, policies, SOP's, guidelines and protocols governing the public service and Nursing Practice. Demonstrate basic knowledge of ideal Hospital Realization and maintenance. Effective utilization of resources, maintenance of proper and accurate record keeping. Demonstrate basic communication with patients, Supervisors, and colleagues. Willing to rotate through department and work night duty. Maintain professional growth / ethical standards and self-development. Work as part of a multidisciplinary team and support the managers to ensure quality nursing care.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms A Mintor, Assistant Manager Nursing at 073 184 6400
	:	Please note applications can be hand delivered at the Human resources offices of Northern Cape Mental Health Hospital, couriered via postal services to Portion 84, Bultfontein Farm Number 80 on R31 Barkley Road Kimberley 8301 or emailed to nchealthhr@ncpg.gov.za
<u>NOTE</u>	:	Applicants must complete an application register when an application is hand delivered.

**PROVINCIAL ADMINISTRATION: WESTERN CAPE
DEPARTMENT OF HEALTH AND WELLNESS**

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

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

OTHER POSTS

POST 30/134 : **CLINICAL MANAGER (MEDICAL) GRADE 1 (X2 POSTS)**
Cape Winelands Health District

SALARY : Grade 1: R1 422 810 per annum, (A portion of the package can be structured according to the individual's personal needs).

CENTRE : Langeberg Sub-district (Based at Robertson Hospital)
Witzenberg Sub-district (Based at Ceres Hospital)

REQUIREMENTS : Minimum educational qualification: Appropriate qualifications that allow registration with the Health Professions Council of South Africa (HPCSA) as Medical Practitioner. Registration with Professional council: Registration with the HPSCA as a Medical Practitioner (Independent Practice). Experience: **Grade 1:** A minimum of 3 years appropriate experience as Medical Officer after registration with the HPCSA as Medical Practitioner. Inherent requirement of the job: A valid driver's license. Willingness to commuted overtime. Willing to work weekends and public holidays and to travel to various sites. Competencies (knowledge/skills): Appropriate in-depth clinical experience. Appropriate clinical governance knowledge and skills. Good communication skills (written and verbal) Ability to function/make decisions independently and as part of a multi-disciplinary team. Good interpersonal relationships, exceptional leadership and conflict resolution skills. Knowledge of financial and human resource management, change management and other relevant general management skills. Knowledge of relevant legislation and policies of the Department of Health Western Cape. Good computer skills.

DUTIES : Strategic leadership and governance of clinical and corporate services that contribute to quality and patient centred care within the Langeberg and Witzenberg Sub-district and the wider ecosystem. Clinical service delivery within the acute and primary health care facilities within the Langeberg and Witzenberg Sub-district. Supervision, management, training, mentoring and support of clinical staff within the Langeberg and Witzenberg Sub-district. Provide an efficient administration service regarding all clinical and non-clinical matters and medico-legal work. Ensure a cost-efficient and cost-effective service at clinical level with regards to the use of staffing resources, workplace systems, laboratory services, blood, medicine, consumables and equipment.

ENQUIRIES : Dr NPB Beyers Tel No: (023) 626 8573 (Langeberg Sub-district)
Dr E Titus Tel No: (023) 316-9600 (Witzenberg Sub-district)

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 applications will be considered for vacancies within Witzenberg-and Langeberg Sub-district, for a period of three months from the date of the advert, provided that the job title, core functions, inherent requirements, and salary level are the same as those of the advertised post."

CLOSING DATE : 05 September 2025

POST 30/135 : **MEDICAL SPECIALIST: GRADE 1 TO 3 (ANAESTHETICS) (X2 POSTS)**
Chief Directorate: Rural Health District

SALARY : Grade 1: R1 341 855 per annum
Grade 2: R1 531 032 per annum
Grade 3: R1 773 222 per annum
(A portion of the package can be structured according to the individual's personal needs.)

CENTRE : Worcester Regional Hospital

<u>REQUIREMENTS</u>	:	Minimum educational qualification: Appropriate qualification that allows registration with the HPCSA as a Medical Specialist in Anaesthetics. Registration with a Professional council: Registration with the HPCSA as a Medical Specialist in Anaesthetics. Experience: Grade 1: None after registration with the HPCSA as Medical Specialist in Anaesthesia. Grade 2: A minimum of 5 years' appropriate experience as a Medical Specialist after registration with the HPCSA (or recognised foreign Health Professional Council in respect of foreign qualified employees) as a Medical Specialist in Anaesthesia. Grade 3: A minimum of 10 years' appropriate experience as a Medical Specialist after registration with the HPCSA (or recognised foreign Health Professional Council in respect of foreign qualified employees) as a Medical Specialist in Anaesthesia. Inherent requirement of the job: Valid SA driver's license. Participate in the after-hours call system. Competencies (knowledge/skills): Proven leadership abilities and experience in supervision of staff. Proven experience in principles of planning, organizing and implementation. Proven knowledge of public health policies, guidelines and related prescript to manage resources effectively. Computer literacy.
<u>DUTIES</u>	:	Ensure an efficient and cost-effective Anaesthetics service of high quality with a patient centered focus and addressing the burden of disease in the Worcester Central Ecosystem. Support to major referral centers in the Drainage area of Worcester hospital by doing Outreach and support and improving competencies in the District Health System to manage patients appropriately and impact on wellness in the Geographic area. Financial management by effective and efficient use of resources. Adhere to requirements for all HR matters. Create a learning environment for junior staff, and students, both under- and postgraduate as required. Do appropriate clinical audits and research within the department to stay abreast of clinical development.
<u>ENQUIRIES</u>	:	Dr C van der Westhuizen Tel No: (023) 348 1100
<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 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 vacancies within Worcester Regional Hospital for a period of 3 months from date of advert, provided that the job title, core functions, inherent requirements, and salary level are the same as those of the advertised post.
<u>CLOSING DATE</u>	:	05 September 2025
<u>POST 30/136</u>	:	<u>MEDICAL SPECIALIST: GRADE 1 TO 3 (PSYCHIATRY)</u> Chief Directorate: Rural Health District
<u>SALARY</u>	:	Grade 1: R1 341 855 per annum Grade 2: R1 531 032 per annum Grade 3: R1 773 222 per annum (A portion of the package can be structured according to the individual's personal needs.)
<u>CENTRE</u>	:	Worcester Regional Hospital
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as Medical Specialist in Psychiatry. Registration with Professional council: Registration with the HPCSA as Medical Specialist in Psychiatry. Experience: Grade 1: None after registration with the HPCSA as Medical Specialist in Psychiatry. Grade 2: A minimum of 5 years' appropriate experience as Medical Specialist after registration with the HPCSA (or recognised foreign Health Professional Council in respect of foreign qualified employees) as Medical Specialist in Psychiatry. 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 Psychiatry. Inherent requirement of the job: Valid SA driver's license. Participate in the after-hours call system.

	Competencies (knowledge/skills): Ability to manage all acute and chronic psychiatry cases comprehensively. Proven leadership abilities and experience in supervision of staff and resources. Proven experience in principles of planning, organizing and implementation. Proven knowledge of public health policies, guidelines and related prescript to manage resources effectively. Computer literacy.
<u>DUTIES</u>	: Ensure an efficient and cost-effective Psychiatry service of high quality with a patient centered focus and addressing the burden of disease in the Worcester Geographical Service area (GSA). Support to major referral centers in the Drainage area of Worcester hospital by doing outreach and support and improving competencies in the District Health System to manage patients appropriately and impact on wellness in the Geographic area. Financial management by effective and efficient use of resources. Adhere to requirements for all HR matters. Create a learning environment for junior staff, and students, both under- and postgraduate as required. Do appropriate clinical audits and research within the department to stay abreast of clinical development.
<u>ENQUIRIES</u>	: Dr JJ Fourie Tel No: (023) 348 1101
<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 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 vacancies within Worcester Regional Hospital for a period of 3 months from date of advert, provided that the job title, core functions, inherent requirements, and salary level are the same as those of the advertised post.
<u>CLOSING DATE</u>	: 05 September 2025
<u>POST 30/137</u>	: <u>REGISTRAR (MEDICAL) (NUCLEAR MEDICINE)</u> (4-Year Contract)
<u>SALARY</u>	: R1 001 349 per annum, (A portion of the package can be structured according to the individual's personal needs.)
<u>CENTRE</u>	: Tygerberg Hospital, Parow Valley
<u>REQUIREMENTS</u>	: Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as Medical Practitioner. Registration with Professional council: Registration with the HPCSA as Medical Practitioner. Inherent requirement of the job: Commuted overtime is compulsory. Emergency and after-hours call cover. Valid (Code B/EB) driver's licence, willingness and ability to travel. Competencies (knowledge/skills): Effective leadership & interpersonal skills. Appropriate and sufficient clinical experience since obtaining the degree of MBChB. Knowledge and practical skills. Appropriate general medical experience. Computer skills including typing, managing spreadsheets and using databases. Verbal and written communication skills. One or more of the primary subjects of the MMed (NucMed) or FCNP Part 1. Clinical experience in Internal Medicine, Oncology, Radiology or Nuclear Medicine.
<u>DUTIES</u>	: Provision of safe, comprehensive 24-hour tertiary level diagnostic and therapeutic service to patients at Tygerberg Hospital. Produce timeous and accurate nuclear medicine reports and assist in optimal workflow through imaging domains. Perform after-hours duties as per call roster. Attend teaching program activities, tutorials and assessments as part of the registrar training program. Assist with the training medical students, nursing staff and radiographers. Learn critical skills required of a Nuclear Medicine Physician. Involvement in research/audits relating to Nuclear Medicine.
<u>ENQUIRIES</u>	: Prof J Warwick Tel No: (021) 938 4372
<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. Appointment as Registrar will be for a maximum contract period of 4 years. It may become

