



the dpsa

Department:
Public Service and Administration
REPUBLIC OF SOUTH AFRICA

PUBLIC SERVICE VACANCY CIRCULAR

PUBLICATION NO 32 OF 2025

DATE ISSUED 05 SEPTEMBER 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.

AMENDMENTS

: **DEPARTMENT OF TOURISM:** Kindly note that the Deputy Director: Demand and Logistics Management with Ref No: DT 02/2025 published in the Public Service Vacancy Circular 27 dated 01 August 2025 and on the Departmental Website on 01 August 2025 with a closing date of 15 August 2025 is hereby withdrawn. We do apologize for any inconvenience this may have caused. Enquires: Ms A Dreyer Tel No: (012) 444 6543

PROVINCIAL ADMINISTRATION: OFFICE OF THE PREMIER Kindly note that the following one (01) post was advertised in Public Service Vacancy Circular 31 of 2025 dated 29 August 2025 with the closing date of 12 September 2025. The amendments are as follows: (1) Assistant Director: Women & Gender Mainstreaming (Bhisho) with Ref No: OTP 02/08/2025 are withdrawn. **DEPARTMENT OF PUBLIC WORKS AND INFRASTRUCTURE:** Kindly note that the following posts were advertised in Public Service Vacancy Circular 31 of 2025 dated 29 August 2025 with the closing date of 12 September 2025. The amendments are only within the two (02) positions as follows: (1) State Accountant: Salaries (Mount Ayliff) with Ref No: 21/08/2025, (2) State Accountant: Salaries (Mount Ayliff) with Ref No: 22/08/2025 are withdrawn. **DEPARTMENT OF SPORT, RECREATION, ARTS AND CULTURE:** Kindly note that the following six (6) posts were advertised in Public Service Vacancy Circular 31 of 2025 dated 29 August 2025, The Department wishes to withdraw the following posts: (1) Deputy Director: Research & Policy Development DSRAC 01/08/2025, (2) Deputy Director: Admin Support & Coordination DSRAC 02/08/2025, (3) Chief Language Practitioner DSRAC 03/08/2025, (4) Sport Promotion Officer DSRAC 08/08/2025, (5) HR Officer DSRAC 09/08/2025, (6) School Sport Coordinator DSRAC 10/08/2025 and 11/08/2025. The closing date remains 12 September 2025.

PROVINCIAL ADMINISTRATION: GAUTENG: DEPARTMENT OF SOCIAL DEVELOPMENT: Kindly note that the following post was advertised in Public Service Vacancy Circular 31 dated 29 August 2025, Deputy Director: Administrative Support and Coordination: (1 post) refs/023288 on 29/08/2025 under Head Office, (Office of the MEC) has been withdrawn.

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DEPARTMENT OF BASIC EDUCATION

The Department of Basic Education is committed to providing equal opportunities and practicing affirmative action employment. It is our 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. Preference will be given to underrepresented groups as per the DBE Employment Equity Targets. Women and people with disabilities are encouraged to apply.

<u>APPLICATIONS</u>	:	Submitted via post to: Private Bag X895, Pretoria, 0001 or hand-deliver to: The Department of Basic Education, 222 Struben Street, Pretoria or you can email your application at Recruitment@dbe.gov.za . Please visit the Department of Education's website at www.education.gov.za or the Department of Public Service and Administration vacancy circulars at www.dpsa.gov.za
<u>FOR ATTENTION</u>	:	Ms N Kumalo/ Ms M Mahape
<u>CLOSING DATE</u>	:	19 September 2025
<u>NOTE</u>	:	Applications must be submitted on the most recently approved Z83 Application for Employment Form, obtainable from the DBE Website or any Public Service Department/Webpage. Use of the old Z83 Form will result in disqualification. The Z83 must be completed in full and page 2 duly signed. A clear indication of the post and reference number that is being applied for must be indicated on your Z83. Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the Z83 with a detailed Curriculum Vitae (only). Certified copies of qualifications and other relevant documents will be requested from shortlisted candidates on or before the day of the interview. Successful candidates will be subjected to Personnel Suitability Checks (criminal record, citizenship & financial/asset record checks, qualification and employment verification including social media profiles). Appointment is subject to positive results of the security clearance process. The successful candidate will be required to sign an annual performance agreement and, where applicable, annually disclose his/her financial interests. All applicants are required to declare any conflict or perceived conflict of interest, to disclose memberships of Boards and directorships that they may be associated with. Applicants, who do not comply with the requirements outlined above, will not be considered.

OTHER POSTS

<u>POST 32/01</u>	:	<u>ASSISTANT DIRECTOR REF NO: DBE/02/2025</u> Branch: Finance and Administration Chief Directorate: Human Resource Management, Development and Labour Relations Directorate: Human Resource Development and Social Responsibility
<u>SALARY</u>	:	R582 444 per annum
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	An appropriate recognised three-years post matric qualification (NQF level 6) or equivalent qualification; Three years' relevant experience at supervisory level, three years' experience in relevant field; Good communication skills; Writing skills; Sound interpersonal relations skills; Computer skills and knowledge of legislative relevant to skills development and training.
<u>DUTIES</u>	:	The successful candidate will manage Skills Development and Training programme, Departmental bursary programme, Induction programme, learnership and internship programme; Develop the Workplace Skills Plan and compiling the Annual Training Reports and training database; Assist with administration and secretarial duties of the Skills Development and Training Committee; Write submissions and reports on training activities; Assist with skills audit and the management of training budget in the Directorate; Assist with the implementation of Employee Health and Wellness Campaigns; Assist with organising the Employee Health and Wellness programme; Assist with employment equity and Diversity issues; Coordinate the Recognition of Prior Learning Programme (PRL); Compile reports on skills development and training programme to the DPME, DWYPD, DPSA, ETDP SETA and PSETA respectively; Compile quarterly and annual reports on all employee health and wellness activities.
<u>ENQUIRIES</u>	:	Ms M Mahape Tel No: (012) 357 3291/ Ms N Kumalo Tel No: (012) 357 3398

<u>APPLICATIONS</u>	:	Applications must be submitted by post or hand or e-mail to: Private Bag X895, Pretoria, 0001 or hand-deliver to: The Department of Basic Education, 222 Struben Street, Pretoria, 0001 or Recruitment@dbe.gov.za .
<u>NOTE</u>	:	All shortlisted candidates shall undertake a pre-entry practical exercise to demonstrate their skills in a short task as part of the interview and will be subjected to a security clearance. The successful candidate have to sign an annual performance agreement, annually disclose his/ her financial interests and be subjected to a security clearance.
<u>POST 32/02</u>	:	<u>SENIOR PERSONNEL OFFICER (RECRUITMENT & PMDS) REF NO: DBE/03/2025 (X2 POSTS)</u> Branch: Finance and Administration Chief Directorate: Human Resource Management, Development and Labour Relations Directorate Human Resources Management and Administration
<u>SALARY CENTRE REQUIREMENTS</u>	:	R228 321 per annum Pretoria The applicant must be in possession of a Senior Certificate or equivalent qualification; Knowledge of relevant policies and legislation is required; Good organisational skills; Communication skills (verbal and written); Computer and interpersonal relations skills are essential; Ability to deal with confidential matters, work under pressure and work independently as well as part of a team.
<u>DUTIES</u>	:	The successful candidate will be responsible for placing advertisements of vacant posts; Sorting and capturing of applications forms received for advertised posts; Arranging interviews; Taking minutes; Writing submissions and memos; Compiling unsuccessful letters; Verifying qualifications and criminal records; Assisting with Performance Management Development System (PMDS); Filing of the Performance Agreement, Mid-Year Reviews and Annual Assessment forms and capturing Performance Agreement, Mid-Year Reviews and Annual Assessment on PERSAL; Arranging meetings and performing any other duties delegated to you.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms M Mahape Tel No: (012) 357 3291/ Ms N Kumalo Tel No: (012) 357 3398
<u>NOTE</u>	:	Applications must be submitted by post or hand or e-mail to: Private Bag X895, Pretoria, 0001 or hand-deliver to: The Department of Basic Education, 222 Struben Street, Pretoria, 0001 or Recruitment@dbe.gov.za
<u>NOTE</u>	:	All shortlisted candidates shall undertake a pre-entry practical exercise to demonstrate their skills in a short task as part of the interview and will be subjected to a security clearance. The successful candidate will have to sign an annual performance agreement, annually disclose his/ her financial interests and be subjected to a security clearance.
<u>POST 32/03</u>	:	<u>SENIOR PERSONNEL OFFICER (SERVICE BENEFITS AND ADMINISTRATION) REF NO: DBE/04/2025 (X2 POSTS)</u> Branch: Finance and Administration Chief Directorate: Human Resource Management, Development and Labour Relations Directorate: Human Resources Management and Administration
<u>SALARY CENTRE REQUIREMENTS</u>	:	R228 321 per annum Pretoria The applicants must be in possession of a Senior Certificate or equivalent qualification; Knowledge of relevant policies and legislation and PERSAL is required; Good organisational, Communication skills (verbal and written); Computer and interpersonal relations skills are essential; Ability to deal with confidential matters, work under pressure and work independently as well as part of a team.
<u>DUTIES</u>	:	The successful candidate will be responsible for personnel administration, i.e appointments (permanent, contracts and abnormal), transfers/promotions, probations, leave, calculations of leave gratuities, service terminations, pensions, staff establishment, housing, MMS and SMS salary structuring, long service awards, etc; Capturing of transactions on PERSAL; Writing of submissions, letters, memo's and circulars; Processing pension documents and Injury on Duty (IOD) matters; Attending to internal and external HR enquiries on HR procedures and policies.
<u>ENQUIRIES</u>	:	Ms M Mahape Tel No: (012) 357 3291/ Ms N Kumalo Tel No: (012) 357 3398

APPLICATIONS

: Applications must be submitted by post or hand or e-mail to: Private Bag X895, Pretoria, 0001 or hand-deliver to: The Department of Basic Education, 222 Struben Street, Pretoria, 0001 or Recruitment@dbe.gov.za

NOTE

: All shortlisted candidates shall undertake a pre-entry practical exercise demonstrate their skills in a short task as part of the interview and will be subjected to a security clearance. The successful candidate will have to sign an annual performance agreement, annually disclose his/ her financial interests and be subjected to a security clearance.

DEPARTMENT OF COOPERATIVE GOVERNANCE

The vision of the Department of Cooperative Governance is one of having a well co-ordinated system of Government consisting of National, Provincial and Local spheres working together to achieve sustainable development and service delivery. The Department intends to invest in human capital, increase integrated technical capacity directed at service delivery and promote representivity in the Department through the filling of this posts. The candidature of persons whose appointment/transfer/promotion will promote representivity will therefore receive preference.

<u>CLOSING DATE</u>	:	19 September 2025
<u>NOTE</u>	:	Applicants are advised that a new application for employment (Z83) has been in effect since 1 January 2021. The new application for employment form can be downloaded at http://www.dpsa.gov.za/dpsa2g/vacancies.asp . Applications submitted using the old Z83 form will not be accepted. Applications must be accompanied by a comprehensive CV, with specific starting and ending dates in all relevant positions and clarity on the levels and ranks pertaining to experience, as well as the current remuneration package, as well as at least 2 contactable references. Only shortlisted candidates will be requested to submit certified documents/ copies on or before the interviews. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). Incomplete applications or applications received after the closing date will not be considered. All shortlisted candidates will be subjected to a technical exercise (or exercises/follow-up engagements/second round interviews/or any other method) that intends to test relevant technical elements of the job. Following the interview and technical exercise(s), the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSA directive on the implementation of competency-based assessments). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools. Core competencies: Strategic capacity and leadership. People management and empowerment. Advanced programme and project management. Change management. Financial management. Process Competencies: Knowledge management. Service Delivery Innovation. Advanced problem-solving and analysis. Client orientation and customer focus. Advanced communication skills (written and verbal). The successful candidate will be appointed to positive results of a pre-employment screening process which includes criminal, credit, citizenship checks and verification of educational qualification certificates. The successful candidate will be appointed to probation for a period of 12 months and will be required to sign a performance agreement. 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. 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 to make an appointment. People with disabilities are encouraged to apply.

OTHER POSTS

<u>POST 32/04</u>	:	<u>WAGE ADMINISTRATOR REF NO: DCOG-WA</u>
<u>SALARY</u>	:	R228 321 per annum (Level 05)
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	A Grade 12 Certificate or equivalent qualification. No experience required. Proficiency in MS Excel and MS Word. Generic Competencies: Quality of work. Initiative. Reliability. Interpersonal Relations. Planning and Execution. Teamwork. Communication (verbal and written). Technical Competencies: Knowledge of Data management administration. EPWP/CWP MIS. Public Finance Management Act. Payroll system.
<u>DUTIES</u>	:	The successful candidate will perform the following duties: Verify the personal information of all new CWP participants and amendments to the information of existing participants for completeness, compliance, and authenticity. Confirm the correctness of the payment information for each CWP participants and effect pre-approval and submit for second level approval. Liaise with site management staff on outstanding and/or incorrect personal and payment

information. Follow-up progress with payments, payment rejections and resubmit. Administer CWP wage payment queries, deactivation of all ineligible and ghost participants.

**ENQUIRIES
APPLICATIONS**

: Ms Tshepo Motau at 079 690 7830
: Applications must be submitted electronically via email to:
Recruitment04@cogta.gov.za

POST 32/05

: **SECURITY OFFICER REF NO: DCOG-SO**

**SALARY
CENTRE
REQUIREMENTS**

: R163 680 per annum (Level 03)
: Pretoria
: A Grade 12 Certificate or equivalent qualification and registration with PSIRA Grade C. No experience required. Proficiency in MS Excel and MS Word. Other: Basic Security Officer Training. Generic Competencies: Quality of work. Initiative. Reliability. Interpersonal Relations. Planning and Execution. Teamwork. Communication (verbal and written). Technical Competencies: Knowledge of National security environment and security policies. Relevant legislation related to public security and access control, including the Minimum Information Standards (MISS) act. Relevant emergency procedures.

DUTIES

: The successful candidate will perform the following duties: Ensure effective access control function. Patrolling and monitoring of the premises. Ensure full completeness of security registers.

**ENQUIRIES
APPLICATIONS**

: Mr Derek Pretorius Tel No: (012) 334 4710
: Applications must be submitted electronically via email to:
Recruitment05@cogta.gov.za

DEPARTMENT OF EMPLOYMENT AND LABOUR

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

CLOSING DATE

: 19 September 2025 at 16:00 (walk-in) and 00:00 (online)

NOTE

: All attachments for online application must include an application form Z83 and CV only, in PDF and as one (1) document or attachment, indicate the correct job title and the reference number of the post on the subject line of your email. Use the correct email address associated with the post. JPEG (picture/snapshot) application will not be accepted. Failure to do so, your application will be 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 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 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). The Department does not accept applications via fax. 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 post's technical and generic requirements. The requirements for application of Senior Management Services (SMS) include the successful completion of a SMS Pre-entry programme (Nyukela) as endorsed by the National School Government (NSG). Prior to appointment, a candidate should therefore have proof that they have registered for the Pre-Entry Certificate and have completed the course. The cost for Nyukela is at the applicants own expense. The course is available at the NSG under the name Certificate for entry into SMS and the full details can be obtained by following the below link: <https://www.thensg.gov.za/training-course/sms-pre-entryprogramme/>. All shortlisted candidates for SMS posts will be subjected to a technical competency exercise that intends to test relevant technical elements of the job, the logistics of which be communicated by the Department, following the interview and technical exercise, the selection panel will recommend candidates to attend generic managerial competencies using the mandated DPSA SMS competency assessment tools. 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 solely for the purpose of this promotion and will not be shared with third parties without prior consent unless required by law. If you have not been contacted within eight (8) weeks 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 below advertised post(s). The successful candidate will be required to enter into an employment contract and

a performance agreement. The Department is an equal opportunity affirmative action employer. The Employment Equity Plan of the Department shall inform the employment decision. It is the Department's intention to promote equity (race, gender and disability) through the filling of this post(s)

MANAGEMENT ECHELON

<u>POST 32/06</u>	:	<u>CHIEF DIRECTOR: MEDICAL BENEFITS REF NO: HR 5/1/2/3/24</u> Re-advertisement applicants who previously applied are encouraged to re-apply
<u>SALARY</u>	:	R1 494 900 per annum, (all inclusive)
<u>CENTRE</u>	:	Compensation Fund, Pretoria
<u>REQUIREMENTS</u>	:	MBCHB Degree, or any NQF 7 in Healthcare and Allied Health Related qualification/ or Bcom Accounting/ Business Science/ Bachelor of Science in Finance. Five (5) years' appropriate experience at a Senior Management Service level in Medical Claims Processing environment. Statutory Body Requirements: If an incumbent is a Practitioner, registration with HPCSA and or SANC is required. Knowledge: ICD 10 Coding and Medical Billing. DeL and Compensation Fund business strategies and goals. Directorate goals and performance requirements. Compensation Fund Services. Compensation Fund Value Chain and business processes. Public Service Regulations. Relevant stakeholders. Customer Services (Batho Pele Principles). Fund Values. Required IT knowledge. DPSA guidelines on COIDA. Technical knowledge. Legislative Requirement: COIDA Act, Regulations and Policies. Public Service Act. Occupational Health and Safety Act (OHS). PFMA and. National Treasury Regulations. Promotion of Access to Information Act. PAIA. Constitution Act 108 of 1996 (amended). General knowledge of the Public Service Regulations. Skills: Strategic Capability and Leadership. Programme and Project Management. Financial Management. Change Management. Knowledge Management. Service Delivery Innovation (SDI). Problem Solving and Analysis. People Management and Empowerment. Client Orientation and Customer Focus. Communication.
<u>DUTIES</u>	:	Provide research and best practice standards regarding medical services to support the Funds compensation services. Oversee the Adjudication of medical claims and processing of medical accounts. Establish and maintain high-level relationship with various internal and external stakeholders. Manage the operations of the Chief Directorate and resources (Human, Finance, Equipment, Asset) in the Chief Directorate.
<u>ENQUIRIES</u>	:	Ms. F Fakir Tel No: (012) 885 8624
<u>APPLICATIONS</u>	:	Chief Director: Corporate Services: P O Box 955, Pretoria, 0001 or hand deliver at 167 Thabo Sehume & Madiba Street, Delta Heights Building or direct your application to: Jobs-CF1@labour.gov.za
<u>FOR ATTENTION</u>	:	Sub-directorate: Human Resources Planning Practices and Administration, Compensation Fund.
<u>NOTE</u>	:	Coloureds, Indians Whites and Persons with disabilities are encouraged to apply
<u>POST 32/07</u>	:	<u>DIRECTOR: COID SERVICES (X2 POSTS)</u>
<u>SALARY</u>	:	R1 266 714 per annum, (all -inclusive)
<u>CENTRE</u>	:	Provincial Office: Mpumalanga Ref: No: HR 5/1/2/3/25 (X1 Post) Provincial Office: Limpopo Ref: No: HR 5/1/2/3/26 (X1 Post)
<u>REQUIREMENTS</u>	:	Undergraduate qualification (NQF Level 7) as recognized by SAQA in Public Administration/ Public Management/ Operations Management/ Production Management/ Business Management/ Business Administration/ Administrative Management/ Management/ Financial Accounting/ Cost and Management Accounting/ Auditing/ MBCHB/HRM/Nursing/ Occupational Therapy. 5 years' functional experience at middle/senior management level in Claim processing or Medical Claims or Insurance processing environment. Knowledge: Knowledge of relevant regulations, laws and legislation. Claims litigation. Post claims management settlement. Brand and Customer Oriented Service Delivery. Patient care. Rehabilitation Legislation & Regulatory knowledge & Implementation. Medical and Rehabilitation Policy Management. Digital Acumen/ Medical Systems (IT Systems Control Designs). Treasury Policies and PFMA Regulations (Legislative Framework). Compensation Fund business strategies and goals. Public Service Act. The Constitution of RSA.

	Public Service Regulation. Compensation Fund value chain. Directorate goals and performance requirements. Customer Service (Batho Pele Principles). Technical knowledge. Occupational Health and Safety Act (OHS). National Treasury Regulations. Promotion of Access to Information Act. National Health Act. Claims Finalization. Employer Audits. Employer Verification. Allied Health Profession Act. Integrate National Disability Strategy (INDS). Legislative Requirement: COIDA. Skills: Claims management and legal cost assessment and settlement. Social entrepreneurship. Digital acumen. Clinical cost management. Programme/Project Planning & Management. Clinical Vocational Rehabilitation. Monitoring and assurance. Research and Development. Claims registration. Communication verbal and writing. Analytical Thinking. Performance and oversight. Principles and Strategies. Reporting. Coaching and Mentoring. Conflict Management. Critical and Innovative Thinking. Direction setting. Inspire Commitment. People Management. Performance and oversight. Programme/Project Management. Quality Assurance. Risk Management. Service Delivery Innovation. Stakeholder Development & Relations. Vision & Strategy.
<u>DUTIES</u>	: Oversee and monitor the implementation of Compensation Benefits Policies and Strategies in the province. Manage and monitor the implementation of rehabilitation strategy for COID patients. Oversee the provision of medical benefits in the province. Establish and maintain the stakeholder relationship in relation to COID activities. Manage all resources in the sub-directorate.
<u>ENQUIRIES</u>	: Rev MG Sibanyoni Tel No: (013) 655 8700 Ms MS Lebogo Tel No: (015) 290 1662/ 1768/1699
<u>APPLICATIONS</u>	: Chief Director: Provincial Operations, Private Bag X7263, Emalahleni, 1035 or hand deliver at: Labour Building, Corner of Hofmeyer Street and Beatty Avenue, Emalahleni. Email to: Jobs-MP-COID@LABOUR.gov.za For Attention: Human Resource Management Mpumalanga Provincial Office Chief Director: Provincial Operations, Private Bag X9368, Polokwane, 0700 or hand deliver at 42a Schoeman Street, Polokwane. Email to: Jobs-LP@LABOUR.gov.za for attention: Human Resource Management Limpopo Provincial Office.
<u>NOTE</u>	: Coloureds, Indians Whites and Persons with disabilities are encouraged to apply.
<u>POST 32/08</u>	: <u>DIRECTOR: INTERNAL AUDIT REF NO: HR 5/1/2/3/27</u> Re-Advertisement applicants who previously applied are encouraged to re-apply
<u>SALARY</u>	: R1 266 714 per annum, (all inclusive)
<u>CENTRE</u>	: Compensation Fund, Pretoria
<u>REQUIREMENTS</u>	: Undergraduate qualification (NQF Level 7) in Internal Audit/ Accounting/ Cost and Management Accounting. Certified Internal Auditor – CIA is required. Professional Internal Auditor Certification – PIA as an added advantage. Statutory Body Requirements: Institute of Internal Auditors. 5 years' experience at a middle/ senior management level in an internal audit environment. Knowledge: Compensation Fund policies, procedures, processes. Performance Audit standard. Internal Audits standards. Customer Relationship Management. Budgeting and Financial Management. COIDA. Relevant stakeholders. Batho Pele Principles. Legislative Requirement: PFMA. National Treasury Regulations. Skills: Required Technical proficiency. Business Writing Skills. Analytical thinking. Decision making. Communication (verbal and written). Customer Focus and Responsiveness. People and Performance Management. Managing inter-personal conflict and Problem solving. Planning and organizing. Team leadership. External Environment Awareness.
<u>DUTIES</u>	: Oversee the Compliance and Assurance Audits, ICT Audits, and Performance Audits of the Fund in line with the relevant legislation, regulations and standards. Provide strategic leadership to the audit function of the Fund. Manage stakeholders and monitor the performance of the internal audit function of the Fund. Manage and maintain quality assurance and improvement program that covers all aspects of the internal audit activity. Manage resources in the Directorate.
<u>ENQUIRIES</u>	: Ms. F Fakir Tel No: (012) 885 8624
<u>APPLICATIONS</u>	: Chief Director: Corporate Services: P O Box 955, Pretoria, 0001 or hand deliver at 167 Thabo Sehume & Madiba Street, Delta Heights Building or direct your application to: Jobs-CF1@labour.gov.za

<u>FOR ATTENTION</u>	:	Sub-directorate: Human Resources Planning Practices and Administration, Compensation Fund.
<u>NOTE</u>	:	Coloureds, Indians Whites and Persons with disabilities are encouraged to apply
<u>POST 32/09</u>	:	<u>DIRECTOR: ANTI CORRUPTION AND INTEGRITY REF NO: HR 5/1/2/3/28</u>
<u>SALARY</u>	:	R1 266 714 per annum, (all inclusive)
<u>CENTRE</u>	:	Compensation Fund, Pretoria
<u>REQUIREMENTS</u>	:	Undergraduate qualification (NQF Level 7) in Internal Auditing or Finance or Forensic Investigation/ Auditing, BProc, LLB. 5 years' experience at middle/senior management level in Forensic Investigations or Auditing or Legal. Knowledge: International Standards on Auditing and Techniques. International Standards of Fraud Examiners. Computer Assisted Auditing Techniques (CAATS). Control Objectives for Information and Related Technologies (COBIT). Law of Evidence. Project Management. Extensive understanding of fraud, corruption risks and effective risk management techniques. Legislative Requirements: Protected Disclosure Act 26 of 2000. Promotion of Access to information Act 2 of 2000. The Prevention of Organized Crime Act, as amended, (generally referred to as "POCA"). Prevention and Combating of Corrupt Activities Act, 12 of 2004 (generally referred to as "PRECCA"). Public Finance Management Act, 1999 (Act No. 1 of 1999) (as amended by Act No. 29 of 1999). Treasury Regulations Issued in terms of the Public Finance Management Act, 1999. Public Sector Risk Management. Public Administration Management Act 2014 (Act 11 of 2014). Promotion of Administration Justice Act No.3 of 2000. Criminal Procedures Act 51 of 1977. Protection of Personal Information Act. National Prosecuting Authority Act No. 32 of 1998. Financial Intelligence Centre Act No. 38 of 2001. Preferential Procurement Policy Framework Act, 5 of 2000. COIDA. Skills: Strong interviewing. Interpersonal. Strong Report Writing. Computer skills. Investigative. Strong Analytical. Policy formulation. People development and empowerment. Strategic management and leadership. Facilitation. Conflict management. Problem solving. Financial Management.
<u>DUTIES</u>	:	Manage the prevention of Fraud and Corruption. Detect Fraud and corruption through development and management and application of Fraud Detection Techniques. Manage the fraud investigation services within the Fund. Manage resources within the Directorate.
<u>ENQUIRIES</u>	:	Ms. F Fakir Tel No: (012) 406 5723
<u>APPLICATIONS</u>	:	Chief Director: Corporate Services: P O Box 955, Pretoria, 0001 or hand deliver at 167 Thabo Sehume & Madiba Street, Delta Heights Building or direct your application to: Jobs-CF1@labour.gov.za
<u>FOR ATTENTION</u>	:	Sub-directorate: Human Resources Planning Practices and Administration, Compensation Fund.
<u>NOTE</u>	:	Coloureds, Indians Whites and Persons with disabilities are encouraged to apply.

OTHER POSTS

<u>POST 32/10</u>	:	<u>ASSISTANT DIRECTOR: PENSION PAYMENTS REF NO: HR 5/1/2/3/29</u> Re-advertisement applicants who previously applied are encouraged to re-apply.
<u>SALARY</u>	:	R582 444 per annum
<u>CENTRE</u>	:	Compensation Fund, Pretoria
<u>REQUIREMENTS</u>	:	Undergraduate qualification (NQF level 6) as recognized by SAQA in Financial Management/ Internal Audit/ Financial Accounting/ Auditing/ Cost and Management Accounting. 4 years' functional experience in Pensions/ Payroll Administration/ Benefits service environment. Knowledge: Policy Conceptualization and Formulation. Claims Administration. Claims Registration. Claims Investigations. Claims Management and Legal Cost assessment and settlement. Claims litigations. Claims Finalization. Knowledge of Relevant Legislation (Constitution, PFMA, PSRs, NTRs, ILO conventions, PAIA, POPIA, OHSA, RAFA, Marriage Act, Estate Law, UIA, Recognition of Customary Marriages Act, COIDA). Compensation Fund policies, procedures and processes. Fund Governance and Risk Management. Legislative Requirements: COIDA. Skills: Claims Assessment/ Settlement. Post claims management and settlement. Claims handling. Claims verification and

	validation. Conflict Management. Critical and Innovative Thinking. Inspire Commitment. Programme/ Project Management. Quality Assurance. Knowledge Management. Service Delivery Innovation. Stakeholder Development & Relations.
<u>DUTIES</u>	: Provide inputs into the pensions payment policy. Approve pension payments and monitor correct banking details database. Release pensions payments for both local and foreigner pensioners. Establish and maintain relations with stakeholders.
<u>ENQUIRIES</u>	: Ms. Y Tshidada at 060 989 8361
<u>APPLICATIONS</u>	: Chief Director: Corporate Services: P O Box 955, Pretoria, 0001 or hand deliver at 167 Thabo Sehume & Madiba Street, Delta Heights Building or direct your application to: Jobs-CF11@labour.gov.za
<u>FOR ATTENTION</u>	: Sub-directorate: Human Resources Planning Practices and Administration, Compensation Fund.
<u>NOTE</u>	: Coloureds, Indians Whites and Persons with disabilities are encouraged to apply.
<u>POST 32/11</u>	: <u>ASSISTANT DIRECTOR: CLIENT SERVICES (X6 POSTS)</u>
<u>SALARY</u>	: R468 459 per annum
<u>CENTRE</u>	: Gauteng Provincial Office Ref: No: HR 5/1/2/3/30 (X3 Posts) Provincial Office: Kwa-Zulu Natal Ref: No: HR 5/1/2/3/31 (X1 Post) Provincial Office: Free State Ref: No: HR 5/1/2/3/32 (X1 Post) Provincial Office: Northern Cape Ref: No: HR 5/1/2/3/33 (X1 Post)
<u>REQUIREMENTS</u>	: Undergraduate qualification (NQF Level 6) as recognized by SAQA in Customer Services/ Management/ Customer Relations /Contact Centre Management/ Office Administration Management /Communication/ Marketing. 4 years' functional experience in a Public Management of which 2 years is supervisory experience in processing environment. Knowledge: Relevant regulations, laws and legislation. Public Service Act. Public Service Regulations. Compensation Fund business strategies and goals. Compensation Fund value chain. Directorate goals and performance requirements. PFMA and Treasury Regulations. Customer Service (Batho Pele Principles). Occupational Health and Safety Act (OHS). Promotion of Access to Information Act. The Constitution of RSA. Legislative Requirements: Compensation for Occupational Injuries and Diseases Act. Skills: Coaching and Mentoring. Conflict Management. Critical and Innovative thinking. Inspire Commitment. People Management. Performance and Oversight. Programme/Project Management. Quality/Assurance. Risk Management. Service Delivery Innovation. Stakeholder Development & Relations. Vision & strategy.
<u>DUTIES</u>	: Monitor and oversee client support services in Provinces. Monitor the implementation of service delivery improvements at Provinces. Champion and implement Batho Pele Principles in Provinces.
<u>ENQUIRIES</u>	: Mr T Mokoena Tel No: (011) 853 0312 Mr TB Gumede Tel No: (031) 366 2355 Ms E Maneli Tel No: (051) 505 6203 Ms S Kleinsmith Tel No: (053) 838 1517
<u>APPLICATIONS</u>	: Chief Director: Provincial Operations: PO Box 4560, Johannesburg, 2001. Or hand deliver at Department Employment and Labour, No. 47 Empire Road, Parktown, 2193. For online Applications Email to: jobs-GP1@labour.gov.za For Attention: Human Resource Management Gauteng Provincial Office. Chief Director: Provincial Operations: PO Box 940, Durban, 4000 or hand deliver at: 267 Anton Lembede Street, Durban. For online Applications Email to: Jobs-KZN8@labour.gov.za For Attention: Human Resource Management KwaZulu Natal Provincial Office. Chief Director: Provincial Operations: Private Bag X522, Bloemfontein, 9300 or hand deliver at Labour House, 43 Charlotte Maxeke Street, Bloemfontein. For online Applications Email to: Jobs-fs1@labour.gov.za For Attention: Human Resource Management Free State Provincial Office. Chief Director: Provincial Operations: Private Bag X5012, Kimberley, 8301 Or hand deliver at Cnr Compound and Pniel Road. For online Applications Email to: Jobs-NCKIM@labour.gov.za For Attention: Human Resource Management Northern Cape Provincial Office.
<u>NOTE</u>	: Coloureds, Indians Whites and Persons with disabilities are encouraged to apply

<u>POST 32/12</u>	:	<u>ASSISTANT DIRECTOR: HR OPERATIONS REF NO: HR 5/1/2/3/34</u>
<u>SALARY</u>	:	R468 459 per annum
<u>CENTRE</u>	:	Compensation Fund, Pretoria
<u>REQUIREMENTS</u>	:	Undergraduate qualification (NQF level 6) as recognized by SAQA in Human Resource Management. 4 years' functional experience in human resource administration and recruitment and selection environment of which 2 years at a supervisory level. Knowledge: Human Resource Management Methodology, Principles and Strategies. Digital Acumen/ Relevant HRM systems/ Learning Systems/ Performance Systems etc. Del and Compensation Fund business strategies and goals. COIDA. DPSA Directives. Customer Service principles (Batho Pele Principles). Technical knowledge. Budgeting and Financial Management. Labour Relations Act. Employment Equity Act. Basic Conditions of Employment Act. Public Finance Management Act (PFMA). National Treasury regulations. Preferential Procurement Policy Framework. Promotion of Access to Information Act. Promotion of Administrative Justice Act (PAJA). Minimum Information security standard (MISS). Protection of Personal Information ACT (POPI). Legislative Requirements: Public Service Regulations. Public Service Act. Skills: Coaching and Mentoring. Conflict Management. Critical and Innovative Thinking. Inspire Commitment. People Management. Performance and oversight. Programme/ Project Management. Quality Assurance. Risk Management. Service Delivery Innovation. Stakeholder Development & Relations. Data Gathering, Analysis. Data/ Record Management.
<u>DUTIES</u>	:	Coordinate recruitment and selection processes in the Fund. Coordinate the administration Coordinate the administration of employee remuneration and compensation matters. Coordinate the process on appointments, transfers and secondments. Develop and maintain database for filled posts. Management of resources.
<u>ENQUIRIES</u>	:	Mr MM Chuene at 060 531 5131
<u>APPLICATIONS</u>	:	Chief Director: Corporate Services: P O Box 955, Pretoria, 0001 or hand deliver at 167 Thabo Sehume & Madiba Street, Delta Heights Building or direct your application to: Jobs-CF11@labour.gov.za
<u>FOR ATTENTION</u>	:	Sub-directorate: Human Resources Planning Practices and Administration, Compensation Fund.
<u>NOTE</u>	:	Coloureds, Indians Whites and Persons with disabilities are encouraged to apply.
<u>POST 32/13</u>	:	<u>ASSISTANT DIRECTOR: INTERNAL AUDIT QUALITY ASSURANCE REF NO: HR 5/1/2/3/35</u> Re-advertisement applicants who previously applied are encouraged to re-apply.
<u>SALARY</u>	:	R468 459 per annum
<u>CENTRE</u>	:	Compensation Fund, Pretoria
<u>REQUIREMENTS</u>	:	Undergraduate qualification (NQF level 6) as recognized by SAQA in Internal Audit/ Accounting/ Cost and Management Accounting. Internal Audit Technician Certification-IAT is required. Professional Internal Auditor-PIA as an added advantage. Certificate in Performing Effective Quality Assessment (PEQA) or Quality Assurance Assessor/ Validator as an added advantage. 4 years' functional experience in Internal Audit of which 2 years is at supervisory level within quality assurance environment. Knowledge: Compensation Fund policies, procedures, processes. Internal Audits standards. Internal Audit Charter. Customer Relationship Management. Fund Governance and Risk Management. Budgeting and Finance Management. COIDA. Relevant stakeholders. Batho Pele Principles. Legislative Requirements: Public Finance Management Act (PFMA). National Treasury Regulations. Skills: Organizational Strategic Planning and Management. Information technology management. Accounting and finance. Communication. Internal audit strategic planning and management. Audit plan and coordinating assurance efforts. Quality Assurance and Improvement Program.
<u>DUTIES</u>	:	Provide inputs and implement the internal audit quality assurance policies and procedure manuals. Manage and monitor the promotion of quality assurance within the IA directorate. Coordinate the Internal Audit directorate's quality assurance program and provide secretariat support to the Audit Committee. Management of resources in the sub-directorate.

<u>ENQUIRIES</u>	:	Mr PS Zwane at 082 310 4510
<u>APPLICATIONS</u>	:	Chief Director: Corporate Services: P O Box 955, Pretoria, 0001 or hand deliver at 167 Thabo Sehume & Madiba Street, Delta Heights Building or direct your application to: Jobs-CF11@labour.gov.za
<u>FOR ATTENTION</u>	:	Sub-directorate: Human Resources Planning Practices and Administration, Compensation Fund.
<u>NOTE</u>	:	Coloureds, Indians Whites and Persons with disabilities are encouraged to apply.
<u>POST 32/14</u>	:	<u>TECHNICIAN: TELECOMMUNICATIONS REF NO: HR 5/1/2/3/36</u>
<u>SALARY</u>	:	R397 116 per annum
<u>CENTRE</u>	:	Compensation Fund, Pretoria
<u>REQUIREMENTS</u>	:	Three-year qualification (NQF level 6) in Telecommunication and Information Technology. 2 years' experience in Telecommunication environment. Knowledge: Compensation Fund Strategic Objective. Relevant stakeholders. Customer Service (Batho Pele Principles). Technical Knowledge. SA Bureau standard. Data records management. Legislative Requirements: Public Service Regulations (PSR). Occupational Health and Safety Act (OHS). Public Service Act (PSA). Labour Relations Act. Batho Pele Principles. COIDA, Regulations and Policies. PFMA and National Treasury Regulations. Promotion of Access to Information Act. Environmental management Act. Energy regulations. Building regulations. Skills: Required Technical proficiency. Business Writing Skills. Required IT (Ms Office & Operating Skills). Communication. Continuous improvement. Team collaboration. Planning and organizing. Problem solving. Risk Management and Fund Governance. External Environmental Awareness. Driving.
<u>DUTIES</u>	:	Provide telecommunication maintenance services in the Fund. Report Telkom infrastructure when there is a failure. Maintain the safe working environment by following the standards and policies. Develop and maintain telecommunication database.
<u>ENQUIRIES</u>	:	Mr M Pholose at 067 592 3598
<u>APPLICATIONS</u>	:	Chief Director: Corporate Services: P O Box 955, Pretoria, 0001 or hand deliver at 167 Thabo Sehume & Madiba Street, Delta Heights Building or direct your application to: Jobs-CF11@labour.gov.za
<u>FOR ATTENTION</u>	:	Sub-directorate: Human Resources Planning Practices and Administration, Compensation Fund.
<u>NOTE</u>	:	Coloureds, Indians Whites and Persons with disabilities are encouraged to apply.
<u>POST 32/15</u>	:	<u>SENIOR ADMIN OFFICER: EMPLOYER ASSESSMENT REF NO: HR 5/1/2/3/37</u>
<u>SALARY</u>	:	R397 116 per annum
<u>CENTRE</u>	:	Compensation Fund, Pretoria
<u>REQUIREMENTS</u>	:	Three-year qualification (NQF level 6) in Financial Accounting/ Commerce. 2-3 years' experience in Financial accounting/ Finance/ insurance environment. Knowledge: Compensation Fund values. Corporate governance guidelines and strategies. Required Information technology knowledge. Customer Services Principles (Batho Pele Principles). Understanding of risk management and audit practices. COIDA. Knowledge of Financial Accounting. Legislative Requirements: Compensation for occupational injuries and diseases Act (COIDA), regulations and policies. Public finance Management Act (PFMA), Public service regulations Act. Public Service regulations. Treasury regulations. Skills: Strategic execution. Client orientation and customer focus. Communication (verbal and written). Billing and assessment administration. Financial compliance and reporting. Planning and organizing. Problem solving and analysis. Decision making. Developing others. Computer skills. Conflict management. Research skills. Stakeholder engagements.
<u>DUTIES</u>	:	Implement and monitor assessment of employer's functions of the fund as per policies and procedures. Review and recommend revisions of assessments and approval of credit assessments. Verify the correctness of assessment payable by all registered employers. Implement corrective measures for internal and external audit findings. Supervision of staff.
<u>ENQUIRIES</u>	:	Ms E Mosala at 060 989 8324