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

<u>CLOSING DATE</u>	:	05 September 2025
<u>POST 30/138</u>	:	<u>MEDICAL OFFICER GRADE 1 TO 3 (ANESTHETICS)</u> Chief Directorate: Rural Health District
<u>SALARY</u>	:	Grade 1: R1 001 349 per annum Grade 2: R1 142 553 per annum Grade 3: R1 322 352 per annum (A portion of the package can be structured according to the individual's personal needs.)
<u>CENTRE REQUIREMENTS</u>	:	Worcester Regional Hospital
	:	Minimum educational qualification: Appropriate qualification that allows registration with the Health Professional Council of South Africa (HPCSA) as Medical Officer. Registration with Professional council: Registration with the HPCSA as a Medical Practitioner. Experience: Grade 1: None after registration as Medical Practitioner with the HPCSA in respect of SA qualified employees. 1-year relevant experience after registration as Medical Practitioner with a recognised foreign Health Professional Council in respect of foreign qualified employees, of who is not required to perform Community Service as required in South Africa. Grade 2: A minimum of 5 years appropriate experience as Medical Practitioner after registration with the HPCSA as a Medical Practitioner in respect of SA qualified employees. A minimum of 6 years relevant experience after registration as Medical Practitioner with a recognised foreign Health Council in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa. Grade 3: A minimum of 10 years appropriate experience as a Medical Practitioner after registration with the HPCSA as a Medical Practitioner in respect of SA qualified employees. A minimum of 11 years relevant experience after registration as Medical Practitioner with a recognised foreign Health Professional Council in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa. Inherent requirement of the job: Participate in the after-hours call system. Competencies (knowledge/skills): Proven experience in principles of planning, organizing and implementation. Proven knowledge of public health policies, guidelines and related prescript to manage resources effectively. Competent and willing to work across disciplines if required.
<u>DUTIES</u>	:	Ensure an efficient and cost-effective clinical service of high quality with a patient centered focus and addressing the burden of disease in the Worcester healthcare ecosystem. Ensure compliance by means of maintaining high

		quality clinical records. Financial management by effective and efficient use of resources. Adhere to requirements for all HR matters and Code of Conduct.
<u>ENQUIRIES</u>	:	Dr C van der Westhuizen Tel No: (023) 348-1141
<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. This concession is only applicable on health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status). The pool of applicants will be considered for vacancies within Worcester Regional Hospital for a period of 3 months from date of advert, provided that the job title, core functions, inherent requirements, and salary level are the same as those of the advertised post. - 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.
<u>CLOSING DATE</u>	:	05 September 2025
<u>POST 30/139</u>	:	<u>DEPUTY DIRECTOR: INFORMATION MANAGEMENT AND GOVERNANCE</u> Directorate: Health Intelligence
<u>SALARY</u>	:	R896 436 per annum, (A portion of the package can be structured according to the individual's personal needs).
<u>CENTRE</u>	:	Head Office, Cape Town
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Appropriate three-year National Diploma or Degree. Experience: Appropriate experience in all aspects of information management and data governance. Appropriate supervisory experience Inherent requirement of the job: Valid (Code B/EB) driver's licence. Willingness to travel and overnight. Competencies (knowledge/skills): Appropriate computer skills in Microsoft tools and knowledge of WCDHW data systems. Data & information management: Strong data management, information management, and data governance skills including knowledge of data quality principles. Health systems & technical expertise: Knowledge of health service delivery, monitoring and evaluation, Western Cape Department of Health and Wellness digital systems and proficiency in Microsoft Office (Power BI skills are an advantage). Analytical & conceptual thinking skills, including numeracy and business analysis and problem-solving ability with attention to detail. Planning, project & resource management with sound administrative and policy knowledge, including human resource management. Collaboration & communication: Excellent interpersonal, facilitation, and relationship management skills; Strong written and verbal communication, including report writing and presentation skills. Ability to collaborate effectively across multidisciplinary teams.
<u>DUTIES</u>	:	Lead strategic and operational planning, as well as project management, to ensure optimal utilisation of resources within the sub-directorate. Design, implement, and oversee information management and data governance policies, practices, procedures, and tools to ensure effective, secure, and compliant data handling across the organisation. Oversee the management and provision of high-quality corporate data, along with the tools and systems required to collect, integrate, and present this data effectively. Design, develop, and maintain reporting tools and outputs to support both regulatory and broader organisational reporting needs. Promote and sustain a high standard of information management skills across the province by delivering targeted training that builds understanding of information requirements, processes, policies, systems, monitoring practices, and data quality principles.
<u>ENQUIRIES</u>	:	Ms L Shand Tel No: (021) 483 2639 or Lesley.shand@westerncape.gov.za
<u>APPLICATIONS</u>	:	Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	:	No payment of any kind is required when applying for this post.
<u>CLOSING DATE</u>	:	05 September 2025

<u>POST 30/140</u>	:	<u>OPERATIONAL MANAGER NURSING (PHC)</u> Garden Route District
<u>SALARY</u>	:	R693 096 per annum
<u>CENTRE</u>	:	Calitsdorp CC
<u>REQUIREMENTS</u>	:	Minimum educational qualifications: 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. Post-basic qualification with a 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 a Professional Nurse and Midwife. Experience: A minimum of 9 years appropriate/recognisable experience in nursing after registration as a Professional Nurse with SANC in General Nursing. At least 5 years of the period referred to above must be appropriate/recognisable experience after obtaining the 1-year post-basic qualification in Curative Skills in Primary Health Care (R48). Inherent requirements of the job: Valid (Code B/EB) driver's license and willingness to travel. Willingness to relief when necessary, in other PHC clinics within the Sub-District. Competencies (knowledge/skills): In-depth Knowledge and application of Ideal Clinic and National Core Standards/Office of Health Standard Compliance. Demonstrate in-depth knowledge of nursing and public service legislation. Knowledge of Human Resource and Financial policies. Good communication skills. Computer literacy (MS Word and Excel, PowerPoint and emails.).
<u>DUTIES</u>	:	Leadership and Management - Values Alignment, Team Functioning, Governance. Integration of Services – COPC, HIV/AIDS/STI/TB, Maternal, Child and Women's health and nutrition, disease prevention and control. Strategy and support – Professional support, Monitoring and evaluation, Operational Planning. People management. Management of staff and supervisory functions, people relationships, APL, skills development, and people strategy. Finance, supply chain, and physical resources management. Quality Assurance – Compliments and Complaints, Patient Safety Incidents, Occupational Health and Safety, Risk assessment, Patient Experience of care, Staff Satisfaction Survey, Waiting time survey, Ideal Clinic, Office of Health standard compliance, Quality Improvement Plans, Infection Prevention and Control.
<u>ENQUIRIES</u>	:	Ms S Labuschagne 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. The pool of applicants will be considered for similar vacant posts within the Garden Route District for a period of 3 months from the date of the advert. Candidates will be subjected to a practical/ oral assessment.
<u>CLOSING DATE</u>	:	05 September 2025
<u>POST 30/141</u>	:	<u>CLINICAL PROGRAMME COORDINATOR: GRADE 1 (HAST)</u> (West Coast District)
<u>SALARY</u>	:	Grade 1: R549 192 per annum
<u>CENTRE</u>	:	Saldanha Sub-district
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as Professional Nurse 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 Professional council: Registration with the SANC as a Professional Nurse and Midwife. Experience: A minimum of 7 years appropriate/recognisable experience in nursing after registration as Professional Nurse with SANC in General Nursing. Inherent requirement of the job: Valid (Code B/EB) driver's licence and willingness to travel and work when required. Competencies (knowledge/skills): Ability to think strategically and analytically, work independently, as well as the ability to interpret and implement policies and guidelines. Computer literacy (MS Word, Excel and PowerPoint).
<u>DUTIES</u>	:	Coordination and implementation of Sub-district integrated comprehensive health services i.e. HIV/AIDS/STI/TB services and establishing service linkages with integrated management of chronic conditions, 1st 1000 day's

strategy, adolescent, women's and men's health services and establishing health services linkages on all service platforms at Subdistrict level. Provide oversight, supervision and support to health facilities i.r.o. the implementation quality assurance policies, guidelines, protocols, norms and standards. Involvement with People Development component and training to support integrated health services provision. Responsible for the strengthening and coordination of internal and external interface management with stakeholders, including NPOs, to enhance implementation of the COPC principles. Monitoring and Evaluation of Integrated Health services performance as well as the effective implementation of appropriate projects to improve the integrated Primary Health care services and outcomes in the Sub-district.

**ENQUIRIES
APPLICATIONS**

: Ms AR Louw Tel No: (022)709-5067
: 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.
: 05 September 2025

POST 30/142

: **PARAMEDIC (EMS CLINICAL LEAD) GRADE 3 AND 4 (X4 POSTS)**
Chief Directorate: Emergency and Clinical Services Support

SALARY

: Grade 3: R487 014 per annum
Grade 4: R570 267 per annum

**CENTRE
REQUIREMENTS**

: Emergency Medical Services, Metropole
: Minimum educational qualification: **Grade 1:** Successful completion of the Critical Care Assistant (CCA) programmes that allows registration with the Health Professions Council of South Africa (HPCSA) as Paramedic. **Grade 2:** Successful completion of the Critical Care Assistant programme or a Recognized National Diploma that allows registration with the HPCSA as Paramedic. **Grade 3:** Successful completion of the Critical Care Assistant (CCA) programme or a Recognized National Diploma that allows registration with the HPCSA as Paramedic or B Tech Degree that allows registration with the HPCSA as Emergency Care Practitioner. **Grade 4:** Successful completion of the Critical Care Assistant (CCA) programme or a Recognized National Diploma that allows registration with the HPCSA as Paramedic or B Tech Degree that allows registration with the HPCSA as Emergency Care Practitioner. 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. Registered ECP- None. -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. Registration with 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. Inherent requirements of the job: Valid code C1 driver's license. Valid professional driver's permit (PrDP). Physical and mental fitness. Competencies (knowledge/skills): Excellent knowledge of all levels of emergency care protocols within the scope of registration category. Good communication and interpersonal skills. Computer literacy and skills.