<u>APPLICATIONS</u>	:	Chief Director: Corporate Services: P O Box 955, Pretoria, 0001 or hand deliver at 167 Thabo Sehume & Madiba Street, Delta Heights Building or direct your application to: Jobs-CF11@labour.gov.za
<u>FOR ATTENTION</u>	:	Sub-directorate: Human Resources Planning Practices and Administration, Compensation Fund.
<u>NOTE</u>	:	Coloureds, Indians Whites and Persons with disabilities are encouraged to apply.
<u>POST 32/16</u>	:	<u>SENIOR CLAIMS ASSESSOR (SENIOR ADMINISTRATIVE OFFICER) REF NO: HR 4/4/10/903</u>
<u>SALARY</u>	:	R397 116 per annum
<u>CENTRE</u>	:	Labour Centre: George (Western Cape)
<u>REQUIREMENTS</u>	:	Three-year tertiary qualification degree (NQF7) or diploma (NQF6) in Public Management/ Administration/ Social Science/ OHS/ Finance/ HRM is required. Three (3) to five (5) years' experience in a claims processing environment of compensation or medical claims if highly desirable plus supervisory experience. Knowledge: Knowledge Compensation Fund policies and processes, Relevant Stakeholders, Human anatomy/ Biology and medical terminology, Customer service (Batho Pele Principles), COID tariffs, Public Service Charter, Risk awareness, COID tariffs, COID Act, Regulations and Policies, constitution Act, Approved COID Delegations, Promotion of Access to Information Act, Road Accident Fund (RAF), PFMA and Treasury Regulations, COIDA, Occupational Health and Safety Act (OHS) Skills: Required Technical Proficiency, Numeracy, Business Writing, Required IT, Communication (written and verbal), Data Capturing, Data and records management, Telephone Etiquette.
<u>DUTIES</u>	:	Administer claim registration process. Adjudicate registered customer claims. Prepare for payment claim. Quality assurance for Medical/ accounts payments. Serve as a Team Leader/ Supervisor.
<u>ENQUIRIES</u>	:	Mr Q Bowman Tel No: (021) 441 8120
<u>APPLICATIONS</u>	:	Chief Director: Provincial Operations: PO Box 872, Cape Town, 8000 or hand deliver at: Department of Employment and Labour, No.9 Long Street, Cnr Riebeeck and Long Street, Cape Town or Email: Jobs-WC2@LABOUR.gov.za
<u>FOR ATTENTION</u>	:	Sub-directorate: Human Resources Management, Western Cape
<u>POST 32/17</u>	:	<u>PENSION ADMINISTRATOR REF NO: HR4/4/10/904</u>
<u>SALARY</u>	:	R397 116 per annum
<u>CENTRE</u>	:	George Labour Centre (Western Cape)
<u>REQUIREMENTS</u>	:	Three (3) year tertiary qualification at NQF6 in Public Management/ Public Administration/ Social Science/ OHS/ Finance/ HRM. Two (2) years functional experience in pension administration/ claims processing environment of a financial nature. Knowledge: Compensation Fund objectives and business functions, Compensation Fund Value Chain and business processes, Relevant Fund policies, procedures and processes, Customer Service (Batho Pele Principles), Risk Awareness, COID Tariffs, COIDA, Contribution Act, Public Service Act, Occupation Health and Safety Act (OHS), PFMA and National Treasury Regulations, Promotion of Access to Information. Skills: Required Technical Proficiency, Communication (verbal, written, listening and questioning skills), Fund Operating Systems, Data Capturing, Data and records management, Telephone Skills and Etiquette, Planning and Organising, Analytical thinking, problem solving and decision making.
<u>DUTIES</u>	:	Render pension administrative duties. Claims adjudication and processing.
<u>ENQUIRIES</u>	:	Mr. Q Bowman Tel No: (021) 441 8120
<u>APPLICATIONS</u>	:	Chief Director: Provincial Operations: PO Box 872, Cape Town, 8000 or hand deliver at: Department of Employment and Labour, No.9 Long Street, Cnr Riebeeck and Long Street, Cape Town or Email: Jobs-WC3@LABOUR.gov.za
<u>FOR ATTENTION</u>	:	Sub-directorate: Human Resources Management, Western
<u>POST 32/18</u>	:	<u>INSPECTOR: INSPECTION AND ENFORCEMENTS SERVICES REF NO: HR 4/4/10/905</u>
<u>SALARY</u>	:	R325 101 per annum
<u>CENTRE</u>	:	Labour Centre: Mosel Bay (Western Cape)
<u>REQUIREMENTS</u>	:	Three (3) year relevant tertiary qualification at NQF6 in Labour Relations/ BCOM Law/LLB. One (1) year functional experience in Inspection and

		enforcement services. valid driver's licence. Knowledge: departmental policies and procedures, Skills Development Act, Labour Relations Act, Basic Conditions of Employment Act, skills Development Levies Act, Occupational Health and Safety Act, COIDA, Unemployment Insurance Act, UI Contribution Act, Employment Equity Act Skills: Planning and organizing, computer literacy, interpersonal skills, conflict handling, negotiation skills, problem solving skills, interviewing, listening and observing skills.
<u>DUTIES</u>	:	Plan and independently conduct inspections with the aim of ensuring compliance with Basic Conditions of Employment Act (BCEA). Execute investigations independently on reported cases pertaining to contravention of labour legislation and enforce as and when necessary. Plan and conduct proactive (blitz) inspection regularly to monitor compliance with labour legislation. Conduct advocacy campaign on all Labour Legislation independently. Draft and maintain inspection plans and reports including analysing and compilation of consolidated statistical reports on only allocated cases.
<u>ENQUIRIES</u>	:	Mr. Q Bowman Tel No: (021) 441 8120
<u>APPLICATIONS</u>	:	Chief Director: Provincial Operations: PO Box 872, Cape Town, 8000 or hand deliver at: Department of Employment and Labour, No.9 Long Street, Cnr Riebeeck and Long Street, Cape Town or Email: WCJobs-MBY@labour.gov.za
<u>FOR ATTENTION</u>	:	Sub-directorate: Human Resources Management, Western Cape
<u>POST 32/19</u>	:	<u>PROVISIONING ADMINISTRATION OFFICER REF NO: HR4/4/10/906</u>
<u>SALARY</u>	:	R325 101 per annum
<u>CENTRE</u>	:	Provincial Office: Western Cape
<u>REQUIREMENTS</u>	:	Three (3) year tertiary qualification National Diploma (NQF6) / Undergraduate Bachelor Degree (NQF7) in Supply Chain Management/ Finance/ Public/ Business Administration. One (1) year functional experience in Supply Chain or Finance Provisional Services. Valid driving license. Knowledge: Public Financial Management Act. Skills: Supervision, Negotiating, Client orientation and customer focus, Facilitation, Computer Literacy, Presentation, Analytical, Communication.
<u>DUTIES</u>	:	Provide contract and tender management support to be in line with developed relevant prescripts. Administer open and close tender processes in compliance with SCM Policies and Treasury Regulations. Procure goods and services in line with the relevant prescripts in the province. Provide inventory management support to ensure effectiveness and efficient in the province. Manage all resources in the Directorate.
<u>ENQUIRIES</u>	:	Mr. Q Bowman Tel No: (021) 441 8120
<u>APPLICATIONS</u>	:	Chief Director: Provincial Operations: PO Box 872, Cape Town, 8000 or hand deliver at: Department of Employment and Labour, No.9 Long Street, Cnr Riebeeck and Long Street, Cape Town or Email: Jobs-WC4@LABOUR.gov.za
<u>FOR ATTENTION</u>	:	Sub-directorate: Human Resources Management, Western Cape
<u>POST 32/20</u>	:	<u>MAINTENANCE OFFICER: PLUMBING REF NO: HR 5/1/2/3/38</u>
<u>SALARY</u>	:	R269 499 per annum
<u>CENTRE</u>	:	Compensation Fund, Pretoria
<u>REQUIREMENTS</u>	:	Three-year qualification (NQF level 6) in Civil Engineering/ Plumbing. 1-year functional experience in plumbing maintenance environment. Knowledge: Compensation Fund business strategies and goals. Compensation Fund Value Chain and business processes. Public Service, policies and procedures. Customer Service (Batho Pele Principles). Building/ engineering technical knowledge. Legislative Requirements: Occupational Health and Safety Act (OHS) and OHS relevant Regulations. COIDA. Public Service Regulations. Public Service Act. National Environment Management Act. Public Finance Management Act. National Treasury Regulations. National Building Regulations and Building Standard Act. Skills: Required Technical proficiency. Decision making. Communication (Verbal and Written). Planning and organizing. Problem solving. Project or programme management.
<u>DUTIES</u>	:	Perform scheduled plumbing preventative duties as per the maintenance plan to support the objectives of the Fund. Conduct Plumbing systems assessment to effect all unplanned repairs and maintenance needs. Assess and monitor plumbing related contractors. Render administration duties for the section.
<u>ENQUIRIES</u>	:	Mr MS Mokau at 060 971 4675

<u>APPLICATIONS</u>	:	Chief Director: Corporate Services: P O Box 955, Pretoria, 0001 or hand deliver at 167 Thabo Sehume & Madiba Street, Delta Heights Building or direct your application to: Jobs-CF11@labour.gov.za
<u>FOR ATTENTION</u>	:	Sub-directorate: Human Resources Planning Practices and Administration, Compensation Fund.
<u>NOTE</u>	:	Coloureds, Indians Whites and Persons with disabilities are encouraged to apply.
<u>POST 32/21</u>	:	<u>MAINTENANCE OFFICER: MECHANICAL REF NO: HR 5/1/2/3/39</u>
<u>SALARY</u>	:	R269 499 per annum
<u>CENTRE</u>	:	Compensation Fund, Pretoria
<u>REQUIREMENTS</u>	:	Three-year qualification (NQF level 6) in Mechanical Engineering. 1-year functional experience in mechanical maintenance environment. Knowledge: Compensation Fund business strategies and goals. Compensation Fund Value Chain and business processes. Public Service, policies and procedures. Customer Service (Batho Pele Principles). Building/ engineering technical knowledge. Legislative Requirements: Occupational Health and Safety Act (OHS) and OHS relevant Regulations. COIDA. Public Service Regulations. Public Service Act. National Environment Management Act. Public Finance Management Act. National Treasury Regulations. National Building Regulations and Building Standard Act. Skills: Required Technical proficiency. Decision making. Communication (Verbal and Written). Planning and organizing. Problem solving. Project or programme management.
<u>DUTIES</u>	:	Perform scheduled mechanical preventative duties as per the maintenance plan to support the objectives of the Fund. Conduct mechanical component assessment to effect all unplanned repairs and maintenance needs. Assess and monitor mechanical related contractors. Render administration duties for the section.
<u>ENQUIRIES</u>	:	Mr MS Mokau at 060 971 4675
<u>APPLICATIONS</u>	:	Chief Director: Corporate Services: P O Box 955, Pretoria, 0001 or hand deliver at 167 Thabo Sehume & Madiba Street, Delta Heights Building or direct your application to: Jobs-CF11@labour.gov.za
<u>FOR ATTENTION</u>	:	Sub-directorate: Human Resources Planning Practices and Administration, Compensation Fund.
<u>NOTE</u>	:	Coloureds, Indians Whites and Persons with disabilities are encouraged to apply.
<u>POST 32/22</u>	:	<u>ESTATE CLERK REF NO: HR 5/1/2/3/40</u>
<u>SALARY</u>	:	R269 499 per annum
<u>CENTRE</u>	:	Compensation Fund, Pretoria
<u>REQUIREMENTS</u>	:	Grade 12 certificate (NQF 4). No experience. Knowledge: Public Financial Management Act. Treasury Regulations. Public Service Regulations Act. Basic Accounting Systems (BAS). COIDA. Skills: Communication (verbal and written). Debt collection. Financial Management. Planning and organizing. Computer literacy. Interpersonal. Conflict handling. Problem Solving.
<u>DUTIES</u>	:	Submit estate claims to master of high court and liquidator. Identify registered employer's estate. Raise assessment for liquidated or deceased employers. Liaise with relevant stakeholders.
<u>ENQUIRIES</u>	:	Ms S Rankoana at 082 889 7369
<u>APPLICATIONS</u>	:	Chief Director: Corporate Services: P O Box 955, Pretoria, 0001 or hand deliver at 167 Thabo Sehume & Madiba Street, Delta Heights Building or direct your application to: Jobs-CF13@labour.gov.za
<u>FOR ATTENTION</u>	:	Sub-directorate: Human Resources Planning Practices and Administration, Compensation Fund.
<u>NOTE</u>	:	Coloureds, Indians Whites and Persons with disabilities are encouraged to apply.
<u>POST 32/23</u>	:	<u>EMPLOYER ASSESSMENT CLERK REF NO: HR 5/1/2/3/41 (X4 POSTS)</u>
<u>SALARY</u>	:	R269 499 per annum
<u>CENTRE</u>	:	Compensation Fund, Pretoria
<u>REQUIREMENTS</u>	:	Grade 12 with Accounting as a passed subject or equivalent qualification. No Experience. Knowledge: Public Service, Department of labour and Compensation Fund regulations, policies and procedures. Compensation Fund Services. Compensation Fund Value Chain and Business processes.

		Customer service Principles (Batho Pele Principles). DPSA guideline and COIDA. PFMA. Treasury regulations. Legislative Requirement: COIDA Act, Regulations and Policies. Public Service Act. POPIA. Skills: Communication (Verbal and Written). Financial Management. Planning and Organising. Computer Literacy. Interpersonal. Conflict handling. Problem Solving.
<u>DUTIES</u>	:	handle employer assessment process. Render revision of assessment process. Perform general administration support activities.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms E Mosala at 060 989 8324
	:	Chief Director: Corporate Services: P O Box 955, Pretoria, 0001 or hand deliver at 167 Thabo Sehume & Madiba Street, Delta Heights Building or direct your application to: Jobs-CF16@labour.gov.za
<u>FOR ATTENTION</u>	:	Sub-directorate: Human Resources Planning Practices and Administration, Compensation Fund.
<u>NOTE</u>	:	Coloureds, Indians Whites and Persons with disabilities are encouraged to apply.
<u>POST 32/24</u>	:	<u>INSPECTOR: INSPECTION AND ENFORCEMENT SERVICES REF NO: HR4/4/10/907</u>
<u>SALARY CENTRE</u>	:	R269 499 per annum
	:	Labour Centre: Bellville (Western Cape) Ref No: HR4/4/10/907 (X1 Post)
	:	Labour Centre: Oudtshoorn (Western Cape) Ref No: HR4/4/10/908 (X1 Post)
<u>REQUIREMENTS</u>	:	Three (3) year relevant qualification at NQF6 in Labour Relations/ BCOM Law/ LLB. Valid driver's license. Knowledge: Departmental Policies and procedures, Skills Development Act, Labour Relation Act, Basic Conditions of Employment Act, Unemployment Insurance Act. Unemployment Insurance Contribution Act. Skills: Facilitation, Planning and Organising (Own work), Computer (Spread sheets, Power Point and word processing), Interpersonal, Problem Solving, Interviewing, Analytical, Verbal and written communication, Employment Equity Act.
<u>DUTIES</u>	:	Conduct occupational inspections with the aim of ensuring compliance with all labour legislations. Execute investigations on reported cases pertaining to contravention of labour legislation and enforce where and when necessary. Conduct proactive (Blitz) inspections regularly to monitor compliance with labour legislation. Conduct advocacy campaigns on identified and allocated labour legislation. Assist in drafting of inspection plans, reports and compilation of statistics on allocated cases.
<u>ENQUIRIES APPLICATIONS</u>	:	Mr. Q Bowman Tel No: (021) 441 8120
	:	Chief Director: Provincial Operations: PO Box 872, Cape Town, 8000 or hand deliver at: Department of Employment and Labour, No.9 Long Street, Cnr Riebeeck and Long Street, Cape Town or email: WCJobs-BELL@labour.gov.za (Bellville)
	:	WCJobs-ODU@labour.gov.za (Oudtshoorn)
<u>FOR ATTENTION</u>	:	Sub-directorate: Human Resources Management, Western Cape
<u>POST 32/25</u>	:	<u>CLIENT SERVICE OFFICER: COID REF NO: HR4/4/10/909</u>
<u>SALARY CENTRE</u>	:	R269 499 per annum
<u>REQUIREMENTS</u>	:	Labour Centre: Mitchell's Plain (Western Cape)
	:	Matriculation/ Grade 12. No experience. Knowledge: All Labour Legislations and Regulations, Private Employment Agency regulations and related ILO conventions, Public Service Regulations, Public Service Act, Knowledge of the Departmental Policies, Procedures and Guidelines, Batho Pele Principles. Skills: Interpersonal, Telephone etiquette, interviewing, Computer literacy, Communication, Ability to interpret legislation, Problem Solving.
<u>DUTIES</u>	:	Render services at help desk as first point of entry within the Registration Services. Render Employment Services to all the Clients who visit the Labour Centre. Resolve all complaints on all Labour Legislations received from Clients. Receive all Unemployment Insurance Benefits Applications and Employer declarations. Receive application forms in terms of Compensation for Injuries and Diseases Act (COIDA) and Employer registration forms for COIDA.
<u>ENQUIRIES APPLICATIONS</u>	:	M. Q Bowman Tel No: (021) 441 8120
	:	Chief Director: Provincial Operations: PO Box 872, Cape Town, 8000 or hand deliver at: Department of Employment and Labour, No.9 Long Street, Cnr Riebeeck and Long Street Cape Town or Email: WCJobs-MP@labour.gov.za
<u>FOR ATTENTION</u>	:	Sub-directorate: Human Resources Management, Western Cape

<u>POST 32/26</u>	:	<u>ADMINISTRATION CLERK REF NO: HR 4/4/10/536</u>
<u>SALARY</u>	:	R228 321 per annum
<u>CENTRE</u>	:	Provincial Office (CF): Western Cape
<u>REQUIREMENTS</u>	:	A Grade 12/ Senior Certificate with 0 Months experience. Knowledge: Compensation Fund Strategic Objectives, Relevant Stakeholders, Customer Service (Batho Pele Principles), Technical Knowledge, COIDA guidelines, Public Service Regulations, Public Service Act, Labour Relations Act, COIDA, Regulations and Policies, PFMA and National Treasury Regulations. Skills: Required Technical proficiency, Business Writing Skills, Require IT (MS Office and Operation Skills), Communication, verbal and written, Problem Solving, Planning and organising, Problem solving, Data Capturing, Data and records management, Telephonic Etiquette, Risk Management and Fund Governance, External Environmental Awareness.
<u>DUTIES</u>	:	Liaise with Provinces in respect of the provision of required information. Render effective administration support services. Ensure correspondence of documentation. Perform general administration functions.
<u>ENQUIRIES</u>	:	Mr. Q Bowman Tel No: (021) 441 8120
<u>APPLICATIONS</u>	:	Chief Director: Provincial Operations: PO Box 872, Cape Town, 8000 or hand deliver at: Department of Employment and Labour, No.9 Long Street, Cnr Riebeeck and Long Street, Cape Town or Email: Jobs-WC5@LABOUR.gov.za
<u>FOR ATTENTION</u>	:	Sub-directorate: Human Resources Management, Western Cape
<u>POST 32/27</u>	:	<u>PERSONNEL OFFICER: HR OPERATIONS REF NO: HR 5/1/2/3/42</u>
<u>SALARY</u>	:	R228 321 per annum
<u>CENTRE</u>	:	Compensation Fund, Pretoria
<u>REQUIREMENTS</u>	:	Matric/ Grade 12 Certificate (NQF 4). A three-year qualification in Human Resource Management (NQF level 6) and Certificate in Introduction to PERSAL system will be added as advantage. No experience. Knowledge: Compensation Fund objectives and business functions. Directorate of sub-directorate goals and performance requirements. Compensation Fund Services. Compensation Fund Value Chain and business processes. Stakeholders and customers. Customer Service (Batho Pele Principles). Risk Awareness. COIDA Act, Regulations and Policies. Human Resource planning procedure. Legislative Requirements: COIDA Act, Regulations and Policies. Public Service Act. Occupational Health and Safety Act (OHS). PFMA and National Treasury Regulations. General knowledge of the Public Service Regulations. Skills: Required Technical Proficiency. Business Writing Skills. Data Capturing. Data and records management. Telephone Skills and Etiquette.
<u>DUTIES</u>	:	Administer the filling of vacancies for the Fund. Administer HR information systems. Administer recruitment and selection activities. Safe keep HR records.
<u>ENQUIRIES</u>	:	Ms CL Mashishi at 067 927 6428
<u>APPLICATIONS</u>	:	Chief Director: Corporate Services: P O Box 955, Pretoria, 0001 or hand deliver at 167 Thabo Sehume & Madiba Street, Delta Heights Building or direct your application to: Jobs-CF13@labour.gov.za
<u>FOR ATTENTION</u>	:	Sub-directorate: Human Resources Planning Practices and Administration, Compensation Fund.
<u>NOTE</u>	:	Coloureds, Indians Whites and Persons with disabilities are encouraged to apply.
<u>POST 32/28</u>	:	<u>ACCOUNTING CLERK: BANK RECONCILIATION REF NO: HR 5/1/2/3/43</u>
<u>SALARY</u>	:	R228 321 per annum
<u>CENTRE</u>	:	Compensation Fund, Pretoria
<u>REQUIREMENTS</u>	:	Grade 12/Matric certificate (NQF 4). No experience. Knowledge: Compensation Fund policies, procedures and processes. Customer Service (Batho Pele Principles). COIDA. Financial control processes. Data capturing. GRAP. Legislative Requirements: PFMA. National Treasury Regulations. Skills: Computer literacy. Communication (verbal and written). Interpersonal relations. Telephone Skills and Etiquette. Problem solving and decision making.
<u>DUTIES</u>	:	Maintain the Funds bank accounts. Perform manual and electronic reconciliation process. Provide administrative support.
<u>ENQUIRIES</u>	:	Ms S Mahlakwane at 072 470 9092

<u>APPLICATIONS</u>	:	Chief Director: Corporate Services: P O Box 955, Pretoria, 0001 or hand deliver at 167 Thabo Sehume & Madiba Street, Delta Heights Building or direct your application to: Jobs-CF14@labour.gov.za
<u>FOR ATTENTION</u>	:	Sub-directorate: Human Resources Planning Practices and Administration, Compensation Fund.
<u>NOTE</u>	:	Coloureds, Indians Whites and Persons with disabilities are encouraged to apply.
<u>POST 32/29</u>	:	<u>ADMIN CLERK: THIRD PARTY REF NO: HR 5/1/2/3/44</u>
<u>SALARY</u>	:	R228 321 per annum
<u>CENTRE</u>	:	Compensation Fund, Pretoria
<u>REQUIREMENTS</u>	:	Grade 12/ Matric Certificate (NQF 4). No Experience. Knowledge: Public Finance Management Act. Treasury Regulations. Public Service Regulations Act. Skills: Communication (verbal and written). Financial Management. Planning and Organizing. Computer literacy. Interpersonal. Conflict handling. Problem solving.
<u>DUTIES</u>	:	Recover or collect money from internal and external parties. Administrate Road Accident Fund claims. Handle all income enquiries and provide feedback.
<u>ENQUIRIES</u>	:	Ms E Bouwer at 082 782 8609
<u>APPLICATIONS</u>	:	Chief Director: Corporate Services: P O Box 955, Pretoria, 0001 or hand deliver at 167 Thabo Sehume & Madiba Street, Delta Heights Building or direct your application to: Jobs-CF14@labour.gov.za
<u>FOR ATTENTION</u>	:	Sub-directorate: Human Resources Planning Practices and Administration, Compensation Fund.
<u>NOTE</u>	:	Coloureds, Indians Whites and Persons with disabilities are encouraged to apply.
<u>POST 32/30</u>	:	<u>SECURITY OFFICER REF NO: HR 5/1/2/3/45</u>
<u>SALARY</u>	:	R193 359 per annum
<u>CENTRE</u>	:	Compensation Fund, Pretoria
<u>REQUIREMENTS</u>	:	Grade 12 /Matric (NQF 4). Private Security Regulatory Authority Grade C. 1-2 years' security industry experience. Statutory Body Requirements: PSIRA qualification Grade C. Knowledge: DEL and Compensation Fund objectives and business functions. Directorate or sub-directorate goals and performance requirements. Compensation Fund Services. Compensation Fund Value Chain and business processes. Relevant Fund Policies, procedures and processes. Stakeholders and customers. Customer Service (Batho Pele Principles). Fund Values. Batho Pele principles. Legislative Requirements: Public Service Act. Occupational Health and Safety Act (OHS). Minimum Information Security. Minimum Physical Security Standard. Private Security Industry Standard Act. Public Finance Management Act. Skills: Interpersonal. Organizing. Communication. Problem solving. Presentation. Computer Literacy. Telephone Skills and Etiquette.
<u>DUTIES</u>	:	Conduct security control in accordance to policy and procedure. Provide security to equipment, building and premises. Adhere to patrolling procedure.
<u>ENQUIRIES</u>	:	Ms CF Mnguni at 082 889 7377
<u>APPLICATIONS</u>	:	Chief Director: Corporate Services: P O Box 955, Pretoria, 0001 or hand deliver at 167 Thabo Sehume & Madiba Street, Delta Heights Building or direct your application to: Jobs-CF15@labour.gov.za
<u>FOR ATTENTION</u>	:	Sub-directorate: Human Resources Planning Practices and Administration, Compensation Fund.
<u>NOTE</u>	:	Coloureds, Indians Whites and Persons with disabilities are encouraged to apply.

DEPARTMENT OF HIGHER EDUCATION AND TRAINING

MANAGEMENT ECHELON

<u>POST 32/31</u>	:	<u>CHIEF FINANCIAL OFFICER REF NO: DHET01/09/2025</u> Branch: Administration
<u>SALARY</u>	:	R1 813 182 per annum (Leve 15), (all-inclusive remuneration package)
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	An appropriate NQF level 8 qualification in the field of Finance/ Management Accounting or related qualification recognized by SAQA. Admission as a Chartered Accountant (South Africa) will serve as a distinct advantage. A minimum of eight (8) experience at the senior management level, coupled with extensive management experience in the field of financial management covering Accounting, Budgeting Reporting, Asset Management, and Supply Chain Management. Successful completion of a Nyukela Public Service Senior Management Service Pre-entry Programme. Knowledge of the Public Finance Management Act (PFMA), Treasury Regulations, and relevant government policies regulating financial management in government: Generally Recognized Audit Practices (GRAP); and Preferential Procurement Policy Framework (PPPFA). Willingness to work irregular hours and travel extensively. A valid driver's license. Competencies: Excellent knowledge of financial management; contract management, supply chain management systems, and budgeting principles; Expert knowledge of Basic Accounting Systems, PERSAL, the Medium-Term Expenditure Framework (MTEF) process, procedures, and controls within the private and public sectors. Good understanding of macroeconomic policies and strategies affecting the operation of the public and private entities (including monetary, fiscal, trade protocols, agreements, and micro-economic reform strategy). Extensive experience in the application of strategic management, business planning and design, performance measurement, financial accounting (including principles of GRAP/MCS), management accounting, cost accounting, internal controls, internal and external audit, information systems, and Supply Chain Management. Ability to establish good working relations with key stakeholders such as the National Treasury and Auditor-General of South Africa. Acumen and experience in managing and interacting with key stakeholders at the senior level; proven strategic and leadership capabilities, programme and project management, and people management and empowerment; well-developed research and development methodologies. Skills: excellent communication skills (written and verbal). Client orientation and customer focus, honesty and integrity, and time management skills. Excellent project management, problem-solving, report writing, computer and analytic skills are key to this post.
<u>DUTIES</u>	:	The successful candidate will oversee effective, integrated financial services and supply chain management systems within the Department in accordance with the PFMA, Treasury Regulations, and other finance-related prescripts; provide strategic support and guidance to the Accounting Officer (Director-General) and Programme Managers (Deputy Directors-General). Manage and facilitate the provision of financial management services. Develop, implement, and monitor financial services and procurement-related policies and procedures. Oversee and lead in the development and monitoring of the implementation of finance policies and procedures in order to ensure compliance and promote sound financial management. Establishing and maintaining appropriate systems (analytical tools, information systems, and models or projections of cost behavior) and policies to ensure effective and efficient management of resources. Oversee and lead the budgeting process in compliance with the National Treasury guidelines and monitor the utilization of budgets within the Department. Oversee the provision of logistics and facilities in ensuring the optimal utilization of fixed and movable assets. Ensuring proper management of the assets (including the safeguarding and the maintenance thereof) and the liabilities of the Department. The provision of an effective and efficient Supply Chain Management service within the Department. Monitor the provision of Supply Chain Management and assets management services. Settling all contractual obligations and paying all money owing, including inter-governmental claims, within the prescribed or agreed period. Manage and monitor the provision of financial services and salary

administration. Ensure that the expenditure of the Department is in accordance with the Budget Vote of the Department and the main divisions within the Vote. Manage and minimize the Department's risk exposure by maintaining effective systems and internal controls. Manage and monitor the public entities' compliance oversight. Prepare management account reports including financial reports and quarterly reports. Formulating creative solutions to enhance cost-effectiveness and efficiency in the delivery and administration of services. Advise the Accounting Officer on matters that have strategic and financial implications and provide consultative support to planning initiatives through financial and management information analysis, reports, and recommendations. Coordinating the MTEF and Estimate of National Expenditure processes in respect of the Department. Liaising with the relevant role-players in the financial environment regarding transversal financial matters. Liaising with external auditors and attending to audit queries. Management of financial and human resources within the Finance Chief Directorate in line with relevant legislation in order to reach the strategic objectives of the Department of Higher Education and Training.

**ENQUIRIES
APPLICATIONS**

: Ms X Rikhotso Tel No: (012) 213 5513 / Mr R Kgare Tel No: (012) 312 5442
: DHET invites applicants to apply online on the New Z83 form by accessing the Departmental Website (click the 'apply now' button) or <http://z83.ngnscan.co.za/apply>

NOTE

: Follow the easy prompts/instructions. Upload the supporting documents namely, a comprehensive CV, and copies of all qualifications (including matriculation), identity document, valid driver's license, and any other document (where required). A fully completed and signed Z83 form and a detailed Curriculum Vitae will be considered. A user guide and 'how to' videos will assist in how to compete for the form and digital signature. Only shortlisted candidates will be required to submit certified documents/copies of qualifications and other relevant documents to support the application on or before the day of the interviews. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). Candidates whose appointments promote representativity in terms of race, gender, and disability will receive preference. All shortlisted candidates for SMS posts will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the Department. The successful candidate(s) will be required to undergo a Competency Assessment. One of the minimum entry requirements for the SMS position is the Pre-entry Certificate. No appointment will occur without successfully completing the pre-entry certificate and submission thereof. For more details on the pre-entry course visit: <https://www.thensg.gov.za/training-course/sms-pre-entry-programme/>. The candidate(s) will be required to sign an annual performance agreement, disclose his/her financial interests, and be subjected to security clearance. If you have not been contacted within three (3) months of the closing date of this advertisement, please accept that your application was unsuccessful. Suitable candidates will be subjected to personnel suitability checks (criminal record check, citizenship verification, qualification/study verification, and previous employment verification). Applications received after the closing date will not be considered. Note: All shortlisted candidates will be required to undertake writing test. "DHET is committed to providing equal opportunities and affirmative action employment. It is our intention to promote representatives in terms of (race, gender, and disability) in the organization. Women and people living with disability will receive preference in all SMS positions".

CLOSING DATE

: 22 September 2025

POST 32/32

: **REGIONAL MANAGER (X4 POSTS)**
Branch: Technical Vocational Education and Training

**SALARY
CENTRE**

: R1 494 900 per annum (Level 14), (all-inclusive remuneration package)
: These positions are based in Regional Offices:
Western Cape & Northern Cape Regional Office Ref No: DHET 02/09/2025
Gauteng and Free State Regional Office Ref No: DHET 03/09/2025
Kwa Zulu Natal Regional Office Ref No: DHET 04/09/2025
Eastern Cape Regional Office Ref No: DHET 05/09/2025

REQUIREMENTS

: An appropriate NQF level 7 in the field of Education and Training or equivalent qualification. A minimum of 5 years at senior managerial level and ten (10) years' work experience in Post-School Education and Training. A postgraduate

degree in Education will serve as an added advantage. Proven senior management experience within the Technical and Vocational Education and Training (TVET), Community Education, Training (CET) as well as Universities environments will be prioritized. Successful completion of a Nyukela Public Service Senior Management Service Pre-entry Programme. In-depth understanding and knowledge of prescripts and legal frameworks applicable to both the CET and TVET sectors. Further requirements are excellent and proven project management capabilities, problem-solving and financial management skills, proposal, and report writing and computer skills. Excellent project management and communication skills, including proposal and report writing. Ability to work under pressure and willingness to work extended hours. Management, Service Delivery Innovation, Problem Solving & Analysis, People Management & Empowerment, Client Orientation & Customer Care, Excellent Communication Skills and ability to communicate to the audience in a tactful and influential manner. Ability to collaborate and enhance stakeholder relations. Ethical leadership and Integrity.

DUTIES

: Ensure effective leadership, management, and governance of PSET institutions in the Region. Manage and support teaching and learning in public Colleges. Oversee the management of examinations and assessments at private and public Colleges. Liaise with industry, SETAs, and other government institutions to create a conducive environment for partnerships and stakeholder relations. Manage the delegated administrative and financial responsibilities. Coordinate monitoring and evaluation functions of the programmes in public Colleges. Ensure proper alignment of the Department Strategic Plan and Annual Performance Plan with planned outcomes in the public TVET and CET Colleges. Provide strategic leadership relating to the management of compensation of employees' budget for public colleges. Provide corporate management support related to recruitment processes, conditions of services and labour relations, and implementation of IQMS and PMDS.

ENQUIRIES APPLICATIONS

: Ms X Rikhotso Tel No: (012) 213 5513 / Mr R Kgare Tel No: (012) 312 5442
: DHET invites applicants to apply online on the New Z83 form by accessing the Departmental Website (click the 'apply now' button) or <http://z83.ngnscan.co.za/apply>

NOTE

: Follow the easy prompts/instructions. Upload the supporting documents namely, a comprehensive CV, and copies of all qualifications (including matriculation), identity document, valid driver's license, and any other document (where required). A fully completed and signed Z83 form and a detailed Curriculum Vitae will be considered. A user guide and 'how to' videos will assist in how to compete for the form and digital signature. Only shortlisted candidates will be required to submit certified documents/copies of qualifications and other relevant documents to support the application on or before the day of the interviews. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). Candidates whose appointments promote representativity in terms of race, gender, and disability will receive preference. All shortlisted candidates for SMS posts will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the Department. The successful candidate(s) will be required to undergo a Competency Assessment. One of the minimum entry requirements for the SMS position is the Pre-entry Certificate. No appointment will occur without successfully completing the pre-entry certificate and submission thereof. For more details on the pre-entry course visit: <https://www.thensg.gov.za/training-course/sms-pre-entry-programme/>. The candidate(s) will be required to sign an annual performance agreement, disclose his/her financial interests, and be subjected to security clearance. If you have not been contacted within three (3) months of the closing date of this advertisement, please accept that your application was unsuccessful. Suitable candidates will be subjected to personnel suitability checks (criminal record check, citizenship verification, qualification/study verification, and previous employment verification). Applications received after the closing date will not be considered. Note: All shortlisted candidates will be required to undertake writing test. "DHET is committed to providing equal opportunities and affirmative action employment. It is our intention to promote representatives in terms of (race, gender, and disability) in the organization. Women and people living with disability will receive preference in all SMS positions".

CLOSING DATE

: 22 September 2025

<u>POST 32/33</u>	:	<u>CHIEF DIRECTOR: HUMAN RESOURCE MANAGEMENT & DEVELOPMENT REF NO: DHET 06/09/2025</u> Branch: Corporate Services Chief Directorate: Human Resource Management and Development
<u>SALARY CENTRE REQUIREMENTS</u>	:	R1 494 900 per annum (Level 14), (all-inclusive remuneration package) Pretoria An appropriate NQF level 7 qualification in the field of Human Resource/ Industrial Psychology/Management services/Operations management/Labour Relations/ Social Sciences or equivalent qualification as recognized by SAQA. A minimum of 5 years' experience at senior managerial level and 10 years management experience within Human Resource environment. In-depth knowledge and working experience in the alignment of HR strategy to the business strategy. Management experience in leading change management interventions at various levels of an organization. Training as a Job Evaluation Analyst or Job Evaluation Panelist will be an added advantage. Successful completion of a Nyukela Public Service Senior Management Service Pre-entry Programme Knowledge of Public Service Act, Public Service Regulations, Labour Relations Act, Employment Equity Act, Skills Development Act, Occupational Health and Safety Act, Human Resource Development Strategy, Public Finance Management Act, PSCBC Resolutions, Government financial systems and processes, Treasury Regulations. Knowledge of government's planning and delivery cycle. Strategic capability and leadership, Programme and Project management, Financial Management, Change Management, Service Delivery Innovation, Problem Solving & Analysis, People Management & Empowerment, Client Orientation & Customer Care, Excellent Communication Skills and ability to communicate to the audience in a tactful and influential manner. Ability to collaborate and enhance stakeholder relations. Ethical leadership and Integrity.
<u>DUTIES</u>	:	Facilitate the development of a Human Resources Strategy and ensure alignment with Departmental strategic objectives. Oversee Human Resources Administration and System Control Services. Oversee development and implementation of Talent Management Strategy aligned with HR best Practices. Champion Organizational Development, Design processes, Change Management Interventions processes and facilitate implementation of Job Evaluation. Facilitate development and implementation of Human Resources Policy Development. Oversee Employee Health and Wellness programmes, Employment Equity and Affirmative Interventions. Oversee Grievances, Disputes and Misconduct resolution processes and enhance Departmental Collective Bargaining processes.
<u>ENQUIRIES</u>	:	Ms E Mangena/ Mr R Kgare/MS XE Rikhotso Tel No: (012) 312 5498/5165/5513
<u>APPLICATIONS</u>	:	DHET invites applicants to apply online on the New Z83 form by accessing the Departmental Website (click the 'apply now' button) or http://z83.ngnscan.co.za/apply
<u>NOTE</u>	:	Follow the easy prompts/instructions. Upload the supporting documents namely, a comprehensive CV, and copies of all qualifications (including matriculation), identity document, valid driver's license, and any other document (where required). A fully completed and signed Z83 form and a detailed Curriculum Vitae will be considered. A user guide and 'how to' videos will assist in how to compete for the form and digital signature. Only shortlisted candidates will be required to submit certified documents/copies of qualifications and other relevant documents to support the application on or before the day of the interviews. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). Candidates whose appointments promote representativity in terms of race, gender, and disability will receive preference. All shortlisted candidates for SMS posts will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the Department. The successful candidate(s) will be required to undergo a Competency Assessment. One of the minimum entry requirements for the SMS position is the Pre-entry Certificate. No appointment will occur without successfully completing the pre-entry certificate and submission thereof. For more details on the pre-entry course visit: https://www.thensg.gov.za/training-course/sms-pre-entry-programme/ . The candidate(s) will be required to sign an annual performance agreement, disclose his/her financial interests, and be subjected to security clearance. If

you have not been contacted within three (3) months of the closing date of this advertisement, please accept that your application was unsuccessful. Suitable candidates will be subjected to personnel suitability checks (criminal record check, citizenship verification, qualification/study verification, and previous employment verification). Applications received after the closing date will not be considered. Note: All shortlisted candidates will be required to undertake writing test. "DHET is committed to providing equal opportunities and affirmative action employment. It is our intention to promote representatives in terms of (race, gender, and disability) in the organization. Women and people living with disability will receive preference in all SMS positions".

CLOSING DATE

:

22 September 2025

POST 32/34

:

**CHIEF DIRECTOR: INFORMATION COMMUNICATION TECHNOLOGY
REF NO: DHET 07/09/2025**

Branch: Corporate Services

Chief Directorate: Information Technology and Business Systems Management

SALARY

:

R1 494 900 per annum (Level 14), (all-inclusive remuneration package)

CENTRE

:

Pretoria

REQUIREMENTS

:

An appropriate NQF level 7 in the field of Computer Science/ Information Technology Management/Software engineering or equivalent qualification as recognized by SAQA. A minimum of 5 years at senior managerial level with 10 years management experience within an ICT environment. Management experience in implementing Corporate Governance of ICT and management of Cyber Security or security system engineering. Successful completion of a Nyukela Public Service Senior Management Service Pre-entry Programme. Experience in the development and implementation of ICT business Continuity will be an added advantage. Expert knowledge of ICT as an enabling tool for system development, ICT Security, ICT Infrastructure and network, business, system analysis, Architecture and frameworks. In-depth knowledge of IT solution development and integration, user interface design and digital automation. Sound Knowledge of Public Finance Management Act and Treasury Regulations. Extensive knowledge of government wide Enterprise Architecture and business systems. Knowledge of ICT strategic and operational planning, delivery, monitoring and evaluation frameworks. Knowledge of IT Security systems and infrastructure systems. ICT project Management and Change Management. Strategic capability and leadership, Programme and Project management, Financial Management, Change Management, Service Delivery Innovation, Problem Solving & Analysis, People Management & Empowerment, Client Orientation & Customer Care, Excellent business analytical and problem-solving skills.

DUTIES

:

Facilitate the alignment of ICT strategy to overall Departmental strategy and business goals. Provide Information management and oversee knowledge and records management. Facilitate design, drive, review and implementation of ICT governance framework, systems, policies, standards, principles and procedures. Facilitate ICT Infrastructure in relation to serves, networks, storage, telecoms, data Centre, backups, data recovery, connectivity and security to ensure optimal service and security as per government and departmental requirements. Facilitate the development and implementation of business applications strategy. Facilitate the development, implementation of ICT strategic and operational deliverables. Facilitate efficient ICT Security measures. ICT Risk management and champion ICT audit standards compliance. Facilitate the implementation of the design solution deployment strategy and ensure approved applications comply with established architecture standards. Manage the effectiveness of the disaster recovery process and ensure integration with departmental business continuity planning.

ENQUIRIES

:

Ms E Mangena/ Mr R Kgare/Ms XE Rikhotso Tel No: (012) 312 5498/5165/5513

APPLICATIONS

:

DHET invites applicants to apply online on the New Z83 form by accessing the Departmental Website (click the 'apply now' button) or <http://z83.ngnscan.co.za/apply>

NOTE

:

Follow the easy prompts/instructions. Upload the supporting documents namely, a comprehensive CV, and copies of all qualifications (including matriculation), identity document, valid driver's license, and any other document (where required). A fully completed and signed Z83 form and a

detailed Curriculum Vitae will be considered. A user guide and 'how to' videos will assist in how to compete for the form and digital signature. Only shortlisted candidates will be required to submit certified documents/copies of qualifications and other relevant documents to support the application on or before the day of the interviews. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). Candidates whose appointments promote representativity in terms of race, gender, and disability will receive preference. All shortlisted candidates for SMS posts will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the Department. The successful candidate(s) will be required to undergo a Competency Assessment. One of the minimum entry requirements for the SMS position is the Pre-entry Certificate. No appointment will occur without successfully completing the pre-entry certificate and submission thereof. For more details on the pre-entry course visit: <https://www.thensg.gov.za/training-course/sms-pre-entry-programme/>. The candidate(s) will be required to sign an annual performance agreement, disclose his/her financial interests, and be subjected to security clearance. If you have not been contacted within three (3) months of the closing date of this advertisement, please accept that your application was unsuccessful. Suitable candidates will be subjected to personnel suitability checks (criminal record check, citizenship verification, qualification/study verification, and previous employment verification). Applications received after the closing date will not be considered. Note: All shortlisted candidates will be required to undertake writing test. "DHET is committed to providing equal opportunities and affirmative action employment. It is our intention to promote representatives in terms of (race, gender, and disability) in the organization. Women and people living with disability will receive preference in all SMS positions".

<u>CLOSING DATE</u>	:	22 September 2025
<u>POST 32/35</u>	:	<u>DIRECTOR: HUMAN RESOURCE ADMINISTRATION AND MANAGEMENT</u> <u>REF NO: DHET 08/09/2025</u> Branch: Corporate Services Chief Directorate: Human Resource Management and Development
<u>SALARY</u>	:	R1 266 714 per annum (Level 13), (all-inclusive remuneration package)
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	An appropriate NQF level 7 qualification in the field of Human Resource/ Public Management/ Social Sciences Management or equivalent qualification as recognized by SAQA. A minimum of 5 years' experience at middle/ senior managerial level within a Human Resource Management environment. In-depth knowledge and working experience in transactional Human Resource Management within recruitment, conditions of services and PERSAL system management. Training as a PERSAL HR manager will be an added advantage. Successful completion of a Nyukela Public Service Senior Management Service Pre-entry Programme. Knowledge of Public Service Act, Public Service Regulations, Labour Relations Act, Employment Equity Act, Skills Development Act, Occupational Health and Safety Act, Human Resource Development Strategy, Public Finance Management Act, PSCBC Resolutions, Government financial systems and processes, Treasury Regulations. Knowledge of Compensation of Employee budgeting system. Strategic capability and leadership, Programme and Project management, Financial Management, Change Management, Service Delivery Innovation, Problem Solving & Analysis, People Management & Empowerment, Client Orientation & Customer Care, Excellent Communication Skills. Ability to pay attention to details and work through high volume of data.
<u>DUTIES</u>	:	Provide strategic leadership and direction on Human Resource Management and Administration functions of the Department. Develop and implement Human Resource Management and Administration policies. Administer recruitment of candidates, facilitate selection processes and oversee the appointment of suitable candidates on PERSAL at head office, support Regional Offices and Colleges. Facilitate the implementation of PILIR, conduct trends analysis and ensure full compliance. Facilitate and oversee the management of departmental exit strategy and ensure adequate analysis of outcome of exit interviews.
<u>ENQUIRIES</u>	:	Ms E Sithole/ Mr R Kgare/MS XE Rikhotso Tel No: (012) 312 5498/5165/5513
<u>APPLICATIONS</u>	:	DHET invites applicants to apply online on the New Z83 form by accessing the

NOTE

Departmental Website (click the 'apply now' button) or <http://z83.ngnscan.co.za/apply>

: Follow the easy prompts/instructions. Upload the supporting documents namely, a comprehensive CV, and copies of all qualifications (including matriculation), identity document, valid driver's license, and any other document (where required). A fully completed and signed Z83 form and a detailed Curriculum Vitae will be considered. A user guide and 'how to' videos will assist in how to compete for the form and digital signature. Only shortlisted candidates will be required to submit certified documents/copies of qualifications and other relevant documents to support the application on or before the day of the interviews. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). Candidates whose appointments promote representativity in terms of race, gender, and disability will receive preference. All shortlisted candidates for SMS posts will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the Department. The successful candidate(s) will be required to undergo a Competency Assessment. One of the minimum entry requirements for the SMS position is the Pre-entry Certificate. No appointment will occur without successfully completing the pre-entry certificate and submission thereof. For more details on the pre-entry course visit: <https://www.thensg.gov.za/training-course/sms-pre-entry-programme/>. The candidate(s) will be required to sign an annual performance agreement, disclose his/her financial interests, and be subjected to security clearance. If you have not been contacted within three (3) months of the closing date of this advertisement, please accept that your application was unsuccessful. Suitable candidates will be subjected to personnel suitability checks (criminal record check, citizenship verification, qualification/study verification, and previous employment verification). Applications received after the closing date will not be considered. Note: All shortlisted candidates will be required to undertake writing test. "DHET is committed to providing equal opportunities and affirmative action employment. It is our intention to promote representatives in terms of (race, gender, and disability) in the organization. Women and people living with disability will receive preference in all SMS positions".

CLOSING DATE

: 22 September 2025

POST 32/36

: **DIRECTOR: EMPLOYEE HEALTH AND WELLNESS PROGRAMME REF NO: DHET 09/09/2025**

Branch: Corporate Services

Chief Directorate: Human Resource Management and Development

**SALARY
CENTRE
REQUIREMENTS**

: R1 266 714 per annum (Level 13), (all-inclusive remuneration package)

: Pretoria

: An appropriate NQF level 7 qualification in Social Science, Psychology/ Public Health/ Occupational Health & Safety/ Safety Management or equivalent qualification as recognised by SAQA. A minimum of 5 years' experience at middle/senior managerial level in an Employee Health & Public Health/ Occupational Safety environment. In-depth knowledge and experience in implementing organizational health and wellness programmes. Registration with a professional council will be an added advantage. Successful completion of a Nyukela Public Service Senior Management Service Pre-entry Programme. Knowledge of Public Service Regulations, 2016. Public Service Act 1994. PFMA and Treasury Regulations. Labour Relation Act, Basic Conditions of Employment Act, Occupational Health and Safety, OHS Regulations. In-depth knowledge of employee health and wellness frameworks. Excellent people management and interpersonal skills. Ability to analyse problems, innovate on service delivery matters and focus on client needs. Good empathetic skills coupled with active listening. Strategic capability and leadership, Programme and Project management, Financial Management, Change Management, Service Delivery Innovation, Problem Solving & Analysis, People Management & Empowerment, Client Orientation & Customer Care. Excellent Planning, organizing, and coordinating skills. Good Communication skills. Proven computer literacy, including advanced MS Word, MS Excel and MS PowerPoint.