DUTIES

: Clinical Quality Assurance & Patient Safety: Lead the development and implementation of comprehensive quality improvement frameworks to ensure consistent, high-standard emergency care delivery from roadside to bedside. Establish and maintain robust clinical governance structures, including incident reporting systems, adverse event management, and patient safety protocols. Monitor and evaluate clinical performance against established emergency response timeframes and quality benchmarks across all service platforms. Coordinate systematic collection and analysis of patient feedback, complaints, compliments, and clinical outcomes to drive service improvements. Clinical Leadership & Professional Development: Provide strategic clinical leadership and mentorship to prehospital emergency care providers across all levels of service delivery. Collaborate with multidisciplinary teams to develop evidence-based clinical protocols, care pathways, and operational guidelines. Design

and facilitate continuous professional development programs, including clinical coaching, skills enhancement, and competency assessments. Establish clinical oversight mechanisms to support real-time decision-making and maintain clinical excellence standards. Quality Improvement Program Management: Design, implement, and evaluate targeted quality improvement initiatives based on current evidence, best practices, and local contextual needs. Coordinate cross-functional quality improvement projects involving clinical, operational, and administrative stakeholders. Establish data-driven performance monitoring systems to track clinical outcomes, response times, and service effectiveness. Lead root cause analysis processes for clinical incidents and develop corrective action plans to prevent recurrence. Strategic Clinical Governance: Uphold and promote patient-centred care principles throughout all emergency medical service operations. Ensure compliance with regulatory requirements, professional standards, and organisational policies across geographic and clinical service platforms. Develop and maintain clinical standards, protocols, and quality metrics that align with national emergency medical service guidelines. Provide clinical expertise and leadership input for strategic planning and service development initiatives. Stakeholder Engagement & Communication: Facilitate effective communication and collaboration between clinical teams, management, and external healthcare partners. Represent the organisation in clinical governance forums, quality improvement networks, and professional development initiatives. Maintain relationships with regulatory bodies, healthcare institutions, and community stakeholders to support integrated emergency care delivery. Prepare and present clinical performance reports, quality improvement outcomes, and strategic recommendations to senior leadership.

**ENQUIRIES
APPLICATIONS**

: Dr N Abdullah @ Naseef.abdullah@westerncape.gov.za or (063) 780 1864
: Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").

NOTE

: Candidates are subjects to a practical. Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable on health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status). The pool of applications will be considered for vacancies within EMS, for a period of three months from the date of the advert, provided that the job title, core functions, inherent requirements, and salary level are the same as those of the advertised post."

CLOSING DATE

: 05 September 2025

POST 30/143

: **PROFESSIONAL NURSE GRADE 1 AND 2 (SPECIALTY: NURSING: MOU)**
Chief Directorate: Metro Health Services

SALARY

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

**CENTRE
REQUIREMENTS**

: Bishop Lavis CDC
: Minimum educational qualification: Basic R425 qualification (i.e., diploma/degree in nursing) or equivalent qualification that allows registration with the SANC as a Professional Nurse and Midwife. Post-basic/advanced nursing qualification, with duration of at least one (1) year accredited with the SANC in advanced Midwifery and Neonatal Nursing Science. Registration with Professional council: Registration with the SANC as 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 specialty after obtaining the 1-year post-basic qualification in the relevant specialty. Inherent requirement of the job: Willingness to work in the geographical PHC facilities within the Northern Tygerberg substructure, when operationally required. Computer literacy (MS Word and Excel). Competencies (knowledge/skills): Good interpersonal, leadership and management skills. Ability to direct the team to ensure quality holistic health care and to function independently in a

	multi-disciplinary team. Demonstrate an in-depth knowledge of nursing and public service legislation. Knowledge of Human resource, financial and supply chain policies, and guidelines.
<u>DUTIES</u>	: Responsible for the provision and implementation of comprehensive holistic nursing care and treatment to all pregnant clients. Assist with management of people management services with the Department. Effective utilisation of financial resources with the department. Ensure the promotion of Quality Assurance, Infection Control and Prevention & Occupational Health & Safety with the department. Deliver a support service to the Operational Manager and ensure effective coordination of the nursing division after hours.
<u>ENQUIRIES</u>	: Ms. P Ngcaba Tel No: (021) 508-4611
<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 required qualification will be appointed in the general stream, and they will be required to obtain the necessary qualifications within a predetermined period of time. Candidates without the required post-basic qualifications can only be appointed if no suitable candidates with the required educational qualifications could not be found. "Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview." This concession is only applicable to health professionals who apply for the first time for registration in a post-basic qualification with duration of at least 1 year, accredited with SANC in Advanced Midwifery and Neonatal Nursing Sciences. "The pool of applications will be considered for vacancies within Metro Health Services, for a period of three months from the date of the advert, provided that the job title, core functions, inherent requirements, and salary level are the same as those of the advertised post." Candidates will be subjected to a practical/oral assessment.
<u>CLOSING DATE</u>	: 05 September 2025
<u>POST 30/144</u>	: <u>PROFESSIONAL NURSE GRADE 1 TO 2 (SPECIALTY: OPERATING THEATRE AND CSSD)</u> Chief Directorate: Metro Health Services
<u>SALARY</u>	: Grade 1: R476 367 (PN-B1) per annum Grade 2: R583 989 (PN-B2) per annum
<u>CENTRE</u>	: Wesfleur Hospital
<u>REQUIREMENTS</u>	: Minimum educational qualification: Basic R425 qualification (i.e., diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse and Midwife. 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 a Professional Nurse and Midwife. Experience: Grade 1: A minimum of 4 years appropriate/recognizable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. Grade 2: A minimum of 14 years' appropriate/recognizable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. At least 10 years of the period referred to above must be appropriate/recognizable experience in the specific specialty after obtaining the 1-year post-basic qualification as mentioned above. Inherent requirements of the job: Required to work shifts and after hours (weekends, public holidays, and standby duties) and rotation within the facility. Willingness to undergo the required training as prescribed in terms of the Choice on Termination of Pregnancy Act, 1996. 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 conflict resolution skills. Basic computer skills in MS Word, Excel and MS Outlook. Knowledge of relevant legislation and policies of the Department of Health, Western Cape.
<u>DUTIES</u>	: Provide optimal, holistic specialized nursing care within set standards and professional/legal framework within 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. Render medical and surgical termination of pregnancy (MVA).
<u>ENQUIRIES</u>	:	Ms LA Abrahams Tel No: (021) 816-500, Email: Lee-Anne.Abrahams@westerncape.gov.za
<u>APPLICATIONS</u>	:	Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	:	No payment of any kind is required when applying for this post. Candidates who are not in possession of the required qualifications will be appointed into the general stream, and they will be required to obtain the necessary qualifications within a predetermined period. "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: Medical and Surgical Nursing Science: Operating Theatre. The pool of applications will be considered for vacancies within Wesfleur Hospital, for a period of three months from the date of the advert, provided that the job title, core functions, inherent requirements, and salary level are the same as those of the advertised post.
<u>CLOSING DATE</u>	:	05 September 2025
<u>POST 30/145</u>	:	<u>CLINICAL NURSE PRACTITIONER GRADE 1 TO 2 (CLINICAL NURSE TRAINING) (PRIMARY HEALTH CARE AND HOSPITAL)</u> Central Karoo District
<u>SALARY</u>	:	Grade 1: R476 367 per annum Grade 2: R583 989 per annum (plus non-pensionable rural allowance of 12% of your annual basic salary)
<u>CENTRE REQUIREMENTS</u>	:	Central Karoo District Office (Clinical Nurse Training) 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 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 requirement 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.
<u>DUTIES</u>	:	Analyzing training needs and resources of clinical personnel in Central Karoo District. Planning and coordination clinical training, skills development and maintenance of competence interventions in the Central Karoo District. Presentation, facilitation and co-ordination of clinical service related to training programs in the Central Karoo District. Monitoring, evaluation and reporting of clinical training and clinical skills development interventions in the Central Karoo District. 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.
<u>ENQUIRIES</u>	:	Ms J Nel Tel No: (023) 414 3590
<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 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 Central Karoo District for a period of 3 months from date of advert.

<u>CLOSING DATE</u>	:	05 September 2025
<u>POST 30/146</u>	:	<u>CLINICAL NURSE PRACTITIONER GRADE 1 TO 2 (CLINICAL NURSE TRAINING AND QUALITY ASSURANCE)</u> Garden Route District
<u>SALARY</u>	:	Grade 1: R476 367 per annum Grade 2: R583 989 per annum (plus non-pensionable rural allowance of 8% of your annual basic salary)
<u>CENTRE REQUIREMENTS</u>	:	Kannaland Sub-district Minimum educational qualification: Basic R425 qualification (i.e., diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council as Professional Nurse and Midwife. Post-basic qualification, with a duration of at least 1-year, in Curative Skills in Clinical Nursing Science: Health Assessment, Treatment and Care (R 48) accredited with the SANC. Registration with Professional council: Registration with the SANC as a Professional Nurse and Midwife. Experience: Grade 1: A minimum of 4 years appropriate/recognizable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. Grade 2: A minimum of 14 years appropriate/recognizable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. At least 10 years of the period referred to above must be appropriate/recognizable experience after obtaining the 1-year post-basic qualification in the specific specialty. Inherent requirement of the job: A valid (Code B/EB) driver's licence and willingness to travel. Competencies (knowledge/skills): Appropriate knowledge of the principles and policies of Quality Assurance, Infection, Prevention and Control (IPC) and Occupational Health and Safety (OHS). Teaching, presentation, training and assessment skills. Good communication skills (verbal and written). Computer Literacy (MS Office: MS Word, Excel, PowerPoint and Outlook).
<u>DUTIES</u>	:	Analyzing training needs and resources of clinical personnel at Kannaland Sub-district level. Presentation facilitation and co-ordination of clinical service related to training programs at Kannaland Sub District. Monitor and coordinate the Quality Assurance program. Monitor and respond to consumer complaints, compliments and suggestions. Monitor and assist with morbidity and mortality. Monitoring, evaluation and reporting of clinical training and clinical skills development interventions.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms S Labuschagne Tel No: (028) 551 1010 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. No payment of any kind is required when applying for this post. Candidates who are not in possession of the stipulated registration requirements may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable to candidates who apply for the first time for registration in the post basic qualification in: Curative Skills in Clinical Nursing Science: Health Assessment, Treatment and Care accredited with the SANC (R48). The pool of applicants will be considered for similar vacant posts within the Garden Route District for a period of 3 months from the date of advert. Candidates will be subjected to a practical/ oral assessment.
<u>CLOSING DATE</u>	:	05 September 2025