DUTIES

: Facilitate the development and implementation of employee health and wellness programme aligned to national strategies. Facilitate the implementation of HIV & AIDS, TB & other communicable diseases prevention,

		treatment, care and support programmes. Promote and facilitate the implementation of occupational health, safety and environment management strategies and programmes. Manage statutory obligations on health and safety and ensure compliance on injury on duty cases. Facilitate strategic health assessments, identification of potential risks, oversee promotion of healthy lifestyle and stress management techniques
<u>ENQUIRIES</u>	:	Ms E Sithole/ Mr R Kgare/Ms XE Rikhotso Tel No: (012) 312 5498/5165/5513
<u>APPLICATIONS</u>	:	DHET invites applicants to apply online on the New Z83 form by accessing the Departmental Website (click the 'apply now' button) or http://z83.ngnscan.co.za/apply
<u>NOTE</u>	:	Follow the easy prompts/instructions. Upload the supporting documents namely, a comprehensive CV, and copies of all qualifications (including matriculation), identity document, valid driver's license, and any other document (where required). A fully completed and signed Z83 form and a detailed Curriculum Vitae will be considered. A user guide and 'how to' videos will assist in how to compete for the form and digital signature. Only shortlisted candidates will be required to submit certified documents/copies of qualifications and other relevant documents to support the application on or before the day of the interviews. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). Candidates whose appointments promote representativity in terms of race, gender, and disability will receive preference. All shortlisted candidates for SMS posts will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the Department. The successful candidate(s) will be required to undergo a Competency Assessment. One of the minimum entry requirements for the SMS position is the Pre-entry Certificate. No appointment will occur without successfully completing the pre-entry certificate and submission thereof. For more details on the pre-entry course visit: https://www.thensg.gov.za/training-course/sms-pre-entry-programme/ . The candidate(s) will be required to sign an annual performance agreement, disclose his/her financial interests, and be subjected to security clearance. If you have not been contacted within three (3) months of the closing date of this advertisement, please accept that your application was unsuccessful. Suitable candidates will be subjected to personnel suitability checks (criminal record check, citizenship verification, qualification/study verification, and previous employment verification). Applications received after the closing date will not be considered. Note: All shortlisted candidates will be required to undertake writing test. "DHET is committed to providing equal opportunities and affirmative action employment. It is our intention to promote representatives in terms of (race, gender, and disability) in the organization. Women and people living with disability will receive preference in all SMS positions".
<u>CLOSING DATE</u>	:	22 September 2025
<u>POST 32/37</u>	:	<u>DIRECTOR: ORGANIZATIONAL DEVELOPMENT, HR PLANNING, POLICY AND STRATEGY AND EMPLOYMENT EQUITY REF NO: DHET 10/09/2025</u> Branch: Corporate Services Chief Directorate: Human Resource Management and Development
<u>SALARY</u>	:	R1 266 714 per annum (Level 13), (all-inclusive remuneration package)
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	An appropriate NQF level 7 qualification in the field of Operations management Organization and Work study or related field as recognized by SAQA. A minimum of 5 years' experience at middle/senior managerial level in Organizational Development and Design, Human Resource Strategy Management and Change Management environment. Knowledge and proven experience in organizational restructuring, business process re-engineering and change management interventions. Certifications as a Job Evaluation Analyst or Change Champion will be an advantage. Successful completion of a Nyukela Public Service Senior Management Service Pre-entry Programme. Knowledge of Public Service Regulations, 2016. Public Service Act 1994. PFMA and Treasury Regulations. Labour Relation Act, Employment Equity Act, Human Resource Development Strategy, Public Finance Management Act, PSCBC Resolutions. In-depth knowledge of the Job Evaluation systems and framework for Job profiles. Good understanding of business process system and organisational design tools Strategic capability and leadership, Programme and Project management, Financial Management, Change

Management, Service Delivery Innovation, Problem Solving & Analysis, People Management & Empowerment, Client Orientation & Customer Care. Excellent Planning, organizing, and coordinating skills. Good Communication skills. Proven computer literacy, including advanced MS Word, MS Excel and MS PowerPoint.

<u>DUTIES</u>	:	Facilitate the implementation of organisational development, design and maintenance of the organizational structure within the Department. Facilitate the development and management of Job profiles or description. Oversee the implementation Job Evaluation systems and facilitate adequate grading of positions. Coordinate and manage change management interventions and culture survey initiative within the department. Facilitate business process improvement and organizational functionality assessment (OFA). Facilitate the development, maintenance and implementation of the strategic Human Resource Plan. Oversee the implementation of Employment Equity and facilitate policy development, implementation and proactively identify policy shortfall. Ensure monitoring of Human Resource performance (HR annual report).
<u>ENQUIRIES</u>	:	Ms E Sithole/ Mr R Kgare/Ms XE Rikhotso Tel No: (012) 312 5498/5165/5513
<u>APPLICATIONS</u>	:	DHET invites applicants to apply online on the New Z83 form by accessing the Departmental Website (click the 'apply now' button) or http://z83.ngnscan.co.za/apply
<u>NOTE</u>	:	Follow the easy prompts/instructions. Upload the supporting documents namely, a comprehensive CV, and copies of all qualifications (including matriculation), identity document, valid driver's license, and any other document (where required). A fully completed and signed Z83 form and a detailed Curriculum Vitae will be considered. A user guide and 'how to' videos will assist in how to compete for the form and digital signature. Only shortlisted candidates will be required to submit certified documents/copies of qualifications and other relevant documents to support the application on or before the day of the interviews. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). Candidates whose appointments promote representativity in terms of race, gender, and disability will receive preference. All shortlisted candidates for SMS posts will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the Department. The successful candidate(s) will be required to undergo a Competency Assessment. One of the minimum entry requirements for the SMS position is the Pre-entry Certificate. No appointment will occur without successfully completing the pre-entry certificate and submission thereof. For more details on the pre-entry course visit: https://www.thensg.gov.za/training-course/sms-pre-entry-programme/ . The candidate(s) will be required to sign an annual performance agreement, disclose his/her financial interests, and be subjected to security clearance. If you have not been contacted within three (3) months of the closing date of this advertisement, please accept that your application was unsuccessful. Suitable candidates will be subjected to personnel suitability checks (criminal record check, citizenship verification, qualification/study verification, and previous employment verification). Applications received after the closing date will not be considered. Note: All shortlisted candidates will be required to undertake writing test. "DHET is committed to providing equal opportunities and affirmative action employment. It is our intention to promote representatives in terms of (race, gender, and disability) in the organization. Women and people living with disability will receive preference in all SMS positions".
<u>CLOSING DATE</u>	:	22 September 2025
<u>POST 32/38</u>	:	<u>DIRECTOR: APPLICATION DEVELOPMENT AND MANAGEMENT REF NO: DHET 11/09/2025</u> Branch: Corporate Services Chief Directorate: Information Technology and Business Systems Management
<u>SALARY</u>	:	R1 266 714 per annum (Level 13), (all-inclusive remuneration package)
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	An appropriate NQF level 7 qualification in the field of Computer Science/Information Technology / Information Systems or related field as recognized by SAQA. 5 years of experience at a middle/senior managerial level. Extensive knowledge and experience in applications design, applications

development and business solutions environment. Relevant accreditation and certification will be an added advantage. Successful completion of a Nyukela Public Service Senior Management Service Pre-entry Programme. In-depth knowledge of agile IT business analysis, solution design, development and applications. Knowledge of government operating systems modernized application portfolio/ landscape. Good Knowledge of the ICT Corporate Governance framework of ICT, ICT solutions, ICT planning and business alignment. Advance knowledge of digital automation cloud-based systems. Knowledge of broad ICT procedure, ICT security practices and various ICT networks. Knowledge of Public Service regulations, Public Finance Management System and treasury Regulations. Advance level IT solution development and integration skills. Strategic capability and leadership, Programme and Project management, Financial Management, Change Management, Service Delivery Innovation, Problem Solving & Analysis, People Management & Empowerment, Client Orientation & Customer Care. Excellent planning and organizing skills. Good Communication skills and excellent project management skills.

DUTIES : Facilitate effective implementation of business applications strategy. Manage business solution design and development. Conduct research on best practice models, technological advancements, trends on business systems and application development. Analyze business requirements, business constraints, facilitate solution deployment and validate IT solution requirements. Conduct regular monitoring to ensure business solutions, applications development are designed, implemented and integrated to support departmental requirements.

ENQUIRIES APPLICATIONS : MS E Sithole/ Mr R Kgare/MS XE Rikhotso Tel No: (012) 312 5498/5165/551
: DHET invites applicants to apply online on the New Z83 form by accessing the Departmental Website (click the 'apply now' button) or <http://z83.ngnscan.co.za/apply>

NOTE : Follow the easy prompts/instructions. Upload the supporting documents namely, a comprehensive CV, and copies of all qualifications (including matriculation), identity document, valid driver's license, and any other document (where required). A fully completed and signed Z83 form and a detailed Curriculum Vitae will be considered. A user guide and 'how to' videos will assist in how to compete for the form and digital signature. Only shortlisted candidates will be required to submit certified documents/copies of qualifications and other relevant documents to support the application on or before the day of the interviews. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). Candidates whose appointments promote representativity in terms of race, gender, and disability will receive preference. All shortlisted candidates for SMS posts will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the Department. The successful candidate(s) will be required to undergo a Competency Assessment. One of the minimum entry requirements for the SMS position is the Pre-entry Certificate. No appointment will occur without successfully completing the pre-entry certificate and submission thereof. For more details on the pre-entry course visit: <https://www.thensg.gov.za/training-course/sms-pre-entry-programme/>. The candidate(s) will be required to sign an annual performance agreement, disclose his/her financial interests, and be subjected to security clearance. If you have not been contacted within three (3) months of the closing date of this advertisement, please accept that your application was unsuccessful. Suitable candidates will be subjected to personnel suitability checks (criminal record check, citizenship verification, qualification/study verification, and previous employment verification). Applications received after the closing date will not be considered. Note: All shortlisted candidates will be required to undertake writing test. "DHET is committed to providing equal opportunities and affirmative action employment. It is our intention to promote representatives in terms of (race, gender, and disability) in the organization. Women and people living with disability will receive preference in all SMS positions".

CLOSING DATE : 22 September 2025

POST 32/39 : **PRINCIPAL (X5 POSTS)**
Branch: Technical and Vocational Education and Training

SALARY : R1 266 714 per annum (Level 13), (all-inclusive remuneration package)

<u>CENTRE</u>	:	Positions based at Technical and Vocational Education and Training Colleges: King Hintsa TVET College Ref No: DHET12/09/2025 Lovedale TVET College Ref No: DHET13/09/2025 Ekurhuleni East TVET College Ref No: DHET 14/09/2025 Mthashana TVET College Ref No: DHET 15/09/2025 Gert Sibande TVET College Ref No: DHET 16/09/2025
<u>REQUIREMENTS</u>	:	An appropriate NQF level 7 in the field of Education or related qualification as recognized by SAQA. A relevant postgraduate qualification in Education and Training will be an added advantage. A minimum of 5 years' experience at the middle/ senior managerial level and 8 years' working experience in a Post School Education and Training environment. Extensive experience in any of the following general management spheres; college education institution management, strategy management, education management, human resource management and development. Successful completion of a Nyukela Public Service Senior Management Service Pre-entry Programme. Proven management skills and a track record in the preparation, implementation and management of strategic, operational and financial management plans and project. Ability to design internal systems and controls to ensure sound organizational governance, management and control. Proven management skills and a track record in the preparation, implementation, and management of strategic, operational, and financial management plans and projects. Ability to design internal systems and controls to ensure sound organizational governance, financial management, and control. Proven computer literacy, including advanced MS Word, MS Excel, and MS PowerPoint. Proven report writing and presentation skills. Sound knowledge of the public TVET college sector and its regulatory and legislative framework. Knowledge of education and institutional management principles, methodologies, and procedures. Knowledge of governance and public sector management reporting requirements. Strategic capability and leadership, client orientation and customer focus, financial management, people management and empowerment, communication, and stakeholder management. Knowledge of and/or experience in the private sector/industry will also be treated as an added advantage. A willingness to work irregular hours and travel extensively. A valid driver's license.
<u>DUTIES</u>	:	To strategically manage the College and to support the College Council and Department of Higher Education and Training in accordance with the Further Education and Training Colleges Act (2006) and all other relevant legislation. To drive the efficient and effective implementation of college governance frameworks and systems; and the functioning of governance structures, including the college council and the academic board. To build and foster an effective management team that plans and executes the college mandate in an integrated, compliant, and performance-focused manner. To fulfil the role of accounting officer of the college by establishing and monitoring college financial and supply chain management systems towards the achievement of strategic goals and compliance with all relevant legislation and regulations. To establish and monitor effective human resource management and stakeholder engagement systems incorporating both marketing and communication. To create a platform for effective management decision-making through the establishment of an accurate and accessible information management platform. To lead the development and delivery of responsive vocational and occupational curricula and programmes and monitor the associated quality assurance programme and impact on student performance and placement. To operationalize business partnerships and linkages that translate into student placements, workplace-based learning, and articulation. To establish and manage a student management framework and system that facilitates student support and governance and provides all enrolled students with holistic academic and social support. To establish and lead a college infrastructure and estate management system that assures the acquisition, maintenance, management, and disposal of physical resources that facilitate the achievement of strategic and operational objectives. Facilitate programme articulation and upward progression.
<u>ENQUIRIES</u>	:	Ms E Sithole/ Mr R Kgare/Ms XE Rikhotso Tel No: (012) 312 5498/5165/5513
<u>APPLICATIONS</u>	:	DHET invites applicants to apply online on the New Z83 form by accessing the Departmental Website (click the 'apply now' button) or http://z83.ngnscan.co.za/apply
<u>NOTE</u>	:	Follow the easy prompts/instructions. Upload the supporting documents namely, a comprehensive CV, and copies of all qualifications (including

matriculation), identity document, valid driver's license, and any other document (where required). A fully completed and signed Z83 form and a detailed Curriculum Vitae will be considered. A user guide and 'how to' videos will assist in how to compete for the form and digital signature. Only shortlisted candidates will be required to submit certified documents/copies of qualifications and other relevant documents to support the application on or before the day of the interviews. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). Candidates whose appointments promote representativity in terms of race, gender, and disability will receive preference. All shortlisted candidates for SMS posts will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the Department. The successful candidate(s) will be required to undergo a Competency Assessment. One of the minimum entry requirements for the SMS position is the Pre-entry Certificate. No appointment will occur without successfully completing the pre-entry certificate and submission thereof. For more details on the pre-entry course visit: <https://www.thensg.gov.za/training-course/sms-pre-entry-programme/>. The candidate(s) will be required to sign an annual performance agreement, disclose his/her financial interests, and be subjected to security clearance. If you have not been contacted within three (3) months of the closing date of this advertisement, please accept that your application was unsuccessful. Suitable candidates will be subjected to personnel suitability checks (criminal record check, citizenship verification, qualification/study verification, and previous employment verification). Applications received after the closing date will not be considered. Note: All shortlisted candidates will be required to undertake writing test. "DHET is committed to providing equal opportunities and affirmative action employment. It is our intention to promote representatives in terms of (race, gender, and disability) in the organization. Women and people living with disability will receive preference in all SMS positions".

<u>CLOSING DATE</u>	:	22 September 2025
<u>POST 32/40</u>	:	<u>PRINCIPAL REF NO: DHET 17/09/2025 (X1 POST)</u> Branch: Community Education and Training
<u>SALARY CENTRE</u>	:	R1 266 714 per annum (Level 13), (all-inclusive remuneration package) Position is based at Technical and Vocational Education and Training Colleges Limpopo CET College
<u>REQUIREMENTS</u>	:	An appropriate NQF Level 7 in the field of Education or related qualification as recognized by SAQA. A relevant postgraduate qualification in education and training will be an added advantage. A minimum of 5 years' experience at the middle/ senior managerial level and 8 years' working experience in a Post School Education and Training environment. Extensive experience in any of the following general management spheres; college education institution management, strategy management, education management, human resource management and development. Successful completion of a Nyukela Public Service Senior Management Service Pre-entry Programme. Proven management skills and a track record in the preparation, implementation and management of strategic, operational and financial management plans and project. Ability to design internal systems and controls to ensure sound organizational governance, management and control. Proven management skills and a track record in the preparation, implementation, and management of strategic, operational, and financial management plans and projects. Ability to design internal systems and controls to ensure sound organizational governance, financial management, and control. Proven computer literacy, including advanced MS Word, MS Excel, and MS PowerPoint. Proven report writing and presentation skills. Sound knowledge of the public TVET college sector and its regulatory and legislative framework. Knowledge of education and institutional management principles, methodologies, and procedures. Knowledge of governance and public sector management reporting requirements. Strategic capability and leadership, client orientation and customer focus, financial management, people management and empowerment, communication, and stakeholder management. Knowledge of and/or experience in the private sector/industry will also be treated as an added advantage. A willingness to work irregular hours and travel extensively. A valid driver's license.
<u>DUTIES</u>	:	To strategically manage the College and to support the College Council and

Department of Higher Education and Training in accordance with the Continuing Education and Training Act (2006) and all other relevant legislation. To drive the efficient and effective implementation of college governance frameworks and systems; and the functioning of governance structures, including the college council and the academic board. To build and foster an effective management team that plans and executes the college mandate in an integrated, compliant, and performance-focused manner. To fulfil the role of accounting officer of the college by establishing and monitoring college financial and supply chain management systems towards the achievement of strategic goals and compliance with all relevant legislation and regulations. To establish and monitor effective human resource management and stakeholder engagement systems incorporating both marketing and communication. To create a platform for effective management decision-making through the establishment of an accurate and accessible information management platform. To lead the development and delivery of responsive academic vocational and occupational curricula and programmes and monitor the associated quality assurance programme and impact on student performance and placement. To operationalize business partnerships and linkages that translate into student placements, workplace-based learning, and articulation. To establish and manage a student management framework and system that facilitates student and community support and governance and provides all enrolled students with holistic academic and social support. To establish and lead a college infrastructure and estate management system that assures the acquisition, maintenance, management, and disposal of physical resources that facilitate the achievement of strategic and operational objectives. Facilitate programme articulation and upward progression.

ENQUIRIES APPLICATIONS

: Ms E Sithole/ Mr R Kgare/MS XE Rikhotso Tel No: (012) 312 5498/5165/5513
: DHET invites applicants to apply online on the New Z83 form by accessing the Departmental Website (click the 'apply now' button) or <http://z83.ngnscan.co.za/apply>

NOTE

: Follow the easy prompts/instructions. Upload the supporting documents namely, a comprehensive CV, and copies of all qualifications (including matriculation), identity document, valid driver's license, and any other document (where required). A fully completed and signed Z83 form and a detailed Curriculum Vitae will be considered. A user guide and 'how to' videos will assist in how to compete for the form and digital signature. Only shortlisted candidates will be required to submit certified documents/copies of qualifications and other relevant documents to support the application on or before the day of the interviews. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). Candidates whose appointments promote representativity in terms of race, gender, and disability will receive preference. All shortlisted candidates for SMS posts will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the Department. The successful candidate(s) will be required to undergo a Competency Assessment. One of the minimum entry requirements for the SMS position is the Pre-entry Certificate. No appointment will occur without successfully completing the pre-entry certificate and submission thereof. For more details on the pre-entry course visit: <https://www.thensg.gov.za/training-course/sms-pre-entry-programme/>. The candidate(s) will be required to sign an annual performance agreement, disclose his/her financial interests, and be subjected to security clearance. If you have not been contacted within three (3) months of the closing date of this advertisement, please accept that your application was unsuccessful. Suitable candidates will be subjected to personnel suitability checks (criminal record check, citizenship verification, qualification/study verification, and previous employment verification). Applications received after the closing date will not be considered. Note: All shortlisted candidates will be required to undertake writing test. "DHET is committed to providing equal opportunities and affirmative action employment. It is our intention to promote representatives in terms of (race, gender, and disability) in the organization. Women and people living with disability will receive preference in all SMS positions".

CLOSING DATE

: 22 September 2025

OTHER POSTS

<u>POST 32/41</u>	:	<u>DEPUTY PRINCIPAL: FINANCE (X2 POSTS)</u> Branch: Technical And Vocational Education and Training
<u>SALARY CENTRE</u>	:	R1 059 105 per annum (Level 12), (all-inclusive remuneration package)
	:	Positions based at Technical and Vocational Education and Training Colleges: Capricorn TVET College Ref No: DHET 18/09/2025 Northern Cape Urban TVET College Ref No: DHET 19/09/2025
<u>REQUIREMENTS</u>	:	An appropriate NQF Level 7 qualification in the field of Commerce Accounting/ Accounting or related qualification. A minimum of 3 years junior management level experience in a finance or budgeting environment and 5 years working experience. Registration with SAICA as A Chartered Accountant or associate General Accountant will be an added advantage. Excellent knowledge and understanding of the Community Education and Training Act, Public Finance Management Act (PFMA), Treasury Regulations, PSET legislative frameworks, policies, and regulations. Possess good leadership and experience in overall financial management, logistical services, preparations, and compilation of annual financial statements using GRAP standards and another reporting role. Excellent project management and communication skills, including analytical capability and report writing as well as the ability to lead a team; the ability to develop, support and monitor the implementation of policies; the ability to work in a team environment; good computer skills. This management position requires a dynamic individual with knowledge of the South African post-school education and training landscape, particularly its legislative frameworks, policies, and regulations. The candidate must have proven strategic management and leadership capabilities and be a strong communicator with the ability to interact with the TVET staff, College management and Council as well as problem-solving and report-writing and communication skills are mandatory. The incumbent should be able to perform in a team environment. Willingness to travel and be in possession of valid driver's license.
<u>DUTIES</u>	:	To support the principal as the accounting officer and other senior management in the execution of their functions in compliance with applicable financial legislation, regulations and college prescripts. Assisting the Principal/ Accounting Officer or Council in discharging the duties prescribed in the financial management policies of the College; establishing and maintain financial management structures. Establish, implement, and monitor the financial management and internal control systems. Establish and manage the college financial accounting system ensuring compliance with all prescripts and the maintenance of the general ledger accordance with applicable policy, prescripts and accounting frameworks. Contribute to the development of strategic, corporate, annual performance and operational plans, whichever is applicable, including coordinating, analyzing and advising overseeing the budget preparation process, providing advice and support to stakeholders. Produce compliant Annual Financial Statement for approval by the Accounting Officer and council Chair as required by the Department of Higher Education and Training in team of Generally Recognized Accounting Practice (GRAP). Review the budget proposals prior to submission to the relevant approval authority; oversee and manage the budget monitoring process, including the production of monthly, quarterly financial and performance reports and providing recommendations and advice to the relevant functionaries as to how to address significant variances; coordinate, manage and monitor the college budget and expenditure management process and delivery within deadlines. Report the budget and expenditure analysis in the required format and present it to the management team and the college. Report the budget and expenditure analysis in the required format and present it to the management team and the college council. Regularly monitor the institution's controls over financial and logistical systems, supply chain management and their procedures in order to protect the integrity of financial information; oversee and optimize the utilization of electronic financial, logistics and management information systems. Manage the finalization of interim and annual financial statements in line with standards of GRAP and reviewing thereof and manage engagements with assurance providers (i.e. Auditor General). Ensure that the asset management function is effective and operational. Manage human resource and budget in the college.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms E Sithole/ Mr R Kgare/Ms XE Rikhotso Tel No: (012) 312 5498/5165/5513 DHET invites applicants to apply online on the New Z83 form by accessing the

NOTE

Departmental Website (click the 'apply now' button) or <http://z83.ngnscan.co.za/apply>

: Follow the easy prompts/instructions. Upload the supporting documents namely, a comprehensive CV, and copies of all qualifications (including matriculation), identity document, valid driver's license, and any other document (where required). A fully completed and signed Z83 form and a detailed Curriculum Vitae will be considered. A user guide and 'how to' videos will assist in how to compete for the form and digital signature. Only shortlisted candidates will be required to submit certified documents/copies of qualifications and other relevant documents to support the application on or before the day of the interviews. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). Candidates whose appointments promote representativity in terms of race, gender, and disability will receive preference. All shortlisted candidates for SMS posts will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the Department. The successful candidate(s) will be required to undergo a Competency Assessment. One of the minimum entry requirements for the SMS position is the Pre-entry Certificate. No appointment will occur without successfully completing the pre-entry certificate and submission thereof. For more details on the pre-entry course visit: <https://www.thensg.gov.za/training-course/sms-pre-entry-programme/>. The candidate(s) will be required to sign an annual performance agreement, disclose his/her financial interests, and be subjected to security clearance. If you have not been contacted within three (3) months of the closing date of this advertisement, please accept that your application was unsuccessful. Suitable candidates will be subjected to personnel suitability checks (criminal record check, citizenship verification, qualification/study verification, and previous employment verification). Applications received after the closing date will not be considered. Note: All shortlisted candidates will be required to undertake writing test. "DHET is committed to providing equal opportunities and affirmative action employment. It is our intention to promote representatives in terms of (race, gender, and disability) in the organization. Women and people living with disability will receive preference in all SMS positions".

CLOSING DATE

: 22 September 2025

POST 32/42

: **DEPUTY PRINCIPAL: CORPORATE SERVICE (X4 POST)**
Branch: Technical And Vocational Education and Training

SALARY CENTRE

: R1 059 105 per annum (Level 12), (all-inclusive remuneration package)
Positions based at Technical and Vocational Education and Training Colleges:
Port Elizabeth TVET College Ref No: DHET 20/09/2025
Majuba TVET College Ref No: DHET 21/09/2025
Nkangala TVET College Ref No: DHET 22/09/2025
Taletso TVET College Ref No: DHET 23/09/2025

REQUIREMENTS

: An appropriate NQF Level 7 in the field of Human Management/ Development or related qualification as recognized by SAQA. A minimum of 3 years junior management level experience in a Corporate Services environment and 5 years working experience. Junior management experience within a Post School Education and Training environment will be an added advantage. An understanding of the Department of Higher Education and Training's strategic vision and priorities. Knowledge of Public Service Act, Employment of Educators Act, Labour Relations Act and Public Financial Management Act. Knowledge of policies and legislative frameworks governing education and training as well as the Public Service and Employment Service in South Africa. Experience in managing people and projects with the ability to plan strategically. An ability to develop, support and monitor the implementation of policies and the ability to work in a team environment, good project management and computer skills. Willingness to work irregular hours and travel extensively. Computer literacy (Ms Word, Ms PowerPoint, Ms Excel, Ms Excess and Ms Outlook). A valid driver's license.

DUTIES

: Provide strategic leadership in the areas of Human Resource, IT, Marketing, Facilities Management, Records Management, Labour Relations and Governance. Oversee the entire day to day operational requirement of the HR, Marketing and IT functions including those activities in the campus. Render communication and information technology services to meet the specific needs of the college. Accountable for the effective delivery of service in each of these

areas. Facilitate and drive the timely and accurate preparation of the college's annual budget in line with Strategic priorities. Coordinate and driver the preparation for the annual review of the college's strategic plan. Prepare quarterly reports as per annual performance plan and ensure the compilation of the annual report and strategic plan of the college. Encourage and build an organizational climate conducive to optimal performance through implementing change management. Develop and implement best practice policies, procedure, and internal control systems to ensure effective corporate governance. Ensure the provision of appropriate and cost-effective service. Oversee the proper and effective management of the college's assets and facilities. Ensure the provision of appropriate and cost-effective services. Manage human resources and corporate management service affairs in the college. Provide guidance and adequate support and development of the staff. Ensure compliance with all administrative requirements, regulations, rules and regulations pertaining to Corporate Services. Responsible for IT and information management solutions to meet the specific needs of the Region. Responsible for communication and marketing for the Regional Office. Ensure development of PMDS of staff. Monitor quality control of work and develop annual performance plan. Monitor the planning, organization and delegation of work.

**ENQUIRIES
APPLICATIONS**

: Ms E Sithole/ Mr R Kgare/MS XE Rikhotso Tel No: (012) 312 5498/5165/5513
: DHET invites applicants to apply online on the New Z83 form by accessing the Departmental Website (click the 'apply now' button) or <http://z83.ngnscan.co.za/apply>

NOTE

: Follow the easy prompts/instructions. Upload the supporting documents namely, a comprehensive CV, and copies of all qualifications (including matriculation), identity document, valid driver's license, and any other document (where required). A fully completed and signed Z83 form and a detailed Curriculum Vitae will be considered. A user guide and 'how to' videos will assist in how to compete for the form and digital signature. Only shortlisted candidates will be required to submit certified documents/copies of qualifications and other relevant documents to support the application on or before the day of the interviews. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). Candidates whose appointments promote representativity in terms of race, gender, and disability will receive preference. All shortlisted candidates for SMS posts will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the Department. The successful candidate(s) will be required to undergo a Competency Assessment. One of the minimum entry requirements for the SMS position is the Pre-entry Certificate. No appointment will occur without successfully completing the pre-entry certificate and submission thereof. For more details on the pre-entry course visit: <https://www.thensg.gov.za/training-course/sms-pre-entry-programme/>. The candidate(s) will be required to sign an annual performance agreement, disclose his/her financial interests, and be subjected to security clearance. If you have not been contacted within three (3) months of the closing date of this advertisement, please accept that your application was unsuccessful. Suitable candidates will be subjected to personnel suitability checks (criminal record check, citizenship verification, qualification/study verification, and previous employment verification). Applications received after the closing date will not be considered. Note: All shortlisted candidates will be required to undertake writing test. "DHET is committed to providing equal opportunities and affirmative action employment. It is our intention to promote representatives in terms of (race, gender, and disability) in the organization. Women and people living with disability will receive preference in all SMS positions".

CLOSING DATE

: 22 September 2025

POST 32/43

: **DEPUTY PRINCIPAL: REGISTRATION SERVICES (X3 POSTS)**
Branch: Technical and Vocational Education and Training

**SALARY
CENTRE**

: R1 059 105 per annum (Level 12), (all-inclusive remuneration package)
: Positions based at Technical and Vocational Education and Training Colleges:
Mnabithi TVET College Ref No: DHET 24/09/2025
Waterberg TVET College Ref No: DHET 25/09/2025
Northern Cape Rural TVET College Ref No: DHET 26/09/2025

REQUIREMENTS

: An appropriate NQF Level 7 in the field of Education/Teaching/ Human

Resource Management/ Commerce Accounting/ Financial Accounting/Business Management or related qualification as recognized by SAQA. A minimum of 3 years junior management level experience in an education, training environment and 5 years working experience. Junior management experience within a Post School Education and Training environment will be an added advantage Knowledge of Research and Statistics Analysis, Monitoring, Evaluation and Reporting, policies and legislation applicable within the Education sector, Academic Framework and thorough understanding Education sector. Strategic capability and leadership skills, people management and empowerment skills, programme and project management skills, change management skills and problem-solving skills. Proactive, committed, loyal and client service focus values. A valid driver's license.

DUTIES

: Provide strategic leadership regarding the enrolment of students as this determines the allocation of staff. Analyze enrolment trends to forecast staffing needs. Develop and implement enrolment strategies aligned with institutional goals. Collaborate with academic department to balance enrolment capacity and resource allocation. Responsible for the management of the student registration at the college. Oversee the design and operation of the registration system. Monitor the registration schedule and address any challenges promptly. Provide training and support to staff involved in the registration process. Manage and coordinate the compilation and implementation of all student administration policies and procedures at the college. Regularly review and update student administration policies to ensure compliance with regulatory requirements. Organize workshops and training sessions to familiarize staff with new or updated policies. Establish feedback mechanism for continual improvement of administrative processes. Verify the validity and reliability of registration documentation and all EMIS data and reports. Conduct audits of registration records. Supervise the preparation and submission of EMIS data and reports. Address discrepancies in documentation and implement corrective measures. Coordinate the preparation of examination for all programmes involving assessment. Develop examination schedules and oversee logistical arrangement. Liaise with academic staff to confirm assessment requirements. Ensure the secure handling and storage of examination materials. Ensure current examination regulations and conventions are adhered to. Monitor compliance with examination rules and regulations. Facilitate training for staff and students on examination protocols. Address breaches of examination regulations in collaboration with disciplinary committees. Manage human resource and registrar affairs in the college. Ensure development of PMDS of staff. Monitor quality control of work and develop annual performance plan. Monitor the planning, organizing and delegation of work.

ENQUIRIES APPLICATIONS

: Ms E Sithole/ Mr R Kgare/Ms XE Rikhotso Tel No: (012) 312 5498/5165/5513
: DHET invites applicants to apply online on the New Z83 form by accessing the Departmental Website (click the 'apply now' button) or <http://z83.ngnscan.co.za/apply>

NOTE

: Follow the easy prompts/instructions. Upload the supporting documents namely, a comprehensive CV, and copies of all qualifications (including matriculation), identity document, valid driver's license, and any other document (where required). A fully completed and signed Z83 form and a detailed Curriculum Vitae will be considered. A user guide and 'how to' videos will assist in how to compete for the form and digital signature. Only shortlisted candidates will be required to submit certified documents/copies of qualifications and other relevant documents to support the application on or before the day of the interviews. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). Candidates whose appointments promote representativity in terms of race, gender, and disability will receive preference. All shortlisted candidates for SMS posts will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the Department. The successful candidate(s) will be required to undergo a Competency Assessment. One of the minimum entry requirements for the SMS position is the Pre-entry Certificate. No appointment will occur without successfully completing the pre-entry certificate and submission thereof. For more details on the pre-entry course visit: <https://www.thensg.gov.za/training-course/sms-pre-entry-programme/>. The candidate(s) will be required to sign an annual performance agreement,

disclose his/her financial interests, and be subjected to security clearance. If you have not been contacted within three (3) months of the closing date of this advertisement, please accept that your application was unsuccessful. Suitable candidates will be subjected to personnel suitability checks (criminal record check, citizenship verification, qualification/study verification, and previous employment verification). Applications received after the closing date will not be considered. Note: All shortlisted candidates will be required to undertake writing test. "DHET is committed to providing equal opportunities and affirmative action employment. It is our intention to promote representatives in terms of (race, gender, and disability) in the organization. Women and people living with disability will receive preference in all SMS positions".

CLOSING DATE

: 22 September 2025

POST 32/44

: **DEPUTY PRINCIPAL: ACADEMIC SERVICES (X6 POSTS)**

Branch: Technical And Vocational Education and Training

SALARY CENTRE

: R1 059 105 per annum (Level 12), (all-inclusive remuneration package)
: Positions based at Technical and Vocational Education and Training Colleges
Lovedale TVET college Ref No: DHET 27/09/2025
Ekurhuleni West TVET college Ref No: DHET 28/09/2025
Western College TVET college Ref No: DHET 29/09/2025
Mthashana TVET college Ref No: DHET 30/09/2025
Umfolozi TVET college Ref No: DHET 31/09/2025
Mopani TVET college Ref No: DHET 32/09/2025

REQUIREMENTS

: An appropriate NQF Level 7 in the field of Education/ Teaching or related qualification. A minimum of 3 years junior management level experience in an education, training environment and 5 years working experience. Junior management experience within a Post School Education and Training environment will be an added advantage. Proven ability to establish professional credibility and confidence with a diverse customer base. A sound and thorough knowledge of all the transformational issues, capability-building processes and the National Qualification Framework (NQF) in education and training, especially concerning curriculum management and delivery. Strategic management, conflict management, budgeting and financial management skills. Verbal and written communication and presentation skills. Willingness to work irregular hours and travel extensively. Computer skills (Ms Word, MS PowerPoint, Ms Excel, Ms Access and Ms Outlook). An understanding of DHET's strategic vision and priorities. Thorough knowledge of all policies and legislative Framework governing TVET College in South Africa. Knowledge of the student/ information management system concerning vocational education and training. Willingness to travel and a valid driver's license.

DUTIES

: To provide strategic leadership regarding the proficient delivery of Curriculum Services and programme offerings. To support the principal as the accounting officer and co-ordinate the provision of academic services. Guide, inform and develop the programs and qualifications Mix (PQM) of the college for executive protocol. Ensure that modalities of curriculum delivery other than full-time and special needs learners are catered for. Support and provide advice on the work of the academic Board. Develop a system of partnership engagement with strategic stakeholders to enhance student learning and employability. Facilitate and manage the policy framework for the institution as per relevant portfolios. Manage student career guidance and placement on entry. Develop a system of work integrated learning (WIL) for students and lecturers. Monitor student performance and develop academic support interventions where necessary. Ensure that the targets for students' success as set by the DHET/ college academic Board are met. Report on all initiatives undertaken by the college to improve student retention, attendance, performance and certificate. Ensure that all the requirements for quality teaching and learning are in place, policy to implement teaching & learning, lecture training & professional development, student continuous assessment. Coordinate the preparation for all programmes involving assessments. Ensure current examination regulations and conventions are adhered to. Ensure the provision of appropriate and cost-effective services. Manage human resource and academic management service affairs in the college. Provide guidance and adequate support for and development of the staff. Ensure development of PMDS of staff. Monitor quality control of work and develop annual performance plan. Monitor the planning, organizing and delegation of work.

ENQUIRIES

: Ms E Sithole/ Mr R Kgare/MS XE Rikhotso Tel No: (012) 312 5498/5165/5513

<u>APPLICATIONS</u>	:	DHET invites applicants to apply online on the New Z83 form by accessing the Departmental Website (click the 'apply now' button) or http://z83.ngnscan.co.za/apply
<u>NOTE</u>	:	Follow the easy prompts/instructions. Upload the supporting documents namely, a comprehensive CV, and copies of all qualifications (including matriculation), identity document, valid driver's license, and any other document (where required). A fully completed and signed Z83 form and a detailed Curriculum Vitae will be considered. A user guide and 'how to' videos will assist in how to compete for the form and digital signature. Only shortlisted candidates will be required to submit certified documents/copies of qualifications and other relevant documents to support the application on or before the day of the interviews. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). Candidates whose appointments promote representativity in terms of race, gender, and disability will receive preference. All shortlisted candidates for SMS posts will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the Department. The successful candidate(s) will be required to undergo a Competency Assessment. One of the minimum entry requirements for the SMS position is the Pre-entry Certificate. No appointment will occur without successfully completing the pre-entry certificate and submission thereof. For more details on the pre-entry course visit: https://www.thensg.gov.za/training-course/sms-pre-entry-programme/ . The candidate(s) will be required to sign an annual performance agreement, disclose his/her financial interests, and be subjected to security clearance. If you have not been contacted within three (3) months of the closing date of this advertisement, please accept that your application was unsuccessful. Suitable candidates will be subjected to personnel suitability checks (criminal record check, citizenship verification, qualification/study verification, and previous employment verification). Applications received after the closing date will not be considered. Note: All shortlisted candidates will be required to undertake writing test. "DHET is committed to providing equal opportunities and affirmative action employment. It is our intention to promote representatives in terms of (race, gender, and disability) in the organization. Women and people living with disability will receive preference in all SMS positions".
<u>CLOSING DATE</u>	:	22 September 2025
<u>POST 32/45</u>	:	<u>DEPUTY PRINCIPAL: PARTNERSHIPS, INNOVATION AND DEVELOPMENT (X5 POSTS)</u> Branch: Technical And Vocational Education and Training
<u>SALARY CENTRE</u>	:	R1 059 105 per annum (Level 12), (all-inclusive remuneration package)
	:	Positions based at Technical and Vocational Education and Training Colleges: King Hintsa TVET College Ref No: DHET 33/09/2025 Tshwane North TVET College Ref No: DHET 34/09/2025 Mthashana TVET College Ref No: DHET 35/09/2025 Nkangala TVET College Ref No: DHET 36/09/2025 College of Cape Town TVET College (Ref No: DHET 37/09/2025)
<u>REQUIREMENTS</u>	:	An appropriate NQF Level 7 in Business Management or related qualification. A minimum of 3 years junior management level experience in a stakeholder liaison, business management, partnership environment and 5 years working experience. Junior management experience within a Post School Education and Training environment will be an added advantage Knowledge of Research and Statistics Analysis, Monitoring, Evaluation and Reporting, policies and legislation applicable within the Education sector, Academic Framework and thorough understanding Education sector. Strategic capability and leadership skills, people management and empowerment skills, programme and project management skills, change management skills and problem-solving skills. Proactive, committed, loyal and client service focus values. A valid driver's license.
<u>DUTIES</u>	:	To strategically director, develop, implement and maintain the college business as per TVET college mandate in the field of Quality Assurance, Student Support Services, Communication, Marketing and Advancement, International Partnership and the facilitation of the Operation and Strategic Planning for TVET colleges. Ensure that the Quality Assurance System are developed and maintained to achieve continual improvement and customer satisfaction. Ensure that the holistic Student Support Service strategy are developed,

implemented and maintained for the enhancement of student wellbeing and ultimately student performance. Ensure that the Communication, Marketing and Advancement strategy align with the college mandate. Strategically direct, development, implementation, and management of the marketing strategy. Coordinate the development and maintenance of International Partnership, international liaison and services to foreign students and other international related activities. Coordinate and facilitate the Operation and Strategic Planning. Manage human resource and Partnership Innovation and Development affairs in the College. Provide guidance and adequate support and development of the staff. Ensure compliance with all administrative requirements, regulations, rules and introductions pertaining to Partnership Innovation and Development. Ensure development of PMDS of staff. Monitor quality control of work and develop annual performance plan. Monitor the planning, organizing and delegation of work.

**ENQUIRIES
APPLICATIONS**

: Ms E Sithole/ Mr R Kgare/Ms XE Rikhotso Tel No: (012) 312 5498/5165/5513
: DHET invites applicants to apply online on the New Z83 form by accessing the Departmental Website (click the 'apply now' button) or <http://z83.ngnscan.co.za/apply>

NOTE

: Follow the easy prompts/instructions. Upload the supporting documents namely, a comprehensive CV, and copies of all qualifications (including matriculation), identity document, valid driver's license, and any other document (where required). A fully completed and signed Z83 form and a detailed Curriculum Vitae will be considered. A user guide and 'how to' videos will assist in how to compete for the form and digital signature. Only shortlisted candidates will be required to submit certified documents/copies of qualifications and other relevant documents to support the application on or before the day of the interviews. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). Candidates whose appointments promote representativity in terms of race, gender, and disability will receive preference. All shortlisted candidates for SMS posts will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the Department. The successful candidate(s) will be required to undergo a Competency Assessment. One of the minimum entry requirements for the SMS position is the Pre-entry Certificate. No appointment will occur without successfully completing the pre-entry certificate and submission thereof. For more details on the pre-entry course visit: <https://www.thensg.gov.za/training-course/sms-pre-entry-programme/>. The candidate(s) will be required to sign an annual performance agreement, disclose his/her financial interests, and be subjected to security clearance. If you have not been contacted within three (3) months of the closing date of this advertisement, please accept that your application was unsuccessful. Suitable candidates will be subjected to personnel suitability checks (criminal record check, citizenship verification, qualification/study verification, and previous employment verification). Applications received after the closing date will not be considered. Note: All shortlisted candidates will be required to undertake writing test. "DHET is committed to providing equal opportunities and affirmative action employment. It is our intention to promote representatives in terms of (race, gender, and disability) in the organization. Women and people living with disability will receive preference in all SMS positions".

CLOSING DATE

: 22 September 2025

POST 32/46

: **ASSISTANT DIRECTOR: REGISTRATION SERVICES REF NO: CORP/ASD/REG/01**
PERSAL (Permanent Appointment)
Re-advertisement, candidates who previously applied are encouraged to reapply.

**SALARY
CENTRE
REQUIREMENTS**

: R582 444 per annum (Level 10)
: Corporate Office
: Matric/Grade12 Certificate plus a recognised 3-year National Diploma or Degree in Public Management/ Public Administration/ Business Administration or any other relevant qualification. A minimum of 3 to 5 years relevant work experience in registration services preferably in the Public Sector or Institutions of Higher Learning of which 3 years should be on a supervisory level. Knowledge and understanding of the registration processes and procedures. Knowledge of the TVET sector regulations and legislative framework.