<u>POST 30/147</u>	:	<u>ASSISTANT DIRECTOR: SUPPLY CHAIN MANAGEMENT (INFRASTRUCTURE SOURCING)</u> Directorate: Supply Chain Sourcing Sub-directorate: Infrastructure Sourcing
<u>SALARY CENTRE REQUIREMENTS</u>	:	R468 459 per annum Head Office, Cape Town Minimum educational qualification: An appropriate 3-year National Diploma/Degree in Procurement/ built Environment/Supply Chain Management/Public Management/Finance/Project Management/Auditing/ Management or equivalent qualification. Experience: Appropriate experience in the Supply Chain Management environment. Appropriate supervisory experience. Appropriate experience in procurement of built environment-related goods and services by means of commodity-driven sourcing strategies, in particular. Appropriate experience in executing procurement projects from needs analysis through to contract management stage. Appropriate experience in procurement processes prescribed by the Construction Industry Development Board. Appropriate experience in Tender Management, Demand Management, Supplier Performance, Compliance & Reporting, Contract Management, Policy & Governance; and Human resource management. Inherent requirement of the job: Valid Code B/EB driver's licence and willingness to travel. Competencies (knowledge/skills): Sound management, report writing and analytical skills and ability to assimilate detailed information. Commodity exposure across a range of FM services, ie. plumbing, electrical, general building and mechanical maintenance, HVAC, fabric repairs, etc. Demonstrate stakeholder engagement, influencing skills. Financial and commercial awareness. Proven experience managing complex projects. Ability to work under pressure and pay attention to detail and meet deadlines. Computer literacy (Word, Excel and PowerPoint). Rigorous expenditure analysis and reporting skills. Human resource management.
<u>DUTIES</u>	:	Provide an integrated demand, acquisition and contract management service of infrastructure goods and services commodities for the Department through the development, implementation and maintenance of a transformative approach to sourcing in the Department of Health with a focus on: Commodity-based lifecycle costing: take ownership of spend management within your category through the design and execution of innovative category management plans. End-to-end management of the sourcing process: drive vendor performance management, vendor identification, evaluation. Supplier relationship and performance management: ensure that high standards of contractor performance are maintained. Internal stakeholder management. Delivery of optimal commercial benefits to the Department. Ensure the following in compliance with departmental policies, procedure, guidelines and applicable legislation: Assist in the implementation of an effective supply chain management performance management system that measures the performance of suppliers in accordance with departmental policies and procedures and applicable legislative requirements, the supply chain management unit and the Department; Review and collate supply chain management information for timely reporting to relevant stakeholders; Conduct the annual Auditor General reporting, develop the infrastructure AOS and delegations and yearly reviews ; Monitor the performance of supply chain management activities; Develop and review departmental policies and applicable to supply chain management and perform and support supply chain management compliance testing and institute remedial action; Perform SCM abuse; complaints, enquiries and appeals investigations; Assist with any infrastructure related activities within the unit ; Provide infrastructure training and support institutions; Build capacity within the infrastructure environment.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms P Snell, email: Priscilla.Snell@westerncape.gov.za Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE CLOSING DATE</u>	:	No payment of any kind is required when applying for this post. 05 September 2025
<u>POST 30/148</u>	:	<u>CHIEF LANGUAGE PRACTITIONER</u> Directorate: Communications
<u>SALARY CENTRE</u>	:	R468 459 per annum Head Office, Cape Town

<u>REQUIREMENTS</u>	:	Minimum educational qualification: An appropriate 3-year National Diploma/B-Degree. Experience: Appropriate experience in translation, editing, proofreading and project management in a public sector communication context. Appropriate experience in minor formatting and language and grammar corrections. Certification in translation, editing and proof reading from a recognised institution or accredited professional body. Inherent requirement of the job: Valid (EB) driver's licence. Willingness to travel and work after hours. Competencies (knowledge/skills): Proven ability to manage the delivery of language services, including translation, editing and proofreading. Sound knowledge of language policy implementation within the public service. People management and workflow coordination abilities. Analytical and problem-solving skills. High levels of computer literacy (MS Office / Office365; Adobe InDesign advantageous). Strong interpersonal and project management skills. Ability to work under pressure and manage competing priorities. Excellent attention to detail.
<u>DUTIES</u>	:	Manage the translation, editing and proofreading services of the Language Unit. Oversee project management and workflow for language services. Supervise and support language practitioners within the unit. Ensure alignment with the language policy of the Western Cape Government. Maintain quality standards across all language outputs. Provide strategic support to the DD: Strategic Communication.
<u>ENQUIRIES</u>	:	Mr D Evans Tel No: (021) 483- 3080
<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 subjected to a practical test. This is a readvertisement – previous applicants are encouraged to reapply.
<u>CLOSING DATE</u>	:	05 September 2025
<u>POST 30/149</u>	:	<u>ASSISTANT DIRECTOR: REGISTRY</u> Directorate: People Development
<u>SALARY</u>	:	R468 459 per annum
<u>CENTRE</u>	:	Head Office, Cape Town
<u>REQUIREMENTS</u>	:	Minimum educational qualification: An appropriate 3-year National Diploma or Degree. Experience: Appropriate experience. Inherent requirement of the job: Valid (code B/EB) driver's license. Competencies (knowledge/skills): Knowledge and understanding of the National Archives and Records Service Act, Provincial Archives and Records Services Act, POPIA, PAIA and Promotion of Administrative Justice Act (PAJA). Knowledge of information and records management. Specialist knowledge of records management policies and practices. Numeracy or Literacy skills. Sound Verbal, Written and Interpersonal Communication.
<u>DUTIES</u>	:	Ensure adherence to registry protocols/ processes. Administration, Planning and Organising. Ensure the safe storage of records as well as the accessibility and availability thereof to relevant stakeholders. Coordinate the archiving and disposal of records to the legislative requirements. Develop, implement and maintain an electronic content management (ECM) system. Ensure effective and efficient People Management.
<u>ENQUIRIES</u>	:	Mr A Thorne Tel No: (021) 483 5917 / Ashley.Thorne@westerncape.gov.za
<u>APPLICATIONS</u>	:	Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	:	No payment of any kind is required when applying for this post.
<u>CLOSING DATE</u>	:	05 September 2025
<u>POST 30/150</u>	:	<u>ASSISTANT DIRECTOR: QUALITY IMPROVEMENT GOVERNANCE</u> Chef Directorate: Metro Health Services
<u>SALARY</u>	:	R468 459 per annum
<u>CENTRE</u>	:	Victoria Hospital
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Appropriate 3-year National Diploma/ Degree in a health-related field registrable with any South African Health Professional Body. Experience: Appropriate experience of utilising recognised quality improvement methodology in a healthcare environment. Hospital experience is an advantage. Evidence of delivering training in Quality Improvement methodology to groups and individuals. Inherent requirement of the job: Valid (Code B/EB) Drivers Licence. Competencies (knowledge/skills):

		Advanced coaching experience to admin and clinical personnel in a healthcare ecosystem. Extensive working experience utilising recognised improvement methodology in a healthcare setting. Experience in translating strategic goals of health care services using quality improvement methodology to maximise efficiency and achieve good health outcomes. Experience of utilising advanced data analysis to make recommendations to management on process improvement in a health care setting. Advanced computer skills in Microsoft 365 packages.
<u>DUTIES</u>	:	Work within a healthcare ecosystem to support health care facilities and services along the patient pathway. Work with internal and external stakeholders to facilitate process improvement to the healthcare ecosystem. Lead and direct process improvement projects that delivers measurable operational performance improvement. Coaching of all levels of healthcare personnel in recognised quality improvement methodology to improve operational performance. Create an empowering culture within teams to translate strategic direction into meaningful sustainable objectives. Develop a training program, based on an established service improvement framework that can sustain improvement thinking and application, and assist with the development and training material to different staff categories.
<u>ENQUIRIES</u>	:	Mr J Vaughan Tel No: (021) 799 1201 or email: Jonathan.Vaughan@westerncape.gov.za
<u>APPLICATIONS</u>	:	Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	:	No payment of any kind is required when applying for this post. Shortlisted candidates could be subjected to a competency test. No payment of any kind is required -"The pool of applications will be considered for vacancies within the department, for a period of three months from the date of the advert, provided that the job title, core functions, inherent requirements, and salary level are the same as those of the advertised post."
<u>CLOSING DATE</u>	:	05 September 2025
<u>POST 30/151</u>	:	<u>MORTUARY MANAGER</u> Chief Directorate: Emergency and Clinical Services Support
<u>SALARY</u>	:	R468 459 per annum
<u>CENTRE</u>	:	Forensic Pathology Laboratory (L2) Oudtshoorn
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Senior Certificate (or equivalent) qualification. Experience: Appropriate extensive experience in Forensic Pathology Service. Appropriate Supervisory experience in the Forensic Pathology Service setting. Inherent requirement of the job: A valid (Code B/EB) driver's licence. Will be required to work standby duties (after hours) and wear a uniform. Ability to lift and work with corpses (mutilated, decomposed, infectious viruses, etc). Will be required to deliver testimony in court proceedings. Competencies (knowledge/skills): Good working knowledge of IT packages (FPS Business System and Live link). Competent in numerical assessment, planning, forecasting and checking (budget, procurement, stores, claims, etc). People management and planning skills. Above average computer and software literacy in at least MS Excel and Word. Ability to achieve and maintain good interpersonal and working relations with staff and clients, with knowledge of the Core values of the Department and to interpret and apply policies. People Management, Finance & Supply Chain experience.
<u>DUTIES</u>	:	Manage the facility and service area through Strategic Operational planning, communication and resource allocation. Effective Clinical service delivery and Management of Major Incidents in the service area. Effective Human Resource Management. Effective Management of Finances, Assets and Infrastructure. Effective Electronic Information and Document Management.
<u>ENQUIRIES</u>	:	Mr S Fyfe, e-mail at sean.fyfe@westerncape.gov.za
<u>APPLICATIONS</u>	:	Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	:	No payment of any kind is required when applying for this post. Candidates may undergo a Competency Based Assessment. The pool of applicants may be considered for other vacant Mortuary Manager posts within the Chief Director Emergency & Clinical Services Support, 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>	:	05 September 2025

<u>POST 30/152</u>	:	<u>SENIOR ADMINISTRATIVE OFFICER: HUMAN RESOURCE DEVELOPMENT</u> Chief Directorate: Metro Health Services
<u>SALARY</u>	:	R397 116 per annum
<u>CENTRE</u>	:	Office of the Chief Director: Metro Health Services
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Appropriate three-year National Diploma or Degree. Experience: Appropriate experience in Human Resource Development. Inherent requirement of the job: Valid (Code B/EB) driver's licence. Competencies (knowledge/skills): Computer literacy (MS Word, Excel and PowerPoint). Knowledge and interpretation of the human resource prescripts in the Public Service. Good communication, interpersonal and presentation skills. Ability to analyse, interpret and apply legislation, policies and prescripts. Ability to function in a stressful environment and cope with a heavy workload. Appropriate planning and administration skills. Leadership capabilities, managerial and organisation skills.
<u>DUTIES</u>	:	Compilation of people development compliance reports (WSP, ATR QMR). Supervision of Staff and projects in the People development component. Supervise the administration of People Development projects .i.e. Bursaries, EPWP and AET. Coordination of people development interventions i.e. CIP, short courses e.t.c. Supervise the maintenance of People Development database. Ensure timeous and accurate reporting with regards to People development compliance reports.
<u>ENQUIRIES</u>	:	Mr X Nyangaza Tel No: (021) 815 8690
<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. No payment of any kind is required when applying for this post. The pool of applications will be considered for vacancies within the Chief Directorate: Metro Health Services, for a period of three months from the date of the advert, provided that the job title, core functions, inherent requirements, and salary level are the same as those of the advertised post. Shortlisted candidates will be subjected to a written/practical and oral assessment.
<u>CLOSING DATE</u>	:	05 September 2025
<u>POST 30/153</u>	:	<u>ARTISAN FOREMAN GRADE A</u> Chief Directorate: Metro Health Services
<u>SALARY</u>	:	Grade A: R382 047 per annum
<u>CENTRE</u>	:	Helderberg Hospital
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Appropriate Trade Test Certificate. (Carpentry) Experience: 5 years' experience as an Artisan after obtaining the Trade Test Certificate. Inherent requirements of the job: A valid driver's licence (Code B/EB) and willing to travel throughout the Western Cape. Do standby duties and emergency callouts as required. Competencies (knowledge/skills): Competency in Supervisory and Management skills. Sound interpersonal and good verbal and written communication skills. Sound knowledge of mainly finish Carpentry (Shopfitting, Finishing Carpentry, Furniture making industry). And a sound knowledge of building trades (Carpentry, Plumbing, Building). Sound knowledge of the SANS 10 - 400 Building Regulation. Be conversant with the requirements of the Machinery and Occupational Health and Safety Act. Computer literacy (MS Office and MS Excel). Conversant with disciplinary actions.
<u>DUTIES</u>	:	Supervise staff in Workshop and produce designs and objects with material and equipment according to job specifications and standards and provide and assistance to Artisans and other workshop staff. Carry out technical investigations and surveys, develop repair solutions to plant, equipment and maintenance problems and render technical advice and ensure quality assurance of all work performed Repair equipment, facilities, plants and buildings according to standards including the hub clinics. Keep register of all work done, keep control of job cards and compile and submit reports as required. Ensure the adherence is given to the Occupational Health and Safety act. Perform administrative duties and assist with personnel progress reports. Assist with the ordering, procurement and control of maintenance material and equipment (Validating quotations, writing Specifications). Planning and décor of new installations and alterations.
<u>ENQUIRIES</u>	:	Ms. J Julies Tel No: (021) 850-4738

<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. The pool of applicants will be considered for other vacant Artisan Foreman 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.
<u>CLOSING DATE</u>	:	05 September 2025
<u>POST 30/154</u>	:	<u>SOCIAL WORKER GRADE 1 TO 4</u> Central Karoo District
<u>SALARY</u>	:	Grade 1: R325 200 per annum Grade 2: R397 119 per annum Grade 3: R477 564 per annum Grade 4: R585 441 per annum
<u>CENTRE</u>	:	Support & Outreach Beaufort West PHC
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Appropriate qualification that allows registration with the South African Council for Social Services Professions (SACSSP) as Social Worker. Registration with Professional council: Registration with SACSSP as a Social Worker. Experience: Grade 1: None. Grade 2: A minimum of 10 years' appropriate experience in social work after registration as Social Worker with the SACSSP. Grade 3: A minimum of 20 years' appropriate experience in social work after registration as 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. Inherent requirement of the job: A valid driver's licence (Code B/EB). Competencies (knowledge/skills): Social worker supervision framework; human behaviour and social systems; and the ability to intervene at the points where individuals interact with their surroundings to foster social well-being; social work interventions and theories; Knowledge and Information Management; Professional ethics and protocol; relevant legislation, policies, and prescripts (standards and norms); social dynamics, work values, and principles; and empowering and developing others. Good communication (written and verbal) and report-writing skills. Self-management and motivation, good planning, organizing, problem solving and analytical skills. Computer literacy (MS Word, Excel and Outlook). -Presentation and facilitation skills. Client orientation and customer focus. Challenge structural sources of poverty, inequality, oppression, discrimination and exclusion. Ability and competence to ensure that one assists, advocates and empowers individuals, families, groups, organisations and communities to enhance their social functioning and their problem-solving capacities, prevent and alleviate distress and use resources effectively and efficiently. Understanding and ability to ensure that one provides social services towards protecting people who are vulnerable, at-risk and unable to protect themselves.
<u>DUTIES</u>	:	Render a social work service with regard to the care, support, protection and development of vulnerable individuals, groups, families and communities through the relevant programmes (Case work, group work and Community work). Attend to any other matters that could result in, or stem from, social instability in any form. Supervise and Support Social Auxiliary Workers. Continuous professional development. Keep up to date with new developments in the social work and social welfare fields. Perform all the administrative functions required of the job.
<u>ENQUIRIES</u>	:	Dr W. Hine Tel No: (023) 414 8200
<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. 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 posts within the Central Karoo District, for a period of 3 months from date of advert.
<u>CLOSING DATE</u>	:	05 September 2025
<u>POST 30/155</u>	:	<u>PERSONAL ASSISTANT</u> Chief Directorate: Metro Health Services
<u>SALARY</u>	:	R325 101 per annum
<u>CENTRE</u>	:	Khayelitsha District Hospital
<u>REQUIREMENTS</u>	:	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). Qualification 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 Middle and or Senior Management. Appropriate experience in office administration and or management, which includes financial management, asset management, logistical support. Competencies (knowledge/skills): Computer skills-intermediate to advance (MS Office). Excellent verbal and written communication skills. Excellent interpersonal, time management, office management and organisational skills.
<u>DUTIES</u>	:	Render a secretarial service to the Chief Executive Officer (CEO). Provide a receptionist support service to the office of the CEO including answering and directing telephone calls as well as visitors and proper scheduling of meetings. Ensure adequate, timeous preparation for meetings. Render administrative support to the Office of the CEO including typing of minutes in meetings and certain documents when required and ensure accuracy of documents and ensuring good record keeping including effective and efficient filing system. Effectively and efficiently manage the diary of the CEO and ensure prioritizing of important meetings. Ensure responsible co-ordination of the CEO's meetings i.e., logistics arrangements, venues etc. Support the CEO with the administration of the Budget and Supply chain including maintenance of Equipment and ensuring office equipment is operational.
<u>ENQUIRIES</u>	:	Ms B Gaji Tel No: (021) 360 4520
<u>APPLICATIONS</u>	:	Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	:	No payment of any kind is required when applying for this post.
<u>CLOSING DATE</u>	:	05 September 2025
<u>POST 30/156</u>	:	<u>ADMINISTRATIVE OFFICER: SUPPLY CHAIN MANAGEMENT (ASSET MANAGEMENT)</u> Chief Directorate: Metro Health Services
<u>SALARY</u>	:	R325 101 per annum
<u>CENTRE</u>	:	Office of the Chief Directorate: Metro Health Services
<u>REQUIREMENTS</u>	:	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 Asset Management, Supply Chain Management, Inventory Management and Procurement processes and reporting. Appropriate experience in LOGIS, EPS, CSD and WCSEB. Inherent requirement of the job: Valid (Code B/EB) code drivers' licence. Willingness to lift heavy boxes and assets. Competencies (knowledge/skills): In depth knowledge of SCOA codes and reports on LOGIS and able to do reconciliations and asset reporting. Organisational, managerial, leadership skills and an aptitude for working with financial figures. Good interpersonal and organisational skills. Good strong people management skills, ability to work in a team context and motivate team members. Computer literacy in Microsoft Office. Knowledge of PFMA, Finance instructions, Provincial and National Treasury regulations, Supply Chain Instructions as well as Accounting Officer System.
<u>DUTIES</u>	:	Effective management, procuring and monitoring of Inventory and Asset Management process and prepare documents for the Quotation Committee meetings. Perform asset stock take according to prescripts. Responsible for receiving, issuing and lifting of heavy items/assets. Perform relief duties and provide an effective support service to supervisor, management and institutions within Metro region. Manage staff in Supply Chain component in all aspects of

		People Management. Ensure that all transactions comply with legislative requirements (Audit compliance). Assist with the reporting of Annual and Interim Financial Statements, compiling and verifying asset reports monthly including reconciliations. Authorise Procurement Advice & Orders where applicable. Handle all Audit queries related to SCM and execute control compliance related to SCM. Ensure sound Labour practices are executed and implemented.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms C Whitting Tel No: (021) 815 8733
	:	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 will be subjected to a written and oral assessment. The pool of applicants will be considered for vacancies within the Chief Directorate: Metro Health Services, for a period of 3 months from date of advert, provided that the job title, core functions, inherent requirements, and salary level are the same as those of the advertised post.
<u>CLOSING DATE</u>	:	05 September 2025
<u>POST 30/157</u>	:	<u>PROFESSIONAL NURSE GRADE 1 TO 3 (GENERAL)</u> Chief Directorate: Metro Health Services
<u>SALARY</u>	:	Grade 1: R324 384 per annum Grade 2: R396 132 per annum Grade 3: R476 367 per annum
<u>CENTRE REQUIREMENTS</u>	:	Parow CDC
	:	Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse and Midwife. Registration with Professional council: Registration with the SANC as a 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. Willingness to work in the geographical PHC facilities within the Northern Tygerberg substructure, when operationally required. Competencies (knowledge/skills): Knowledge of grievance procedure and disciplinary legislation. Knowledge and understanding of nursing Code of Ethics and Professional Practice of the SANC of Nursing Standard of Practice and scope of practice. Computer literate in MS Office (Excel, Word and Power point) and MS Outlook.
<u>DUTIES</u>	:	Provide direction and supervision for the implementation of quality comprehensive nursing care within the Primary Health Care context. Maintain ethical practice within legal and regulatory frameworks. Maintain a constructive working relationship with all relevant stakeholders of the Primary Health Care Team. Utilize human, material and physical resources efficiently and effectively. Participate in training programmes and research activities. Maintain workplace disciplinary of sub-ordinates.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms. N Mtshengu Tel No: (021) 810 8130/1
	:	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 a change in registration status)". The pool of applicants will be considered for other vacant Professional Nurse General posts within the Chief Directorate: Metro Health Services, for a period of 3 months from date of advert. Candidates will be subjected to a practical/oral assessment.
<u>CLOSING DATE</u>	:	05 September 2025