	Knowledge of the Business Management Systems. Knowledge of practice notes, provincial and national policy frameworks relevant to Education, Training and Development. Knowledge of Skills Development Act, PSET Act, Labour Relations Act, Public Service Regulations and Public Service Act. Must be computer literate. Must have a valid driver's license. Should have strong administrative, planning, organising, report writing, problem solving, project management and people management skills.
<u>DUTIES</u>	: Manage the administration of the overall student registration. Develop, review, and monitor the implementation of policies and procedure in relation to student registration, admission, scheduling, and records. Develop and implement student enrolment and registration standard operating procedures which are aligned to those of the department. Establish and oversee the work of College Enrolment Committee as well as Student Selection Committee. Champion online application and registration processes. Provide workshops on the implementation of policies and procedure in relation to student registration, admission, scheduling, and records. Advise on the marketing strategies to attract new potential students. Manage the database for new graduates and alumni into the job market. Ensure provisioning of pre-entry support services to student during the registration process in relation to (financial aid, bursaries, student accommodation). Provide guidance and testing of students, with regards to choices of and placement within programmes. Ensure that student orientation is conducted into college and campuses. Develop and implement a filing system for student records. Conduct monitoring and verification of student records across the delivery system/sites. Oversee the provision of student financial aid and bursary services support. Ensure that the TVET Bursary Scheme is administered strictly according to the bursary rules and guidelines. Monitoring the tracking of student bursary requirements compliance and implement remedial initiative as required.
<u>ENQUIRIES APPLICATIONS</u>	: Ms M Hlatshwayo or Mr P Motai Tel No: (011) 692 4004 Ext. 1010/1061/1062 : Please hand deliver your application or email it to asdreg@westcol.co.za quoting the reference number to the Principal, Western TVET College Corporate Office, 42 Johnstone Street, Randfontein, 1760.
<u>NOTE</u>	: All applications must be accompanied by a signed and fully completed NEW Z83 form obtainable from any public service Department or DPSA website, a comprehensive CV including at least three contactable references. Only shortlisted candidates will be required to submit certified copies of original documents with academic records/transcripts and other relevant supporting documents on or before the day of the interview following communication from the HR Office. Foreign qualifications must be accompanied by a SAQA evaluation report. Successful candidates will be subjected to a vetting and financial disclosure process (criminal record, citizenship, qualification verification and employment verification). Western TVET College is an equal opportunities employer and reserves the right not to fill the posts. People with disability are encouraged to apply. If you have not been contacted within six months after the closing date, please consider your application as unsuccessful.
<u>CLOSING DATE</u>	: 19 September 2025 at 12:00
<u>POST 32/47</u>	: <u>ASSISTANT DIRECTOR: PROJECT MANAGEMENT REF NO: CORP/ASD/PM/02</u> College Council Appointment Duration: 1 Year contract Re-advertisement, candidates who previously applied are encouraged to reapply.
<u>SALARY CENTRE REQUIREMENTS</u>	: R468 459 per annum (Level 09), plus 37% in lieu of benefits : Corporate Office : Matric/Grade12 Certificate plus a recognised 3-year National Diploma or Degree in Building Management/Safety Management/Civil Engineering/Architecture Construction Management/ Project Management or a relevant Degree in Engineering. A minimum of 3 to 5 years relevant work experience in facilities management, SHERQ and OHS of which 2-3 years should be on a supervisory level. Must have a valid driver's license. Must be computer literate. Knowledge of the TVET sector regulations and legislative framework. Knowledge of Public Service Act and Regulations, Occupational Health and Safety Act, fire control and facilities management systems. must demonstrate leadership, communication skills, and attention to detail while

DUTIES

managing the entire lifecycle of the project. Should have strong administrative, planning, organising, report writing, project management, problem solving and people management skills.

: Successful candidates will be responsible for the planning, execution, and success of a project which includes the following responsibilities: Manage the development or improvement of physical infrastructure to ensure college has adequate physical infrastructure and maintenance in line with Capital Infrastructure Efficiency Grant (CIEG). Compile maintenance plan regarding machinery, tools, and equipment costing and submitted to DHET. Timeous reporting to different stakeholders. Determine and define project scope and objectives. Predict resources needed to reach objectives and manage resources in an effective and efficient manner. Prepare budget based on scope of work and resource requirements. Track project costs to meet budget. Develop and manage a detailed project schedule and work plan. Provide project updates on a consistent basis to various stakeholders about strategy, adjustments, and progress. Manage contracts with vendors and suppliers by assigning tasks and communicating expected deliverables. Monitor progress of the projects. Measure project performance to identify areas for improvement. Engage with all levels of the organisation in a professional manner. Setup and manage project governing meetings at all levels of the project structure. Ensure that all stakeholders and project team members execute on their activities in terms of the project mandate. Identify potential risk hazards in the building and ensure there is proper signage in and around the buildings to minimise risks.

**ENQUIRIES
APPLICATIONS**

: Ms M Hlatshwayo or Mr P Motai Tel No: (011) 692 4004 Ext. 1010/1061/1062
: Please hand deliver your application or email it to asdpm@westcol.co.za quoting the reference number to the Principal, Western TVET College Corporate Office, 42 Johnstone Street, Randfontein, 1760.

NOTE

: All applications must be accompanied by a signed and fully completed NEW Z83 form obtainable from any public service Department or DPSA website, a comprehensive CV including at least three contactable references. Only shortlisted candidates will be required to submit certified copies of original documents with academic records/transcripts and other relevant supporting documents on or before the day of the interview following communication from the HR Office. Foreign qualifications must be accompanied by a SAQA evaluation report. Successful candidates will be subjected to a vetting and financial disclosure process (criminal record, citizenship, qualification verification and employment verification). Western TVET College is an equal opportunities employer and reserves the right not to fill the posts. People with disability are encouraged to apply. If you have not been contacted within six months after the closing date, please consider your application as unsuccessful.

CLOSING DATE

: 19 September 2025 at 12:00

POST 32/48

: **ASSISTANT DIRECTOR: LABOUR RELATIONS REF NO: NLC/48/2025**

**SALARY
CENTRE
REQUIREMENTS**

: R468 459 – R551 823 per annum
: Northlink TVET College
: National Diploma (NQF Level 6) or Bachelor's Degree (NQF Level 7) in Labour Relations/Human Resources Management and/or Labour Law. LLB would be an added advantage. Three (3) to five (5) years relevant experience in Labour Relations of which a minimum of three (3) years must be a supervisory experience. Computer Literacy. Valid Driver's Licence. Knowledge of the relevant legislation and policies. Knowledge of the Labour Relations Act. Knowledge of Employment Equity Act, Public Service Act and Regulations and any other related legislation. Knowledge of the CET Act. Knowledge and understanding of TVET sector. Sound knowledge of International Labour Organization (ILO). Knowledge of PERSAL. Planning, organizing, communication and interpersonal skills. Report writing, problem solving, conducting investigations, people management and presentation skills.

DUTIES

: Maintain sound Labour Relations at the College. Render advice on Labour related matters. Develop and implementation of Human Resource policies and manuals. Ensure proper the implementation of disciplinary procedures, grievance procedures and code of conduct. Conduct investigations and disciplinary hearings. Management of strike action. Facilitate and conduct Labour relations training and workshops. Ensure proper implementation of collective bargaining council resolutions. Management of all human, financial and other resources of the unit.

ENQUIRIES
APPLICATIONS

: Mrs. M Anthony; Tel no: (021) 970 9019
: Northlink TVET College invites applicants to apply online via email: Careers6@northlink.co.za or alternatively, applications can be hand-delivered to the Central Office, 80 Voortrekker Road, Bellville, 7530.

NOTE

: Applications can be submitted via email to: Careers6@northlink.co.za by quoting the post applying for and the relevant reference number provided on the subject line. All documents submitted must be in a PDF Format. Applicants are advised to submit one pdf document per application. A complete set of application documents should be submitted separately for every post you wish to apply for. Applications must be submitted on the new Z83 form which has since been in effect from 1 January 2021, obtainable from any Public Service Department and must be accompanied by a comprehensive Curriculum Vitae (CV). 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. Please indicate the reference number and the post description of the position you are applying for on your application form, the Z83 Form must be dated, signed and the candidate must initialise both pages of the Form. Applications submitted using the old Z83 Form will not be accepted. Non-RSA Citizens/Permanent Resident, Permit Holders will be required to submit their permit on the day of the interview. It is the applicant's responsibility to have foreign qualifications evaluated South African Qualifications Authority (SAQA). A separate application must be submitted for each post that you are applying for. Late Applications received after closing date and time, incomplete, and faxed applications will not be considered. The employment decision shall be informed by the Employment Equity Plan of the College. It is the intention of the College to promote representativity (race, gender, and disability) in the College through the filling of these post(s). Applicants from the designated groups especially in respect of people with disabilities will receive preference. The College as the employer reserves the right not to make any appointment. Where applicable, candidates will be subjected to a skills test. Correspondence will only be limited to short-listed candidates. All short-listed candidates will be subjected to a qualifications and citizen verification; criminal record and financial/asset record checks. Applicants who have not been invited for an interview within 60 days of the closing date should consider their application unsuccessful. Northlink Technical and Vocational Education and Training (TVET) College is inviting applications from suitably qualified candidates to fill the following vacancies.

CLOSING DATE

: 30 September 2025 @ 12H00

POST 32/49

: **SENIOR RISK AND FRAUD PREVENTION OFFICER REF NO: CORP/RISK//03**

PERSAL (Permanent Appointment)

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

SALARY
CENTRE
REQUIREMENTS

: R397 116 per annum (Level 08), plus benefits

: Corporate Office

: Matric/Grade12 Certificate plus a recognised 3-year National Diploma or Degree in Risk Management/Internal Audit or any other relevant qualification. Must have a minimum of 3 to 5 years relevant work experience in risk, fraud, investigations and ethics management. Supervisory experience will be an added advantage. Must have a valid driver's license. Must be computer literate. Must have knowledge and experience in setting up and managing fraud hotline requests will be an added advantage. Certified Internal Auditor (CIA) and Certification in Risk Management Assurance (CRMA) qualifications would be an added advantage. Must have a valid driver's license. Must be computer literate. Knowledge of Risk Management principles, practices, and procedures. Knowledge of the National Treasury Risk Management Framework in the Public Sector. Knowledge and understanding of the Risk, Fraud, Ethics and Integrity Management environment. Knowledge of conducting fraud awareness and risk training sessions, implementation of appropriate fraud detection techniques and software. Should have good report writing, analytical, project management, planning, organising, problem-solving skills and be able to identify and mitigate risks effectively.

<u>DUTIES</u>	:	Ensure overall supervision and facilitate the provision of risk management services. Identify risks at the college. Facilitate the strategic, operational and process level risk assessment. Compile risk register for strategic, operation and process level. Provide risk management reports. Reporting monthly to management and quarterly to the Audit and Risk Committee. Facilitate the development and maintenance of internal anti-corruption system. Facilitate the fraud or corruption risk assessments. Conduct investigations on allegations of corruption. Facilitate the promotion of the implementation of code of conduct, remunerative work, financial disclosure system, conflict of interests and gift register. Facilitate trainings, workshops and awareness campaigns on risk, fraud, ethics and integrity management in the college.
<u>ENQUIRIES</u>	:	Ms M Hlatshwayo or Mr P Motai Tel No: (011) 692 4004 Ext. 1010/1061/1062
<u>APPLICATIONS</u>	:	Please hand deliver your application or email it to snrrisk@westcol.co.za quoting the reference number to the Principal, Western TVET College Corporate Office, 42 Johnstone Street, Randfontein, 1760.
<u>NOTE</u>	:	All applications must be accompanied by a signed and fully completed NEW Z83 form obtainable from any public service Department or DPSA website, a comprehensive CV including at least three contactable references. Only shortlisted candidates will be required to submit certified copies of original documents with academic records/transcripts and other relevant supporting documents on or before the day of the interview following communication from the HR Office. Foreign qualifications must be accompanied by a SAQA evaluation report. Successful candidates will be subjected to a vetting and financial disclosure process (criminal record, citizenship, qualification verification and employment verification). Western TVET College is an equal opportunities employer and reserves the right not to fill the posts. People with disability are encouraged to apply. If you have not been contacted within six months after the closing date, please consider your application as unsuccessful.
<u>CLOSING DATE</u>	:	19 September 2025 at 12:00

INDEPENDENT POLICE INVESTIGATIVE DIRECTORATE

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

CLOSING DATE : 19 September 2025

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

GRADUATE INTERNSHIP PROGRAMME (2025 TO 2027)
(24 MONTHS)

OTHER POSTS

POST 32/50 : **GRADUATE INTERNSHIP PROGRAMME REF NO: Q9/2025/68 (X1 POST)**

STIPEND : R94 326 per annum

REQUIREMENTS : Qualification: NQF level 7: Public Administration

CENTRE : National Office, Pretoria, Office of the Chief Financial Officer

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

APPLICATIONS : National office: direct your application to Independent police investigative directorate, Benstra building, 473 Stanza Bopape Steve Biko Street, Arcadia Pretoria 0001, or Recruitment10@ipid.gov.za. Please indicate the post name & reference number on the subject line when applying through email

<u>POST 32/51</u>	:	<u>GRADUATE INTERNSHIP PROGRAMME REF NO: Q9/2025/69 (X1 POST)</u>
<u>STIPEND</u>	:	R94 326.per annum
<u>CENTRE</u>	:	National Office, Pretoria, Call Centre Services
<u>REQUIREMENTS</u>	:	Qualification: NQF level 6 & 7: Marketing/Communication/Public Relations/Media Studies/ Call Centre Management or equivalent.
<u>ENQUIRIES</u>	:	Mr. Thipe Tel No: (012) 399 0185
<u>APPLICATIONS</u>	:	National office: direct your application to Independent police investigative directorate, Benstra building, 473 Stanza Bopape & Steve Biko Street, Arcadia Pretoria, 0001, or Recruitment14@ipid.gov.za . Please indicate the post name & reference number on the subject line when applying through email
<u>POST 32/52</u>	:	<u>GRADUATE INTERNSHIP PROGRAMME REF NO: Q9/2025/70 (X1 POST)</u>
<u>STIPEND</u>	:	R94 326.per annum
<u>CENTRE</u>	:	National Office, Pretoria, Office of the Chief Director: Investigation Services
<u>REQUIREMENTS</u>	:	Qualification: NQF level 7: Public Administration.
<u>ENQUIRIES</u>	:	Mr. Thipe Tel No: (012) 399 0185
<u>APPLICATIONS</u>	:	National Office: direct your application to Independent police investigative directorate, Benstra building, 473 Stanza Bopape & Steve Biko Street, Arcadia Pretoria 0001, or Recruitment12@ipid.gov.za . Please indicate the post name & reference number on the subject line when applying through email

DEPARTMENT OF JUSTICE AND CONSTITUTIONAL DEVELOPMENT

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** : 22 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.

OTHER POSTS

- POST 32/53** : **DEPUTY DIRECTOR: NATIONAL REGISTER FOR SEX OFFENDERS (NRSO) SYSTEMS MANAGEMENT AND APPLICATIONS REF NO: 25/90/CS**
- SALARY** : R896 436 – R1 055 958 per annum, (all-inclusive remuneration package). The successful candidate will be required to sign a performance agreement.
- CENTRE** : National Office: Pretoria
- REQUIREMENTS** : An undergraduate qualification (NQF level 7) as recognized by SAQA in Law/Public Administration/Social Science or equivalent qualification; A minimum of 3 years' experience at managerial (Assistant Director) level in Administration /Law /Criminal Justice System; Experience in dealing with legislation and litigation of cases pertaining to the NRSO, coordinating training and service delivery improvement programmes; Knowledge of the jurisprudence law cases; Knowledge and understanding of the legislative framework, governing the Public Service, Financial Management and regulatory framework/ guidelines; prescripts; Knowledge and understanding of the Criminal Law (Sexual Offences and Related Matters) amendment Act, The Criminal Law (Sexual Offenders and Related Matters) Amendment Act, Criminal and Related matters Amendment Act, the Domestic Violence Amendment Act, relevant Public Service Legislation and the application of Batho Pele Principles; Understanding of issues surrounding GBVF, Ability to interpret, apply and implement legislation; Understanding of the NRSO system

		and its functionality. 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: Manage the development and maintenance of National Register for Sex Offenders information system and integration; Manage the NRSO administration process on the electronic register/system; Manage the verification process of NRSO applications for certificates in respect of particulars; Manage human, finance and other resources.
<u>ENQUIRIES</u>	:	Mr SJ 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.
<u>POST 32/54</u>	:	<u>SENIOR COURT INTERPRETER REF NO: 2025/53/MP</u>
<u>SALARY</u>	:	R325 101 – R382 959 per annum. The successful candidate will be required to sign a performance agreement.
<u>CENTRE</u>	:	Magistrate Office: Nsikazi
<u>REQUIREMENTS</u>	:	NQF Level 4/ Grade 12 and National Diploma in Legal Interpreting or equivalent qualification in the field of languages and a minimum of three years practical experience in court interpreting; OR Grade 12 with 10 year's practical experience in court interpreting; A valid driver's license; Proficiency in English and in two or more indigenous languages. Language Requirements: SiSwati, IxiTsonga, Sepedi. Skills and Competencies: Good communication skills (verbal and written); Computer literacy; Listening skills; Interpersonal relation and problem solving; Planning and organising; Analytical thinking skills; Time management; Confidentiality; Ability to work under pressure.
<u>DUTIES</u>	:	Key Performance Areas: Render interpreting services. Translate legal documents and exhibits; Develop terminology; Assist with reconstruction of Court Records; Perform specific line and administrative support functions; Assist with capturing on ICMS; Supervise Court Interpreters.
<u>ENQUIRIES</u>	:	Mr LT Mndebele at 078 802 0880
<u>APPLICATIONS</u>	:	Quoting the relevant reference number, direct your application to: The Provincial Head, Private Bag X11249, 24 Brown Street, Nedbank centre ,4th Floor Building, Nelspruit, 1200 or https://forms.office.com/r/X2XaVPasWu
<u>POST 32/55</u>	:	<u>ADMINISTRATION CLERK (X2 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>	:	State Attorney, Mthatha Ref No: 109/25EC (X1 Post) Magistrate Office: Amsterdam Ref No: 2025/52/MP (X1 Post)
<u>REQUIREMENTS</u>	:	Grade 12 or equivalent. Skills and Competencies: Computer literacy (MS Office); Good communication skills (verbal and written); Problem solving; Good interpersonal relations; Ability to work under pressure; Attention to detail.
<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>	:	Eastern Cape: Mr Ndamase Tel No: (043) 702 7000 / 7129 Mpumalanga: Mr IT Mndebele at 078 802 0880
<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 Mpumalanga: Quoting the relevant reference number, direct your application to: The Provincial Head, Private Bag X 11249, 24 Brown Street, Nedbank centre ,4th floor building, Nelspruit 1200 or https://forms.office.com/r/X2XaVPasWu

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** : Eastern Cape: Quoting the relevant reference number, direct your application to: The Provincial Head, Office of the Chief Justice, Postal Address: Private Bag X13012, Cambridge 5206, East London. Applications can also be hand delivered to 59 Western Avenue, Sanlam Park Building, 2nd Floor, Vincent 5242, East London
- CLOSING DATE** : 19 September 2025
- NOTE** : All applications must be submitted on a New Z83 form, which can be downloaded on internet at www.judiciary.org.za / www.dpsa.gov.za/dpsa2g/vacancies.asp or obtainable from any Public Service Department and should be accompanied by a recent comprehensive CV only; contactable referees (telephone numbers and email addresses must be indicated). 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 POST

<u>POST 32/56</u>	:	<u>REGISTRAR REF NO: 2025/219/OCJ</u>
<u>SALARY</u>	:	R324 579 – R1 111 323 per annum. The successful candidates will be required to sign a performance agreement. 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.
<u>CENTRE REQUIREMENTS</u>	:	Eastern Cape Division of the High Court: Gqeberha
	:	Grade 12 plus an LLB Degree qualification at (NQF 7) or a four (4) years Legal qualification as recognized by SAQA. A minimum of two (2) years legal experience obtained after qualification. Superior Court or litigation experience will be an added advantage. A valid driver's license. Skills and Competencies: knowledge of registry duties, case flow management, legislative framework governing the public service, storage and retrieval procedures in terms of the working environment and Batho Pele principles Computer Literacy, excellent Communication Skills (Verbal & Written), report writing skills, research skills, attention to detail, Planning and Organising skills, Problem solving, decision-making and Interpersonal skills. 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.
<u>DUTIES</u>	:	Process default judgments to enhance efficiency of the court in handling of quasi-judicial functions. Determine whether pleadings/ processes comply with the court rules. Consider applications for default judgment (Rule 31[5]) – by applying Court rules and regulations, case law, discretion and knowledge. Execute taxations to enhance efficiency of the court in handling of quasi-judicial functions. Determine whether pleadings/ processes comply with the court rules. Tax bills of cost - by hearing arguments from the parties and apply discretion and knowledge to the reasonable litigation costs. Process and finalise opposed and unopposed Taxations in accordance with SOP. Deal with and finalise taxation reviews (Rule 48) through the drafting of stated cases, replies, and submission to the Judiciary. Analyse statistical data to assess trends and devise strategies to address identified risk factors. Resolve Presidential Hotline queries and chapter 9 institution enquiries. Manage the collation of performance information/ data/ Statistics for purpose of reporting as per Reporting Tools. Supervise and develop staff. Ensure general supervision of employees.
<u>ENQUIRIES</u>	:	Technical Related Enquiries: Mr S Mpako Tel No: (046) 603 5000 HR Related Enquiries: Mr S Mponzo Tel No: (043) 726 5217
<u>APPLICATIONS</u>	:	can be sent via email at 2025/219/OCJ@judiciary.org.za
<u>NOTE</u>	:	The Organization will give preference to candidates in line with the Employment Equity goals.

DEPARTMENT OF SCIENCE, TECHNOLOGY AND INNOVATION

The Department of Science, Technology and Innovation is an employer committed to employment equity, and coloured people, white women, and people with disabilities are encouraged to apply for these posts.

CLOSING DATE : 19 September 2025

NOTE : Applications quoting the relevant reference number must be made on a fully completed, signed, dated and initialed Z83 form, which can be downloaded from <https://www.dpsa.gov.za/dpsa2g/documents/ep/2020/Approved%20New%20Z83%20form%20Gazetted%206%20Nov%202020.pdf>. The Z83 form must be accompanied by an up-to-date curriculum vitae (including three contactable referees). Applications will not be considered if they are submitted on an old Z83 form (effective before January 2021), are incomplete, or are not signed, initialed and dated. Please submit only the Z83 and CV as one combined document, not any attachments or requests for acknowledgement of receipt. Human Resources will request certified documents from shortlisted candidates on or before the day of the interview. Applications must be emailed to the address specified for the particular post. There will be a criminal record check on shortlisted candidates, and their citizenship, previous employment, creditworthiness and qualifications will be verified. It is the responsibility of applicants to have any foreign qualifications verified by the South African Qualifications Authority. The Department will respond only to shortlisted candidates, who will be interviewed on a date and at a time specified by the Department. The Department reserves the right not to make any appointment.

OTHER POSTS

POST 32/57 : **PARLIAMENTARY AND CABINET SUPPORT OFFICER REF NO: DSTI 2025/01**

SALARY : R896 436 per annum, (all-inclusive remuneration package)

CENTRE : Pretoria

REQUIREMENTS : An appropriate NQF level 6 qualification. A minimum of three years' experience at assistant director or middle management level. Knowledge of ministerial operations. Broad knowledge and understanding of the functional areas covered by an executive authority's portfolio. Proven management competencies. Working knowledge of political and parliamentary processes in South Africa. Computer literacy and good verbal and written communication skills.

DUTIES : Monitor events in Parliament and in Cabinet to identify matters that have a bearing on the Minister's portfolio. Render an efficient and effective parliamentary service. Coordinate and control movements between the Pretoria and Cape Town offices for Parliamentary sessions (where applicable). Study the relevant public service and departmental prescripts, policies and other documents to ensure that they are properly understood and applied.

ENQUIRIES : Ms Dolly Masuku at 067 358 5859

APPLICATIONS : Applications must be emailed to pcs@dsti.gov.za

POST 32/58 : **DEPUTY DIRECTOR: ADMINISTRATION IN THE OFFICE OF THE DIRECTOR-GENERAL REF NO: DSTI 2025/02**

SALARY : R896 436 per annum, (all-inclusive remuneration package)

CENTRE : Pretoria

REQUIREMENTS : An NQF level 6 qualification in office management, public administration, business management or other relevant field. A minimum of three years' experience in a secretarial or administrative environment in a senior manager's office. Excellent knowledge of government and parliamentary processes. Knowledge of departmental processes, procedures, policies and protocols. Knowledge of the Public Financial Management Act and Public Service Regulations. Excellent organisational and time-management skills. Excellent verbal and written communication skills. Good computer skills and telephone etiquette. Strong negotiation skills. Ability to work under pressure and meet deadlines. Ability to work with diverse people. Ability to work with and in teams. Ability to multitask. Punctual, reliable and attentive to detail.

<u>DUTIES</u>	:	Plan, organise and coordinate the Director-General's diary. Provide the Director-General with secretarial, administrative, document and record-management, and other operational support. Coordinate the Director-General's travel and accommodation, as well as other logistical arrangements.
<u>ENQUIRIES</u>	:	Ms Dolly Masuku at 067 358 5859
<u>APPLICATIONS</u>	:	Applications must be emailed to dda@dsti.gov.za
<u>POST 32/59</u>	:	<u>DEPUTY DIRECTOR: SECRETARIAT SUPPORT IN THE OFFICE OF THE DIRECTOR-GENERAL REF NO: DSTI 2025/03</u>
<u>SALARY</u>	:	R896 436 per annum, (all-inclusive remuneration package)
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	An NQF level 6 qualification in public administration, office management, business administration, business management or other related qualification. A minimum of three years' experience in a secretarial or administrative environment. Knowledge of government, cabinet and parliamentary processes. Knowledge and understanding of government policies, processes and procedures. Knowledge and understanding of the national system of innovation. Good knowledge and understanding of the Public Finance Management Act and Public Service Regulations. Knowledge of the Minimum Information Security Standards. Financial, stakeholder liaison, negotiation and problem-solving skills. Ability to work with diverse people. Ability to work under pressure, independently and in a team. Customer and service orientation. Project management.
<u>DUTIES</u>	:	Provide secretarial services during executive meetings and bilateral meetings with DSTI entities. Monitor the implementation of executive meeting decisions. Provide support in the coordination of parliamentary processes. Provide secretarial support for ministerial management meetings. Manage subordinates. Providing strategic support to the Director-General. Coordination, implementation and monitoring of ad hoc projects as delegated and per deadlines.
<u>ENQUIRIES</u>	:	Ms Dolly Masuku at 067 358 5859
<u>APPLICATIONS</u>	:	Applications must be emailed to ddsso@dsti.gov.za

DEPARTMENT OF SPORT, ARTS AND CULTURE (DSAC)

APPLICATIONS

: Applications can be submitted using one of the following methods: Email quoting the reference number and post title in the subject line to recruitment2024@dsac.gov.za. There will be no follow-up emails to this address. Hand delivery: Sealed envelope addressed to The Chief Director: Human Resource Management and Development, Sechaba House, 202 Madiba Street, Pretoria Central. Postal by 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

: 19 September 2025 at 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.

OTHER POSTS**POST 32/60**

: **ASSISTANT DIRECTOR: SOUTH AFRICAN SIGN LANGUAGE INTERPRETER REF NO: DSAC- 01/09/2025**

The purpose of the job is to manage and provide sign language interpreting and translation services at all Departmental events and assist in the development and promotion of SASL.

SALARY
CENTRE
REQUIREMENTS

: R468 459 per annum

: Pretoria

: Senior Certificate/Matric Certificate/ Grade 12 Certificate or equivalent qualification; A minimum three-year National Diploma (NQF level 6)/ Degree (NQF level 7) in Language Practice specialising in South African Sign Language (SASL) Interpreting/ Linguistics or any relevant Language qualification. 2-3 years relevant experience at least 2 years as a Language Practitioner in South African Sign Language interpreting services. A valid driver's license will be an added advantage. Competencies: Sound knowledge

of the Use of the Official Languages Act, 2012 (Act No.12 of 2012) and its Regulations 2014. Knowledge of Departmental Language Policy. Knowledge and understanding of Deaf culture and SASL grammatical structure. Interpreting and translation skills. Knowledge of correctly interpreting in SASL. Good interpersonal and communication skills. Computer literate. Planning and organisational skills. Strong administration skills. Database development and maintenance. Basic research skills. Conflict resolution. Should be prepared to travel and work outside normal hours. Willingness to accept responsibility. Ability to work under pressure and maintain a high level of confidentiality Ability to manage time efficiently.

DUTIES

: The incumbent manages and provides SASL Interpreting and translation services in the Department: Manage interpretation schedules. Interpret spoken language into SASL and vice versa in meetings, departmental events and official engagements. Translate documents, speeches, or audio content into SASL and/or video formats. Consultation with internal and external language stakeholders. Coordinate and attend meetings. Conduct research and develop a stakeholders' databases. Research about SASL. Report writing. Analyse and interpret information relevant to SASL. Keep abreast of the latest trends in SASL. Provide support towards the promotion, development and use of SASL. Create communication content and notices in SASL. Assist with Departmental language policy implementation. Ensure compliance with the Use of Official Languages Act and relevant legislation. Maintain confidentiality, impartiality and professional ethics. Conduct training and workshops in the Department to create awareness among employees on SASL and the Deaf culture. Promote and support inclusive SASL communication practices in the Department. Attend training in relation to SASL. Assist to develop and maintain a glossary of government-related SASL terminology. Assist in SASL orthography and terminology development. Identify applications and tools that need to be developed for SASL. Support budget processes related to SASL services. Liaise with relevant stakeholders such as PANSALB, Academic Institutions, etc.

ENQUIRIES

: Ms Z Ndimma Tel No: (012) 441 3833
For general enquiries: Ms N Zinganto Tel No: (012) 441 3127

POST 32/61

: **ASSISTANT DIRECTOR: INFORMATION SYSTEMS SECURITY REF NO: DSAC-02/09/2025**

The purpose of this job is to implement and maintain an information systems security framework in line with compliance and cybersecurity standards of the department.

SALARY CENTRE REQUIREMENTS

: R468 459 per annum (Level 09)
: Pretoria
: Senior Certificate/Matric Certificate /Grade 12 Certificate or equivalent qualification. A minimum three-year National Diploma (NQF level 6)/ Degree (NQF level 7) as recognised by SAQA in Information Technology/ Information Systems/ Computer Science/ Information Security or any relevant Information Technology qualification. Certification in Information Systems Security is an added requirement. 2-3 years relevant experience at least 2 years as a Chief /Network Controller/ Information Technology Technician in an Information Technology environment. Competencies: Knowledge of Public Service Regulation. Knowledge of ICT security principles, especially around VPN and remote access. Knowledge of national and departmental ICT security regulations. Knowledge of back-up and recovery Systems and management (VEEAM, NetBackup etc.) Knowledge in the design of cybersecurity and information system security solutions and technologies. Knowledge of backup systems and storage area networks. Knowledge of Firewalls and proxies. Presentation Skills. Computer literacy. Planning and organisational skills. Good communication and interpersonal relations. Problem solving skills. Client Orientation and Customer Focus.

DUTIES

: Implement and maintain Information Security Frameworks of the department: Develop, implement, and continuously update the department's information systems security framework. Ensure that the systems infrastructure aligns with security policies, compliance requirements, of the department. Oversee the secure configuration process. Ensure servers are properly configured and secured. Monitor and Secure Network Infrastructure. Monitor all network security tools, antivirus systems, firewalls, mail/web filtering, and intrusion detection systems. Perform regular reviews of system connectivity, unusual

activity or unauthorized access attempts. Participate in technical network audit and security audits. Ensure secure remote access in the department. Conduct Security Assessments and Risk Mitigation. Conduct regular vulnerability assessments and security testing to identify and address potential system weaknesses. Analyse results and implement risk mitigation strategies based on identified vulnerabilities. Support internal and external ICT audits by addressing VPN and related access control findings. Manage Access Control and User Authentication. Oversee user access management processes. Maintain IT access control solutions and systems. Check that the security logs are kept and maintained. Audit reports generated by the access control system. Creation/reset of users and passwords. Maintain and enforce multi-factor authentication (MFA) for VPN and sensitive system access. Support Business Continuity and Legal Compliance. Ensure secure data backup, storage, and replication to support disaster recoveries. Monitor compliance with national ICT security laws and policies. Implement audit recommendations. Contribute to the development and rollout of security policies and procedures. Create awareness training in the department.

ENQUIRIES

:

Mr S Phala Tel No: (012) 441 3738

For general enquiries: Ms N Zinganto Tel No: (012) 441 3127

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** : 26 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 (NGS) has introduce compulsory SMS pre-entry certificate with effect from 01 April 2020 as Minimum Entry Requirements for Senior Management Services (submitted prior to appointment) and can be accessed through the following link: <http://www.thensg.gov.za/training-course/sms-pre-entry-programme/>. The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools. The successful candidate must disclose to the Director-General particulars of all registrable financial interests, sign a performance agreement and employment contract with the Director-General within three months from the date of assumption of duty. The successful candidate must be willing to sign an oath of secrecy with the Department. Applicants will be expected to be available for selection interviews and assessments at a time, date and place as determined by the Department. An offer letter will only be issued to the successful candidate once the following has been verified educational qualifications, previous experience, citizenship, reference checks and security vetting. Please note: Correspondence will only be entered into with short-listed candidates.

OTHER POSTS

- POST 32/62** : **DEPUTY DIRECTOR: PHYSICAL SECURITY REF NO: DOT/HRM/2025/18**
Branch: Corporate Services
- SALARY** : R896 436 per annum (Level 11), all inclusive
- CENTRE** : Pretoria
- REQUIREMENTS** : A Qualification at NQF level 6 as recognised by SAQA in Policing Management/ Security Risk Management/ Safety and Security Management Disciplines coupled with 3 years' experience at a management or Assistant Director level in a security Management environment. State Security Agency Security Management Courses, Working knowledge of the MISS, MPSS and other applicable safety and security legislation, knowledge of the PFMA, Treasury Regulations, Public Service Act, Labour Relations Act and other Acts and Regulations governing the Public Sector, Advanced knowledge of crime investigations and security risk assessments, knowledge of OHS and its Regulations, Disaster Management Act, Fire Brigade Act and other relevant legislation, SANS Standards and Municipality by laws, Skills and Competencies: Computer literacy (Ms. word, Ms. Excel, Ms. Power Point), Analytical thinking and logic decision-making abilities, programme and project management skills, Good interpersonal relations and communication skills at all levels, conflict management skills, Problem solving and analysis skills, High level of honesty and integrity.

DUTIES

: The successful candidate will: Manage effective physical security policies and procedures, develop, implement and constantly evaluate physical security policies, procedures, plans and standards, develop, implement and manage an integrated and effective physical security measures, i.e., mechanical, electronic, procedural and manpower security measures, conduct physical security assessments, audits, and inspections, develop improvement plans for physical security, manage the contracted guarding security services, implement and evaluate compliance with security policies, procedures and plans, conduct regular physical security induction and awareness programmes, manage day-to-day physical security operations that include: access control, key control, control room operations, guarding and patrolling services, etc, Ensure effective functionality, management and maintenance of electronic security systems, develop and implement service and maintenance schedule for all security and fire safety equipment, inspect and conduct tests on security and fire equipment and initiate corrective actions, monitor and ensure adherence to Service Level Agreement (SLA) standards by services/systems providers, supervise all physical security systems implementation and projects, Provide security investigations services, develop security investigation procedures and standards, conduct investigations on all reported physical security breaches and incidents, provide comprehensive reports and recommendations on all cases investigated, develop and implement an incident-tracking database, develop proactive security measures to prevent and minimize security incidents and asset losses, Develop and implement effective emergency plan, conduct threat and risk assessments that can result in emergency situations, develop appropriate contingency plans and subject the same to evaluation and endorsement by relevant external government bodies, ensure appointment and training of contingency officials in their respective duties, effectively participate in Emergency Management Committee functions, effectively and regularly liaise with relevant external government bodies and professional organizations, review and practice contingency plans on an annual/bi-annual basis, Manage events security and special assignments for Department, constantly engage the various Branches and internal stakeholders to identify events that will be hosted by the Department, monitor a schedule of events to be hosted by the Department and submit appropriate Events Security Categorization applications in terms of Safety at Sports and Recreation Events Act, 2010. Collaborate with law enforcement and relevant stakeholders to ensure appropriate Event Safety and Security Committee is established and Event Safety and Security Plan is developed and implemented, identify key safety and security issues that may threaten successful hosting of the Departmental events and develop and implement mitigation plans, develop and implement security plans for departmental special security assignments as may be required from time to time, Manage the resources of the Sub-directorate, provide supervisory leadership to subordinates, conduct informal and on-the-job training and coaching to subordinates to maximize their job knowledge and service delivery, facilitate training and empowerment of subordinates, manage performance of subordinates, provide inputs to the Directorate's Business Plan, utilize and manage financial resources (budget) effectively and efficiently, effective communication and document management system.

**ENQUIRIES
NOTE**

: Mr S Dube Tel No: (012) 309 3882
: Candidates must quote name of the post for the above-mentioned position on the subject line when applying i.e., "Deputy Director: Physical Security: Corporate Services"

POST 32/63

: **DEPUTY DIRECTOR: INFORMATION SECURITY REF NO:
DOT/HRM/2025/19**
Branch: Corporate Services

**SALARY
CENTRE
REQUIREMENTS**

: R896 436 per annum (Level 11), all inclusive
: Pretoria
: A qualification at NQF level 6 as recognised by SAQA in Security Risk Management/ Policing Management/ Corrections Management/ Education with 3 years' experience at a management or Assistant Director level within the Security Management environment. Valid Security Clearance certificate issued by the State Security agency, State Security Agency Security Management Courses, South African Defence force or south African police service. Working knowledge of the MISS and other applicable safety and security legislation,

DUTIES

Leadership and Management experience, Public Service Act, Labour Relations Act and other Acts and Regulations governing the Public Sector, knowledge of the PFMA: Skills and Competencies: Computer literacy (Ms. word, Ms. Excel, Ms. Power Point), Analytical thinking and logic decision-making abilities, detection, analytical thinking, decision making and motivational abilities, effective communication skills at all levels, report writing and presentation skills, programme and project management skills, Good interpersonal relations and communication skills at all levels, conflict management skills, Problem solving and analysis skills, High level of honesty and integrity.

: The successful candidate will: Develop implement and manage an effective document classification and protection programme, develop, implement and constantly evaluate and review document security policies, procedures, plans and standards. Conduct security risk assessments and surveys to identify the different types of information contained in documents in the department. Determine, in consultation with the State Security Agency (SSA) the categories of information that should be classified, manage the register of the document classification register, conduct document security audits and inspections to determine whether sensitive documents have been properly classified, are properly stored and all office security requirements are adhered to. Investigate all incidents of document security breaches, and initiate appropriate corrective actions, ensure that document security breaches are reported to the SSA, formulate a document incident tracking data base, advise the DOT management and all the relevant stakeholders on document security. Develop, implement and ensure effective management of information communication and technology (ICT) security, Develop and implement the Information Communication and Technology (ICT) policy, Render ICT Security advisory to the department, in terms of developing and implementing strategies to classify information technology asset, Develop and implement IT assets protection measures, Manage the process of Information Security Systems Audit and penetration tests to be conducted SSA / COMSEC and ensure recommendations on findings are implemented, Ensure that all ICT assets are protected in accordance with IT governance and codes of good practice, Identify telephones and faxes that require encryption devices. Manage the speech and data encryption equipment supplied by COMSEC to the department, ensure that regular Technical Surveillance Counter Measures operations at strategic/sensitive areas are conducted, ensure that all incidents of ICT security breaches are investigated, and initiate appropriate corrective actions. Report the ICT security breaches to the SSA, and ensure the incident is recorded on database for record tracking. Manage ICT security report from Internal Audit, SSA, COMSEC and other Transport Agency, Ensure the users of encryption devices meet the COMSEC requirements. Develop, implement and manage educational security (security awareness, induction, briefing, etc), Develop a comprehensive educational security/awareness program iro document, personnel and ICT security, Manage the implementation of information security awareness and induction programmes, Constantly evaluate impact of and relevancy of educational programs, conduct research on new developments and ensure improvement, Determine and review the security training and awareness needs of personnel, contractors and consultants and arrange for such training, Ensure that personnel, contractors and consultants are trained and their security awareness enhanced in handling classified, personal and valuable information correctly, Regularly consult with the SSA to determine any new developments or changes in the security training and awareness fields, Ensure the users of encryption devices are trained on usage of the equipment, Provide document, ICT, personnel security advisory services to DoT agencies, transversal functions, events, etc. Partake in all departmental projects that have document, ICT or personnel security implications, Render security advisory services to DoT's agencies iro above functions as may be necessary, Render above services to all national and international events organized by the department as assigned, Coordinate, in collaboration with SSA, all aspects of security accreditations in events organized by the department as assigned, Conduct informal and on-the-job training and coaching to subordinates to maximize their job knowledge and service delivery, Manage events security and special assignments for Department. Establish, implement and manage events safety and security policy that ensure compliance with legislation that governs events hosting requirements; Constantly engage the various Branches and internal stakeholders to identify events that will be hosted by the Department; Monitor

a schedule of events to be hosted by the Department and submit appropriate Events Security Categorization applications in terms of Safety at Sports and Recreational Events Act, 2010; Collaborate with law enforcement and relevant stakeholders to ensure appropriate Event Safety and Security Committee is established and Event Safety and Security Plan is developed and implemented; Identify key safety and security issues that may threaten successful hosting of the Departmental events and develop and implement mitigation plans; Develop and implement security plans for departmental special security assignments as may be required from time to time. Manage the resources of the Sub-directorate, Monitor activities of the sub-directorate. Facilitate training and empowerment of subordinates, manage performance of subordinates, provide inputs to the Directorate's Business Plan, Provide inputs to the DOT's Strategic Plan, Annual Performance Plan and Quarterly Reports, Effective communication and document management system.

ENQUIRIES
NOTE

: Ms. R Masilela Tel No: (012) 309 3767
: Candidates must quote name of the post for the above-mentioned position on the subject line when applying i.e., "Deputy Director: Information Security: Corporate Services"

POST 32/64

: **DEPUTY DIRECTOR: TRANSPORT SECURITY AND EVENTS**
COORDINATION REF NO: DOT/HRM/2025/20
Branch: Corporate Services

SALARY
CENTRE
REQUIREMENTS

: R896 436 per annum (Level 11), all inclusive
: Pretoria
: A qualification at NQF level 6 as recognized by SAQA in Security Risk Management / Policing Management / Corrections Management / Social Sciences with 3 years' experience at a management or Assistant Director level within the security management environment. Security Vetting Course as offered by: State Security Agency/ South African Defence Force or South African Police Service, Valid Security Clearance Certificate, knowledge of the MISS and other relevant security directives, legislation and regulations, Leadership and management experience, knowledge in PFMA; Skills and Competencies: effective communication skills at all levels, report writing and presentation skills, planning, organizational skills, relationship and conflict management skills, detection, analytical thinking, decision-making and motivational abilities, high level of honesty and integrity, analysis of information, listening and interviewing skills, computer literacy, compilation of management reports, , power-point Presentation Skills, mentoring and Coaching skills.

DUTIES

: Manage transport-sector intergovernmental security committee and coordinate implementation of transport safety, security and stability goals outlined in National Security Strategy, Coordinate the implementation of transport activities outlined and emanating from National Security Strategy (NSS) and National Joint Operations and Intelligence Structure (NATJOINTS); Represent the department on inter-governmental special operations sanctioned by NATJOINTS; Participate in relevant transport sector inter-governmental committees and ensure that safety, security and stability issues affecting the department are appropriately addressed; Coordinate the Transport Security Coordinating Committee activities and provide administrative support; Coordinate tasks allocated to Transport Security Coordinating Committee members and provide support in executing their tasks where necessary. Manage events security and special assignments for the Department, Establish, implement and manage events safety and security policy that ensure compliance with legislation that governs events hosting requirements; Constantly engage the various Branches and internal stakeholders to identify events that will be hosted by the Department; Monitor a schedule of events to be hosted by the Department and submit appropriate Events Security Categorization applications in terms of Safety at Sports and Recreational Events Act, 2010; Collaborate with law enforcement and relevant stakeholders to ensure appropriate Event Safety and Security Committee is established and Event Safety and Security Plan is developed and implemented; Identify key safety and security issues that may threaten successful hosting of the Departmental events and develop and implement mitigation plans; Develop and implement security plans for departmental special security assignments as may be required from time to time. Manage the administration and management of vetting fieldwork processes, Establish and develop systems and processes that will ensure compliance in relation to

the relevant legislation. Manage the vetting fieldwork unit in accordance with the National Vetting Strategy, Manage the Security Vetting Adjudication System (SVAS) and Security Vetting Information System (SVIS) to comply with the vetting fieldwork investigations' requirements. Coordinate, prioritize and monitor vetting files, Conduct quality control on all vetting investigation files. Provide feedback and identify gaps in the investigations and refer back to vetting officers for follow up. Submit vetting investigations report and files to State Security Agency (SSA) for polygraph examination, evaluation and the issuance of security clearances. Receive security clearance outcomes from SSA and sign them off for issuance to respective officials/ applicants. Liaise with internal and external stakeholders. Liaise with SSA, Defence, Home Affairs, SAPS and other stakeholders for advice in the enhancement of vetting processes within the NDOT. Make follow-up enquiries with SSA regarding the progress of vetting files submitted. Refer SSA recommendations to Employee Health and Wellness for intervention. Provide feedback to DoT officials on the progress of their vetting applications. Initiate research and benchmarking for the Improvement of Internal Processes, Draft submissions to the DG regarding security clearance' denials, Provide personnel security advisory services to NDoT agencies, transversal functions, events, etc. Participate and interact with other government departments regarding benchmarking exercises, training, workshops and meetings. Develop and implement effective personnel security, i.e. security screening and vetting process, Develop and implement vetting and screening security policies, procedures and standards. Develop a strategy to Identify all positions that require to be vetted and appropriate security clearance levels. Provide departmental-wide advice on personnel security matters. Develop and implement vetting and security screening strategies and plans, Manage the vetting and pre-employment screening reports from State Security Agency, ensure that all new employees are subjected to pre-employment security screening prior appointment. Ensure that all service providers are subjected to security screening process prior/during contracting. Manage the resources of the sub-directorate, Manage the vetting fieldwork investigations of officials within the department by ensuring that files are allocated timeously to vetting officers, Compile and submit the, completed vetting files to SSA in the prescribed format, coordinate resources to ensure the proper functioning of the vetting fieldwork unit. Participate in projects and task teams dealing with vetting matters. Identify skills development needs and provide training and development opportunities for vetting field-workers. Monitor the proper utilization of equipment and the budget allocated for vetting fieldwork, mentor and coach the vetting fieldworkers in the section, administer the performance management development system within the Sub-directorate. Develop appropriate tactical/operational plans and strategies aligned to the Directorates strategies, plans and objectives. Provide effective HR and labour-related administrative functions. Utilize and manage financial resources (budget) effectively and efficiently. Provide leadership to subordinates. Conduct informal and on-the-job training and coaching to subordinates to maximize their job knowledge and service delivery. Develop business plan Report on Sub-directorate's progress (quarterly report and annual reports), Manage and monitor the vetting database. Analyse all security risks relating to all pre-screening results and vetting results and initiate appropriate actions and recommendations. Liaise with HR and Supply Chain Management in relation with the screening of Companies and DoT employees.

**ENQUIRIES
NOTE**

: Ms. R Masilela Tel No: (012) 309 3767
: Candidates must quote name of the post for the above-mentioned position on the subject line when applying i.e., "Deputy Director: Information Security: Corporate Services"

POST 32/65

: **SECURITY OFFICER: CORPORATE SERVICES REF NO:**
DOT/HRM/2025/21
Branch: Corporate Services

**SALARY
CENTRE
REQUIREMENTS**

: R228 321 per annum (Level 05)
: Pretoria
: National Senior Certificate/ Grade 12, Grade "C" PSIRA accredited certificate, one-year experience within the security industry. A National Certificate in Security Management is an added advantage, Knowledge of Control of Access to Public premises and Vehicle Act and other relevant legislations; Knowledge and skills: Good planning, organizing and coordinating skills; Good

communication and interpersonal skills; computer literacy, ability to work under pressure.

DUTIES

: The successful candidate will: Render access control services, administer access control to all employees and visitors and ensure that all aspects of access control are complied with, issue access control permits and receive same on departure, ensure that all visitors are fetched from reception/access control point and escorted throughout building by hosts, subject employees and visitors to walkthrough detection systems and ensure that weapons and unauthorized articles are not taken into the building, ensure that private firearms are locked in appropriate firearms safe facility, place baggage to X-ray examination and ensure that all unauthorised items/article detected are prevented from entering the premises, ensure that all private property brought into the building are declared in the appropriate registers, ensure that all assets removed from the premises are accompanied by appropriate asset removal permits, provide statistical reports in respect of access control administration, Provide effective control room operations and electronic security systems monitoring, monitor all electronic security systems at control room, check for the operation of all electronic systems during one's shifts, dispatch patrolling security officers to respond to detected security breaches and irregularities, record all security breaches detected and actions initiated, test all fire equipment and two-way communications on the commencement and termination of one's shift regularly, serve as a centre of communication for the security department by receiving, recording, and ensuring response to all internal and external requests/complaints, ensure that all fire detection and monitoring equipment are working and regular serviced, in case of emergency, set the access control doors on emergency mode, verify location of employees in the building through access control system and carry out any other duties as may be instructed, ensure that the control room serves as the integral part of the operational security, activate Armed Response in case of duress situations, provide statistical reports with regard to control room operations, provide general guarding and patrolling security services, conduct inspections inside and outside the building and record all security breaches and irregularities discovered, conduct office inspections to check compliance with office security, remove all vulnerable assets abandoned in risky areas and safely keep them in safe custody, check perimeter fence and electronic security systems deployed around the building on commencement and termination of one's shift, conduct vehicular searches where appropriate and necessary, during emergency situations or evacuation drills, provide security services as may be necessary, conduct escort duties as may be necessary, conduct inspections on all fire equipment and OHS related risks and hazards, provide Guarding during external & internal events, monitor, report and investigate security breaches, report all security breaches, monitor, record and investigate all incidents, provide assistance during events.

ENQUIRIES

: Mr S Dube Tel No: (012) 309 3882

NOTE

: Candidates must quote name of the post for the above-mentioned position on the subject line when applying i.e., "Security Officer: Corporate Services"

DEPARTMENT OF WATER AND SANITATION

CLOSING DATE
NOTE

- : 19 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 32/66

- : **CHIEF EXECUTIVE OFFICER: PONGOLA-UMZIMKULU CATCHMENT MANAGEMENT AGENCY REF NO: PUCMA 05**
(Five-year performance-based contract)
Re-advertisement, applicants who have previously applied must re-apply.

SALARY
CENTRE
REQUIREMENTS

- : R1 494 900 per annum (Level 14), (all-inclusive salary package)
- : Durban
- : A minimum Degree / Higher / Advanced Diploma in Science / Engineering (NQF Level 7) or equivalent. A post qualification (NQF level 8) in Administration / Science / Engineering or relevant. Related professional or an MBA or relevant master's degree will be an added advantage. Minimum of ten (10) years relevant experience in the Water Sector is essential. Five (5) years of which must be at a Senior Management / Executive level. Facilitation, communication, senior management program, stakeholder engagement/ public participation process courses, water resources management. Knowledge of Integrated Water Resources Management, National Water Management Act, Public service administration processes, High level Financial Management and Corporate Governance. Skills required Organisational Management, Conflict Resolution, Strategic View, People Management and Leadership, Financial Management and Planning. Attitudes required, openness and transparency. Open to take advice and to learn from colleagues. Objectivity in the management of the Agency's affairs. May be required to travel extensively. May be required to plan and travel at short notice. May be subjected to extended working hours. May be required to provide information to the Governing Board and respond to Ministerial queries at any given time.

DUTIES

- : Facilitate and ensure the development/review of the Pongola-Umzimkulu Catchment Management Agency (PUCMA). Oversee the development and implementation of a 5-year strategic plan of the PUCMA. Oversee the

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

**ENQUIRIES
APPLICATIONS**

: Mr Conrad Greve Tel No: (012) 336 8402
: All applications to be submitted online on the online link <https://erecruitment.dws.gov.za/>

OTHER POSTS

POST 32/67

: **ENGINEER PRODUCTION GRADE A-C (INFRASTRUCTURE
DEVELOPMENT & REFURBISHMENT PROGRAMMES) REF NO:
190925/01**
Branch: Water and Sanitation Services Management: Mpumalanga
CD: Provincial Operations: Mpumalanga

SALARY

: R879 342 - R1 323 267 per annum, (OSD), (Offer will be based on years of experience)

**CENTRE
REQUIREMENTS**

: Mbombela
: A Civil / Agricultural Engineering Degree (B Eng / BSC (Eng). Three (3) years post-qualification engineering experience. Compulsory registration with the Engineering Council of South Africa (ECSA) as a Professional Engineer (Pr Eng). The disclosure of a valid unexpired driver's license. Programme and project management. Knowledge and understanding of Government Procurement for the Infrastructure projects. Knowledge and understanding of Government Legislations relevant to the Sector. Engineering design and analysis knowledge. Research and development. Technical report writing. Team leadership, planning and organizing and analytical skills. Financial, conflict and people management skills. Computer literacy.

DUTIES

: Design new systems to solve practical engineering challenges and improve efficiency and enhance safety. Plan, design, operate and maintain engineering projects. Ensure through evaluation that planning and design by others is done according to sound engineering principles and according to norms and standards and code of practice. Develop cost effective solution according to standards. Evaluate existing technical manuals, standard drawing and procedures to incorporate new technology. Analyses and advises on the planning, design, construction and maintenance of wastewater systems and water supply systems, including collection, treatment, storage, distribution and discharge. Development of planning / operation models or decision support systems for water resource development / management. Develop tender specifications. Development of Business Plan. Approve engineering works according to prescribed norms and standards. Ensure training and development of technicians, technologists and candidate engineers to promote

		skills/knowledge transfer and adherence to sound engineering principles and code of practice. Supervise the engineering work and processes. Administer performance management and development. Ensure adherence to regulations and procedures for procurement and personnel administration. Manage Human Resources. Monitor and control expenditure. Report on expenditure and service delivery. Liaise with relevant stakeholders.
<u>ENQUIRIES</u>	:	Ms M Matiso Tel No: (013) 759 7330 / Ms F Mkhwanazi Tel No: (013) 759 7515 / Ms PC Ngwamba Tel No: (013) 759 7446
<u>APPLICATIONS</u>	:	All applications to be submitted online on the online link https://erecruitment.dws.gov.za/
<u>POST 32/68</u>	:	<u>DEPUTY DIRECTOR: INTERNAL AUDIT REF NO: 190925/02 (X3 POSTS)</u> Branch: Director-General Chief Directorate: Internal Audit
<u>SALARY CENTRE REQUIREMENTS</u>	:	R896 436 per annum (Level 11), (all-inclusive salary package) Pretoria Head Office A bachelor's degree in accounting/ Auditing/ Internal Audit. A postgraduate qualification or PIA/ CIA or similar certification will serve as an added advantage. Three (3) to Five (5) years internal audit experience. Over five (5) years' experience in internal auditing will be an added advantage. Two years' experience in the Water Sector or Local Government. Over two years' experience in the Water Sector or Local Government will be an added advantage. The disclosure of a valid unexpired driver's license is compulsory. Knowledge and understanding on Human Resource Management legislations, policies, practices, and procedures. Understanding of Public Finance Management Act (PFMA), Treasury Regulations and guidelines. Knowledge of Public Service Anti-corruption strategy and anti-corruption and fraud prevention measures. Knowledge of equal opportunities and affirmative action guidelines and laws. Knowledge of administrative and clerical procedures and systems. Understanding of departmental policies and procedures. Understanding of government financial systems, principles and practices of financial accounting. Knowledge of framework for managing performance information. Understanding of business strategy transaction and alignment. Problem solving and analysis People and diversity management. Client orientation and customer focus. Good communication skills both (verbal and written). Accountability and ethical conduct.
<u>DUTIES</u>	:	Manage the internal audit / compliance audit / performance audit / forensic investigation and quality assurance audits / general control review and application control sub directorate. Develop strategic internal audit / compliance audit / performance audit / forensic investigation and quality assurance audits / general control review and application control plans. 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 / compliance audit / performance audit / forensic investigation and quality assurance audits / general control review and application control environment. Manage the sub-directorate audit / performance audit / forensic investigation and quality assurance audits / general control review and application control. Provision of Administrative support to the Audit Committee on a quarterly basis.
<u>ENQUIRIES</u>	:	Mr M Legodi Tel No: (012) 336 8802
<u>APPLICATIONS</u>	:	All applications to be submitted online on the online link https://erecruitment.dws.gov.za/
<u>POST 32/69</u>	:	<u>CONTROL ENGINEERING TECHNICIAN GRADE A (WATER SERVICES INFRASTRUCTURE DEVELOPMENT & REFURBISHMENT PROGRAMMES) REF NO: 190925/03</u> Branch: Water and Sanitation Services Management CD: Provincial Operations Mpumalanga
<u>SALARY CENTRE REQUIREMENTS</u>	:	R551 493 per annum, (OSD) Mbombela A National Diploma in Civil Engineering. Six (6) years post qualification civil technical engineering experience. Compulsory registration with the Engineering Council of South Africa (ECSA) as a Professional Engineering Technician. The disclosure of a valid unexpired driver's license. Supervisory experience. Knowledge of Water Legislation and related policies. Proficient in

	computer programs, preferably MS Office Software (Word, Excel and PowerPoint) Good planning and organizing skills, problem-solving skills, communication skills, conflict resolution skills, (verbal and written) interpersonal relations and project management.
<u>DUTIES</u>	: Management of the water supply and sanitation services infrastructure grants and programmes. Management of Infrastructure development projects funded through infrastructure grants-RBIG and WSIG. The provision of project implementation support services to the Water Services Authorities (WSAs). The provision of technical engineering support services. Provide and consolidate inputs to the technical/engineering operation plan. Ensure the development, implementation and maintenance of the database. Manage, supervise and control technical related personnel and assets. Liaise with relevant bodies/councils on engineering related matters.
<u>ENQUIRIES</u>	: Ms M Matiso Tel No: (013) 759 7330 / Ms F Mkhwanazi Tel No: (013) 759 7515 / Ms PC Ngwamba Tel No: (013) 759 7446
<u>APPLICATIONS</u>	: All applications to be submitted online on the online link https://erecruitment.dws.gov.za/
<u>POST 32/70</u>	: <u>ASSISTANT DIRECTOR: FINANCIAL ACCOUNTING REF NO: 190925/04</u> Branch: Water and Sanitation Services Management: KZN CD: Provincial Operations KZN
<u>SALARY</u>	: R468 459 per annum (Level 09)
<u>CENTRE</u>	: Durban
<u>REQUIREMENTS</u>	: A relevant tertiary qualification in Financial Management at NQF level 07. Three (3) years supervisory experience in the area of Financial Accounting. The disclosure of a valid unexpired driver's licence. Knowledge of Treasury Regulations, financial regulations, Public Finance Management Act and budget control. Knowledge of Cash Accounting. Good managerial skills, good written and verbal communication skills, good presentation skills and excellent interpersonal relations. Knowledge and practical experience in BAS and PERSAL. Principles and practice of Financial Accounting processes in Government. Computer literacy.
<u>DUTIES</u>	: Verify and approve payment transactions. Maintain master file information. Manage liabilities and commitments within budget constraints. Consolidate General ledger reconciliations. Prepare Quarterly and Annual Financial statements. Consolidate and reconcile payroll data and prepare statutory and other payroll returns. Management of the Human Resources in the Unit. Assessing the Performance of Officials in the unit (PMDS).
<u>ENQUIRIES</u>	: Ms N Nyanginsimbi at (060) 587 5455
<u>APPLICATIONS</u>	: All applications to be submitted online on the online link https://erecruitment.dws.gov.za/
<u>POST 32/71</u>	: <u>ASSISTANT DIRECTOR: FINANCIAL ACCOUNTING – MAIN ACCOUNT REF NO: 190925/05</u> Branch: Water And Sanitation Services Management CD: Provincial Operations Mpumalanga
<u>SALARY</u>	: R468 459 per annum (Level 09)
<u>CENTRE</u>	: Mbombela
<u>REQUIREMENTS</u>	: A relevant tertiary qualification in Financial Management at NQF level 07. Three (3) years relevant supervisory experience in the area of Financial Accounting. Knowledge and understanding of Human Resource Management Legislation, policies, practices and procedures. Public Finance Management Act (PFMA), Treasury Regulations and guidelines. Public Service Anti-Corruption Strategy and anti-corruption and fraud prevention measures. Knowledge of equal opportunities and Affirmative Action guidelines and laws. Knowledge of administrative and clerical procedures and systems. Departmental policies and procedures. Practical experience in Governmental financial systems; LOGIS, BAS, PERSAL and computer literacy (Word, Excel, PowerPoint). Principles and practice of financial accounting. Framework for managing performance information. Behavioural Competencies: People and Diversity Management. Client orientation and customer focus. Accountability and Ethical Conduct. The suitable candidate must be willing to work under pressure, handle conflict, have good verbal and written communication skills and be a team leader. A driver's license will be an added advantage.

<u>DUTIES</u>	:	Manage accounts payable on LOGIS and BAS. Expenditure management. petty cash management. Manage payroll administration. Clearing of all suspense accounts on the main account. Prepare presentations and meetings. Ensure the proper filing of all financial documentation. Attend to all personnel matters and their PMDS. Writing reports for the division. Compile accurate monthly and quarterly reports on all financial aspects. Ensure timeous submission of complete and accurate input on scheduled tasks and enquiries. Manage and consolidate general ledger reconciliations. Attend all queries related to financial accounting. Attend to audit matters.
<u>ENQUIRIES</u>	:	Ms. SC Ngomane Tel No: (013) 759 7358 / Ms F Mkhwanazi Tel No: (013) 759 7515 / Ms PC Ngwamba Tel No: (013) 759 7446
<u>APPLICATIONS</u>	:	All applications to be submitted online on the online link https://erecruitment.dws.gov.za/
<u>POST 32/72</u>	:	<u>SENIOR HUMAN RESOURCE PRACTITIONER REF NO: 190925/06</u> Branch: Corporate Support Services CD: Human Resource Management Dir: Planning, Recruitment and Selection
<u>SALARY</u>	:	R397 116 per annum (Level 08)
<u>CENTRE</u>	:	Pretoria Head Office
<u>REQUIREMENTS</u>	:	A National Diploma at (NQF) level 6 in Human Resources Management or relevant qualification. Three (3) to four (4) years' experience in Recruitment and Selection and appointment procedures. Experience in developing and managing data to track progress on filling of posts. Knowledge and experience in drafting reports and submissions. Knowledge and experience of administrative, clerical procedures and systems. Knowledge and understanding of Human Resource Management legislation, policies, practices, procedures and Human Resource Planning. Knowledge of equal opportunities and affirmative action guidelines and laws. Understanding of social, economic and development issues. Extensive knowledge of OSD. Problem solving and decision-making skills. Good communication and presentation skills (written and verbal). Strong negotiation and conflict management skills.
<u>DUTIES</u>	:	Facilitate Recruitment and Selection processes. Prepare detailed schedules (long list), score sheet and applications from the Z83 application system. Supply statistics regarding employment equity. Facilitate the shortlisting and interview processes. Draft appointment submissions and route it for approval. Render a human resource advisory service to line managers on recruitment and selection. Ensure the promotion of effective human resource management. Ensure that policies / legislations / prescripts are followed and complied with during the recruitment and selection process. Monitoring and evaluation of all HR processes, supervision, training and motivation of staff. Co-ordinate and conduct investigations of human resource related problems and advise management accordingly. Management of Human Resources which include, staff and working allocation to the subordinates. Management of the recruitment and selection database.
<u>ENQUIRIES</u>	:	Ms L Van Wyk Tel No: (012) 336 7147
<u>APPLICATIONS</u>	:	All applications to be submitted online on the following link: https://erecruitment.dws.gov.za/
<u>POST 32/73</u>	:	<u>CLEANER REF NO: 190925/07</u> Branch: Water and Sanitation Services Management: Mpumalanga CD: Provincial Operations Mpumalanga
<u>SALARY</u>	:	R138 486 per annum (Level 02)
<u>CENTRE</u>	:	Mbombela
<u>REQUIREMENTS</u>	:	ABET. Basic numeracy and Literacy. Good interpersonal and communications skills, must be able to handle confidential information. Experience and knowledge of various cleaning consumables and operation of cleaning equipment. Knowledge of health and safety requirements and understanding of applying or using chemicals correctly.
<u>DUTIES</u>	:	Perform daily cleaning tasks – routine in the offices, kitchens and boardrooms (clean, dust, sweep, mop, scrub and polish floors). Collecting and removing of office waste, keeping and maintaining of cleaning equipment and wash of walls and windows when required, operate vacuum cleaners and other machinery, wash kitchen items, follow cleaning control protocols and procedures, ablution

facilities. Exercise control over cleaning materials in the absence of the Supervisor. Prepare and serve refreshments during meetings and compliance with all related duties that may be determined by the supervisor.

ENQUIRIES

: Ms. BG Singwane Tel No: (013) 759 7539 / Ms F Mkhwanazi Tel No: (013) 759 7515 / Ms PC Ngwamba Tel No: (013) 759 7446

APPLICATIONS

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

DEPARTMENT OF WOMEN, YOUTH AND PERSONS WITH DISABILITIES

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

- APPLICATIONS** : Applicants are urged to choose/ utilise one of the methods provided below: you may forward your application, quoting reference, addressed to: The Director-General, Department of Women, Youth and Persons with Disabilities, Private Bag X931, Pretoria, 0001. Alternatively, applications may also be hand delivered to 268 Lilian Ngoyi Street, Fedsure Forum Building, 1st floor, Pretoria CBD. Another option is to submit applications through email. All attachments for online application must include an application form Z83 and CV only, in PDF and as one (1) document or attachment, indicate the correct job title and the reference number of the post on the subject line of your email. Use the correct email address associated with the post. JPEG (picture/snapshot) application will not be accepted. Failure to do so, your application will be disqualified. Kindly note that the emailed applications and attachments should not exceed 15 MB. General enquiries may be brought to the attention of Ms Lerato Segodi 012 359 0073/ Mr Amukelani Misunwa Tel No: (012) 359 0240
- CLOSING DATE** : 29 September 2025 at 16:00
- NOTE** : The Department of Women, Youth and Persons with Disabilities invites applications for graduate internship opportunities for the 2025/27 financial year. Unemployed applicants who have never participated in an internship programme in any government department or parastatals are invited to apply. Successful Interns will be placed in the Internship programme for a period of 24 months. Applications must be submitted on new Z83 form, which can be downloaded from: <http://www.gov.za/dpsa2g/vacancies.asp>. Applications submitted on the old application for employment (Z83) will not be considered. All fields in the Z83 application form must be completed in full, in a manner that allows a selection committee to assess the quality of a candidate based on the information provided in the form. It is therefore prudent that fields be completed by applicants and signed, noting the importance of the declaration. South African applicants need not to provide passport numbers. Candidate must respond "Yes" or "No" to the question whether you are conducting business with the state. If "Yes", details thereof only shortlisted candidates will submit Declaration form for conducting business with the state when shortlisted to the application. It is acceptable for applicant to indicate "not applicable" or leave a blank to the question "In the event that you are employed in the Public Service, will you immediately relinquish such business interest?" Applicants are not required to submit copies of qualifications and other relevant documents but must submit the completed and signed Z83 and detailed Curricula Vitae. The communication from HR of the Department regarding the requirement for certified document will be limited to shortlisted candidates. Therefore, only shortlisted candidate for a post will be required to submit certified documents on or before the day of the interview following communication from HR. Non-RSA citizens/permanent resident permit holders must submit a copy only when shortlisted. Should you be in possession of a foreign qualification, it must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA). Should you not hear from the Department within three (3) months of the closing date of the advertisement, please consider your application to be unsuccessful. The Department reserves the right not to fill and/or make an appointment to any of the advertised posts. Short-listed candidates may be subjected to a technical exercise that intends to test relevant technical elements of the job as part of the selection process, the logistics of which will be communicated by the Department. Successful candidates shall be required to enter into performance agreement within three (3) months of assuming their duties in the Department, and within one (1) month of the date of their appointment conclude the prescribed contract of employment. Designated employees shall be required to disclose their financial interest within 30 days after assumption of duty. Appointments will only be made on the first notch of the advertised salary level. All shortlisted candidates will be subjected to personal security vetting. Note that in terms of the Protection of Personal Information Act, 2021, the Department will ensure the protection of applicants' personal information and only collect, use and retain applicants' personal information for the purposes of recruitment and selection

processes. The Department shall safeguard such personal information against access by unauthorised persons, unlawful disclosure, or breaches. The Department is an equal opportunity employer. In the filling of these posts, the objectives of section 195 of the Constitution of the Republic of South Africa and the Employment Equity Act, 1998 (Act 55 of 1998) will be taken into consideration and preference will be given to Women, Youth and Persons with Disabilities.

INTERNSHIPS PROGRAMME FOR 2025/2027

OTHER POSTS

<u>POST 32/74</u>	:	<u>INTERN: ADVOCACY AND MAINSTREAMING, RIGHTS OF PERSONS WITH DISABILITIES REF NO: DWYPD/ RPD01/2025 (X1 POST)</u> Chief Directorate: Advocacy and Mainstreaming for the Rights of Persons with Disabilities (24 Months)
<u>STIPEND</u>	:	R7 860. per month
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	Degree in Monitoring and Evaluation/Research /Statistics/Law
<u>ENQUIRIES</u>	:	Ms Sarah Mabizela Tel No: (012) 359 0075
<u>APPLICATIONS</u>	:	Recruitment01@dwypd.gov.za
<u>POST 32/75</u>	:	<u>INTERN: INTERNATIONAL RELATIONS, STAKEHOLDER MANAGEMENT AND CAPACITY BUILDING REF NO: DWYPD/MERC02/2025 (X1 POST)</u> Chief Directorate: International Relations, Stakeholder Management and Capacity Building (24 Months)
<u>STIPEND</u>	:	R7 860. per month
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	National Diploma/Degree in International Relations or Political Sciences
<u>ENQUIRIES</u>	:	Ms Sarah Mabizela Tel No: (012) 359 0075
<u>APPLICATIONS</u>	:	Recruitment01@dwypd.gov.za
<u>POST 32/76</u>	:	<u>INTERN: SOCIAL EMPOWERMENT OF WOMEN REF NO: DWYPD/JTJS03/2025 (X1 POST)</u> Chief Directorate: Social Empowerment of Women (24 Months)
<u>STIPEND</u>	:	R7 860. per month
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	Honours Degree in Gender Studies/Development Studies
<u>ENQUIRIES</u>	:	Ms Sarah Mabizela Tel No: (012) 359 0075
<u>APPLICATIONS</u>	:	Recruitment01@dwypd.gov.za

**PROVINCIAL ADMINISTRATION: FREE STATE
DEPARTMENT OF COMMUNITY SAFETY, ROADS AND TRANSPORT
(Fleet Management Trading Entity)**

It is the Department's intention to promote Equity (race, gender and disability) through the filling of these posts with a candidate whose appointment/promotion/transfer will promote representativity in line with the numeric targets contained in our Employment Equity Plan.

- APPLICATIONS** : Applications for the Department of Community Safety, Roads and Transport to be submitted to: Acting Chief Director: Fleet Management, Cnr Harvey & Rhodes Avenue, Oranjesig, Bloemfontein, 9300 or delivered by Hand at Government Garage Building, Bloemfontein. Applications can also be emailed in the following address: fleetrecruitment@freetrans.gov.za
- CLOSING DATE** : 19 September 2025
- NOTE** : Directions to applicants: All applications must be submitted on a NEW Z83 form, which can be downloaded on internet at www.dpsa.gov.za/dpsa2g/vacancies.asp or obtainable from any Public Service Department and should be accompanied by a recent comprehensive CV only; contactable referees (telephone numbers and email addresses must be indicated). Only shortlisted candidates will be required to submit certified copies of qualifications and other related documents on or before the day of the interview following communication from Human Resources. Each application form must be fully completed, duly signed and initialed by the Applicant. The application must indicate the correct Job title, the office where the position is advertised and the Reference number as stated in the advert. Failure by the applicant to fully complete, sign and initial the application form will lead to disqualification of the application during the selection process. Applications on the old Z83 will unfortunately not be considered. Should you be in a possession of foreign qualification, it must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA). Dual citizenship holders must provide the Police Clearance certificate from country of origin when shortlisted. All non-SA Citizens will be required to submit a copy of proof of South African permanent residence when shortlisted. Applications that do not comply with the above-mentioned requirements will not be considered. Suitable candidates will be subjected to a personnel suitability check (criminal record, financial checks, qualification verification, citizenship checks, reference checks and employment verification). Correspondence will be limited to short-listed candidates only. If you have not been contacted within three (3) months after the closing date of this advertisement, please accept that your application was unsuccessful. The Department reserves the right not to make any appointment(s) to the advertised post(s). Applicants who do not comply with the above-mentioned requirements, as well as applications received late, will not be considered. The Department does not accept applications via fax. Failure to submit all the requested documents will result in the Application not being considered during the selection process. All successful candidates will be expected to enter into an employment contract and a performance agreement within 3 months of appointment, as well as be required to undergo a security clearance three (3) months after appointments.

OTHER POST

- POST 32/77** : **TRADESMAN AID (X7 POSTS)**
- SALARY** : R163 680 per annum
- CENTRE** : Bloemfontein Ref No: FMTE 01/08/2025 (X6 Posts)
Welkom Ref No: FMTE 02/08/2025 (X1 Post)
- REQUIREMENTS** : Grade 10 or equivalent appropriate qualification as recognised by SAQA. Six (6) months of trade-related qualification. Knowledge of the Occupational Health and Safety Act. Basic knowledge of cleaning material. Knowledge to prepare material and tools for assessment tasks. Communication, reading and writing skills. Technical background knowledge of the trade. Skill to use cleaning material. Good knowledge of performing minor maintenance and repairs on assessment aids and machinery.
- DUTIES** : Assist the mechanical Artisan in execution of maintenance, repairs and services of the machinery and mechanical installations. Carry tools and

equipment and keep them in a good condition. Properly prepare material and tools for assessment tasks, a day before assessment. Safeguard workshop/assessment area, machines, tools and consumable material. Maintain cleanliness and general good housekeeping within the workshop/assessment area. Perform minor maintenance and repairs on assessment aids and machinery and carry out safety activities in the workshop/assessment area. Transport allocated assets etc. from asset management to the workshop when required as well as transporting redundant assets etc. from the workshop to asset management when required.

ENQUIRIES

: Mr. J. Kwalepe at 060 843 5868

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. Attention Ms AW Molalenyane – Human Resource Management (Recruitment Section) Old Standard Bank Building, or place applications in an application box at Cnr Charlotte Maxeke and West Burger Street, Old Standard Bank Building, Bloemfontein. Tel No: 083 555 9270. or E-mail to recruitment@fssocdev.gov.za

CLOSING DATE

: 19 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).

ERRATUM: Kindly note that the post of Director: Supply Chain Management with Ref No: DSDFS 71/251 advertised in Public Service Vacancy Circular 30 dated 22 August 2025 has been withdrawn.

MANAGEMENT ECHELON

<u>POST 32/78</u>	:	<u>CHIEF DIRECTOR: DISTRICTS AND INSTITUTIONS REF NO: DSDFS 65/25</u> This is a re-advertisement from PSVC 30. Applicants who have previously applied need not re-apply. Their applications will be considered.
<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 13thcheque, 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. Registration with the South African Council for Social Service Professions as a Social Worker. 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. Appointment is subject to the following: Performance Agreement, Vetting, SMS Contract, Competency Assessment, and Financial Disclosure. 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>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</u>	:	Mr. MF Finger at 072 954 3160
<u>POST 32/79</u>	:	<u>DIRECTOR: SECURITY ADMINISTRATION, ANTI-FRAUD AND CORRUPTION REF NO: DSDFS 72/25</u> This is a re-advertisement from PSVC 30. Applicants who have previously applied need not re-apply. Their applications will be considered.
<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 13thcheque, motor car allowance, home owner's allowance and medical aid assistance.
<u>CENTRE REQUIREMENTS</u>	:	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 security administration. 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. 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.

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. Manage and co-ordinate physical security, security advise and anti -corruption issues in the Department. Implement fraud plans required in terms of the PFMA, which fraud plans must specifically address the corruption risk. Ensure that the previous employment, qualifications, citizenship and criminal record of all persons are verified before they are employed. Develop and maintain a system(s) to encourage and allow employees and citizens to report corruption, providing for confidentiality of reporting, the recording of allegations of corruption received through the system or systems and a formal institutional arrangement for acting on such allegations. Investigate allegations, institute and complete disciplinary action for cases of corruption in consultation with the labour relations unit of the Department, detect corruption and refer allegations of corruption to a relevant law enforcement agency or other appropriate agencies / bodies in terms of a formal arrangement. Establish a programme or programmes that inform employees on an ongoing basis on what constitutes corruption, promote the departmental and national policies that must be adhered to, including the values and principles of public administration as contained in the Constitution and standards of professional conduct, inform employees of corruption risks, encourage employees to report corruption, inform employees on the nature and working of protected disclosures and witness protection, and informs employees of obligations and rights in terms of the Access to Information and Promotion of Administrative Justice Acts. Ensure that the employees of the department have positive security clearances and disclose financial interests to the accounting officer on an annual basis.

ENQUIRIES

: Mr. MF Finger at 072 954 3160

DEPARTMENT OF SPORT, ARTS, CULTURE AND RECREATION

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

APPLICATIONS

: Applicants are urged to choose/ utilise one of the methods provided to forward application to: Department of Sport, Arts Culture and Recreation, Human Resource Management Directorate (Recruitment Division), Applications maybe hand delivered (drop off - application box) Ground Floor, Zana Building, Corner Hill and Henry Street, Bloemfontein OR submit application through email as a single scanned document/one PDF attachment to the email address specified (kindly note that the emailed application and attachments should not exceed 5mb) alternatively courier to Zana Building, corner Hill and Henry Street Bloemfontein, Room 10 (Attention Ms L Twala)

CLOSING DATE **NOTE**

: 19 September 2025
: Applications should be submitted on form Z.83, which can be downloaded from www.dpsa.gov.za and must be accompanied by a comprehensive CV only. Applications submitted on the old application for employment (Z83) will not be considered. All fields in the Z83 application form must be completed in full (Separate application for every reference number). Subject matter must reflect the post reference number on the email. It will be expected from Shortlisted candidates to present certified copies of qualifications once interview process is communicated. 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). Non-RSA citizens must provide proof of permanent residence permit (if shortlisted). The onus is on the applicants to ensure that their applications are couriered or hand delivered timeously as no applications received after the closing date and as

well as incomplete applications will be considered. Applicants are respectfully informed that shortlisted candidates are subjected to pre-employment screening (verification of qualification, security clearance, citizenship, credit record check and employment verification), to determine suitability for employment. If no notification of appointment is received within 4 months of the closing date, applicants must accept that their application was unsuccessful. Shortlisted candidates will be subjected to a practical pre-entry assessment that intends to test relevant technical, generic and integrity elements link to specific post. The suitable candidates will be selected with intention of promoting representativity and achieving EE targets as contemplated in the departmental Employment Equity plan.

MANAGEMENT ECHELON

<u>POST 32/80</u>	:	<u>DIRECTOR: LIBRARY SERVICES REF NO: 3100/10</u>
<u>SALARY</u>	:	R1 266 714 per annum. This all-inclusive remuneration package consists of a basic salary, the State's contribution to the Government Employees Pension fund and a flexible portion that may be structured in term of the applicable rules.
<u>CENTRE</u>	:	Bloemfontein
<u>REQUIREMENTS</u>	:	Applicants must be in possession of an appropriate recognized NQF level 7 qualification e g Library and Information related study field. At least 5 years working experience at a middle or senior managerial level, preferably in the public sector. Service. Knowledge in sound management, planning, organization, policy development and strategic as well as financial planning. Valid Driver's License.
<u>DUTIES</u>	:	Provide Strategic advice and direction to the Library Services Directorate, to ensure operational effectiveness of all public libraries within the province as well as the establishment of a professional support service to ensure availability of specialized library and information services. Responsible for the creation of an enabling environment for the development, transformation and promotion of sustainable library and information services Ensure effective management, coordination and monitoring of library services in the Free State Policy development, analysis and implementation with reference to national and provincial policies including FS Growth and development strategies and other ;legislation link to Library Services Participate in preparing and reviewing the departments' performance management system by setting key performance indicators (KPI's) aligned with the strategic and annual performance plan as well as regular monitoring and reporting on KPI as required including the uphold of integrated governance by complying with MTEF and integration with the cluster. Plan, organise lead and control preparation and submission of an annual business plan for the Chief Directorate as well as risk management. Initiate plan, execute monitor and control projects for which are assign to the chief Directorate. Initiate plan, execute monitor and control programs link to various project, program outcomes in respect of performance outcomes stated in annual performance plan Responsible for budget management (Voted as well conditional Grant Budget allocation), implementation of supply chain management system and practices, human resources management , knowledge management as well as contract management in respects of all sub-directorates allocated under his/her span of control to ensure effective service delivery activities undertaken by the directorate.
<u>ENQUIRIES</u>	:	Ms Lerato Twala at 066 479 1247
<u>APPLICATIONS</u>	:	recruit.ly@sacr.fs.gov.za
<u>NOTE</u>	:	Following the interview and technical exercise, for the above two posts the selection panel will recommend candidates to attend a generic managerial competency assessment in compliance with the DPSA Directive on the implementation of competency-based assessments for Senior Management Service positions No appointment shall be finalized without the relevant candidate producing the pre-entry certificate for SMS (Nyukela) It will be required from the successful candidate to enter into an employment agreement with the department and disclosure of his/her financial interest.

**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”

OTHER POSTS

<u>POST 32/81</u>	:	<u>HEAD CLINICAL UNIT (MEDICAL) GRADE 1 REF NO: GS11/25</u> Component: Cardiology Institution: Greys Hospital
<u>SALARY</u>	:	R2 084 754 per annum, (all-inclusive package), consists of 70% basic salary and 30% flexible portion that may be structured in terms of the applicable rules, Plus Commuted overtime which is based on Departmental operational needs. Employee must sign the commuted overtime contract form annually.
<u>CENTRE REQUIREMENTS</u>	:	Pietermaritzburg Matric Certificate/Grade 12. MBChB or equivalent. Registered HPCSA qualification as a Specialist in Cardiology. Certificate in Cardiology (SA) or equivalent qualification (if not trained in South Africa). Current Registration with the Health Professions Council of South Africa as a Cardiologist. Five years' experience as a registered Specialist in Cardiology. Competent in interventional cardiology. Valid driver's license. Knowledge, Skills, Experience and Competencies: Sound clinical Cardiology and patient management skills. A working knowledge of human resource management; information management; quality assurance programs; current health and public service legislation, regulations, and policy; medical ethics; financial management. Teaching and research experience.
<u>DUTIES</u>	:	Incumbent to be based at Greys Hospital. Clinical Responsibilities: Participation in Tertiary Cardiology Services (both In-patient and Out-patient) in the Pietermaritzburg Metropolitan Area including Outreach Programs and development of Cardiology services in Area 2. Clinical responsibility in the discipline of Cardiology and General Specialist Internal Medicine with after-hours participation (based on departmental operational need). Performance of clinical procedures in the cardiac catheterization theatre that include coronary angiography, stent insertion, pacemaker insertion, intra-aortic balloon counterpulsation and other procedures as may be developed. Performance of procedures in non-invasive cardiology including two dimensional and Doppler echocardiography, tilt testing and stress ECGs. Presentation of adequately worked up cases at the Department of Cardiothoracic Surgery, Inkosi Albert Luthuli Hospital for surgical intervention. Management Responsibilities: Development and support of Specialist Cardiology Services in the Tertiary Drainage area of Greys Hospital. Oversight and management of clinical and allied staff in the Cardiology Unit and Coronary Care Unit. Oversight and management of infrastructure, equipment and consumables in the Cardiology Unit. Liaison with Institutional Management in hospitals in PMB Metro, the uMgungundlovu District and the Tertiary Drainage area. Liaison with the Head Clinical Department in Internal Medicine in Pietermaritzburg and Head of Cardiology at the University of KwaZulu Natal. Participation in and support of administrative and clinical governance activities in the PMB Departments of Cardiology and Medicine Training and Research Responsibilities: Support of Staff Training including subspecialty Cardiology training in the PMB Metropolitan area under the auspices of the Department of Cardiology at the University of KwaZulu Natal. Participation in and support of the Medical Undergraduate and Postgraduate Training Programs in the PMB Departments of Cardiology and Internal Medicine. Participation in and support of clinical research and quality control activities in the PMB Departments of Cardiology and Medicine.
<u>ENQUIRIES APPLICATIONS</u>	:	Dr M Bizaare Tel No: (033) 897 3290 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. Malinee.Chandul@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

All Applications Should Be Forwarded To: Human Resource Management Department, Greys Hospital, Private Bag X9001, Pietermaritzburg, 3200 OR Hand delivered to: Greys Tertiary Hospital Townbush Road Pietermaritzburg. (Attention: Ms NC Cele) NB://Applications for these posts can be dropped-off at your nearest Health Facility.

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 are encouraged 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). Applicants with foreign qualifications are requested to have their qualifications evaluated by SAQA and to provide proof of such evaluation. 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 quoting the relevant reference number. Should you not be contacted within 3 months of the closing date of the advertisement, please consider your application to be unsuccessful. Note: Commuted overtime at all Grades is based on departmental operational needs and is renewed on an annual basis

CLOSING DATE

: 19 September 2025

POST 32/82

: **HEAD CLINICAL UNIT (MEDICAL) GRADE 1 REF NO: GS12/25**
Component: Gastroenterology

SALARY

: R2 084 754 per annum, (all-inclusive package), consists of 70% basic salary and 30% flexible portion that may be structured in terms of the applicable rules, Plus Commuted overtime which is based on Departmental operational needs. Employee must sign the commuted overtime contract form annually.

**CENTRE
REQUIREMENTS**

: Greys Hospital, Pietermaritzburg
: Matric Certificate/Grade 12. MBCHB Or Equivalent Plus. Registered HPCSA qualification as a Specialist in Gastroenterology Plus. Certificate in Gastroenterology (SA) or equivalent qualification (if not trained in South Africa). Five (5) years' experience after registration with HPCSA as a Medical Specialist in Gastroenterology. Current Registration with the Health Professions Council of South Africa as a Gastroenterologist. Valid driver's license Knowledge, Skills, Experience and Competencies: Sound clinical Gastroenterology and patient management skills. A working knowledge of human resource management; information management; quality assurance programs; current health and public service legislation, regulations and policy; medical ethics; financial management. Teaching and research experience.

DUTIES

: Incumbent to be based at Greys Hospital. Clinical Responsibilities: Participation in Tertiary Gastroenterology Services (both In-patient and Out-patient) in the Pietermaritzburg Metropolitan Area including Outreach Programs and development of Gastroenterology services in Area 2. Clinical responsibility in the discipline of Gastroenterology and Internal Medicine with afterhours participation (based on departmental operational need). Performance of clinical procedures related to gastrointestinal and hepatic conditions. Management Responsibilities: Development and support of Specialist Gastroenterology Services in the Tertiary Drainage area of Greys Hospital. Oversight and management of clinical and allied staff in the Gastroenterology Unit. Oversight and management of infrastructure, equipment and consumables in the Gastroenterology Unit. Liaison with Institutional Management in hospitals in PMB Metro, the uMgungundlovu District and the Tertiary Drainage area. Liaison with the Head Clinical Department in Internal Medicine in Pietermaritzburg and Head of

Gastroenterology at the University of KwaZulu Natal. Participation in and support of administrative and clinical governance activities in the PMB Departments of Gastroenterology and Medicine. Training and Research Responsibilities: Support of Staff Training including subspecialty Gastroenterology training in the PMB Metropolitan area under the auspices of the Department of Gastroenterology at the University of KwaZulu Natal Participation in and support of the Medical Undergraduate and Postgraduate Training Programs in the PMB Departments of Gastroenterology and Internal Medicine. Participation in and support of clinical research and quality control activities in the PMB Departments of Gastroenterology and Medicine.

**ENQUIRIES
APPLICATIONS**

: Dr M. Bizaare Tel No: (033) 897 3289
: 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. Malinee.Chandul@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

All Applications Should Be Forwarded To: Human Resource Management Department Greys Hospital Private Bag X9001, Pietermaritzburg, 3200 OR Hand delivered to: Greys Tertiary Hospital, Townbush Road, Pietermaritzburg. (Attention: Ms NC Cele) NB://Applications for these posts can be dropped-off at your nearest Health Facility.

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 are encouraged 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). Applicants with foreign qualifications are requested to have their qualifications evaluated by SAQA and to provide proof of such evaluation. 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 quoting the relevant reference number. Should you not be contacted within 3 months of the closing date of the advertisement, please consider your application to be unsuccessful. Note: Commuted overtime at all Grades is based on departmental operational needs and is renewed on an annual basis.

CLOSING DATE

: 19 September 2025

POST 32/83

: **HEAD CLINICAL UNIT (MEDICAL) OPHTHALMOLOGY GRADE 1 REF NO: GS13/25**
Component: Surgery
Re-advertisement, Candidates who previously applied must re-apply.

SALARY

: R2 084 754 per annum, (all-inclusive package), consists of 70% basic salary and 30% flexible portion that may be structured in terms of the applicable rules, Plus Commuted overtime which is based on Departmental operational needs. Employee must sign the commuted overtime contract form annually. It is envisaged that the successful candidate will be sharing administrative duties and responsibilities at Grey's Hospital. This will facilitate optimum service provision at Grey's hospital and the relevant drainage area.