<u>POST 30/158</u>	:	<u>PROFESSIONAL NURSE GRADE 1 TO 3 (PHC-GENERAL)</u> Central Karoo District
<u>SALARY</u>	:	Grade 1: R324 384 per annum Grade 2: R396 132 per annum Grade 3: R476 367 per annum
<u>CENTRE REQUIREMENTS</u>	:	Nieuveld Park Clinic (ARV/HIV), Beaufort West Sub-District Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse and Midwife. Registration with Professional council: Registration with the SANC as a Professional Nurse and Midwife. Experience: Grade 1: None after registration as Professional Nurse with the SANC in General Nursing. Grade 2: A minimum of 10 years' appropriate/recognizable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. Grade 3: A minimum of 20 years' appropriate/recognizable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. Inherent requirements of the job: Willing to work in all Primary Health Care facilities e.g. Community Day Centers, Clinics, Satellite clinics and on Mobile Clinics. Valid driver's license. Willingness to work overtime when needed. Competencies (knowledge/skills): Planning and organisational Skills. Self- discipline and motivation. The ability to function independently under pressure. Good communication skills.
<u>DUTIES</u>	:	Provide direction and supervision for the implementation of quality comprehensive nursing care within the Primary Health Care context. Maintain ethical practise within legal and regulatory frameworks. Maintain a constructive working relationship with all relevant stakeholders of the Primary Health Care Team. Utilize human, material and physical resources efficiently and effectively. Participate in training programmes and research activities. Maintain workplace disciplinary of sub-ordinates.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms A Oerson Tel No: (023) 814 2930 Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	:	No payment of any kind is required when applying for the post. Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable on health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status). The pool of applicants will be considered for similar vacant posts within Central Karoo District for a period of 3 months from date of advert. Candidates will be subjected to a practical/written assessment.
<u>CLOSING DATE</u>	:	05 September 2025
<u>POST 30/159</u>	:	<u>PROFESSIONAL NURSE GRADE 1 TO 3: GENERAL (NURSE RELIEF TEAM) (X4 POSTS)</u> Chief Directorate: Metro Health Services
<u>SALARY</u>	:	Grade 1: R324 384 per annum Grade 2: R396 132 per annum Grade 3: R476 367 per annum
<u>CENTRE REQUIREMENTS</u>	:	Valkenberg Hospital Minimum educational qualification: Basic R425 qualification (i. e. diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse with Psychiatry. Registration with Professional council: Registration with the SANC as Professional Nurse and Psychiatry. Experience: Grade 1: None. Grade 2: A minimum of 10 years' appropriate/recognizable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. Grade 3: A minimum of 20 years appropriate/recognizable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. Inherent requirement of the job: Willingness to work shifts, day and night duty, weekends and public holidays to meet the operational requirements. Prepared to work in all departments/wards according to the operational needs of the hospital.

	Competencies (knowledge/skills): Good interpersonal, planning, and organisational skills. Computer literacy (MS Office & Outlook) Knowledge of the Mental Health Care Act, Child Care Act, Nursing Act and other relevant legislation.
<u>DUTIES</u>	: Provision of optimal, holistic nursing care with set standards and within a professional/legal framework. Effective utilization of resources. Maintain professional growth/ethical standards and self-development. Provision of Support to Nursing Services. Participation in training and research.
<u>ENQUIRIES</u>	: Ms L Marepula Tel No: (021) 440 3107
<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. Short listed candidates will be subjected to a written and oral assessment. "Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration 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 vacancies within the Chief Directorate: Metro Health Services, for a period of 3 months from date of advert, provided that the job title, core functions, inherent requirements, and salary level are the same as those of the advertised post.
<u>CLOSING DATE</u>	: 05 September 2025
<u>POST 30/160</u>	: <u>EMS CONTINUOUS QUALITY IMPROVEMENT PARAMEDIC GRADE 1 TO 4</u> Chief Directorate: Emergency and Clinical Support Services
<u>SALARY</u>	: Grade 1: R321 372 per annum Grade 2: R397 308 per annum Grade 3: R487 014 per annum Grade 4: R570 267 per annum
<u>CENTRE</u>	: Emergency Medical Services, Metropole
<u>REQUIREMENTS</u>	: Minimum educational qualification: Grade 1: Successful completion of the Critical Care Assistant (CCA) programmes that allows registration with the Health Professions Council of South Africa (HPCSA) as Paramedic. Grade 2: Successful completion of the Critical Care Assistant programme or a Recognized National Diploma that allows registration with the HPCSA as Paramedic. Grade 3: Successful completion of the Critical Care Assistant (CCA) programme or a Recognized National Diploma that allows registration with the HPCSA as Paramedic or B Tech Degree that allows registration with the HPCSA as Emergency Care Practitioner. Grade 4: Successful completion of the Critical Care Assistant (CCA) programme or a Recognized National Diploma that allows registration with the HPCSA as Paramedic or B Tech Degree that allows registration with the HPCSA as Emergency Care Practitioner. Registration with 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. Registered ECP- None -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 code C1 driver's license. Valid professional driver's permit (PrDP). Physical and mental fitness. Competencies (knowledge/skills): Excellent knowledge of all levels of emergency care protocols within the scope of registration category. Good communication and interpersonal skills. Computer literacy and skills.

<u>DUTIES</u>	:	The primary purpose of this role: Establish and enhance Continuous Clinical Improvement mechanisms within the WCGHW Emergency Medical Services to deliver quality, efficient roadside-to-bedside emergency care within defined timeframes across all geographic and clinical service platforms. Core Duties: Patient Care Excellence: Ensure the dignity and rights of all patients are upheld at all times. Maintain consistently high-quality patient care standards across the entire service. Deliver continuous, effective, and holistic pre-hospital emergency care to the Western Cape public. Clinical Leadership & Development: Partner with healthcare and emergency service professionals to develop evidence-based care pathways, protocols, policies, and clinical guidelines alongside the Head of Clinical Support Services. Provide clinical advice and support to prehospital providers for effective clinical decision-making. Establish living clinical improvement and coaching mechanisms to enhance provider capabilities. Quality Improvement & Innovation: Design and implement targeted clinical improvement initiatives based on current evidence and contextual appropriateness. Oversee the management and performance of recognised emergency procedures for both urgent and critical care cases. Establish living clinical oversight models to actively monitor and evaluate clinical practice effectiveness. Strategic Implementation: Promote patient-centred practices across the full spectrum of current and planned clinical services within WCGHW EMS. Provide strong clinical leadership throughout the organisation to drive continuous improvement. Performance Management: Monitor service delivery against established emergency timeframes and quality benchmarks. Evaluate and enhance clinical practices through systematic oversight and feedback mechanisms. Drive organisational excellence through strategic leadership and clinical governance.
<u>ENQUIRIES</u>	:	Dr N Abdullah, email: @naseef.abdullah@westerncape.gov.za or 063 780 8164
<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 are subjects to a practical. Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable on health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status).
<u>CLOSING DATE</u>	:	05 September 2025
<u>POST 30/161</u>	:	<u>PHARMACIST ASSISTANT (POST-BASIC) GRADE 1 TO 3 (INSTITUTIONAL)</u> Cape Winelands Health District
<u>SALARY</u>	:	Grade 1: R264 750 per annum Grade 2: R306 411per annum Grade 3: R330 540 per annum
<u>CENTRE REQUIREMENTS</u>	:	Montagu CDC Minimum educational qualification: As required by the training facility and the South African Pharmacy Council (SAPC) plus a Post-Basic Pharmacist Assistant qualification that allows registration with the SAPC as a Pharmacist Assistant (Post-Basic) (Institutional) or Pharmacist Assistant (Post Basic). Registration with Professional council: Current registration with the SAPC as a Pharmacist Assistant (Post Basic) (Institutional) or Pharmacist Assistant (Post Basic). Experience: Grade 1: None after registration as Pharmacist's Assistant (Post Basic) with the SAPC. Grade 2: A minimum of 5 years' appropriate experience as Pharmacist Assistant after registration as a Pharmacist Assistant (Post-Basic) (Institutional). with the SAPC. Grade 3: A minimum of 13 years' appropriate experience as Pharmacist Assistant after registration as a Pharmacist Assistant (Post-Basic) (Institutional). with the SAPC. Inherent requirement of the job: Valid (Code B/EB) driver's licence. Willingness to perform regular after-hours duties. Willingness to travel between PHC facilities in the Langeberg and provide relief as Pharmacist's Assistant (ISPA). Competencies (knowledge/skills): Computer literacy of MS Office (Word, Excel, PowerPoint and Outlook) and dispensing/stock control programs

		(Wellsky(JAC) and WinRDM) will be an advantage. Ability to work accurately under pressure and maintain a high standard of professionalism. Ability to work in a multi-disciplinary team with excellent interpersonal and communication skills. Appropriate knowledge of National and Provincial Health Policies, Medicines Act 101 of 1965, the Pharmacy Act 53 of 1974 and Public Finance Management Act. Appropriate knowledge of drug supply management. Innovative analytical thinking and the ability to initiate, co-ordinate, manage and sustain programs.
<u>DUTIES</u>	:	Pharmaceutical service delivery according to legislation and scope of practice. Effective medicine supply management (Receiving, storage, control and distribution of pharmaceuticals) including cold chain management in all areas where medications are kept. Provision of health information and advice on correct usage and storage of medication. Assistance with waste management and rational usage of resources. Compliance with policy and legislative requirements and Good Pharmacy Practice Guidelines. Assistance with the Chronic Dispensing Unit (CDU) processes.
<u>ENQUIRIES</u>	:	Ms C de Kock Tel No: (023) 614-1304
<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. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable to candidates who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status)" The pool of applications will be considered for vacancies within Langeberg Sub-district, for a period of three months from the date of the advert, provided that the job title, core functions, inherent requirements, and salary level are the same as those of the advertised post."
<u>CLOSING DATE</u>	:	05 September 2025
<u>POST 30/162</u>	:	<u>PHARMACIST ASSISTANT (POST-BASIC) GRADE 1 TO 3</u> Garden Route District
<u>SALARY</u>	:	Grade 1: R264 750 per annum Grade 2: R306 411 per annum Grade 3: R330 540 per annum
<u>CENTRE</u>	:	Riversdale CDC, Hessequa Sub-district
<u>REQUIREMENTS</u>	:	Minimum educational qualification: As required by the training facility and the South African Pharmacy Council (SAPC) plus Post-Basic Pharmacist Assistant qualification that allows registration with SAPC as a Pharmacist Assistant (Post-Basic). Registration with Professional council: Registration with the South African Pharmacy Council as Pharmacist's Assistant (Post- Basic) (Institutional). Experience: Grade 1: None after registration with the SAPC as Pharmacist Assistant (Post-Basic). Grade 2: A minimum of 5 years' appropriate experience as Pharmacist Assistant after registration as a Pharmacist Assistant (Post-Basic) with the SAPC. Grade 3: A minimum of 13 years' appropriate experience as Pharmacist Assistant after registration as a Pharmacist Assistant (Post-Basic) with the SAPC. Inherent requirement of the job: Valid driver's license (Code B/EB)) and willingness to travel in the Sub District. Willingness to work at other clinics in the Sub-District. Willingness to work overtime and after hours as needed. Competencies (knowledge/skills): Good knowledge of institutional pharmacy practices and procedures. Knowledge and/or experience in handling pharmaceutical supplies in both the hospital and clinic environment, including appropriate cold chain practices. Knowledge of Drug Supply Management Principles. Knowledge of Good Pharmacy Practice. Meticulous and attention to detail. Good interpersonal and communication skills. Computer literacy in the Microsoft Office Package. Ability to use at least one of the computerised dispensing and stock control programs available Physically ability to move heavy pharmaceutical items at various heights in the pharmacy storeroom.
<u>DUTIES</u>	:	Working under both direct and indirect supervision of a pharmacist within the hospital and clinic environment respectively. Manage drug supply within the facilities, including but not limited to correct ordering of stock, receiving and checking of stock, appropriate stock control and storage, rotation of stock to prevent expiry, accurate handling of expired stock, and appropriate

		temperature control. Dispensing and issuing of acute and chronic scripts according to Standard Treatment Guidelines and the WCGHW Pharmaceutical Code List. Issuing medication prepared by Tertiary Institutions and CDU (Chronic Dispensing Unit) and the management thereof. Support to the pharmacy supervisor and colleagues within the Hessequa Sub-District, within scope of practice. Ensure the provision of high-quality services measured by outcomes of quality assurance activities.
<u>ENQUIRIES</u>	:	Ms W Wilson Tel No: (028) 713 - 8615
<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 similar vacant posts within the Garden Route District for a period of 3 months from date of advert.
<u>CLOSING DATE</u>	:	05 September 2025
<u>POST 30/163</u>	:	<u>ADMINISTRATION CLERK: HUMAN RESOURCE MANAGEMENT (DENTAL)</u> Chief Directorate: Metro Health Services
<u>SALARY</u>	:	R228 321 per annum
<u>CENTRE</u>	:	Oral Health Centre, Tygerberg/Mitchell's Plain Platform
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Senior Certificate (or equivalent). Experience: Appropriate experience in Human Resources that include Salary Administration, Service Conditions, Personnel Management, Pension Administration, PERSAL and Recruitment and Selection. Appropriate experience in People Development and Labour Relations. Competencies (knowledge/skills): Sound knowledge of HRM Policies and Practices, Public Service Act, Public Service Regulations, Collective Agreements regarding personnel- and salary administration. Computer literacy in MS Word, Excel, outlook and Powerpoint. Ability to meet deadlines and to maintain confidentiality. Knowledge of basic Labour Relations matters. Knowledge of PERSAL. Knowledge of Skills Development Act.
<u>DUTIES</u>	:	Perform all administrative duties pertaining to the personnel administration section e.g. appointments, service terminations, transfers, pension administration, salary administration, leave, housing, injury on duty, distribution of monthly payslips and debt management and also verify documents. Responsible for capturing transactions on PERSAL and audit personnel and leave records. Maintenance of registers, i.e. PILIR, RWOEE, Appointment and service terminations. Assist staff, supervisor, management and members of the Public with regard to Human Resource and Personnel matters. Provide an effective support service to supervisor (i.e. relief duties and attending meetings). Assist with Training Needs Analysis, Compiling of Quarterly Monitoring Reports and Workplace Skills Plan. Co-ordination of meetings, taking minutes, typing and dissemination of minutes after the meeting. Maintain grievance and disciplinary database.
<u>ENQUIRIES</u>	:	Ms N Jooste Tel No: (021) 937 3144
<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. Short listed candidates will be subjected to a written and oral assessment. The pool of applicants will be considered for vacancies within the Chief Directorate: Metro Health Services, for a period of 3 months from date of advert, provided that the job title, core functions, inherent requirements, and salary level are the same as those of the advertised post.
<u>CLOSING DATE</u>	:	05 September 2025

<u>POST 30/164</u>	:	<u>ADMINISTRATION CLERK: ADMISSIONS</u>
<u>SALARY</u>	:	R228 321 per annum
<u>CENTRE</u>	:	Groote Schuur Hospital, Observatory
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Senior Certificate (or equivalent) with Mathematics or Accountancy as a passed subject or Senior Certificate (or equivalent) with experience/competencies that focuses on the Key Performance Areas (KRA's) of the post. Experience: Appropriate experience in a Fees-related environment dealing with Clinicom Patient Administration. Inherent requirement of the job: Willingness to rotate between departments as per operational requirements if required. Competencies (knowledge/skills): Computer literacy. (Ms Outlook, Ms Excel). Knowledge of Hospital Fees Memorandum 18, UPFS, HIS, Clinicom, Billing and Finance instructions. Good communication skills (verbal and written). Strong sense of confidentiality.
<u>DUTIES</u>	:	Clinicom patient registration functions attendances, disposals as per PGWC Hospital Fees policies and procedures including booking of appointments & patients transport on Healthnet. Attending to patient queries (both verbal and written). Responsible for handling and receiving of public money, Cash Collection and Banking of State Money. Debiting of Charge Entries to invoices as per UPFS and PGWC billing procedures including ICD10 capturing. Provide administrative and secretarial support services to the department. Various Reception tasks or duties assigned to you by immediate supervisor as required.
<u>ENQUIRIES</u>	:	Mr A Sedres Tel No: (021) 404 3277
<u>APPLICATIONS</u>	:	Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	:	No payment of any kind is required when applying for this post.
<u>CLOSING DATE</u>	:	05 September 2025
<u>POST 30/165</u>	:	<u>SENIOR TELKOM OPERATOR (SWITCHBOARD)</u>
<u>SALARY</u>	:	R228 321 per annum
<u>CENTRE</u>	:	Red Cross War Memorial Children's Hospital, Rondebosch
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Grade 12/Senior Certificate. Experience: Appropriate Technical Support experience within Telephone Exchange Department. Operating an electronic switchboard and messaging system. Appropriate supervisory experience in Telephone Exchange Department within hospital environment. Inherent requirements of the job: Willingness to work shifts, night shifts, weekends and public holidays. Work overtime when required by operational needs. Physically able to hear and speak clearly. Perform standby duties. Competencies (knowledge/skills): Ability to operate an electronic switchboard. Excellent listening skills and telephone etiquette. Computer literacy in Microsoft Packages (Word, Excel and Outlook).
<u>DUTIES</u>	:	Manage and support all aspects of a PABX and VOIP systems. Setting up and ensure operation of workstations and network servers. Co-ordinate system updates, configuration changes, installation of hardware, software and devices. Create and manage all speed dial and pin code requests, update both the hard and electronic hospital telephone directory, action and execute all telephone faults reported. Processing all new applications, transfers of telephone lines and equipment. Effectively monitor excess telephone calls, bill personal calls, installing and setting up of VOIP Telephone Systems. Assist on the electronic switchboard including handling of incoming and outgoing calls; receive and deliver messages; handle and resolve queries from the public. Timeous submission of stats and progress reports as well as provide assistance to the supervisor as well as other line managers. Effective management of resources including people management, finance and assets Responsible for supervision of staff including staff performance and disciplinary matters. Training and development of staff.
<u>ENQUIRIES</u>	:	Ms M Fredericks Tel No: (021) 658-5111
<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. This is a readvertisement – previous applicants are encouraged to reapply.
<u>CLOSING DATE</u>	:	05 September 2025