**CENTRE
REQUIREMENTS**

: Greys Hospital, PMB Metropolitan Hospitals Complex
: Matric Certificate/Grade 12. MBCHB or Equivalent qualification Plus A specialist qualification in the appropriate Health Science. Plus, Registration with the Health Professions Council of South Africa for independent practice as an Ophthalmologist with significant experience in the relevant discipline. At

least five years post registration experience as a Specialist in Ophthalmology. Valid driver's license Knowledge, Skills, Experience and Competencies: Appropriate Specialist procedures and protocols within field of Ophthalmology. Sound knowledge of Human Resource management. Financial Management – monitoring of expenditure, Essential Drug List, Management functions – policy analysis and implementation, strategic management, project management, information management, total quality management and improvement, legal aspects, patient care and service delivery, applicable mandatory requirements and Acts, Regulations, Protocols and Guidelines used in Health Services. Planning and developing an appropriate program for Ophthalmology advancement in the Metropolis and in the referring regional hospitals. Good communication, leadership, decision-making and clinical skill. Develop and foster co-operation with Medical School and UKZN. Competence in undergraduate, postgraduate and subspecialty training. Computer literacy.

DUTIES

: Clinical Care: Incumbent to provide ophthalmology services at Grey's Hospital, in the Pietermaritzburg Metropolitan Hospitals Complex and the tertiary drainage area. Participate in the delivery of a 24-hour in-patient and out-patient ophthalmology care within the Pietermaritzburg Metropolitan Hospitals Complex and the tertiary drainage hospitals. Develop management protocols for the ophthalmology patients in accordance with the level of care of the Metropolis and referral hospitals. Provide appropriate ophthalmology care to patients in the Metropolis and tertiary drainage area; Maintain and monitor specialist, medical officer and registrar ophthalmology call system Accept responsibility for continuous professional development in ophthalmology (in reach and outreach program) in area 2. Develop and participate in outreach program for ophthalmology for area 2. Scholarship: Provide support, supervision and mentorship to colleagues, postgraduate students and medical officers within ophthalmology. Manage the fifth-year undergraduate teaching program for ophthalmology including examinations. Manage the postgraduate training for ophthalmology in Grey's hospital including clinical training and MMed research support. Participate in and support the UKZN academic program for the ophthalmology department. Stimulate and conduct sponsored and non-sponsored research activities for departmental and institutional development. Professionalism: Incorporate the principles of proper discipline within ophthalmology, good communication within the department and other disciplines, interdisciplinary collaboration and proper ethics within ophthalmology. Governance: Develop infrastructure and equipment procurement and maintenance plans for ophthalmology. Develop plans for staff recruitment, retention, development and performance assessment for ophthalmology at grey's hospital. Procure appropriate theatre equipment to meet tertiary needs. Accept responsibility for development and fulfilment of departmental objectives. Provide appropriate CPD activities within the employing institution (Grey's Hospital). Institute Quality Assurance plans to maintain and improve ophthalmology standards in the Metropolis and in the referring hospitals. Foster collaboration with other hospitals within the tertiary drainage areas to improve level of care locally and to facilitate proper referral patterns.

ENQUIRIES APPLICATIONS

: Dr M. Bizaare Tel No: (033) 897 3289
: 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. Malinee.Chandul@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
All Applications Should Be Forwarded To: Human Resource Management Department Greys Hospital, Private Bag X9001, Pietermaritzburg, 3200 or Hand delivered to: Greys Tertiary Hospital Townbush Road Pietermaritzburg. (Attention: Ms NC Cele) NB://Applications for these posts can be dropped-off at your nearest Health Facility.

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 are encouraged 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). Applicants with foreign qualifications are requested to have their qualifications evaluated by SAQA and to provide proof of such evaluation. 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 quoting the relevant reference number. Should you not be contacted within 3 months of the closing date of the advertisement, please consider your application to be unsuccessful. Note: Commuted overtime at all Grades is based on departmental operational needs and is renewed on an annual basis.

<u>CLOSING DATE</u>	:	19 September 2025
<u>POST 32/84</u>	:	<u>HEAD CLINICAL UNIT (MEDICAL) GRADE 1 REF NO: NGWE 01/2025</u> Department: Nephrology
<u>SALARY</u>	:	R2 084 754 per annum, all-inclusive salary package. Other Benefits: (70% of basic salary and 30% benefits i.e. flexible portion that can be structured in terms of applicable rules). Plus 18% In-hospitable area allowance. Commuted Overtime which is determined by service delivery needs of the department.
<u>CENTRE REQUIREMENTS</u>	:	Ngwelezana Tertiary Hospital Senior Certificate / Grade 12. Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Medical Specialist in Nephrology. Appropriate tertiary qualification in the Health Science (MBChB). Initial and current registration with the Health Professions Council of South Africa (HPCSA) as a Medical Specialist in Nephrology. A minimum of 5 years appropriate experience as a Medical Specialist in Nephrology after registration with the Health Professions Council of South Africa (HPCSA) as a Medical Specialist Knowledge, Skills and Competencies Required: Appropriate specialist procedures and protocols within field of expertise. Understanding of basic Human Resource matters including Labour Relations. Control of budget, monitoring expenditure and project management. Assessment, diagnose and management of patients within the field of expertise. Managerial and financial management skills. Computer skills. Driving skills. Problem solving skills. Concern of excellence. Courtesy and interpersonal relation skills. Stress tolerance and innovation skills. Awareness of cross-cultural differences. Valid driver's license
<u>DUTIES</u>	:	Participate in the coordination of nephrology unit services for the discipline within Region 4 (King Cetshwayo, Zululand and Umkhanyakude) to ensure equitable distribution of all resources to achieve optimal patient care within defined levels of institutional responsibility. Participate in the development of tertiary services in the entire Region 4 and also to provide clinicians with expert advice and opinion to aid diagnosis, management and treatment of patients. Participate in the provision of vision, strategic direction and inspire employees to deliver excellent, quality health services. Plan and partake in the planning of staff including registrars, medical officers, community services officers, interns and undergraduate medical students and also support relevant clinical research, clinical trials and CPD activities. Render efficient and cost-effective critical care services to patients managed by Ngwelezana Hospital. Strengthen clinical governance. Participate in the formulation and management of protocols in accordance with departmental policies that will have a positive impact on staff and ensure that staff is aware and comply with guidelines and procedures. Provide measures and guidance on quality assurance to comply with set quality standards. Manage the performance of allocated human resources. Ensure that the environment complies with Health and Safety Act, staff adhere to the safety precautions and make sure that staff is maintained to attain optimal productivity. Ensure equipment is maintained and functional at all times. Render effective administrative support. Provide after hour coverage and ensure continuous clinical support to junior staff. Attend to meetings and workshops as directed. Comply with all legal prescripts, acts, legislative,

ENQUIRIES
APPLICATIONS

policies, circulars, procedures, guidelines and code of conduct for public service. Adhere to correct channels of communication as per the hospital organogram. Maintain clinical, professional and ethical standards.

: Dr. RS Moeketsi Tel No: (035) 901 7000
: 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. Malinee.Chandul@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

All applications should be forwarded to: Human Resource Management Department Greys Hospital Private Bag X9001, Pietermaritzburg, 3200 OR Hand delivered to: Greys Tertiary Hospital Townbush Road Pietermaritzburg. (Attention: Ms NC Cele) NB://Applications for these posts can be dropped-off at your nearest Health Facility.

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 are encouraged 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). Applicants with foreign qualifications are requested to have their qualifications evaluated by SAQA and to provide proof of such evaluation. 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 quoting the relevant reference number. Should you not be contacted within 3 months of the closing date of the advertisement, please consider your application to be unsuccessful. Note: Commuted overtime at all Grades is based on departmental operational needs and is renewed on an annual basis

CLOSING DATE

: 19 September 2025

POST 32/85

: **HEAD CLINICAL UNIT (MEDICAL) GRADE 1 REF NO: NGWE 02/2025**
Department: Urology

SALARY

: R2 084 754 per annum, all-inclusive salary package. Other Benefits: (70% of basic salary and 30% benefits i.e. flexible portion that can be structured in terms of applicable rules). Plus 18% In-hospitable area allowance. Commuted Overtime which is determined by service delivery needs of the department.

CENTRE
REQUIREMENTS

: Ngwelezana Tertiary Hospital
: Senior Certificate / Grade 12. Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Medical Specialist in Urology. Appropriate tertiary qualification in the Health Science (MBChB). Initial and current registration with the Health Professions Council of South Africa (HPCSA) as a Medical Specialist in Urology. A minimum of 5 years appropriate experience as a Medical Specialist in Urology after registration with the Health Professions Council of South Africa (HPCSA) as a Medical Specialist. Proof of current and previous working experience endorsed by Human Resource department (certificate of service). Applicants must submit confirmation letter of relevant experience from their supervisors in an official letterhead of the employer when they apply. Knowledge, Skills and Competencies Required: Appropriate specialist procedures and protocols within field of expertise. Understanding of basic Human Resource matters including Labour Relations. Control of budget, monitoring expenditure and project management. Assessment, diagnose and management of patients within the field of expertise. Managerial and financial management skills.

DUTIES

Computer skills. Driving skills. Problem solving skills. Concern of excellence. Courtesy and interpersonal relation skills. Stress tolerance and innovation skills. Awareness of cross-cultural differences. Valid driver's license.

: Participate in the coordination of urology unit services for the discipline within Region 4 (King Cetshwayo, Zululand and Umkhanyakude) to ensure equitable distribution of all resources to achieve optimal patient care within defined levels of institutional responsibility. Participate in the development of tertiary services in the entire Region 4 and also to provide clinicians with expert advice and opinion to aid diagnosis, management and treatment of patients. Participate in the provision of vision, strategic direction and inspire employees to deliver excellent, quality health services. Plan and partake in the planning of staff including registrars, medical officers, community services officers, interns and undergraduate medical students and also support relevant clinical research, clinical trials and CPD activities. Render efficient and cost-effective critical care services to patients managed by Ngwelezana Hospital. Strengthen clinical governance. Participate in the formulation and management of protocols in accordance with departmental policies that will have a positive impact on staff and ensure that staff is aware and comply with guidelines and procedures. Provide measures and guidance on quality assurance to comply with set quality standards. Manage the performance of allocated human resources. Ensure that the environment complies with Health and Safety Act, staff adhere to the safety precautions and make sure that staff is maintained to attain optimal productivity. Ensure equipment is maintained and functional at all times. Render effective administrative support. Provide after hour coverage and ensure continuous clinical support to junior staff. Attend to meetings and workshops as directed. Comply with all legal prescripts, acts, legislative, policies, circulars, procedures, guidelines and code of conduct for public service. Adhere to correct channels of communication as per the hospital organogram. Maintain clinical, professional and ethical standards.

ENQUIRIES APPLICATIONS

: Dr. RS Moeketsi Tel No: (035) 901 7000
: 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. Malinee.Chandul@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
All Applications Should Be Forwarded To: Human Resource Management Department Greys Hospital, Private Bag X9001, Pietermaritzburg, 3200 OR Hand delivered to: Greys Tertiary Hospital Townbush Road Pietermaritzburg. (Attention: Ms NC Cele) NB://Applications for these posts can be dropped-off at your nearest Health Facility.

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 are encouraged 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). Applicants with foreign qualifications are requested to have their qualifications evaluated by SAQA and to provide proof of such evaluation. 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 quoting the relevant reference number. Should you not be contacted within 3 months of the closing date of the advertisement, please consider your application to be unsuccessful. Note: Commuted overtime at all Grades is based on departmental operational needs and is renewed on an annual basis.

<u>CLOSING DATE</u>	:	19 September 2025
<u>POST 32/86</u>	:	<u>HEAD CLINICAL UNIT (MEDICAL) GRADE 1 REF NO: NGWE 03/2025</u> Department: Radiology
<u>SALARY</u>	:	R2 084 754 per annum, all-inclusive salary package. Other Benefits: (70% of basic salary and 30% benefits i.e. flexible portion that can be structured in terms of applicable rules). Plus 18% In-hospitable area allowance. Commuted Overtime which is determined by service delivery needs of the department.
<u>CENTRE REQUIREMENTS</u>	:	Ngwelezana Tertiary Hospital Senior Certificate / Grade 12. Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Medical Specialist in Radiology. Appropriate tertiary qualification in the Health Science (MBChB) Initial and current registration with the Health Professions Council of South Africa (HPCSA) as a Medical Specialist in Radiology. A minimum of Five (5) years appropriate experience as a Medical Specialist in Radiology after registration with the Health Professions Council of South Africa (HPCSA) as a Medical Specialist. Knowledge, Skills, and Competencies Required: Appropriate specialist procedures and protocols within field of expertise. Understanding of basic Human Resource matters including Labour Relations. Control of budget, monitoring expenditure and project management. Assessment, diagnose and management of patients within the field of expertise. Managerial and financial management skills. Computer skills. Driving skills. Problem solving skills. Concern of excellence. Courtesy and interpersonal relation skills. Stress tolerance and innovation skills. Awareness of cross-cultural differences. Valid driver's license.
<u>DUTIES</u>	:	Participate in the coordination of radiology unit services for the discipline within Region 4 (King Cetshwayo, Zululand and Umkhanyakude) to ensure equitable distribution of all resources to achieve optimal patient care within defined levels of institutional responsibility. Participate in the development of tertiary services in the entire Region 4 and also to provide clinicians with expert advice and opinion to aid diagnosis, management and treatment of patients. Participate in the provision of vision, strategic direction and inspire employees to deliver excellent, quality health services. Plan and partake in the planning of staff including registrars, medical officers, community services officers, interns and undergraduate medical students and also support relevant clinical research, clinical trials and CPD activities. Render efficient and cost-effective critical care services to patients managed by Ngwelezana Hospital. Strengthen clinical governance. Participate in the formulation and management of protocols in accordance with departmental policies that will have a positive impact on staff and ensure that staff is aware and comply with guidelines and procedures. Provide measures and guidance on quality assurance to comply with set quality standards. Manage the performance of allocated human resources. Ensure that the environment complies with Health and Safety Act, staff adhere to the safety precautions and make sure that staff is maintained to attain optimal productivity. Ensure equipment is maintained and functional at all times. Render effective administrative support. Provide after hour courage and ensure continuous clinical support to junior staff. Attend to meetings and workshops as directed. Comply with all legal prescripts, acts, legislative, policies, circulars, procedures, guidelines and code of conduct for public service. Adhere to correct channels of communication as per the hospital organogram. Maintain clinical, professional and ethical standards.
<u>ENQUIRIES APPLICATIONS</u>	:	Dr. RS Moeketsi Tel No: (035) 901 7000 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. Malinee.Chandul@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 All Applications Should Be Forwarded To: Human Resource Management Department Greys Hospital Private Bag X9001, Pietermaritzburg, 3200 OR Hand delivered to: Greys Tertiary Hospital Townbush Road Pietermaritzburg. (Attention: Ms NC Cele) NB://Applications for these posts can be dropped-off at your nearest Health Facility.

<u>NOTE</u>	:	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 are encouraged 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). Applicants with foreign qualifications are requested to have their qualifications evaluated by SAQA and to provide proof of such evaluation. 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 quoting the relevant reference number. Should you not be contacted within 3 months of the closing date of the advertisement, please consider your application to be unsuccessful. Note: Commuted overtime at all Grades is based on departmental operational needs and is renewed on an annual basis
<u>CLOSING DATE</u>	:	19 September 2025
<u>POST 32/87</u>	:	<u>SENIOR MANAGER: MEDICAL SERVICES REF NO: M55/2025</u> Cluster: Hospital Management Services
<u>SALARY</u>	:	R1 826 139 per annum
<u>CENTE</u>	:	RK Khan Hospital
<u>REQUIREMENTS</u>	:	MBCHB Degree qualification; Plus Current registration with HPCSA as a Medical Practitioner; PLUS A Minimum of six (6) years' experience as a Manager: Medical Services (Non Clinical); Plus Unendorsed valid Code B Driver's License (Code 08) knowledge, skills, training and competencies required: Possess sound knowledge of the relevant Acts, policies and Regulations administered by the KZN Department of Health. Possess sound knowledge of legislation relating to the practice of medicine in South Africa. Have good communication, leadership, decision making, team building and motivation skills. Be Computer literate with a proficiency in MS Office Software Applications.
<u>DUTIES</u>	:	Ensure the provisions of protocols and guidelines to the Medical and Allied Professions Team. Formulate policies and Procedures for clinical services and ensure that they are in accordance with current statutory regulations and guidelines. Provide leadership, management and support to all Cluster Managers, Clinical Heads, Clinical Managers, Pharmacy, Allied Health Professionals and all staff under their supervision. Advocate for safe quality clinical care and lead hospital towards certification by Office of Health Standards Compliance (OHSC). Liaise with other stakeholders within and outside the Department of Health such as Chief Specialists, other hospital management teams, the Health District Office and Medical School on Medical and Management issues. Ensure optimal use of resources, both human and financial. Put systems in place for good corporate and clinical governance in compliance with preparations for full rollout of universal health coverage (NHI). Continuously assess and build the required package of service according to needs of the population. Ensure continuous monitoring of morbidity and mortality through clinical audits. Formulate strategic plans in keeping with the requirements of the hospital and the department as directed by the mission. Ensure that cost-effective service delivery is maintained within the hospital. Maintain discipline and deal with grievances and Labour Relations issues in terms of the laid down policies and procedures.
<u>ENQUIRIES</u>	:	Mrs RT Dube Tel No: (033) 940 2499
<u>APPLICATIONS</u>	:	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 . 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

All applications should be forwarded to: The Deputy Director: Human Resource Management Services KZN Department of Health: Postal Address: P/Bag X004, Chatsworth 4030 or Hand delivered to: Physical Address: RK Khan Circle, Westcliffe. RK Khan Hospital (Attention: Mr. R Munsami)

NOTE

: Applications must be submitted on the new prescribed Application for Employment form (Z83) which must be originally signed, initialled 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. 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

: 19 September 2025

POST 32/88

CHIEF EXECUTIVE OFFICER REF NO: G43/2025

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 REQUIREMENTS

: R1 059 105 per annum (Level 12), (all-inclusive MMS salary package)
: Ekuhlengeni Psychiatric Hospital
: 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). 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.

**ENQUIRIES
APPLICATIONS**

: Mrs RT Dube Tel No: (033) 940 2499
: 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. Interested applicants can visit the following website at www.kznonline.gov.za/kznjobs 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

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)

NOTE

: Applications must be submitted on the new prescribed Application for Employment form (Z83) which must be originally signed, initialled 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. 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

: 19 September 2025

POST 32/89

: **CHIEF EXECUTIVE OFFICER REF NO: G44/2025**

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
CENTE
REQUIREMENTS**

: R1 059 105 per annum (Level 12), (an all-inclusive MMS salary package)
: Umngeni Psychiatric Hospital
: 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). 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 (PFMA), 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.

ENQUIRIES APPLICATIONS

: Mrs RT Dube Tel No: (033) 940 2499
: 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 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

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)

NOTE

: Applications must be submitted on the new prescribed Application for Employment form (Z83) which must be originally signed, initialled 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. 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.

<u>CLOSING DATE</u>	:	19 September 202
<u>POST 32/90</u>	:	<u>MEDICAL OFFICER REF NO: NHI/01/2025 (X1 POST)</u> NHI required for PHC Duration: Until 31 March 2026
<u>SALARY</u>	:	R639.00 rate per hour, inclusive of rural allowance. Maximum 3 hours Time spent at the clinic Kilometers travelled Exclusion: Doctors working for the Department of Health will not be considered for NHI posts. NB: Travel claim capped at no more than 200km's return per day and 2.0cc engine capacity.
<u>CENTRE REQUIREMENTS</u>	:	Umzinyathi Health District Office Matric/ Senior Certificate (Grade 12) MBCHB Medical Degree plus. Registration with the HPCSA as an Independent Medical Practitioner plus current registration certificate with the HPCSA. 2 years medical experience after Community Service. Valid driver's license Knowledge, Skills and Competencies Required: Sound knowledge, experience and clinic skills in General Medicine, but especially in the following fields: Primary Health Care Antenatal care Child Health and IMCI HIV Medicine TB Medicine Non-communicable Diseases Emergency care Good communication and leadership skills Knowledge and understanding of Batho Pele Principles and Patients' Rights Charter Ability to work as part of the PHC Team Sound Medical ethics A diploma in HIV Care or Family Medicine would be an advantage.
<u>DUTIES</u>	:	Work as a consulting doctor in Primary Health Care Clinics in Umzinyathi Health District. Provision of good quality, patient-centered and community-orientated care for all patients. Promote and ensure good continuity of care Examine, investigate, diagnose and oversee the treatment of patients, including Chronic ailments, TB, patients for ARVs, sick children, antenatal patients and mental health care users etc. Participate in and support CPD (Continuous Professional Development) and training of PHC doctors and nurses. Provide medical support to PHC clinical staff. Ensure that relevant patient's statics are maintained. Maintain accurate health records in accordance with Legal Ethical considerations. Provide preventive health interventions and measures to promote health. Handle disability grant assessments. Perform duties as delegated by supervisor. The incumbent will be accountable to the Clinic Operational Manager, Medical Manager and DCST Family Physician, where applicable.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms. DLS Zulu Tel No: (034) 299 9100 Applications forwarded to or Hand Delivery: Umzinyathi Health District Office, 34 Wilson Street, Dundee, 3000. Private Bag X2052, Dundee, 3000. Application may also be emailed to: Bongumusa.masondo@kznhealth.gov.za or Mbalenhle.Ngwenya@kznhealth.gov.za
<u>FOR ATTENTION NOTE</u>	:	Ms. M Ngwenya NB: Please note that due to financial constraints, there will be no payment of S & T and resettlement claims
<u>CLOSING DATE</u>	:	19 September 2025 at 16h00

DEPARTMENT OF TREASURY

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

<u>APPLICATIONS</u>	:	KwaZulu-Natal Provincial Treasury, P O Box 3613, Pietermaritzburg, 3200 or 145 Chief Albert Luthuli Road, Pietermaritzburg, 3200. Applications can also be submitted via the e-services system, please assess this site (eservices.gov.za).
<u>FOR ATTENTION</u>	:	Ms. N Cele
<u>CLOSING DATE</u>	:	19 September 2025

OTHER POSTS

<u>POST 32/91</u>	:	<u>ASSISTANT DIRECTOR: BAS REF NO: KZNPT 25/38</u>
<u>SALARY</u>	:	R896 436 per annum, (a remuneration package)
<u>CENTRE</u>	:	KZN Provincial Treasury, Pietermaritzburg
<u>REQUIREMENTS</u>	:	<p>A - 3-year NQF Level 7 Qualification in Financial Management/ Financial Accounting/ Management Accounting. Working knowledge of the various government financial systems. Working knowledge of word processing, spreadsheet, and presentation software packages. A minimum of 3 years' experience in Public Finance/ Treasury / External Auditing or related field. A valid driver's license. People with disabilities without valid Driver's license will be assisted by the department to meet work related travel obligations. Skills, Knowledge, And Competencies: Working knowledge of: Public Sector, particularly Local government sphere Knowledge of: Public Sector Financial Management systems and relevant legislations/ statutes including: the constitution (as amended), Municipal Finance Management Act (MFMA), Public Finance Management Act (PFMA) and Treasury regulations, Municipal Systems Act (and amendments), Municipal Structures Act, Municipal Property Rates Act, Public Finance Service Regulatory Framework (PSRF), SCM Regulations, PFMA Regulations i.r.o Supply Chain Management, Provincial Procurement Act and Regulations, Provincial Internal Audit Act, PGDS (Provincial Growth and Development Strategy) National Treasury Guideline Documents & Circulars In Year monitoring and National Treasury Returns Performance measurements Asset Management and Asset Transfer Regulations Generally Recognised Accounting Practice (GRAP) and any other applicable accounting standard used by local government. Computer skills: Proficiency in Spreadsheets (MS Excel), Word processing (MS Word), PowerPoint and Use of internet, intranet, e-mail etc. Verbal communication and presentation skills Good interpersonal relations Research and analysis Report writing and general writing skills Problem-solving Monitoring and forecasting Basic project management Budgeting and budgeting systems Performance budgeting and strategic planning Change management Statistical and quantitative analysis Financial Management Time Management (Ability to work under pressure and meet tight deadlines) Source, extract, isolate and interpret information on the state of municipal finances.</p>
<u>DUTIES</u>	:	<p>Provide technical support to delegated municipalities on the preparation of (multi- year) budgets, the monthly outcomes of those budgets, the submission of reports by municipalities in the province as required in terms of the MFMA and the facilitation of financial management capacity building training programmes. Prepare monthly, quarterly, biannual, annual consolidated reports and "Ad hoc" reports in the prescribed format on the state of delegated municipalities' budgets and financial performance. Monitor monthly compliance by delegated municipalities with respect to the MFMA, DoRA and other applicable legislations and regulations and submit compliance reports to the Municipal Finance Co-ordinator. Research, analyse, share updates, and provide support to designated municipalities on MFMA reforms. Advise and prepare report for the Municipal Finance Co-ordinator on various approvals/ extensions requested by designated municipalities in terms of the legislations, as well as measures to be taken in the case of non-compliance. Provide ad hoc support activities and assist on Treasury related projects.</p>
<u>ENQUIRIES</u>	:	Ms. R. A. Bhagwandeem Tel No: (033) 897 4450
<u>NOTE</u>	:	<p>The new Z83 form must be used effective 1st January 2021 and can be downloaded at www.dpsa.gov.za-vacancies. As per the DPSA directive applicants must fill in all sections of the z83, no incomplete Z83 forms will be accepted. The Z83 must be accompanied by a comprehensive Curriculum Vitae. Only Provisionally shortlisted applicants will be contacted and requested to submit their supporting documents. The Department will also conduct reference checks with HR of current /previous employer(s) beside the references provided on CV. Candidates will be subjected security screening and a technical assessment. Under no circumstances will be faxed, emailed and late applications be accepted. The Department discourages applications that are registered and will not be held responsible for applications sent via registered mail which are not collected from the post office. It is the responsibility of the applicant to ensure that the application reaches the Department timeously. Should you not hear from the Department within 3 months of the closing date, please regard your application as unsuccessful.</p>

Regrettably, due to excessive budget cuts, the department is not in a position to meet any travel and subsistence costs relating to recruitment processes, or relocation and resettlement costs for successful candidates. Preferences: African Males, African Females and people with disabilities who meet the requirements.

POST 32/92 : **ASSISTANT DIRECTOR: MUNICIPAL ACCOUNTING AND REPORTING**
REF NO: KZNPT 25/39

SALARY : R468 459 per annum, (a remuneration package)
CENTRE : KZN Provincial Treasury, Pietermaritzburg
REQUIREMENTS : A NQF 7 or higher in Financial Accounting or Financial Management. A Minimum of 3 years administrative experience in a financial reporting/ accounting/ management environment. A valid Driver's License. People with disabilities without valid driver's licenses will be assisted by the department to meet work related travel obligations. Skills, Knowledge, and Competencies: Understanding and working knowledge of GRAP accounting standards used by local government. Standards for the Professional Practices of Internal Auditing. General Accepted Accounting principles. Extensive working knowledge of public sector, particularly local government sphere. Detailed knowledge of public sector financial management systems and relevant legislation/statutes. Constitution (as amended). PFMA and Treasury Regulations. Municipal Finance Management Act (MFMA). Municipal Systems Act (and amendments). Municipal Structures Act. Local Government Transition Act. PSRF (Public Service Regulatory Framework). PFMA Regulations in respect of Supply Chain Management). Provincial Procurement Act and Regulations. Provincial Internal Audit Act. PGDS (Provincial Growth and Development Strategy). National Treasury guideline documents, regulations, gazettes. Performance Measurement systems – best practice and guidelines. Asset Management principles and respective legislation. Public finance management principles and practice. National and Provincial Practices Notes. Innovative thinking. Analytical thinking. Decisiveness. Leadership. Interpersonal relations. Risk Management. Conflict Management. Problem-solving, analytical and numeracy. Advanced Verbal communication and presentation. Good interpersonal relations. Computer skills: Spreadsheets (MS Excel), word processing (MS Word), PowerPoint Presentations, Internet. Research and analysis. Report writing and general writing. Monitoring, follow up and forecasting. Project management. Budgeting. Change management. Analytical, Statistical and quantitative analysis. Financial management. Planning. People management. Stakeholder/ relationship management. Strategic Planning and management. Co-ordinating activities of different service providers. Policy Analysis and Development. Driving. Self-disciplined and able to work under pressure with minimum supervision.

DUTIES : Assist in the provision of support to municipalities regarding the compilation of Annual Financial Statements (AFS) in compliance with Generally Recognized Accounting Practice (GRAP) Standards. Assist in the provision of financial management support to municipalities. Assist with audit readiness and review for municipalities. Assist with consultative support and liaison services with stakeholders. Comply with the implementation of policies.

ENQUIRIES : Mr. S Chohan Tel No: (033) 897 4450
NOTE : The new Z83 form must be used effective 1st January 2021 and can be downloaded at www.dpsa.gov.za-vacancies. The Z83 must be accompanied by a comprehensive Curriculum Vitae. Only Provisionally shortlisted applicants will be contacted and requested to submit their supporting documents. The Department will also conduct reference checks with HR of current /previous employer(s) beside the references provided on CV. Candidates will be subjected security screening and a technical assessment. Under no circumstances will be faxed, emailed and late applications be accepted. The Department discourages applications that are registered and will not be held responsible for applications sent via registered mail which are not collected from the post office. It is the responsibility of the applicant to ensure that the application reaches the Department timeously. Should you not hear from the Department within 3 months of the closing date, please regard your application as unsuccessful. Regrettably, due to excessive budget cuts, the department is not in a position to meet any travel and subsistence costs relating to recruitment processes, or relocation and resettlement costs for successful candidates.

Preferences: African Males, African Females and people with disabilities who meet the requirements.

**PROVINCIAL ADMINISTRATION: MPUMALANGA
DEPARTMENT OF HEALTH**

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

<u>APPLICATIONS</u>	:	Departmental Online Application System: www.mpuhealth.gov.za
<u>CLOSING DATE</u>	:	19 September 2025
<u>NOTE</u>	:	NB: Applicants are advised to apply as early as possible to avoid disappointments. Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the Z83 and a detailed Curriculum Vitae. In order to alleviate the administration burden on HR Sections as well as considering the cost for applicants, Departments are encouraged to request certified copies of qualifications and other relevant documents from shortlisted candidates only which may be submitted to HR on or before the day of the interview following communication from the relevant HR section of the Department. All posts, health/engineering posts that are advertised within the Department professional registration will be required from various statutory councils for shortlisted candidates. A complete set of application documents should be submitted separately for every post that you wish to apply for. Please ensure that you clearly state the full post description and the relevant Post Reference Number on your application. No fax applications will be considered. Applicants must ensure that they fully complete and sign form Z83, even if they are attaching a CV. Incomplete and/ or unsigned applications will not be considered. If you are currently in service, please indicate your PERSAL number at the top of form Z83. Due to ongoing internal processes, the Department reserves the right to withdraw any post at any time. The Department reserves the right to verify the qualifications of every recommended candidate prior to the issuing of an offer of appointment. All short-listed candidates will be subject to a vetting process prior to appointment. If no response is received from the Mpumalanga Department of Health within 90 days after the closing date of the advertisement, applicants must assume that their application was not successful. Please quote the correct references when applying and where possible the station / centre where the post is. www.mpuhealth.gov.za Only Online Applications will be accepted. NB: Candidates who are not contacted within 90 days after the closing date must consider their applications as having been unsuccessful. Please Note the Department reserves the right to amend / review / withdraw the advertised posts if by so doing, the best interest of the department will be well served. (People with disabilities are also requested to apply and indicate such in their applications)

OTHER POSTS

<u>POST 32/93</u>	:	<u>DEPUTY DIRECTOR: DEBT MANAGEMENT REF NO: MPDOH/SEPT/25/365</u>
<u>SALARY</u>	:	R896 436 per annum, (all-inclusive remuneration package)
<u>CENTRE</u>	:	Provincial Office, Mbombela (Nelspruit)
<u>REQUIREMENTS</u>	:	Senior Certificate / Grade 12 plus an undergraduate relevant qualification (NQF Level 7) in Finance / Financial Management / Management Accounting as recognized by SAQA. At least a minimum of three (3) years' relevant experience at management level (ASD). Proficiency in MS Excel, MS Word, PowerPoint and MS Project. Generic Competencies: Planning and organising. Problem solving and decision making. Coordination. Project management. People management and empowerment. Team leadership. Client orientation and customer focus. Diversity management. Communication (verbal and written). Technical Competencies: Extensive knowledge in Financial Management. Comprehensive knowledge and, the Division of Revenue Act (DoRA), the Public Finance Management Act (PFMA) and Policy Development. Valid driver's licence.
<u>DUTIES</u>	:	To administer the recovery of Departmental debt. To coordinate the write off debts and training. Maintain a database of all debtors in the Department. To administer the recovery of patient debtors from PEIS. To report on Accrued

		Departmental Revenue and Receivable on quarterly and Annually Financial Statements.
<u>ENQUIRIES</u>	:	Mr. Emmanuel Makokoropo Tel No: (013) 766 3384 / Ms. Gugu Nkosi Tel No: (013) 766 3103 / Ms. Nomsa Maphanga Tel No: (013) 766 3207 / Ms. Sebenzile Mthisi Tel No: (013) 766 3339, Mr. Mxolisi Maseko Tel No: (013) 766 3351, Mr. Samson Nyoni Tel No: (013) 766 3087 and IT related queries: Help desk Tel No: (013) 766 3018.
<u>POST 32/94</u>	:	<u>ASSISTANT DIRECTOR: HUMAN RESOURCE ADMINISTRATION REF NO: MPDOH/SEPT/25/366</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R468 459 per annum, (plus service benefits)
	:	Nkangala District Office, Emalahleni (Witbank)
	:	Senior Certificate / Grade 12 plus Diploma / Degree (NQF Level 6/7) in Human Resource Management / Public Administration / Public Management as recognized by SAQA. At least a minimum of three (3) years' relevant experience of which three (3) years' experience must be at supervisory / managerial (Level 7/8) within Human Resource Management Environment. Extensive knowledge of the PERSAL system and at least a minimum of four (4) PERSAL courses is an inherent requirement. A good understanding and functional knowledge of the relevant public service regulatory framework. Knowledge of HR policies, Public Service Act, Public Service Regulations, Basic Condition of Employment Act, Employment Equity Act, Labour Relations Act, Pension Case Management, COIDA, IOD, OHS Act, PFMA and Establishment. Good interpersonal skills. Good written and verbal communication skills. Ability to work under pressure. Sound communication and interpersonal skills. Analytical skills on problem solving, decision making and organizational skills. Computer literacy particularly MS, Excel, outlook & Word. A valid driver's licence.
<u>DUTIES</u>	:	Implement and maintain human resource administration practices. Facilitate HR Personnel Provisioning matters. Co-ordinate and monitor appointment process. Render administrative functions including the following: recruitment and selection of staff. HR provisioning (recruitment and selection, appointments, transfers, verification of qualifications, secretarial functions for interviews, absorptions, probationary periods, etc). Manage conditions of services and benefits: leave, leave gratuities, pensions, termination of services, procedure on Incapacity leave and ill-health, housing allowance, overtime, translations and writing reports etc.). Administer and monitor transfers and adjustments of employees. Administer compliance of Internal Controls. Provide support to the auditing process. Give input in the development of strategic, business and procurement plans. Consolidate monthly and quarterly reports. Ensure development of staff training needs. Facilitate financial and human resources. Employees should be able to interpret and understand regulatory framework relating to employee benefits including the OSD. Coordinate performance management system, address human resource administration enquiries to ensure the correct implementation of human resource management practices, inform, guide, and advise the personnel on human resource administration matters to enhance the correct implementation of human resource administration practices/policies. Assist with preparation of reports on human resource administration issues and statistics. Provide support to Corporate Manager and the Chief Executive Officer.
<u>ENQUIRIES</u>	:	Mr. Emmanuel Makokoropo Tel No: (013) 766 3384 / Ms. Gugu Nkosi Tel No: (013) 766 3103 / Ms. Nomsa Maphanga Tel No: (013) 766 3207 / Ms. Sebenzile Mthisi Tel No: (013) 766 3339, Mr. Mxolisi Maseko Tel No: (013) 766 3351, Mr. Samson Nyoni Tel No: (013) 766 3087 and IT related queries: Help desk Tel No: (013) 766 3018.
<u>POST 32/95</u>	:	<u>ASSISTANT DIRECTOR: CORPORATE SERVICES REF NO: MPDOH/SEPT/25/367</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R468 459 per annum, (plus service benefits)
	:	Amajuba Memorial Hospital (Gert Sibande District)
	:	Senior Certificate / Grade 12 plus Diploma / Degree (NQF Level 6/7) in Public Administration / Public Management as recognized by SAQA. At least a minimum of three (3) years' relevant experience of which three (3) years' experience must be at supervisory / managerial (Level 7/8) within Health Environment. Knowledge of Human Resources and Administrative support

services. Sound financial management, facility management and supervision. Valid driver's licence. Willingness to work extra hours and be on standby when need arises. Advanced computer literacy (MS Word, Excel). Good written and communication skills. Good planning and organizational skills. Knowledge of the PFMA / Labour Relations and other relevant prescripts. Good interpersonal, problem – solving and dispute resolution, communication, analytical and writing skills. Computer literacy. Valid driver's license. Ability to work under pressure with minimum supervision. Ability to conduct seminars or workshops and presentation of budget. Strong leadership, managerial, organizational, strategic, operational and contingency planning skills. Independent decision-making, problem-solving and interpersonal skills. Knowledge of the Public Service Regulations 2001, Public Service Act 1994, Employment Equity Act 55 of 1998, Labour Relations Act 66 of 1995 and other related prescripts of the Department of Health.

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

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

POST 32/96 : **PERSONAL ASSISTANT OFFICE OF THE HEAD: HEALTH REF NO: MPDOH/SEPT/25/368**

SALARY : R325 101 per annum, (plus service benefits)
CENTRE : Provincial Office, Mbombela (Nelspruit)
REQUIREMENTS : Senior Certificate / Grade 12 plus diploma in secretariat, Excellent MS Office Skills, Knowledge of office administration. Experience in secretarial duties. Good planning and organizational skills, good communication skills (verbal and written) and the ability to communicate well with people at different levels and from different backgrounds. Good telephone etiquette, computer literacy, basic financial management and provisioning, high level of reliability. Must have ability to work under pressure and must prepare to work long hours. Must be able to type at least 40 words per minute.

DUTIES : Provide a secretarial functions and support to the Head of Department daily. Daily management of incoming and outgoing of internal correspondence. Daily rendering of administrative support service and budget expenditure to the office of Head of Department. Weekly provisioning of service to the office of head of department.

ENQUIRIES : Mr. Emmanuel Makokoropo Tel No: (013) 766 3384 / Ms. Gugu Nkosi Tel No: (013) 766 3103 / Ms. Nomsa Maphanga Tel No: (013) 766 3207 / Ms. Sebenzile Mthisi Tel No: (013) 766 3339, Mr. Mxolisi Maseko Tel No: (013) 766 3351, Mr.

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

<u>POST 32/97</u>	:	<u>PRINCIPAL PERSONNEL OFFICER REF NO: MPDOH/SEPT/25/370 (X2 POSTS)</u>
<u>SALARY</u>	:	R325 101 per annum, (plus service benefits)
<u>CENTRE</u>	:	Ermelo Regional Hospital (Gert Sibande District) Themba Hospital (Ehlanzeni District)
<u>REQUIREMENTS</u>	:	Senior Certificate / Grade 12 or equivalent plus three (3) years' experience in Human Resource unit or Diploma / Degree (NQF Level 6/7) in Human Resource Management, Public Administration / Public Management as recognised by SAQA. At least a minimum of three (3) PERSAL courses is an inherent requirement. Extensive knowledge of PERSAL includes interpreting PERSAL reports. A Good understanding and Functional knowledge of the Public Service Act, Public Service regulations, Basic condition of employment Act, Employment Equity Act, Computer literacy, Good interpersonal skills, Good written and verbal communication skills. Ability to work under pressure. Sound communication and interpersonal skills. Analytical skills on problem solving, decision making and organizational skills. Computer literacy particularly MS, Excel, outlook & Word. A valid driver's licence will serve as an added advantage.
<u>DUTIES</u>	:	Implement and maintain human resource administration practices. Render administrative functions including the following: recruitment and selection of staff. HR provisioning (recruitment and selection, appointments, transfers, verification of qualifications, vetting of candidates, secretarial functions for interviews, absorptions of staff, probationary periods, etc. and also responsible for conditions of service and benefits: leave salaries, leave graduates, pensions, termination of services, procedure on Incapacity leave and ill-health, housing allowance, overtime, translations and writing reports etc.). Coordinate the Performance management system, address human resource administration enquiries to ensure the correct implementation of human resource management practices, inform, guide and advise the staff on human resource administration matters to enhance the correct implementation of human resource administration practices/policies. Assist with preparation of reports on human resource administration issues and statistics. Coordinate the implementation of recruitment and selection process. Provide support to Sub-district Manager.
<u>ENQUIRIES</u>	:	Mr. Emmanuel Makokoropo Tel No: (013) 766 3384 / Ms. Gugu Nkosi Tel No: (013) 766 3103 / Ms. Nomsa Maphanga Tel No: (013) 766 3207 / Ms. Sebenzile Mthisi Tel No: (013) 766 3339, Mr. Mxolisi Maseko Tel No: (013) 766 3351, Mr. Samson Nyoni Tel No: (013) 766 3087 and IT related queries: Help desk Tel No: (013) 766 3018.
<u>POST 32/98</u>	:	<u>CHIEF PROVISIONING ADMINISTRATION CLERK: (WITBANK INTERNAL MEDICINE) REF NO: MPDOH/SEPT/25/371</u>
<u>SALARY</u>	:	R325 101 per annum, (plus service benefits)
<u>CENTRE</u>	:	Witbank TB Specialised Hospital (Nkangala District)
<u>REQUIREMENTS</u>	:	Senior Certificate / Grade 12 Certificate or equivalent qualification plus three (3) years relevant experience in Finance or Diploma / Degree (NQF Level 6/7) in Finance / Logistic / Management Accounting / Financial Management as recognized by SAQA. Knowledge skills and competencies: Knowledge of legislative prescripts governing the public service financial administration. Good knowledge of Treasury Regulations, Public Finance Management Act, BAS and Logis. Good computer skills. Good communication skills (both verbal and written). Good interpersonal relations. Self-driven, result orientated, motivated, meet deadlines and acceptance of responsibility.
<u>DUTIES</u>	:	Manage the processing of requisition for goods and services. Manage the safekeeping and distribution of goods. Manage the disposal of stock inventory. Compile monthly SCM reports. Supervise employees within the section and implementation of the PMDS. Serve as Secretary of the Hospital Finance Committee. Responsible for the maintenance of the supplier database.
<u>ENQUIRIES</u>	:	Mr. Emmanuel Makokoropo Tel No: (013) 766 3384 / Ms. Gugu Nkosi Tel No: (013) 766 3103 / Ms. Nomsa Maphanga Tel No: (013) 766 3207 / Ms. Sebenzile Mthisi Tel No: (013) 766 3339, Mr. Mxolisi Maseko Tel No: (013) 766 3351, Mr.

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

POST 32/99 : **CHIEF ADMINISTRATION CLERK: PATIENT ADMINISTRATION REF NO: MPDOH/SEPT/25/372**

SALARY : R325 101 per annum, (plus service benefits)
CENTRE : Tintswalo Hospital (Ehlanzeni District)
REQUIREMENTS : Senior Certificate / Grade 12 plus three (3) years' experience in Patient Administration or Diploma / Degree (NQF Level 6/7) in Public Administration / Public Management as recognised by SAQA or equivalent qualification. Extensive knowledge of outpatient administration, reception in and help desk functions. Extensive knowledge of PEIS, Billing system and UPFS user guide/procedure book. Knowledge of Revenue policies and understanding of sector financial administration and the provisions of PFMA. Knowledge of relevant prescripts such as Government Gazette. Good communication skill, report writing skills be computer literate and have ability to work under pressure. Be available to work extra hours in a 24-hour shift environment and be part of the hospital's multidisciplinary committees. A valid driver licence will serve as an added advantage.

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

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

POST 32/100 : **ADMINISTRATIVE OFFICER: REVENUE MANAGEMENT REF NO: MPDOH/SEPT/25/373**

SALARY : R325 101 per annum, (plus service benefits)
CENTRE : Bernice Samuel Hospital (Nkangala District)
REQUIREMENTS : Senior Certificate / Grade 12 or equivalent qualification plus three (3) years relevant experience or Diploma / Degree (NQF Level 6/7) in Finance / Financial Management / Management Accounting as recognized by SAQA. Knowledge and experience of provisioning administration, focus in the following areas: LOGIS, Preferential Procurement Policy Framework (PPPFA), Public Finance Management Act (PFMA) and Treasury Regulations and general knowledge of Basic accounting system (BAS). Computer literacy. Sound interpersonal and communication skills (written and verbal). Good management and supervisory skills. Ability to work independently and tight deadlines. Valid driver's licence will be an added advantage.

DUTIES : Collect revenue and bank it, Process debtors accounts. Prepare financial reports, Develop strategic plans. Maintain and apply the filing system for medical records Classify and reclassify patients, Compile management reports, Evaluate staff performance

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

POST 32/101 : **ADMINISTRATIVE OFFICER: RISK AND SECURITY REF NO: MPDOH/SEPT/25/374**

SALARY : R325 101 per annum, (plus service benefits)
CENTRE : Mapulaneng Hospital (Ehlanzeni District)

<u>REQUIREMENTS</u>	:	Senior Certificate / Grade 12 or equivalent qualification plus three (3) years relevant experience or Diploma / Degree (NQF Level 6/7) in Finance / Financial Management / Management Accounting as recognized by SAQA. Knowledge and experience of provisioning administration, focus in the following areas: LOGIS, Procurement Policy Framework (PPFA), Public Finance Management Act (PFMA) and Treasury Regulations and general knowledge of Basic accounting system (BAS). Computer literacy. Sound interpersonal and communication skills (written and verbal). Good management and supervisory skills. Ability to work independently and tight deadlines. Valid driver's licence will be an added advantage.
<u>DUTIES</u>	:	Collect revenue and bank it, Process debtors accounts. Prepare financial reports, Develop strategic plans. Maintain and apply the filing system for medical records Classify and reclassify patients, Compile management reports, Evaluate staff performance.
<u>ENQUIRIES</u>	:	Mr. Emmanuel Makokoropo Tel No: (013) 766 3384 / Ms. Gugu Nkosi Tel No: (013) 766 3103 / Ms. Nomsa Maphanga Tel No: (013) 766 3207 / Ms. Sebenzile Mthisi Tel No: (013) 766 3339, Mr. Mxolisi Maseko Tel No: (013) 766 3351, Mr. Samson Nyoni Tel No: (013) 766 3087 and IT related queries: Help desk Tel No: (013) 766 3018.

OFFICE OF THE PREMIER

The Office of the Premier is looking for a dynamic, innovative, experienced and suitable candidate to fill the post of Head of Department: Social Development. The Office of the Premier is an equal opportunity employer. It is our intention to promote representivity in respect of race, youth, gender and disability through the filling of this position and that the candidature of persons, whose transfer/promotion/appointment will promote representativeness, will receive preference.

<u>APPLICATIONS</u>	:	Please forward your applications, quoting the relevant reference number to: The (A) Deputy Director-Internal HRM & D: Ms SS Monareng, Private Bag X11291, Mbombela, 1200. Physical Address: Office of the Premier, Makhonjwa Building, First floor, Government Boulevard, Riverside Park. Alternatively, e-mail to: Otprecruitment@mpg.gov.za If no correspondence is received within two months of the closing date, applicants must accept that their applications have been unsuccessful.
<u>CLOSING DATE</u>	:	19 September 2025
<u>NOTE</u>	:	Applications should be submitted in a duly completed recent Z83 form issued by the Minister for Public Service and Administration, accompanied by a detailed Curriculum Vitae (CV). Only short-listed candidates will be required to submit certified copies of their qualifications. The minimum entry requirement for this post, i.e. Senior Management Services (SMS) posts is a Pre-entry Certificate that is obtainable through a course named Certificate for entry into SMS – and the full details can be sourced by following the link: https://www.thensg.gov.za/training-course/sms-pre-entry-programme/ . The appointment is subject to security clearance, security vetting, employment reference checks, qualifications' verification and signing of an employment contract and a performance agreement. The successful candidate will be required to disclose his/her financial interests.

MANAGEMENT ECHELON

<u>POST 32/102</u>	:	<u>HEAD OF DEPARTMENT (HOD): SOCIAL DEVELOPMENT REF NO: HOD/SD/2025</u>
<u>SALARY</u>	:	R1 813 182 per annum (Level 15), (all-inclusive package). In addition, a 10% Allowance is payable as Head of Department.
<u>CENTRE</u>	:	Bombela
<u>REQUIREMENTS</u>	:	An appropriate postgraduate qualification (NQF level 8), as recognized by SAQA. 10 years' experience at a senior management level. Core and Process Competencies include: Strategic Capability and Leadership, People Management and Empowerment, Programme Management and Empowerment, Financial Management, Change Management, Knowledge Management, Service Delivery Innovations, Client Orientation and Customer Focus and Communication. In addition, the incumbent will have to be sensitive to the political and strategic objectives of government. The ideal candidate should have the following qualities: Strong thinking capability. Ability to lead and align teams of senior professionals and analysts. Strong research, sound networking and interpersonal skills. Sound people management capabilities.

Good exposure to knowledge management ethos and practices. Proven record of honesty and integrity as a professional/ manager. Good exposure to project management practices and systems. Sensitivity to the political-administrative interface, and appreciation of the policy support role within a politically led executive decision-making process.

DUTIES

: As an Accounting Officer for the Department of Social Development, the incumbent will be responsible to perform the following functions: Ensuring the efficient and effective management of Social Development matters Providing strategic leadership to the delivery of social development programmes in the province Managing the provision of social welfare programmes and community development programmes Facilitating intergovernmental co-operation to enable comprehensive delivery of social services Facilitating the provision of business support services to the Social Development branches, including the promotion of Batho Pele ethos and integrity management in the Department Continuously monitoring and evaluating the impact of government services in the social and poverty profile of the population in the province Managing the provision of internal audit services Ensuring compliance with the provisions of the Public Service Act and Regulations, collective agreements and other statutory obligations by the staff of the Department Managing the financial, human and physical resources of the Department efficiently and in accordance with government policies. This is a contract post and the successful candidate will be required to enter into a five-years' employment contract and a performance agreement with the Executive Authority. Short-listed candidates

ENQUIRIES

: should be directed to the (A) Deputy Director: Internal HRM & D: Ms. SS Monareng Tel No: (013) 766 2004.

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

CLOSING DATE : 29 September 2025
NOTE : Shortlisted candidates will be required to submit copies of their documentation for verification purposes. These candidates will be required to complete a practical assessment and attend interviews on a date and time as determined by the department. The selection process will be guided by the EE targets of the employing department. Should you experience difficulties with your online application, kindly note that technical support (challenges with online application) is only available from Monday to Friday from 08:00 to 16:00. you may contact the helpline at 0861 370 214. Otherwise, all other queries relating to the position, kindly contact the enquiries person as indicated in the advert. Please ensure that you submit your application before the closing date as no late applications will be considered.

OTHER POSTS

POST 32/103 : **CONTROL AGRICULTURAL RESOURCE TECHNICIAN: LAND USE MANAGEMENT (ELSENBURG) REF NO: AGR 61/2025**

SALARY : R582 444 - R686 091 per annum (Level 10)
CENTRE : Department of Agriculture, Western Cape Government
REQUIREMENTS : An appropriate 3-year National Diploma (equivalent or higher qualification) in Natural Resource Management / Environmental Management / Town Planning / Agriculture / Civil Engineering or equivalent; A minimum of 6 years appropriate post-qualification experience in Land Use Planning and Agricultural Resource Management; A valid (Code B or higher) driving licence. NB: People with disabilities that restrict driving abilities, but who have reasonable access to transport, may also apply. Competencies: Knowledge of the following: Theory, design and implementation of agricultural resource management plans; Assessment of change of land use applications; Legal compliance of the National Environmental Management Act (NEMA), Conservation of Agricultural Resources Act (CARA), Subdivision of Agricultural Land Act (SALA), National Water Act (NWA); Technical/Scientific report writing; Technical design and analysis knowledge; Research and development; Computer-aided engineering applications; National Environmental Management Act (NEMA), Conservation of Agricultural Resources Act (CARA), Subdivision of Agricultural Land Act (SALA), National Water Act (NWA); Technical report writing; Technical consulting; Project management; Technical knowledge; Research and development; Legal compliance and policies; Agricultural Engineering background and water run-off control management; Soil classification and potential and impact on crop production; Town and Regional Planning; Environmental legislation.

DUTIES : Manage and develop administrative policies, procedures, guidelines, standing operating procedures, prescripts and regulations for the promotion and preservation of agricultural land; Provide strategic advice and guidance on the subdivision of Agricultural Land Act and other relevant legislation; Facilitate and present of the Department and the sub-programme; Facilitate and coordinate the development and revision of a strategic plan for agricultural land use in the Western Cape Province Self-development's following will be advantageous: Extensive knowledge of Land Use Planning (Legislation, National, Provincial and Municipal). Technical and scientific knowledge in drafting change of land use applications and assessment thereof; Experience in the evaluation of the Conservation of Agricultural Resources ACT, Spatial Development Frameworks, Subdivision, Rezoning and Environmental Impact Assessments; Knowledge of the Agricultural sector and Management of Natural Resources; Computer literacy with experience in the use of Microsoft (Excel, Word, PowerPoint), ArcView/GIS programs.

ENQUIRIES : Ms Ashia Petersen Tel No: (021) 808 5010
APPLICATIONS : Only applications submitted online will be accepted. To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>

<u>POST 32/104</u>	:	<u>ASSISTANT DIRECTOR: COORDINATION SUPPORT REF NO: AGR 67/2025</u>
<u>SALARY</u>	:	R468 459 - R561 894 per annum (Level 09)
<u>CENTRE</u>	:	Department of Agriculture, Western Cape Government
<u>REQUIREMENTS</u>	:	An appropriate 3-year post school qualification at NQF level 6 (equivalent or higher qualification) in Public Administration / Business Administration / Human Resources or Organizational Development; A minimum of 3 years relevant administrative experience. Competencies: Knowledge of the following: Public Service Regulatory Framework including the Public Service Act and Regulations; BATHO PELE and other Transformational Frameworks and Guidelines relating to the tasks mentioned in the Key Performance Areas; Departmental mandates and its alignment to Provincial and National Outcomes and Objectives; Ethics Promotion and Compliance management; Public Finance Management Act; Skills in the following: Proven computer literacy; Analytical and lateral thinking abilities; Communication (written and verbal) skills.
<u>DUTIES</u>	:	Coordinate and facilitate inputs/comments on National and Provincial imperatives and strategic documentation; Coordinate behavioural and service delivery improvement projects and processes; Facilitate HR Planning and other specific HR strategic and priority projects; Ethics Compliance Management. The following will be advantageous: Ability to do research, to analyse and drafting policies, plans, submissions and comments on documents of a transversal nature; Ability to draft standard operating procedures and service standards; as well as service delivery improvement plans and documents e.g. the Departmental Service Delivery Charter and annual Citizens Report. Knowledge of Ethics in the Public Service.
<u>ENQUIRIES</u>	:	Ms Adèle Cloete Tel No: (021) 808 5045
<u>APPLICATIONS</u>	:	Only applications submitted online will be accepted. To apply submit your application online only: via http://www.westerncape.gov.za/jobs or https://westerncapegov.erecruit.co
<u>POST 32/105</u>	:	<u>CENTRE MANAGER: AGRICULTURAL SKILLS DEVELOPMENT (CLANWILLIAM) REF NO: AGR 08/2025 R1</u>
<u>SALARY</u>	:	R397 116 - R467 790 per annum (Level 08)
<u>CENTRE</u>	:	Department of Agriculture, Western Cape Government
<u>REQUIREMENTS</u>	:	An appropriate 3-year National Diploma/B-Degree (equivalent or higher qualification) in Administration, Skills Development, Training, human Resource Development or an equivalent qualification; A minimum of 3 years supervisory experience; 3 years' experience in delivering, coordination and or management of vocational programmes, project management and stakeholder relations; A valid (Code B or higher) driving licence. NB: People with disabilities that restrict driving abilities, but who have reasonable access to transport, may also apply. Competencies: Extended knowledge and understanding of the following: Agricultural Industry and relevant practices / policies; Industry related training programmes(formal and non-formal) and relevant study fields including social and life skills related programmes; Relevant legislation and prescripts regulating education, training and development; Human resource management and development; Financial Management; Labour Relations practices/policies; Relevant Education and Training strategies impacting on the Agricultural Industry. Skills in the following: Communication skills(verbal/written); Interpersonal skills; Analytical skills; Negotiation skills; Persuasive skills; Planning and organisational skills; Motivation skills; Project management skills; Financial management skills; Diversity management skills. Presentation skills; Facilitation skills; Computer literacy.
<u>DUTIES</u>	:	Facility Management; Coordination and Facilitation of Training Programmes; Market the Training Centre and Stakeholder Relations; Financial Management; Coordination and Facilitation of Administration & Support Services at the Centre.
<u>ENQUIRIES</u>	:	Ms Gertrude Jacobs Tel No: (021) 808 7000
<u>APPLICATIONS</u>	:	Only applications submitted online will be accepted. To apply submit your application online only: via http://www.westerncape.gov.za/jobs or https://westerncapegov.erecruit.co

<u>POST 32/106</u>	:	<u>CANDIDATE SCIENTIFIC TECHNICIAN: CROPPING SYSTEMS- LANGGEWENS RESEARCH FARM, MOORREESBURG REF NO: AGR 63/2025</u> (3-Year Contract Position)
<u>SALARY CENTRE REQUIREMENTS</u>	:	R338 748 per annum, (OSD as prescribed) Department of Agriculture, Western Cape Government An appropriate National Diploma/B-Degree or higher qualification in Agronomy/CropScience or equivalent qualification; Registration with SACNASP as a Candidate Natural Scientist in the appropriate scientific field, is compulsory within 6 calendar months after appointment; A valid driving license (code B). Competencies: Knowledge of the following: Small grain cropping systems (including crops, cultivation, plant-soil water interaction); Conservation and regenerative agriculture; Cash crops and pastures used in the Western Cape; Use, settings, calibration and basic maintenance of appropriate equipment and implements; Technical scientific inputs needed for research projects; Major crops in the Western Cape Technical planning skills; Technical management skills; Communication skills (written and verbal); Computer literacy in MS Office Package (Word, Excel, PowerPoint); Ability to work independently and as part of a team.
<u>DUTIES</u>	:	Render basic technical assistance in research projects for the development of more efficient farming practices; Administer the creation/adaptation/maintenance of the necessary infrastructure in accordance with the project plan; Perform all administrative and related functions which would include, Contributing to compilation of reports as required; Control assets allocated to projects; Monitor expenditure; Supervise personnel; Comply with the Public Service prescripts; Render basic advice and disseminate technical information to applicable role players throughline alia: Keep up to date with regard to the applicable prescripts, policies, procedures, technologies and new developments in the subject field. Exposure to the research environment will advantageous.
<u>ENQUIRIES APPLICATIONS</u>	:	Prof J Strauss Tel No: (021) 808 5479 Only applications submitted online will be accepted. To apply submit your application online only: via http://www.westerncape.gov.za/jobs or https://westerncapegov.erecruit.co
<u>POST 32/107</u>	:	<u>CANDIDATE SCIENTIFIC TECHNICIAN: CROPPING SYSTEMS - TYGERHOEK RESEARCH FARM, RIVIERSONDEREND REF NO: AGR 64/2025</u> (3-Year Contract Position)
<u>SALARY CENTRE REQUIREMENTS</u>	:	R338 748 per annum, (OSD as prescribed) Department of Agriculture, Western Cape Government An appropriate National Diploma/B-Degree or higher qualification in Agronomy/CropScience or equivalent qualification; Registration with SACNASP as a Candidate Natural Scientist in the appropriate scientific field, is compulsory within 6 calendar months after appointment; A valid driving license (code B).Competencies: Knowledge of the following: Small grain cropping systems (including crops, cultivation, plant-soil water interaction); Conservation and regenerative agriculture; Cash crops and pastures used in the Western Cape; Use, settings, calibration and basic maintenance of appropriate equipment and implements; Technical scientific inputs needed for research projects; Major crops in the Western Cape Technical planning skills; Technical management skills; Communication skills (written and verbal); Computer literacy in MS Office Package (Word, Excel, PowerPoint); Ability to work independently and as part of a team.
<u>DUTIES</u>	:	Render basic technical assistance in research projects for the development of more efficient farming practices; Administer the creation/adaptation/maintenance of the necessary infrastructure in accordance with the project plan; Perform all administrative and related functions which would include, Contributing to compilation of reports as required; Control assets allocated to projects; Monitor expenditure; Supervise personnel; Comply with the Public Service prescripts; Render basic advice and disseminate technical information to applicable role players throughline alia: Keep up to date with regard to the applicable prescripts, policies, procedures, technologies and new developments in the subject field. Exposure to the research environment will be advantageous.

<u>ENQUIRIES APPLICATIONS</u>	:	Prof J Strauss Tel No: (021) 808 5479
	:	Only applications submitted online will be accepted. To apply submit your application online only: via http://www.westerncape.gov.za/jobs or https://westerncapegov.erecruit.co
<u>POST 32/108</u>	:	<u>CHIEF ADMINISTRATION CLERK: GENERIC OFFICE EQUIPMENT ADMINISTRATION (ELSENBURG) REF NO: AGR 68/2025</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R325 101 – R382 959 per annum (Level 07)
	:	Department of Agriculture, Western Cape Government
	:	Senior Certificate (Grade 12 or equivalent qualification); A minimum of 3 years relevant experience; A valid (Code B or higher) driving licence. NB: People with disabilities that restrict driving abilities, but who have reasonable access to transport, may also apply. Competencies: Knowledge of the following: Clerical duties; Understanding of the legislative framework governing the Public Service; Working procedures in terms of the working environment; Legal compliance. Skills in the following: Computer literacy in MS Office Package (Word, Excel, Outlook and PowerPoint) and internet proficiency; Good communication skills (written and verbal); Strong leadership abilities and assertiveness; Technical report writing skills; Supervisory and management skills; Decision-making, problem-solving and analysis skills; Planning and organising skills; Presentation skills; Financial management skills; Basic negotiation skills; Ability to adapt to the working requirements and environment; Ability to work independently and as part of a team.
<u>DUTIES</u>	:	Manage all aspects of the VOIP telecommunication system; Manage all aspects of official cell phones; Manage all aspects of photocopiers and other labour-saving devices; Supervise and render general clerical services related to the listed functions; Supervise and provide Supply Chain clerical support services for the sub-directorate; Supervise and provide personnel administration clerical support services within the sub-directorate; Supervise and provide financial administration support services in the sub-directorate Perform Human Resource Management. The following will be advantageous: Supervision of human resources/staff; Budget monitoring and control experience.
<u>ENQUIRIES APPLICATIONS</u>	:	Viven Govender Tel No: (021) 808 5422
	:	Only applications submitted online will be accepted. To apply submit your application online only: via http://www.westerncape.gov.za/jobs or https://westerncapegov.erecruit.co
<u>POST 32/109</u>	:	<u>ADMIN OFFICER: CORPORATE SERVICE RELATIONS MANAGEMENT REF NO: AGR 69/2025</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R325 101 – R382 959 per annum (Level 07)
	:	Department of Agriculture, Western Cape Government
	:	An appropriate 3 year National Diploma/B-Degree (equivalent or higher qualification); A minimum of 1 year relevant experience. Competencies: Knowledge of the following: The business and organisational structure of the Department; Departmental operational management systems and procedures; Corporate governance requirements, with particular reference to prescribed plans and committees (in as far as they relate to the work of the CSC); Provincial policies, service level agreement and service schedules in terms of which the working relationship with the SC is managed; Business of the CSC; Human resources management systems. Skills in the following: Computer literacy (E-mail, internet, MS Office); Communication skills (written and verbal); Basic research; Conceptual, interpretative and formulation skills; Analytical thinking; Basic statistical and numeracy skills; Networking; Interpersonal skills; Planning and organizing; Problem solving; Ability to work independently and as part of a team; A valid code B driving licence.
<u>DUTIES</u>	:	Assist in the coordination of the appointment of members of prescribed departmental committees, the nomination of statutory appointments, as well as the nomination of departmental representatives to transversal forums; Assist in the provision of logistical arrangements for prescribed departmental committees; Distribute general CSC communications/information as required and keep record of incoming CSC-correspondence; Assist in the collation of consolidated departmental input/reports to the CSC as required; Perform basic statistical analysis; Perform basic calculations pertaining to salaries and pensions; Keep record of outgoing CSC-correspondence; Assist in the

		facilitation of follow-up actions with the CSC as required; Provide procedural and policy advice to departmental staff pertaining to the functions of the CSC; Function as supervisor.
<u>ENQUIRIES APPLICATIONS</u>	:	Mr JH Jordaan Tel No: (021) 808 5349
	:	Only applications submitted online will be accepted. To apply submit your application online only: via http://www.westerncape.gov.za/jobs or https://westerncapegov.erecruit.co
<u>POST 32/110</u>	:	<u>ADMINISTRATION CLERK: CORPORATE SERVICES RELATIONS MANAGEMENT (ELSENBURG) REF NO: AGR 66/2025</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R228 321 - R268 950 per annum (Level 05)
	:	Department of Agriculture, Western Cape Government
	:	Grade 12 (Senior Certificate or equivalent qualification). Competencies: A good understanding of the following: Organisational structure of the Department; Departmental procedures; Corporate governance requirements, with particular reference to prescribed plans and committees (in as far as they relate to the work of the CSC); Provincial policies, service level agreement and service schedules in terms of which the working relationship with the CSC is managed. A working knowledge of the business of the CSC. Skills in the following: Computer literacy (E-mail, internet, MS Office); Communication skills (written and verbal); Interpretive and formulation skills; Analytical thinking; Basic statistical and numeracy skills; Networking; Interpersonal skills; Planning and organizing; Problem solving; Ability to work independently and as part of a team; A valid driving licence (Code B).
<u>DUTIES</u>	:	Provide procedural and basic policy advice to internal clients; Provide an office administration service; Provide logistical support; Provide a typing service; Provide a reception service. The following will be advantageous: Relevant tertiary qualification and relevant experience.
<u>ENQUIRIES APPLICATIONS</u>	:	Mr JH Jordaan Tel No: (021) 808 5349
	:	Only applications submitted online will be accepted. To apply submit your application online only: via http://www.westerncape.gov.za/jobs or https://westerncapegov.erecruit.co
<u>POST 32/111</u>	:	<u>TRADESMAN AID: METAL WORKSHOP (ELSENBURG) REF NO: AGR 65/2025</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R163 680 - R192 810 per annum (Level 03)
	:	Department of Agriculture, Western Cape Government
	:	NQF level 2 (Grade 10 or equivalent qualification); A minimum of 6-month trade-related experience. Competencies: Knowledge and skills working with various metal workshop tools and equipment; Knowledge and skills handling metal workshop related materials; Knowledge and skills in communication and listening.
<u>DUTIES</u>	:	Perform activities in respect to metal work; Perform general activities in cleaning and maintenance of facilities and equipment. The following will be advantageous: Appropriate experience; Experience in maintenance and repairs of machinery and equipment; Experience in maintenance and repairs to general farm infrastructure; Experience in using electrical and hand tools.
<u>ENQUIRIES APPLICATIONS</u>	:	Mr. MJ Mothiba Tel No: (021) 808 5176
	:	To apply, please complete an application form (Z 83) and current CV (5 pages maximum). The post being applied for and the reference number must be clearly indicated on the Z83 application form. To submit your application, there are 3 methods in which you can apply, please only use 1 of the following: 1. Hand deliver your application for Attention: Western Cape Government Jobs, 44 Gannet Street Pelican Heights, Cape Town (From Monday to Friday between 07:00am to 17:00pm); Or 2. Post your application for Attention: Western Cape Government Jobs, PO Box 22432, Fish Hoek, 7974, Or 3. Email your application to, westerncape@respond.co.za Clearly indicate the reference number of post in email subject line and ensure attachments are in the appropriate format (MS Word or PDF).
<u>NOTE</u>	:	Applications not submitted on or before the closing date as well as faxed copies will not be considered. If you did not receive any correspondence within 3 months of closing date, consider your application as unsuccessful.

<u>POST 32/112</u>	:	<u>MESSENGER: ANIMAL HEALTH (OUDTSHOORN) REF NO: AGR 62/2025</u>
<u>SALARY</u>	:	R138 486 - R163 131 per annum (Level 02)
<u>CENTRE</u>	:	Department of Agriculture, Western Cape Government
<u>REQUIREMENTS</u>	:	NQF level 2 (Grade 10 or equivalent qualification). Competencies: A good understanding of the Occupational Health and Safety Act and relevant regulations; Skills needed: Communication (written and verbal) and Ability to work independently and as part of team; A valid (Code B or higher) driving license. NB: People with disabilities that restrict driving abilities, but who have reasonable access to transport, may also apply.
<u>DUTIES</u>	:	General Messenger duties for the office; Receive and distribution of goods/stock; Packaging of sending samples; Assist during procedures performed in laboratory; Maintenance of Oudtshoorn State Vet office grounds.
<u>ENQUIRIES</u>	:	Ms C Fox Tel No: (044) 203 9443
<u>APPLICATIONS</u>	:	To apply, please complete an application form (Z 83) and current CV (5 pages maximum). The post being applied for and the reference number must be clearly indicated on the Z83 application form. To submit your application, there are 3 methods in which you can apply, please only use 1 of the following: 1. Hand deliver your application for Attention: Western Cape Government Jobs, 44 Gannet Street Pelican Heights, Cape Town (From Monday to Friday between 07:00am to 17:00pm); Or 2. Post your application for Attention: Western Cape Government Jobs, PO Box 22432, Fish Hoek, 7974, Or 3. Email your application to, westerncape@respond.co.za Clearly indicate the reference number of post in email subject line and ensure attachments are in the appropriate format (MS Word or PDF).
<u>NOTE</u>	:	Applications not submitted on or before the closing date as well as faxed copies will not be considered. If you did not receive any correspondence within 3 months of closing date, consider your application as unsuccessful.

DEPARTMENT OF CULTURAL AFFAIRS AND SPORT

<u>APPLICATIONS</u>	:	Only applications submitted online will be accepted. To apply submit your application online only: via http://www.westerncape.gov.za/jobs or https://westerncapegov.erecruit.co
<u>CLOSING DATE</u>	:	29 September 2025
<u>NOTE</u>	:	Shortlisted candidates will be required to submit copies of their documentation for verification purposes. These candidates will be required to complete a practical assessment and attend interviews on a date and time as determined by the department. The selection process will be guided by the EE targets of the employing department. Should you experience difficulties with your online application, kindly note that technical support (challenges with online application) is only available from Monday to Friday from 08:00 to 16:00. you may contact the helpline at 0861 370 214. Otherwise, all other queries relating to the position, kindly contact the enquiries person as indicated in the advert. Please ensure that you submit your application before the closing date as no late applications will be considered.

OTHER POSTS

<u>POST 32/113</u>	:	<u>DEPUTY DIRECTOR: ARTS AND CULTURE REF NO: CAS 38/2025</u>
<u>SALARY</u>	:	R896 436 per annum (Level 11), (all-inclusive salary package)
<u>CENTRE</u>	:	Department of Cultural Affairs and Sport, Western Cape Government
<u>REQUIREMENTS</u>	:	An appropriate 3-year National Diploma/B-degree (equivalent or higher qualification); A minimum of 3 years middle management experience. Competencies: Knowledge of the following: Arts and culture sector; legislation, regulatory frameworks, policies and best practices that have a bearing on the line functions; Project management; procurement and tendering processes; Public service procedures, processes and systems; Public entity procedures, processes and systems; Public Finance Management Act, National and Provincial Treasury Regulations, other financial policies, prescripts, directives and collective agreements; Labour Relations legislation and regulations; performance management. Skills needed: Computer literacy in MS Office Package (Word, Excel, PowerPoint etc); Project Management; Accounting Finance and Audit; Operational Planning; Transformational leadership; Networking; Written and verbal communication skills.

DUTIES : Manage the development and promotion of arts and culture; Manage cultural support services inclusive of Western Cape Cultural Commission (WCCC); Manage human resources; Financial and procurement management; Cultural Facilities management; It will be advantageous to have a valid code B (or higher) driving license. Note: People with disabilities that restrict driving abilities but have access to transport may also apply.

ENQUIRIES : Mr T Mchunu Tel No: (021) 483 9671

POST 32/114 : **ASSISTANT DIRECTOR: LOGISTICS, CONTRACT AND PERFORMANCE MANAGEMENT REF NO: CAS 40/2025**

SALARY : R468 459 - R561 894 per annum (Level 09)
CENTRE : Department of Cultural Affairs and Sport, Western Cape Government
REQUIREMENTS : An appropriate 3-year B-Degree (equivalent or higher qualification); A minimum of 3 years supervisory level experience in Supply Chain or Logistics Management. Competencies: Knowledge of the following: Logistic Information System (LOGIS); Policy development; Financial norms and standards (Public Finance Management Act-PFMA; National Treasury regulations (NTR's), Provincial Treasury Directives/Instructions-PTI's); General Conditions of the Contract; Contract Management Guidelines; Preferential Procurement Policy Framework Act and PPPFA Regulations. BEE; Procurement activities; Procurement policies/procedures/contract management; Document management Enterprise Content Management (ECM), inclusive of registry services and policy and procedures governing these functions. Skills needed: Computer literacy in MS Office Package (Word, Excel, PowerPoint etc); Ability to work independently and as part of a team; Communication skill (written and verbal); Report writing.

DUTIES : Managing the Logistics Management function; Render support services during the creation and processing of orders for goods and services; Develop and monitor processes to ensure proper Performance and Contract Administration; Provide additional support to the Division Demand and Acquisition Management Unit; Provide support to line function; People Management; It will be advantageous to have experience in Contracts and Performance Management; A valid driving license (Code B or higher). Note: People with disabilities that restrict driving abilities but have reasonable access to transport may also apply.

ENQUIRIES : Ms P Malgas Tel No: (021) 483 8032

POST 32/115 : **CULTURAL OFFICER: ARTS, CULTURE AND LANGUAGE REF NO: CAS 39/2025**

SALARY : R325 101 - R382 959 per annum (Level 07)
CENTRE : Department of Cultural Affairs and Sport, Western Cape Government
REQUIREMENTS : An appropriate 3-year National Diploma/B-Degree (equivalent or higher qualification) in Arts and Culture. Competencies: Knowledge of the following: White Paper on Arts, Culture and Heritage; Public Finance Management Act (PFMA); Project Management; Event Management; It will be advantageous to have a valid (Code B or higher) driving licence. Skills needed: Written and verbal communication; Problem solving; Computer literacy in MS Office Package (Word, Excel, PowerPoint etc); Ability to work independently and as part of a team; Planning and organizational; Networking.

DUTIES : Program Development and Implementation; Event Management; Partner and Stakeholder management; Community Engagement; Budget Management; Financial Management; Reporting and Evaluation; It will be advantageous to have experience in the following: Relevant experience in the arts and culture field; Relevant experience in Arts and Culture/Creative Industries/Cultural development and promotion; Management and execution of arts programmes. NB: People with disabilities that restrict driving abilities, but who have reasonable access to transport, may also apply.

ENQUIRIES : Mr W Masemola at William.Masemola@westerncape.gov.za

DEPARTMENT OF ECONOMIC DEVELOPMENT AND TOURISM

APPLICATIONS : Only applications submitted online will be accepted. To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>

CLOSING DATE : 29 September 2025

NOTE

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

MANAGEMENT ECHELON**POST 32/116**

: **DEPUTY DIRECTOR-GENERAL: STRATEGIC ECONOMIC ACCELERATORS AND DEVELOPMENT REF NO: DEDAT 44/2025**

SALARY CENTRE

: R1 813 182 per annum (Level 15), (all-inclusive salary package)
: Department of Economic Development and Tourism, Western Cape Government

REQUIREMENTS

: A relevant undergraduate NQF level 8 or higher recognised by SAQA; A minimum of 8 years' relevant experience at senior managerial level. Competencies: Sector and catalytic infrastructure implementation; Linkages with economic sector engagement for effective and collaborative public/private (business) interaction; Enabling environment requirements for an effective knowledge economy, including innovation and digital economy; Global green economy and its relevance for applicants to create jobs; South African and global businesses, economic landscapes; Excellent communication skills (written and verbal); Demonstratable leadership and strategic planning skills; Ability to lead and build dynamic, professional project management teams; Ability to engage effectively at senior executive levels.

DUTIES

: Provide leadership to strategically and programmatically drive, develop, implement and maintain key catalytic infrastructure interventions; Oversee the economic, research, policy and planning environment to shape provincial economic strategy; Strategically drive and implement an enabling environment to accelerate the digital economy, technology and innovation; Facilitate the creation of opportunities to influence economic growth within sectors and industries; Strategically develop, implement and coordinate the transformation of the Western Cape economy towards green economic growth; People and Financial Management.

ENQUIRIES

: Ms Jo-Ann Johnston Tel No: (021) 483-4165

POST 32/117

: **CHIEF DIRECTOR: ECONOMIC PLANNING, INFRASTRUCTURE AND COORDINATION REF NO: DEDAT 48/2025**

SALARY CENTRE

: R1 494 900 per annum (Level 14), (all-inclusive salary package)
: Department of Economic Development and Tourism, Western Cape Government

REQUIREMENTS

: NQF 7 qualification in Economics or Built Environment or Development Studies, as recognised by SAQA; 5 years senior management experience. Competencies: Strategic Capability and Leadership; Project and Programme

		Management; Change Management; People Management and Empowerment; Financial Management.
<u>DUTIES</u>	:	Strategically & programmatically drive, develop, implement, maintain and monitor key catalytic infrastructure interventions & its sub-projects in order to positively transform the economy's competitiveness & improve job creation; Strategic management of the programme; People and financial management of the programme resources.
<u>ENQUIRIES</u>	:	Ilse van Schalkwyk Tel No: (021) 483 9494
<u>POST 32/118</u>	:	<u>DIRECTOR: FINANCIAL SERVICES AND ICT SECTOR REF NO: DEDAT 45/2025</u>
<u>SALARY CENTRE</u>	:	R1 266 714 per annum (Level 13), (all-inclusive salary package)
	:	Department of Economic Development and Tourism, Western Cape Government
<u>REQUIREMENTS</u>	:	An undergraduate qualification at NQF level 7 in Economics or Financial Management or Investment Finance recognised by SAQA; 5 years' middle/senior management experience; 5 years' working in a services sector environment or programme. Competencies: Strategic Capability and Leadership; Project and Programme Management; Change Management; People Management and Empowerment; Financial Management.
<u>DUTIES</u>	:	Contribute to the development of and support services sector strategies, policies and the implementation thereof; Build and maintain networks with key industry stakeholders and ensure horizontal and vertical alignment within the services sector; Develop, support and implement the promotion of the sector leading to trade and investment opportunities and destination marketing. Identify sector specific blockages and participate in the unlocking of opportunities in order to achieve strategic outcomes; Oversee, co-develop and support programmes to improve sector competitiveness; Management of the Directorate People and Financial resources.
<u>ENQUIRIES</u>	:	Ms Ilse van Schalkwyk Tel No: (021) 483 9494

OTHER POSTS

<u>POST 32/119</u>	:	<u>ASSISTANT DIRECTOR: ENTERPRISE DEVELOPMENT REF NO: DEDAT 02/2025 R1</u>
<u>SALARY CENTRE</u>	:	R468 459 - R561 894 per annum (Level 09)
	:	Department of Economic Development and Tourism, Western Cape Government
<u>REQUIREMENTS</u>	:	An appropriate 3-year B-Degree (equivalent or higher qualification) in Economics or related field; A minimum of 3 years experience in enterprise development and administration or similar environment. Competencies: Knowledge of the following: Understanding of business analysis and financial interpretation as a tool for SMME development; Government processes and procedures; Finance products and incentives in both the public and private; Experience in project management; Skills needed: Computer Literacy; Communication skills (written and verbal); Problem solving; Network and building bonds; Impact and influence; A valid driving licence (Code B or higher). NB: People with disabilities that restrict driving abilities, but who have reasonable access to transport, may also apply.
<u>DUTIES</u>	:	Support the development of initiatives to enable small business access to non-financial and financial support; Support the implementation of initiatives to provide market access opportunities; Support the implementation of initiatives to enhance entrepreneurship (social and business) ; Support the development of initiatives to improve the enable environment for business through government interaction; Support the development of initiatives to identity gaps and /or blockages for service delivery improvement and refer to the relevant components; Facilitate building and strengthening partnerships to provide small businesses with business development services(e.g.: leveraging of funding and supplier development). This will be advantageous: A postgraduate qualification.
<u>ENQUIRIES</u>	:	Mr S Davids Tel No: (021) 483 9112
<u>POST 32/120</u>	:	<u>ASSISTANT DIRECTOR: MANUFACTURING REF NO: DEDAT 47/2025</u>
<u>SALARY</u>	:	R468 459 - R561 894 per annum (Level 09)

<u>CENTRE</u>	:	Department of Economic Development and Tourism, Western Cape Government
<u>REQUIREMENTS</u>	:	An appropriate 3-year post school qualification (equivalent or higher) in economics, finance or commerce; A minimum of 3 years relevant administrative and project management experience; A valid driving licence (Code B or higher). NB: People with disabilities that restrict driving abilities, but who have reasonable access to transport, may also apply. Competencies: Knowledge of the following: HRM processes and labour relations; Public Financial Management Act; Project Management; Stakeholder management; Monitoring and evaluation systems. Skills in the following: Computer literacy in MS Office Package (Word, Excel, PowerPoint); Communication skills (written and verbal); Problem-solving and decision-making; Applied strategic and creative thinking; Ability to work independently and as part of a team.
<u>DUTIES</u>	:	Facilitate the implementation of sector strategies, policies, programmes and projects; Maintain networks with key stakeholders and support value chain alignment within the sectors; Support and implement the market growth and promotion of the prioritised sectors; Participate in the unlocking of opportunities to achieve strategic outcomes; Provide administrative services to support programmes, the directorate and chief directorate; Research and report writing The following will be advantageous: An appropriate undergraduate degree at NQF 7 or higher in economic, finance or commerce as recognised by SAQA; Relevant experience in the manufacturing sector or sector development.
<u>ENQUIRIES</u>	:	Marthinus van Wyk Tel No: (021) 483-3106
<u>POST 32/121</u>	:	<u>SUPPLY CHAIN MANAGEMENT OFFICER: ASSET MANAGEMENT REF NO: DEDAT 46/2025</u>
<u>SALARY</u>	:	R325 101 - R 382 959 per annum (Level 07)
<u>CENTRE</u>	:	Department of Economic Development and Tourism, Western Cape Government
<u>REQUIREMENTS</u>	:	An appropriate 3-year National Diploma/B-Degree (equivalent or higher qualification); A minimum of 1 year asset management and administrative experience. Competencies: Knowledge of the following: PFMA; Supply Chain Management; Procurement Prescripts; LOGIS system; Skills needed: Proven Computer literacy in MS Office Package (Word, Excel, PowerPoint); Communication (written and verbal); Excellent report writing, Problem Solving; Analytical; Organising and Planning; Ability to work independently and as part of a team.
<u>DUTIES</u>	:	Conduct the asset register maintenance safeguarding of assets and asset verification; Execute administration and governance on the disposal of assets; Render a secretariat service; Preform human resources management; Provide implementation of the Asset Management Framework.
<u>ENQUIRIES</u>	:	Mr. Trevor Malgas Tel No: (021) 483 9148

DEPARTMENT OF ENVIRONMENTAL AFFAIRS AND DEVELOPMENT PLANNING

<u>APPLICATIONS</u>	:	Only applications submitted online will be accepted. To apply submit your application online only: via http://www.westerncape.gov.za/jobs or https://westerncapegov.erecruit.co
<u>CLOSING DATE</u>	:	29 September 2025
<u>NOTE</u>	:	Shortlisted candidates will be required to submit copies of their documentation for verification purposes. These candidates will be required to complete a practical assessment and attend interviews on a date and time as determined by the department. The selection process will be guided by the EE targets of the employing department. Should you experience difficulties with your online application, kindly note that technical support (challenges with online application) is only available from Monday to Friday from 08:00 to 16:00. you may contact the helpline at 0861 370 214. Otherwise, all other queries relating to the position, kindly contact the enquiries person as indicated in the advert. Please ensure that you submit your application before the closing date as no late applications will be considered.

OTHER POSTS

<u>POST 32/122</u>	:	<u>CONTROL ENVIRONMENTAL OFFICER: POLLUTION MONITORING AND INFORMATION MANAGEMENT REF NO: EADP 20/2025</u>
<u>SALARY</u>	:	Grade A: R612 480 per annum, (OSD as prescribed)
<u>CENTRE</u>	:	Department of Environmental Affairs and Development Planning, Western Cape Government
<u>REQUIREMENTS</u>	:	An appropriate 4-year B-Degree/Honours (equivalent or higher qualification) in natural or physical sciences, environmental management/sciences or engineering field or an equivalent qualification; A minimum of 6 years relevant environmental management experience; A valid (Code B or higher) driving license. Competencies: Knowledge and experience in the following: Environmental Management (that includes integrated environmental management; (Pollution management) and application of environmental legislation; Compliance Monitoring and Enforcement, with respect to statutory obligations (e.g. NEMA); Project planning, implementation and management, including financial management; Interpretation of water quality data and pollution information; Chemicals management and international conventions; Research, data analysis, interpretation and technical/scientific report writing; Analyse, interpret and respond to scientific, technical reports and policy and legislation Skills needed: Computer literacy in MS Office Package (Word, Excel, PowerPoint etc); Ability to work independently and as part of a team; Communication (verbal and written); General office and administration; Human Resource Management; Financial Management (budgeting and expenditure control; Supply chain management processes); Stakeholder engagement; Problem-solving.
<u>DUTIES</u>	:	Manage and provide specialist and technical comment, advice and guidance on environmental technical reports (including impact assessment reports) to organs of state and other stakeholders regarding pollution and chemicals management; Develop, implement and manage water quality/pollution and chemicals monitoring and information management projects; Actively engage, support and provide input into transversal initiatives and forums relevant to pollution and chemicals management including implementation of the Western Cape Sustainable Water Protection Plan; Manage financial and human resources within the sub-directorate, including general office management and administration.
<u>ENQUIRIES</u>	:	Ms N Davis-Wolmarans Tel No: (021) 483 4656
<u>POST 32/123</u>	:	<u>ENVIRONMENTAL OFFICER (PRODUCTION LEVEL): AIR QUALITY MONITORING REF NO: EADP 19/2025 (X2 POSTS)</u>
<u>SALARY</u>	:	Grade A: R343 842 - R380 145 per annum, (OSD as prescribed) Grade B: R399 999 - R442 389 per annum, (OSD as prescribed) Grade C: R464 418 - R586 665 per annum, (OSD as prescribed)
<u>CENTRE</u>	:	Department of Environmental Affairs and Development Planning, Western Cape Government
<u>REQUIREMENTS</u>	:	An appropriate 3-year National Diploma/B-Degree (equivalent or higher) in Natural/ Physical/ Environmental Sciences or Engineering or equivalent qualification; A valid driving licence (Code B). Competencies: Knowledge of the following: Environmental management processes and/or air quality management systems, e.g., air quality monitoring, etc; Environmental legislation (NEMA and SEMAs) and policies, particularly relating to environmental management and / or air quality management. Skills needed: Report writing skills, including the ability to analyse, interpret and respond to scientific and technical reports; Interpretation of relevant legislation (NEMA, SEMAs); Policy analysis, interpretation and development skills; Computer literacy in MS Office Package (Word, Excel, PowerPoint etc.); Communication (written and verbal) and Report writing skills; It will be advantageous to have Relevant in-service training experience (e.g. Pollution management, air quality management, climate change, air quality monitoring, integrated environmental management, etc.)
<u>DUTIES</u>	:	Contribute towards the development and administration of Air Quality Management systems and policies; Provide technical inputs and subject specific comment on air quality planning and information management services(e.g. State of Air Quality Reports etc.); Contribute towards the development and implementation of specific projects (e.g. Air quality regulatory

services, air quality information management, air quality management planning, etc.); Provide support with regards to compliance monitoring and enforcement with respect to statutory obligations (NEMA and NEM: AQA); Provide assistance with administrative and related functions.

ENQUIRIES : Bhawoodien Parker Tel No: (021) 483 8368
/Bhawoodien.Parker@westerncape.gov.za

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 32/124 : **HEAD CLINICAL UNIT (MEDICAL) GRADE 1 (PSYCHIATRY)**
Chief Directorate: Rural Health Services

SALARY : R2 084 754 per annum, (A portion of the package can be structured according to the individual's personal needs.)