<u>POST 30/166</u>	:	<u>ADMINISTRATION CLERK: HUMAN RESOURCE MANAGEMENT (RECRUITMENT AND SELECTION)</u>
<u>SALARY</u>	:	R228 321 per annum
<u>CENTRE</u>	:	Groote Schuur Hospital, Observatory
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Senior Certificate (or equivalent). Experience: Appropriate experience in Recruitment and Selection. Competencies (knowledge/skills): Computer literacy. Ability to communicate effectively (verbal and written). Attention to detail, relationship building skills, multi-tasking, time management, critical and analytical thinking. Knowledge of the Western cape Government Recruitment and Selection policy.
<u>DUTIES</u>	:	Filing of documents and maintenance of various HR databases. Support Selection Panel as HR Advisor. Process and facilitate paid/unpaid job offers and contracts of employment. Hosting of fingerprints and sending documents to external service provider for verification.
<u>ENQUIRIES</u>	:	Mr MS Benjamin Tel No: (021) 404 2331
<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 subjected to a practical test. The pool of applications will be considered for vacancies within Groote Schuur Hospital, for a period of three months from the date of the advert, provided that the job title, core functions, inherent requirements, and salary level are the same as those of the advertised post.
<u>CLOSING DATE</u>	:	05 September 2025
<u>POST 30/167</u>	:	<u>ADMINISTRATION CLERK: SUPPORT</u> Garden Route District
<u>SALARY</u>	:	R228 321 per annum
<u>CENTRE</u>	:	Heidelberg Clinic, Hessequa Sub-district
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Senior Certificate (or equivalent). Experience: Appropriate administration experience in reception. Appropriate experience in Patient Registration, Records Management and Archive policies. Appropriate experience of Health Information Systems (PHCIS, Sinjani, Tier.Net/ETR and Ideal clinic capturing). Inherent requirements of the job: Valid (Code B/EB) driver's licence. Willingness to rotate between Reception and Information Management department. Willingness to relieve at other facilities in Hessequa Sub District. Competencies (knowledge/skills): Appropriate knowledge of Registry, Reception Services, Medical Records, Disposal and Record Management Policies. Computer Literacy skills (MS Excel, Word, Power Point). Good communication skills (verbal and written).
<u>DUTIES</u>	:	Leadership and governance by ensuring implementation of DOH policies, guidelines and SOP's. Effective and efficient management of Reception Services and Registry functions. Client service and support. Data management. SCM and Equipment management.
<u>ENQUIRIES</u>	:	Ms E. Braaf Tel No: (028) 713 - 8644
<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 subject to a practical test. The pool of applicants will be considered for similar vacant posts within the Garden Route District for a period of 3 months from date of advert.
<u>CLOSING DATE</u>	:	05 September 2025
<u>POST 30/168</u>	:	<u>STAFF NURSE GRADE 1 TO 3 (X2 POSTS)</u> West Coast District
<u>SALARY</u>	:	Grade 1: R220 614 per annum Grade 2: R262 287 per annum Grade 3: R306 798 per annum
<u>CENTRE</u>	:	Hopefield CC (X1 Post), Langebaan CC (Saldanha Bay Sub-district)
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Qualification that allows registration with the SANC as an Enrolled Nurse. Registration with Professional council: Registration with the SANC as a Staff Nurse. 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 requirement of the job: Valid (Code B/EB) drivers Licence. Willingness travel and relief in other clinics when needed. Competencies (knowledge/skills): Good communication and interpersonal relations. Basic computer skills in MS Word, Excel, Outlook. 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. Effective utilization of resources. Maintain professional growth/ethical standards and self-development. Community Participation.
<u>ENQUIRIES</u>	:	Mr JA Julies Tel No: (022) 709 7225
<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).
<u>CLOSING DATE</u>	:	05 September 2025
<u>POST 30/169</u>	:	<u>STAFF NURSE GRADE 1 TO 3 (X3 POSTS)</u> Chief Directorate: Metro Health Services
<u>SALARY</u>	:	Grade 1: R220 614 per annum Grade 2: R262 287 per annum Grade 3: R306 798 per annum
<u>CENTRE</u>	:	Helderberg Hospital
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Qualification that allows registration with the SANC as an Staff Nurse. Registration with Professional council: Registration with the SANC as a Staff Nurse. Experience: Grade 1: None after registration with HPCSA as a Medical Specialist in Orthopaedic Surgery. Grade 2. Grade 1: None. After registration with SANC Grade 2: A minimum of 10 years appropriate/recognizable experience in nursing after registration as Staff Nurse with the SANC. Grade 3: A minimum of 20 years appropriate/recognizable experience in nursing after registration as Staff Nurse with the SANC. Inherent requirement of the job: Willingness to work overtime when necessary and to work all departments. Competencies (knowledge/skills): Knowledge of paediatric orthopaedic conditions and the management thereof Surgical experience in the Basic computer skills in (i.e. MS Word, Excel, Outlook). Ability to function/make decisions independently and as part of a multi-disciplinary team Good communication and interpersonal relationships Knowledge of relevant nursing legislation, policies and protocols of the Department of Health, Western Cape.
<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 T Khumalo Tel No: (021) 850 4752
<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. The pool of applicants will be considered for other vacant Staff Nurse within the Chief Directorate: Metro Health for a period of 3 months from date of advert. Candidates may be subjected to conduct a Competency Assessment. Candidates will be subjected to a written/practical and oral assessment.
<u>CLOSING DATE</u>	:	05 September 2025
<u>POST 30/170</u>	:	<u>TELKOM OPERATOR</u>
<u>SALARY</u>	:	R193 359 per annum
<u>CENTRE</u>	:	Red Cross War Memorial Children's Hospital, Rondebosch
<u>REQUIREMENTS</u>	:	Minimum educational qualification: General Education and Training Certificate (GETC) /grade 9 (Std 7). Experience: Appropriate experience in operating an

		electronic switchboard/PABX, a messaging and paging system. Inherent requirements of the job: Willingness to work shifts, night shifts, weekends and public holidays. Work overtime when required by operational needs. Physically able to hear and speak clearly. Competencies (knowledge/skills): Ability to operate an electronic switchboard. Excellent listening skills and telephone etiquette. Computer literacy in Microsoft Packages (Word, Excel and Outlook).
<u>DUTIES</u>	:	Handle all outgoing and incoming calls. Manage switchboard, answer telephonic queries and deliver messages. Ensure that switchboard and telephone equipment is in working order. Handling of PABX and VOIP systems. Monitor, place and record all cellular, national and international calls made. Keep records of speed dial number. Send and receive calls via the 2-way radio. Broadcast staff and information via broadcast system. Report all faults to Supervisor.
<u>ENQUIRIES</u>	:	Ms M Fredericks Tel No: (021) 658-5111
<u>APPLICATIONS</u>	:	Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	:	No payment of any kind is required when applying for this post.
<u>CLOSING DATE</u>	:	05 September 2025
<u>POST 30/171</u>	:	<u>LINEN SUPERVISOR</u> Chief Directorate: Metro Health Services
<u>SALARY</u>	:	R193 359 per annum
<u>CENTRE</u>	:	Wesfleur Hospital
<u>REQUIREMENTS</u>	:	Minimum educational qualification: General Education and Training Certificate (GETC) / Grade 9 (Std 7). Experience: Appropriate experience in laundry services. Inherent requirements of the job: Willingness to do manual labour (heavy linen bags) and assist in other departments when required. Able to handle heavily soiled linen containing human excretions and blood. Competencies (knowledge/skills): Good communication skills. Ability to accept accountability and responsibility and to work independently and unsupervised. Knowledge of Laundry Services.
<u>DUTIES</u>	:	Monitor of contracted Hospital Linen Supervisor Provider. Monitor of Hospital Linen. Supervise hygiene, occupational health and safety. Supervise the maintenance and control of apparatus and equipment. Management and administrative function.
<u>ENQUIRIES</u>	:	Mr R Cupido Tel No: (021) 816 8575, Email: Ricardo.Cupido@westerncape.gov.za
<u>APPLICATIONS</u>	:	Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	:	No payment of any kind is required when applying for this post.
<u>CLOSING DATE</u>	:	05 September 2025
<u>POST 30/172</u>	:	<u>FOOD SERVICE SUPERVISOR</u> Chief Directorate: Metro Health Services
<u>SALARY</u>	:	R193 359 per annum
<u>CENTRE</u>	:	Helderberg Hospital
<u>REQUIREMENTS</u>	:	Minimum educational qualification: General Education and training Certificate (GETC)- Grade 9 (St 7). Experience: Appropriate experience in a large scale, Food Service Unit. Inherent requirement of the job: Ability and willingness to work shifts, which include weekends/public holidays and overtime as needed. Competencies (knowledge/skills): Knowledge of hygiene, occupational health, HACCP and safety principles. Knowledge of production and cooking methods for normal and therapeutic diets in an Industrial Foodservice Unit on a large scale. Sound organising skills. Inter-personal skills in relations with all categories of staff in the execution of his/her supervisory functions. Computer literacy, writing skills and the ability to work under pressure (Computer literacy to be mentioned in CV or proof attached).
<u>DUTIES</u>	:	Order, receipt, storage and issue all food provisions and stock in the foodservice unit. Supervise food pre-preparation and production of all full and therapeutic diets. Supervise the weighing, dishing and distribution of food to various wards. Supervise hygiene, use and maintenance of equipment and occupational health and safety. -Supervise human resources, financial resources and do stock control. Process food statistics and keep records. Adherence to prescripts, elementary control measures and standard operational procedures.

<u>ENQUIRIES</u>	:	Mr DL Daniels Tel No: (021) 850 4726
<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. The pool of applicants will be considered for other vacant Food Service Supervisor within the Chief Directorate: Metro Health 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>	:	05 September 2025
<u>POST 30/173</u>	:	<u>SECURITY OFFICER</u>
<u>SALARY</u>	:	R163 680 per annum
<u>CENTRE</u>	:	Red Cross War Memorial Children's Hospital, Rondebosch
<u>REQUIREMENTS</u>	:	Minimum educational qualification: General Education and Training Certificate (GETC)/Grade 9 (Std 7). Registration with Professional council: Registration with the Security Board of South Africa in terms of the Security Industry Regulations Act (Act 56 of 2001) PSIRA, at level of Grade 'C'. Experience: Appropriate experience as a Security Officer in a Hospital environment. Inherent requirements of the job: Willingness to work shifts, public holidays, weekends, and to be rotated. Perform delegated duties in all units on a rotation basis. Competencies (knowledge/skills): A strong sense of responsibility and the ability to function independently in challenging situations. Knowledge of Management of aggression and violence. Self-discipline, self-motivated and the ability to work under pressure. Good listening, writing reports, conflict and group handling skills. A strong sense of responsibility and the ability to function independently in challenging situations. Knowledge of Management of aggression and violence. Self-discipline, self-motivated and the ability to work under pressure. Good listening, writing reports, conflict and group handling skills.
<u>DUTIES</u>	:	Ensure access/egress control to prevent the unlawful entry/removal of persons/vehicles/dangerous objects and illegal substances and the monitoring of surveillance cameras/fire alarm systems. Protect/guard buildings/key-points/patients/visitors/personnel as well as the patrolling of fence –off areas/buildings and the premises. Assistance to personnel with the handling of aggressive/violent and uncontrolled patients. Delivery of a supportive security service to allocated areas with the aim to prevent injuries, abscondment of patients, litigation, and adverse incidents. Effective application of service delivery and efficient support to the supervisor. Control/monitor surveillance cameras to identify and prevent any unlawful entry, suspicious, dangerous objects, and adverse incidents as well as vehicle thefts and forcible entry of departments/entrances of the hospital. Reporting and recording of all incidents, patient movements and patient related activities.
<u>ENQUIRIES</u>	:	Mr M Michaels Tel No: (021) 658-5573
<u>APPLICATIONS</u>	:	Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	:	No payment of any kind is required when applying for this post.
<u>CLOSING DATE</u>	:	05 September 2025