CENTRE : Worcester Regional Hospital
REQUIREMENTS : Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Medical Specialist in Psychiatry. Registration with Professional council: Registration with the HPCSA as a Medical Specialist in Psychiatry. Experience: A minimum of 3 year's appropriate experience as Medical Specialist after registration with the HPCSA as a Specialist Psychiatry. Inherent requirements of the job: Valid Code EB drivers' licence. After hour cover of Psychiatry Department. Be able to work commuted overtime, limited to 12 hours per week, if operational requirements so demand. Competencies (knowledge/skills): Must have strong record of clinical expertise and clinical governance, research and experience of training and teaching at both under and post graduate levels. Strong people management skills, analytical thinking, problem-solving, decision-making and ability to work in a multi-disciplinary team. Ability to deal with problems of a generalist nature.

DUTIES : Ensure an efficient and cost-effective Psychiatry service of high quality, with a patient- centered approach, responsive to the mental health needs and burden of disease within the Worcester service platform. Promote quality of care in the Psychiatry department through the development and implementation of protocols and guidelines aligned with the clinical governance framework of the Department of Health, aiming to improve patient outcomes and safety. Provide support to major referral centers in the drainage area of Worcester Hospital through outreach services, capacity building, and strengthening competencies within the District Health System to manage mental health conditions effectively and contribute to overall community wellness. Fulfil the responsibilities of Functional Business Unit (FBU) Manager for Psychiatry, encompassing financial and human resource management, quality assurance, information management, and active participation as a member of the facility's executive management team. Ensure compliance with the requirements of the Office of Health Standards Compliance (OHSC). Foster a learning environment for junior staff and students at both undergraduate and postgraduate levels, contributing to skills development and professional growth. Conduct clinical audits and research within the Psychiatry department to maintain up-to-date clinical practices and support continuous improvement in service delivery.

ENQUIRIES : Mr D Matthew Tel No: (023) 348-1113
APPLICATIONS : Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").

NOTE : No payment of any kind is required when applying for this post. Shortlisted candidates will be subjected to a practical test and/or competency assessment. The pool of applications will be considered for vacancies within Worcester Regional 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.

CLOSING DATE : 19 September 2025

<u>POST 32/125</u>	:	<u>HEAD CLINICAL UNIT (MEDICAL) GRADE 1 (RADIOLOGY)</u> Chief Directorate: Rural Health Services
<u>SALARY</u>	:	R2 084 754 per annum, (A portion of the package can be structured according to the individual's personal needs.)
<u>CENTRE</u>	:	George Regional Hospital
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Medical Specialist in Radiology. Registration with Professional council: Registration with the HPCSA as a Medical Specialist in Radiology. Experience: A minimum of 3 year's appropriate experience as Medical Specialist after registration with the HPCSA as a Specialist in Radiology. Inherent requirements of the job: Valid Code B drivers' licence. Be able to work commuted overtime, limited to 12 hours, if operational requirements so demand. Provide governance for the Radiology Services for Garden Route and Central Karoo (Rural East Ecosystem). Be able to work Flexible hours as the clinical workload demands. Competencies (knowledge/skills): Must have a strong record of clinical expertise and clinical governance, including experience with training and teaching at both under and post graduate levels and across disciplines. Strong people management skills, analytical thinking, problem-solving, decision- making and ability to work in a multi-disciplinary team. Financial and Resource Management. Experience in Management or Leadership.
<u>DUTIES</u>	:	Manage overall performance of a 24/7 Radiology service at the Regional Hospital, in an ecosystem approach. Provide leadership and ensure appropriate clinical governance systems are in place for the Garden Route and Central Karoo District (Rural East Ecosystem). Corporate governance of the Radiology Functional Business Unit which includes financial and human resource management. Co-operation and liaison with other Departments within the hospital and across the Rural East Ecosystem. Function within the Executive Management Team and apply knowledge of public health administration and management. Supervise and train junior and senior staff, as well as teaching of undergraduates and postgraduates as part of a multidisciplinary team.
<u>ENQUIRIES</u>	:	Dr T Koen Tel No: (044) 802-4535
<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 and/or competency test. The pool of applications will be considered for vacancies within George Regional 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>	:	19 September 2025
<u>POST 32/126</u>	:	<u>SENIOR REGISTRAR (HEPATOLOGY)</u> (3-Year Contract)
<u>SALARY</u>	:	R1 341 855 per annum, (A portion of the package can be structured according to the individual's personal needs).
<u>CENTRE</u>	:	Groote Schuur Hospital, Observatory
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Medical Specialist. Registration with Professional council: Registration with the HPCSA as Medical Specialist. Competencies (knowledge/skills): Completion of the logbook of Gastrointestinal and Hepatology technical procedures. Communication including report generation, letter writing, consultation. Effective and efficient administration. Facilitation of management system. MMED and FCP (SA) Qualification.
<u>DUTIES</u>	:	Clinical Service Provision. Participate in the teaching programmes of the Department at a level appropriate to training and experience. Presentations at conferences. Initiate and complete appropriate research project for MPhil in Advanced Hepatology and Liver Transplantation. Undertake and complete College of Medicine examination for the Certificate Hepatology (SA). Effective and efficient administration of clinical records and patient reports. Teaching and Training/Supervision of Junior Staff. Clinical Governance and Administration.

**ENQUIRIES
APPLICATIONS**

NOTE

Assessment, diagnosis and treatment of inpatients and outpatients with acute and chronic gastrointestinal diseases, including core endoscopy skills. Assessment, diagnosis and treatment of inpatients and outpatients with acute and chronic liver diseases as well as liver transplant patients at a level appropriate for training and experience.

: Dr M Sonderup Tel No: (021) 404-6422 or mark.sonderup@uct.ac.za
: Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").

: No payment of any kind is required when applying for this post. Please ensure that you attach an updated CV. Groote Schuur Hospital has adopted the department's ecosystem framing of its training platform. Accordingly, all registrar appointments may be called upon to work across this platform and may include rotations at Metro West and Rural East hospitals. This includes Red Cross War Memorial Children's Hospital, New Somerset Hospital, Mitchells Plain District Hospital, Victoria Hospital and George Provincial Hospital. Employees in service who opt to continue with their pension benefits as Senior Registrar, will be required to resign after completion of their registrarship should they not be successful for advertised Medical Sub-Specialist positions. The Department of Health is guided by the principles of Employment Equity. Candidates with disability are encouraged to apply and an indication in this regard will be appreciated. Specific Senior Registrar posts within the Department will be identified as part of the Affirmative Action programme to create a representative Specialist cadre in line with applicable procedures. Preference will be given to SA citizens/permanent residents with a valid identity document. Senior Registrars will be required to register as post-graduates with Stellenbosch University/ University of Cape Town according to the yearbook and guidelines. Candidates who are not in possession of the stipulated registration requirements may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable on health professionals who apply for the first time for registration with the relevant council (including individuals who must apply for change in registration status)". Appointment as Senior Registrar will be for a maximum contract period of 3 years. Senior Registrars will function across health facilities, as per an agreed programme. Consideration will be given to existing employees who are already on higher salary packages to retain their existing salary position, as personal. As such they are entitled to receive pay progression. Appointment as Senior Registrar will be on contract.

CLOSING DATE

: 19 September 2025

POST 32/127

: **MEDICAL SPECIALIST GRADE 1 TO 3 (GENERAL INTERNAL MEDICINE)**

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
REQUIREMENTS**

: Tygerberg Hospital, Parow Valley and Khayelitsha District Hospital
: Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as Medical Specialist in Internal Medicine. Registration with Professional council: Registration with the HPCSA as a Medical Specialist in Internal Medicine. Experience: **Grade 1:** None after registration with the HPCSA as a Medical Specialist in Internal Medicine. **Grade 2:** A minimum of 5 years' appropriate experience as Medical Specialist after registration with the HPCSA (or a recognised foreign Health Professional Council in respect of a foreign qualified employee) as a Medical Specialist in Internal Medicine. **Grade 3:** A minimum of 10 years' appropriate experience as Medical Specialist after registration with the HPCSA (or a recognised foreign Health Professional Council in respect of a foreign qualified employee) as a Medical Specialist in Internal Medicine. Inherent requirement of the job: A valid (code B/EB) driver's licence. Competencies (knowledge/skills): FCP(SA) or Equivalent qualification. Ability to work and make clinical decisions independently. Ability to manage a broad spectrum of medical problems. Good organizational skills and ability to perform tasks efficiently. Ability to provide leadership and management within the

	Department of Medicine. Excellent individual coping and interpersonal skills and ability to perform well within a multidisciplinary team context. Enthusiasm to attend and present training and educational courses to broaden clinical and managerial skills and knowledge. Ability to communicate effectively.
<u>DUTIES</u>	: To deliver comprehensive senior clinical services in General Internal Medicine to patients in a Central or Regional or District Hospital within the Area of Metro East with the aim of supplying consistently safe, cost effective, high quality acute and chronic specialist care to the community. To provide management support within the Division of General Internal Medicine at Tygerberg Academic Hospital as well as the Metro East Geographic Service Area and to report effectively to the authorities for the sake of maintaining and improving services. To deliver teaching and training to undergraduate and postgraduate students as well as junior professionals. To initiate or participate in clinical research that benefits the service and organisation.
<u>ENQUIRIES</u>	: Dr N Schrueder Tel No: (021) 938-5732
<u>APPLICATIONS</u>	: Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	: No payment of any kind is required when applying for this post. Candidates who are not in possession of the stipulated registration requirements may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable to health professionals who apply for the first time for registration as Medical Specialist in Internal Medicine with the relevant council (including individuals who must apply for a change in registration status). The successful candidate will be joint appointed to the Department of Medicine at Stellenbosch University.
<u>CLOSING DATE</u>	: 19 September 2025
<u>POST 32/128</u>	: <u>MEDICAL OFFICER GRADE 1 TO 3</u> West Coast 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>	: Vredenburg Hospital, Saldanha Bay Sub-district 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. 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 recognized foreign Health Professional Council in respect of foreign qualified employees, of whom it is not required to perform community service as required in South Africa. Grade 2: A minimum of 5 years' appropriate experience as 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 recognized foreign Health Professional Council in respect of foreign qualified employees, of whom it is not required to perform community service as required in South Africa. Grade 3: A minimum of 10 years' appropriate experience as a Medical Practitioner after registration with the HPCSA as a Medical Practitioner in respect of SA-qualified employees A minimum of 11 years' relevant experience after registration as Medical Practitioner with a recognized foreign Health Professional Council in respect of foreign qualified employees, of whom it is not required to perform community service as required in South Africa. Inherent requirement of the job: Valid (Code B/EB) driver's license and willingness to travel. Competencies (knowledge/skills): Good interpersonal, communication and computer skills. Sound knowledge of basic surgical and anesthetic procedures.
<u>DUTIES</u>	: Ensure an effective and appropriate health service for all patients at a District Level Hospital. Assist the Clinical Manager with effective clinical administration and including all completion of administrative of forensic tasks (J88 / Rape kits / DUI). Provide comprehensive clinical services in the wards, Casualty/OPD,

		<p>theatre and clinics. Supervise and assist with the training of under- and postgraduate medical personnel and continuous updating of own knowledge and skills. Assist Primary Health Care with Community Orientated Primary Care (COPC) and partake in compulsory commuted overtime services on a rotational basis.</p>
<u>ENQUIRIES</u>	:	Dr TV Zimri Tel No: (022) 709-7208
<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 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).
<u>CLOSING DATE</u>	:	19 September 2025
<u>POST 32/129</u>	:	<u>REGISTRAR (MEDICAL) (PAEDIATRICS) (VARIOUS INSTITUTIONS) (X10 POSTS)</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 requirements of the job: Commuted overtime is compulsory. Emergency and after hour call cover. Each Registrar will be appointed in a specific training hospital but may be required to work across the distributed training platform. Competencies (knowledge/skills): Experience in general paediatrics and/or neonatology. Ability to function independently at a level of general practitioner. Diploma in Child Health (or equivalent). FC Paed part 1. Good communication skills.
<u>DUTIES</u>	:	To render a comprehensive clinical service in Paediatrics and Neonatology covering day-time work and after-hours. To provide inpatient and/or outpatient care, including clinical teaching, administration, management and research.
<u>ENQUIRIES</u>	:	Dr LG Lloyd Tel No: (021) 938-9842
<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>	:	19 September 2025
<u>POST 32/130</u>	:	<u>DENTIST GRADE 1 TO 3</u> Garden Route District
<u>SALARY</u>	:	Grade 1: R972 612 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>	:	PHC Support & Outreach George (Stationed at Garden Route District Office) Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Dentist. Registration with Professional council: Registration with the Health Professions Council of South Africa (HPCSA) as a Dentist. Experience: Grade 1: None after registration as Dentist with the HPCSA in respect of SA-qualified employees. 1-year relevant experience after registration as Dentist with a recognized foreign health professional council in respect of foreign qualified employees, of whom it is not required to perform community service, as necessary in South Africa. Grade 2: Minimum of 7 years' appropriate experience as Dentist after registration with the HPCSA as a Dentist in respect of SA-qualified employees. Minimum of 8 years' relevant experience after registration as Dentist with a recognized foreign health professional council in respect of foreign qualified employees, of whom it is not required to perform community service, as necessary in South Africa. Grade 3: Minimum of 12 years' appropriate experience as Dentist after registration with the HPCSA as a Dentist in respect of SA-qualified employees. Minimum of 13 years' relevant experience after registration as Dentist with a recognized foreign health professional council in respect of foreign qualified employees, of whom it is not required to perform community service, as necessary in South Africa. Inherent requirement of the job: Valid Code B/EB driver's license, preferably Code C. Willingness to travel up to 400km per day. Competencies (knowledge/skills): Appropriate management experience at a health facility. Ability to work in a team. Planning and organisational skill. Advanced problem-solving skills. Sound verbal and written communication skills.
<u>DUTIES</u>	:	Clinical service delivery: PHC- Preventative planning and carrying out dental health programs. Clinical Service Delivery: Outreaches and off sites and be able to implement effective dental Health programs in a cost-effective manner. Clinical support to the Central Karoo dentistry component. Administration, Oral Health Coordination and Professional Ethics- implement meetings, facilitate training initiatives. Provide guidance and leadership towards the design and implementation of policies and SOPs within the Districts and work towards the realisation of strategic goals and objectives. Conduct clinical training where needed.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms E Swanevelder Tel No: (044) 803 - 2709 Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	:	No payment of any kind is required when applying for this post. Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable on health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status). The pool of applications will be considered for vacancies within Garden Route 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>	:	19 September 2025

<u>POST 32/131</u>	:	<u>OPERATIONAL MANAGER NURSING: SPECIALTY (INTENSIVE CARE UNIT)</u> Chief Directorate: Metro Health Services
<u>SALARY</u>	:	R693 096 per annum
<u>CENTRE</u>	:	New Somerset Hospital
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Basic R425 (Degree/Diploma in nursing) or equivalent qualification that allows registration with SANC as Professional Nurse. A post-basic nursing qualification in Medical and Surgical Nursing Science: Critical Care Nursing: General. Registration with Professional council: Registration with SANC as a Professional Nurse. Experience: A minimum of 9 years' appropriate/recognizable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. At least 5 years of the period referred to above must be appropriate/recognizable experience in Medical and Surgical Nursing Science: Critical Care Nursing: General. Inherent requirements of the job: Willingness to work shifts, weekends, night duty and overtime, as required. Willingness to work in other wards within New Somerset hospital as required. Competencies (knowledge/skills): Good communication and writing skills. Principles of Management: leadership, supervisory, problem solving, conflict resolution, interpersonal, and communication skills. Knowledge of relevant legislation pertaining to Labour relations, nursing legislation, related legal and ethical nursing practices and framework, and relevant to the Department of health and public sector policies and protocols. Human Resources and Financial Management. Computer literacy in MS Office. Appropriate knowledge in general nursing and Critical Care Nursing Science. Ability to function independently as well as part of a multi-disciplinary team.
<u>DUTIES</u>	:	Responsible for the coordination and delivery of quality nursing care within the relevant Critical care (ICU) department. Participate in formulating, monitoring and implementation of policies, guidelines, standards, procedures and regulations pertaining to nursing care within the relevant department. Provide effective support and management of human, material and financial resources, as well as functional business FBU Management Principles. Manage staff performance, training and personal development of self and subordinates, including management of underperformance and grievances. Collect, provide and use relevant information for the enhancement of service delivery. Participate in and encourage nursing research.
<u>ENQUIRIES</u>	:	Ms S Basardien Tel No: (021) 402-6224
<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 the post. Candidates will be subjected to written/practical 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>	:	19 September 2025
<u>POST 32/132</u>	:	<u>ASSISTANT DIRECTOR: DIETETICS GRADE 1 (FOOD SERVICE MANAGEMENT)</u> Directorate: Facilities Management
<u>SALARY</u>	:	R638 856 per annum
<u>CENTRE</u>	:	Head Office, Cape Town (Based at M4 Building – Karl Bremmer Hospital)
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa as a Dietician. Registration with a Professional council: Registration with the HPCSA as a Dietician. Experience: A minimum of 3 years' experience after registration with the HPCSA as a Dietician. Inherent requirement of the job: Valid driver's licence. Willing to travel throughout the Western Cape Province. Incumbent must be willing to travel away from the office as required and perform duties outside normal operating hours. Competencies (knowledge/skills): Incumbent to have knowledge in food services and related field. Excellent communication (written and verbal) skills. Proven computer literacy. Report writing and analytical skills. Sound Management and Facilitation and presentation skills.
<u>DUTIES</u>	:	Facilitate the updating, development and promotion of provincial implementation guidelines, standard operating procedures and logs for food service management. The development, implementation and presentation of

strategic and operational plans for food service management. Monitor the implementation and maintenance of the provincial food service management implementation guidelines and standard operational procedures. Implementation of the provincial standardized full menu, specialised diet menu and associated recipes. Nutritional analysis of the full menu and specialised diets menu to ensure compliance with minimum nutritional requirements. Ensuring the implementation and maintenance of OHSA and HACCP Guidelines. Establishing monitoring and evaluation tools and mechanisms for food service management. Facilitating provincial and national food service management audits including milk kitchens. Ensuring Food Service Units (FSU's) comply with environmental health legislation. Development and control of quality standards and specifications for tenders and contracts related to food service management. Identification and development of suitable food service management training programs in collaboration with the Directorate: People Development. Development and maintenance of an appropriate and adequate information system for FSU's. Providing input on the layout & design of FSU's for newly planned hospitals and existing FSU's being renovated or upgraded. Monitoring and provide input into FSU equipment budgets. Conducting situational analyses to identify gaps and provide guidance to policy and budget decision makers. Assisting District Management and Hospital Management to oversee the more technical and complex aspects in respect of the FSU's at the small district hospitals where no provision for food service management posts have been made. Working closely with the Directorate: Service Priorities Coordination Early Life Course Unit and the Nutrition Focal Persons to ensure FSU's align with the Provincial Programmes and Guidelines for the provision of optimal nutrition as part of the treatment care plan for hospital inpatients.

**ENQUIRIES
APPLICATIONS**

: Dr A Kharwa Tel No: (021) 918-1635
: Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").

NOTE

: No payment of any kind is required when applying for this post. Shortlisted candidates will also be required to undergo competency assessments/proficiency tests

CLOSING DATE

: 19 September 2025

POST 32/133

: **CHIEF DIAGNOSTIC RADIOGRAPHER GRADE 1**
Chief Directorate: Metro Health Services

**SALARY
CENTRE
REQUIREMENTS**

: R575 250 per annum
: Eerste River Hospital
: Minimum educational qualifications: Appropriate qualification that allows for registration with the Health Professions Council of South Africa (HPCSA) as a Diagnostic Radiographer. Registration with a Professional council: Registration with the HPCSA as a Diagnostic Radiographer. Experience: A minimum of 3 years' appropriate experience as a Diagnostic Radiographer after registration with HPCSA. Inherent requirements of the job: Valid (code B/EB) driver's licence. Willingness to work overtime when required. Competencies (knowledge/skills): The ability to manage and supervise the department with knowledge, experience and skills in general, trauma, emergency and mobile radiography and ultrasound. Thorough knowledge of radiation protection, quality assurance, stock control and equipment safety pertaining to radiography. Knowledge of radiography protocols. Knowledgeable about Picture Archiving and Communication System (PACS). Experience in a Radiography supervisory capacity. Computer literate (MS Windows, MS Word, MS Excel, MS PowerPoint).

DUTIES

: Responsible for control, supervision, delegation, and co-ordination of activities in the radiography department and the delivery of a professional service to patients. Participate in the management of the cost centre. Participate in the management team and delegate management tasks, including statistic collation and optimal support to the Chief Executive Officer and multidisciplinary team. Produce diagnostic images of high quality and be responsible for staff and student training in your area. Management of Human Resource Management wrt Radiography and support personnel, including performance appraisals. Ensure quality assurance, maintenance of equipment and the purchase, use and care of suitable radiation protection equipment. Be responsible for Quality Assurance management, Financial management and Administrative management in the department. Participate in radiography

		tutorials for non-radiographic staff. Optimal support to hospitals and clinics w.r.t radiographic services.
<u>ENQUIRIES</u>	:	Dr A Anthony Tel No: (021) 902-8019
<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 applications will be considered for vacancies within the Chief Director: Metro Health Services, for a period of 3 months from the date of the advert, provided that the job title, core functions, inherent requirements and salary are the same as those of the advertised post.
<u>CLOSING DATE</u>	:	19 September 2025
<u>POST 32/134</u>	:	<u>OPERATIONAL MANAGER NURSING: GENERAL (POSTNATAL AND GYNAECOLOGY)</u> Chief Directorate: Metro Health Services
<u>SALARY</u>	:	R549 192 per annum
<u>CENTRE</u>	:	New Somerset Hospital
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Basic R425 qualification (diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as Professional Nurse and Midwife. 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 the SANC in General Nursing. Inherent requirements of the job: Willingness to work shifts, weekends, night duty and overtime, as required. Willingness to work in other wards within New Somerset hospital as required. Competencies (knowledge/skills): Good managerial, supervisory and decision-making skills. Computer literate (Word, Excel, PowerPoint and Outlook). Knowledge and insight of legislation and policies relevant to current nursing practices within the Public Service. Disciplinary and conflict management skills. Good communication and writing skills. Good leadership and organizational skills and the ability to function under pressure. Ability to function independently as well as part of a multi-disciplinary team.
<u>DUTIES</u>	:	Supervise and ensure the provision of an effective and efficient postnatal patient care through adequate nursing care. Coordinate and monitor the implementation postnatal 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-sectoral and multi-disciplinary teamwork. Participate in the analysis, formulation and implementation of nursing guidelines, practices, standards and procedures. Manage and monitor proper utilization of human, financial and physical resources.
<u>ENQUIRIES</u>	:	Ms S Basardien Tel No: (021) 402-6224
<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. 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>	:	19 September 2025
<u>POST 32/135</u>	:	<u>CHIEF ARTISAN GRADE A</u> Chief Directorate: Metro Health Services
<u>SALARY</u>	:	R480 261 per annum
<u>CENTRE</u>	:	Office of the Chief Directorate: MHS
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Appropriate trade test certificate in Building Management Electrical/Millwright/Painting/Carpentry/Plumbing). Experience: A minimum of at least Ten (10) years appropriate experience, post qualification, after obtaining the Trade Test Certificate as an Artisan / Artisan Foreman. Appropriate supervisory / Managerial experience. Inherent requirements of the job: Valid Code B/EB/EC1 driver's licence. Willingness to perform standby duties after hours and over weekends/Public holidays and overtime when the

need arises. Must be physically fit to perform duties as required. Willingness to travel within the Metropole. Competencies (knowledge/skills): Strong communication skills (written and verbal) with the ability to communicate effectively to both internal and external stakeholders. Strong organisational and problem-solving skills to support effective project management and the timely delivery of targets and outputs. Knowledge of the relevant legislative prescripts, policies and procedures. Knowledge of the relevant SCM and Finance legislative prescripts, policies and procedures. Appropriate building management experience. Ability to work independently and good organizational and project management skills. Computer proficiency in MS Office, MS Word, Excel, PowerPoint and Outlook.

<u>DUTIES</u>	:	Management, coordination and monitoring of maintenance projects for facilities within the Chief Directorate: Metro Health Services. Ensure adherence to all legislation relating to construction, mechanical, electrical, plumbing, welding and carpentry works to ensure compliance and smooth operation, within across the Metro Health Services. Planning of logistical and systems management in close collaboration with Supply Chain Management/Finance Management resources at facilities and in the Substructure. Maintenance workshop management where applicable. Provide input and assistance with technical specifications. Render sound quality and risk management practices. Strategic planning, repairs and health facilities maintenance needs and infrastructure projects. Ensure compliance, safety and risk management practices is adhered to. Implement strategies to ensure continuous adherence to OHSA and other legislative frameworks in order to achieve compliance with IHS, IPC and OHS norms and standards. Provide input, assistance and compile technical specifications, draft business plans, draft reports and submissions, assist and complete adverse incident reports, submit monthly and adhoc statistics and other relevant administrative tasks as required. Draft monthly reports and perform relevant administrative tasks. General support functions to supervisor and colleagues.
<u>ENQUIRIES</u>	:	Ms R Valley Tel No: (021) 815-685
<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/written/oral and competency assessment. The pool of applicants will be considered for any similar vacant posts within the Chief Directorate: Metro Health Services, for a period of 3 months from date of advert.
<u>CLOSING DATE</u>	:	19 September 2025
<u>POST 32/136</u>	:	<u>PROFESSIONAL NURSE GRADE 1 TO 2 (SPECIALTY: NEONATOLOGY) (X2 POSTS)</u>
<u>SALARY</u>	:	Grade 1: R476 369 per annum Grade 2: R583 989 per annum
<u>CENTRE</u>	:	Tygerberg Hospital, Parow Valley
<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 as a Professional Nurse and Midwife. A post-basic nursing qualification, with duration of at least 1 year accredited with the SANC in Advanced Midwifery and Neonatal Nursing Science. Registration with a 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 after obtaining the 1-year post-basic qualification in Advanced Midwifery and Neonatal Nursing Science. Inherent requirement of the job: Willingness to work shifts, day & night duty, weekends and public holidays to meet the operational requirements. Competencies (knowledge/skills): Display core values of the Department of Health and Wellness (WCG) on the execution of duties while practicing within the legislation, regulations and protocols applicable to the public service. Knowledge and insight of relevant legislation and policy related to nursing within the Department of Health Western Cape. Plan, Organize, & Coordinate the service by analysing, problem solving, and decision making.

	Leadership towards the realization of strategic goals is required when applying for this post. Candidates who are not in possession of the required qualification will be appointed i and objective of the speciality clinical department.
<u>DUTIES</u>	: Ensure quality patient care regarding the identification of nursing care needs, the planning and implementation of nursing care plans and the education of the nursing personnel as a Professional Nurse in the specific speciality clinical area. Render and supervise specialised clinical nursing care and support clinical staff with procedures within the specific clinical speciality unit. Utilize human, material and physical resources and development of self and others.
<u>ENQUIRIES</u>	: Mrs V Dubase Tel No: (021) 938-4000
<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 general stream, and they will be required to obtain the necessary qualification within the predetermined period of time. Candidates who are not in possession of stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable to candidates who apply for the first time for registration in the post-basic qualification in Advanced Midwifery and Neonatal Nursing Science.
<u>CLOSING DATE</u>	: 19 September 2025
<u>POST 32/137</u>	: <u>QUALITY ASSURANCE COORDINATOR</u> Cape Winelands District
<u>SALARY</u>	: R468 459 per annum
<u>CENTRE</u>	: Cape Winelands District Office based in Stellenbosch Sub-district
<u>REQUIREMENTS</u>	: Minimum educational qualification: An appropriate four-Year National Diploma/ Degree or equivalent in Health Sciences registerable with a South African Statutory Health Professions Council or South African Nursing Council. Experience: Appropriate experience in Quality Assurance (QA). Appropriate experience in Infection Prevention Control (IPC), Occupation Health and Safety (OH&S). Experience in Management. Inherent requirements of the job: Valid (Code B/EB) driver's license and willingness to travel extensively within the Rural Districts. Competencies (knowledge/skills): Ability to analyze and interpret Health Systems Information, compile reports and present the data to direct planning. Knowledge of Project and Financial Management. Good organizational, interpersonal, creative problem solving and research skills. Computer literacy (Ms Office: Word, Excel, PowerPoint and Outlook). Ability to communicate effectively.
<u>DUTIES</u>	: Support the Health Establishment staff with the implementation of the Ideal Clinic Realization and Maintenance (ICRM) and Ideal Hospital requirements in preparation for the Office of Health Standards Compliance (OHSC). Establish measures that will ensure health and safety of staff and users and ensure the maintenance of the Infection Prevention and Control (IPC) standards. Help build the competency of staff by identifying, planning and addressing Quality Improvement (QI), Infection Prevention and Control (IPC) and Occupational Health and Safety training needs and maintaining and updating the Health Establishment training data base. Monitor data quality in the Health Establishment. Manage service utilization by care coordination in order to meet the comprehensive Health needs of the individual client and to ensure quality and cost-effective outcomes.
<u>ENQUIRIES</u>	: Dr N Blanckenberg Tel No: (021) 808-6106
<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 the post. Shortlisted candidates may be subjected to a practical test and competency assessment. The pool of applications will be considered for vacancies within Stellenbosch 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>	: 19 September 2025

<u>POST 32/138</u>	:	<u>STRATEGIC SOURCING SPECIALIST</u> Directorate: Supply Chain Sourcing
<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 in Supply Chain Management/Procurement/Public Management/ Public Administration/Finance/Auditing/Project Management/ Commercial field or Built Environment or equivalent). Experience: Appropriate experience in Supply Chain Management (Demand Management, Secretariat support to Bid Adjudication or Tender Committee, or other committees with a similar strategic value) Inherent requirement of the job: Valid driver's license (Code B/EB). Competencies (knowledge/skills): Strong proficiency in data analysis, Reporting, market research, analysis of procurement data. Ability to handle matters of a confidential nature. Computer Literacy, with advanced competence in MS Word and Excel and good working knowledge of BAS/SYSPRO/LOGIS. Excellent written and verbal communication skills in English & Afrikaans or IsiXhosa, incl. report writing, Analytical skills (with particular focus on numerical accuracy, data analysis, data sets and other relevant information). Supervisory skills. Presentation skills. Sound problem-solving skills, Ability to work under pressure, Knowledge of tools for report generation (MS Word, Excel and PowerPoint, etc.)
<u>DUTIES</u>	:	Manage Procurement Planning and Demand Management Processes for the Department, Provide quarterly updates to stakeholders with regards to procurement plans. Manage the BAC/TC processes (Bid Secretariat). The review of departmental policy processes and regular communication thereon. Operationalizing provincial policy on Demand Management and procurement Planning. Reporting. Manage staff and section output (Human Resource Management).
<u>ENQUIRIES</u>	:	Mr A Mili Tel No: (021) 834 9050, email: Ayanda.Mili@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>	:	19 September 2025
<u>POST 32/139</u>		<u>ASSISTANT DIRECTOR: FINANCE (SUPPLY CHAIN MANAGEMENT/REVENUE)</u> Chief Directorate: Metro Health Services
<u>SALARY</u>	:	R468 459 per annum
<u>CENTRE</u>	:	Eerste River Hospital
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Appropriate three-year tertiary National Diploma or Degree. Experience: Appropriate experience in Finance, Supply Chain in health-related environments and Revenue/patient admin. Management and Preventative Maintenance. Appropriate management and Supervisory experience. Competencies (knowledge/skills): Ability to compile, interpret and analyse reports. Good interpersonal relations and communication skills. Computer literacy (MS Word, Excel, and PowerPoint).
<u>DUTIES</u>	:	Overall management of the Finance, Supply Chain, Revenue/patient admin, information management, case management, and Contract Management components for Eerste River Hospital as well as Kleinvlei and Mfuleni Day Clinics. Monitor, control, and report expenditure, income and budget-related matters. Analyse, interpret, report financial budget deviations and trends. Manage demand, procurement, assets and disposals. Maintain financial and procurement systems. Facilitate the award and management of contracts. Experience in the hospital Facility Board accounting environment. Manage Human Resources in the components.
<u>ENQUIRIES</u>	:	Dr. A Anthony Tel No: (021) 902-8024
<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 applicants will be considered for similar vacant posts within the Chief Directorate: Metro Health Services, for a period of 3 months from date of advert. Candidates will be subjected to a written/practical and oral assessment.
<u>CLOSING DATE</u>	:	19 September 2025

<u>POST 32/140</u>	:	<u>ASSISTANT DIRECTOR: INFORMATION MANAGEMENT</u>
<u>SALARY</u>	:	R468 459 per annum
<u>CENTRE</u>	:	Tygerberg Hospital, Parow Valley
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Appropriate 3-year National Diploma/Degree in an Information Management or related field. Experience: Appropriate experience in Information Management. Appropriate experience in supervisory capacity. Appropriate experience in the key performance areas of the job. Inherent requirement of the job: Valid driver's licence (Code B/EB). Competencies (knowledge/skills): Extensive knowledge and understanding of the healthcare environment and relevant legislation and regulations within Information Management. In-depth knowledge of Information Management prescripts, guidelines, policies, and National and Provincial indicator datasets, and indicator development. Strong problem-solving, lateral thinking, and data analytics skills, complemented by proficiency in data management, report writing, and the use of data visualization tools for effective presentation. Demonstrates excellent communication skills, as well as strong training, presentation, interpersonal, leadership, and conflict resolution abilities. Advance computer proficiency in MS Office (PowerPoint, Excel, Word) and highly developed understanding of Health Information Systems such as but not limited to SINJANI, Clinicom, BAS, SYSPRO, JAC, DHIS, SharePoint, SPV, PHCIS, Tier.Net, HECTIS, and eCCR, etc. Good leadership and interpersonal skills, with the ability to work independently and as part of a team. Good written and verbal communication skills.
<u>DUTIES</u>	:	Effectively and efficiently provide leadership and manage the Information Management section in the Finance Directorate, to achieve its goals, objectives and targets by providing interpretation, application and ensure compliance to all policies, regulations, prescripts and instructions. Support the implementation of information management policies, data collection tools, definitions, standard operating procedures, and monitor and coordinate data flow processes, according to policy time frames. Support internal and external stakeholders in terms of data management, analysis and training. Must adhere to requirements of the different levels of reporting i.e. Provincial and National levels. Manage the production of relevant, timeous and accurate operational reports. Facilitating data quality monitoring and data quality improvement projects to strengthen M&E process at facility level. Performing audit readiness assessments, liaison with auditors (external and internal) and deal with audit queries. Roll out and support Health Information Systems within the facility and utilization of available technology to meet requirements of an ever-changing healthcare environment. Management of staff in the component, including staff performance, R&S process, training, disciplinary process and general support of staff.
<u>ENQUIRIES</u>	:	Mr AAH Malgas Tel No: (021) 938-4014
<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 required to do a practical/ competency assessment.
<u>CLOSING DATE</u>	:	19 September 2025
<u>POST 32/141</u>	:	<u>PROFESSIONAL NURSE GRADE 1 TO 2 (SPECIALTY NURSING: THEATRE AND CSSD)</u> Chief Directorate: Metro Health Services
<u>SALARY</u>	:	Grade 1: R476 367 per annum Grade 2: R583 989 per annum
<u>CENTRE</u>	:	Eerste River Hospital, Khayelitsha Eastern Sub-structure
<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 Professional Nurse and Midwife. A post-basic nursing qualification, with duration of at least one year, accredited with SANC in Medical and surgical Nursing Science: Operating Theatre. Registration with Professional council: Registration with the SANC as a Professional Nurse and Midwife. Experience: Grade 1: A minimum of 4 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. Grade 2: A minimum of 14 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. At least 10 years of the

	period referred to above must be appropriate/recognisable experience in Operating Theatre after obtaining the one-year post-basic qualification in the relevant specialty as mentioned above. Inherent requirement of the job: Willingness to work shifts, weekends, public holidays and perform overtime. Competencies (knowledge/skills): Sound knowledge and understanding of Nursing and health service-related Acts, Legislation and Policies of the Department of Health Western Cape. Leadership towards realisation of strategic goals and objectives of the theatre with regards to emergency and non-emergency operating nursing, as well as day patient care. Computer literate (MS Windows, MS Word, MS Excel, MS PowerPoint).
<u>DUTIES</u>	: Provide an optimal, holistic, specialised Nursing Care within set standards and within a professional, legal framework as a Professional Nurse in an Operating Theatre and CSSD. Participate in training, development, and research. Supervise and assist Staff Nurses and Nursing Assistants. Practice Nursing and health care in accordance with the laws and regulations relevant to nursing and health care. Ordering of medication and stock control. Support and monitor proper and effective utilization of human, material, financial, and physical resources. Provision of effective professional and technical support to Nursing Services.
<u>ENQUIRIES</u>	: Ms MM Luphondo Tel No: (021) 902-8010/57
<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 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. Candidates will be subjected to a written/practical and oral assessment.
<u>CLOSING DATE</u>	: 19 September 2025
<u>POST 32/142</u>	: <u>CLINICAL NURSE PRACTITIONER GRADE 1 TO 2 (PRIMARY HEALTH CARE)</u> West Coast District
<u>SALARY</u>	: Grade 1: R476 367 per annum Grade 2: R583 989 per annum
<u>CENTRE</u>	: Bergriver Sub-district (stationed at Piketberg CDC)
<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. A post basic nursing qualification with duration of at least 1-year Diploma in Clinical Nursing Science: Health Assessment, Treatment and Care (R48) accredited with SANC. Registration with Professional council: Registration with the SANC as 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 requirement of the job: Valid (Code B/EB) driver's licence and willingness to travel. Willingness to travel between PHC facilities within the Bergriver SD and provide relief as Clinical Nurse Practitioner. Competencies (knowledge/skills): Good interpersonal, communication skills. Ability to work independently and in a multi-disciplinary team. Knowledge of Community Oriented Primary care. Computer literacy (MS Word, Excel).

<u>DUTIES</u>	:	Effective execution and assist with the management of relevant Curative Programs within the scope of practice and to be an advocate for the patient to ensure the provision of necessary health care. Effective execution and assist with the management of relevant Child Health within the scope of practice and to be an advocate for the patient to ensure the provision of necessary health care. Effective execution and assist with the management of relevant Women's Health within the scope of practice and to be an advocate for the patient to ensure the provision of necessary health care. Effective execution and assist with the management of relevant HAST programs within the scope of practice and to be an advocate for the patient to ensure the provision of necessary health care. The effective provision of high-quality services measured by outcomes of all of the quality assurance activities.
<u>ENQUIRIES</u>	:	Ms M.E Ramokgadi Tel No: (022) 913-3062
<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 to candidates who apply for the first time for registration in the post basic qualification: Diploma in Clinical Nursing Science, Health Assessment, Treatment Care with the South African Nursing Council. The pool of applications will be considered for vacancies within the Bergriver 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>	:	19 September 2025
<u>POST 32/143</u>	:	<u>MEDICAL PHYSICIST (INTERN)</u> (2-Year Contract)
<u>SALARY</u>	:	R442 113 per annum, A portion of the package can be structured according to the individual's personal needs.
<u>CENTRE</u>	:	Groote Schuur Hospital, Observatory
<u>REQUIREMENTS</u>	:	Minimum educational qualification: An appropriate qualification that allows for registration with the HPCSA as Medical Physicist (Intern). Registration with Professional council: Registration with the Health Profession Council of South Africa as a Medical Physicist Intern. Competencies (knowledge/skills): Understand the theoretical physics of radiotherapy, diagnostic radiology and nuclear medicine. Mathematical competency. Insight and proven solving capabilities. Good communication and interpersonal relationship skills. Computer literacy. Be a highly motivated and methodical individual who pays attention to detail and the ability to work under pressure and meet deadlines.
<u>DUTIES</u>	:	The candidate will undergo internship training for a minimum of 2 years as an intern medical physicist according to the HPCSA-accredited training program at Groote Schuur Hospital. The candidate will be expected to perform routine medical physics duties under supervision. The candidate is expected to take part in all quality control, dosimetry, brachytherapy and radiation protection calculations and measurements performed in the Division.
<u>ENQUIRIES</u>	:	Ms C Stofile Tel No: (021) 404-6266 / 4 or email:caroline.stofile@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 maybe subjected to a practical assessment. Candidates who are not in possession of the stipulated registration requirements may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable on health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status)". The pool of 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>	:	19 September 2025
<u>POST 32/144</u>	:	<u>OCCUPATIONAL THERAPIST GRADE 1 TO 3</u> Chief Directorate: Metro Health Services
<u>SALARY</u>	:	Grade 1: R397 233 per annum Grade 2: R463 941 per annum Grade 3: R543 099 per annum
<u>CENTRE REQUIREMENTS</u>	:	Western Cape Rehabilitation Centre Minimum educational qualification: An appropriate qualification that allows for the registration with the Health Professions Council of South Africa (HPCSA) as an Occupational Therapist. Registration with Professional council: Registration with the Health Professions Council of South Africa (HPCSA) as an Occupational Therapist. Experience: Grade 1: None after registration with the Health Professions Council of South Africa (HPCSA) as an Occupational Therapist. One-year relevant experience after registration with the HPCSA as an Occupational Therapist in respect of foreign-qualified employees, of whom it is not required to perform Community Service, as required in South Africa. Grade 2: A minimum of 10 years relevant experience after registration with the Health Professions Council of South Africa (HPCSA) as an Occupational Therapist. A minimum of 11 years relevant experience after registration with the Health Professions Council of South Africa as an Occupational Therapist in respect of foreign qualified employees, of whom it is not required to perform community service, as required in South Africa. Grade 3: A Minimum of 20 years relevant experience after registration with the Health Professions Council of South Africa (HPCSA) as an Occupational Therapist. A minimum of 21 years relevant experience after registration with the HPCSA as an Occupational Therapist in respect of foreign-qualified employees, of whom it is not required to perform community service, as required in South Africa Inherent requirement of the job: Valid Code B/EB driver's license. Competencies (knowledge/skills): Basic to intermediate therapeutic knowledge and skills in the management of clients with neurological deficits. Ability to be flexible and innovative in response to differing client needs and work within the MDT/IDT. Knowledge and optimal utilization of community resources. Knowledge and correct application of internal and external procedures and prescripts, DOHW ethical codes and HPCSA standards of professional practice. Ability to guide and supervise students. Appropriate experience working with persons with disabilities as an Occupational Therapist in a healthcare setting. Computer literacy in MS Office.
<u>DUTIES</u>	:	Provision of Occupational Therapy services in the specialist field of rehabilitation at WCRC and associated facilities. Provision of specialised seating and/or mobility assistive devices and/or assistive devices. Clinical management of clients including facilitation of re-integration into the community. Support of Supervisory structures / persons including resource management and adherence to HR pre-scripts. Participation in training and development including guidance of students.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms C van Genderen Tel No: (021) 370-2441 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 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 (Place), 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>	:	19 September 2025

<u>POST 32/145</u>	:	<u>ORAL HYGIENIST GRADE 1 TO 3</u> Cape Winelands Health District
<u>SALARY</u>	:	Grade 1: R397 233 per annum Grade 2: R463 941 per annum Grade 3: R543 099 per annum
<u>CENTRE REQUIREMENTS</u>	:	Langeberg Sub-district Minimum educational qualification: Appropriate qualification that allows for the required registration with the Health Professions Council of South Africa (HPCSA) as an Oral Hygienist. Registration with Professional council: Registration with the HPCSA as an Oral Hygienist. Experience: Grade 1: None after registration as Oral Hygienist with the HPCSA in respect of SA qualified employees. 1-year relevant experience after registration as Oral Hygienist with a recognised foreign Health Professional Council in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. Grade 2: A minimum of 10 years appropriate experience as Oral Hygienist after registration with the HPCSA as Oral Hygienist in respect of SA qualified employees. A minimum of 11 years relevant experience after registration as Oral Hygienist 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 20 years appropriate experience as Oral Hygienist after registration with the HPCSA as Oral Hygienist in respect of SA qualified employees. A minimum of 21 years relevant experience after registration as Oral Hygienist with a recognised foreign Health Professional Council in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. Inherent requirements of the job: Valid (Code EB) driver's license. Willingness to travel within the Sub-district. Competencies (knowledge/skills): Ability to function independently, as well as in a multi-disciplinary team. Good communication, interpersonal and organizing skills, Problem solving abilities and analytical thinking. Computer literacy (MS Word, Excel and Power point).
<u>DUTIES</u>	:	Clinical service delivery. Oral health education and disease prevention. Perform administrative duties. Quality Clinical Governance. Professional Ethics.
<u>ENQUIRIES APPLICATIONS</u>	:	Dr GA Davids Tel No: (023) 626-1602 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. A practical test may form part of the selection process. Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable on health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status). The pool of 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>	:	19 September 2025
<u>POST 32/146</u>	:	<u>PHYSIOTHERAPIST GRADE 1 TO 3</u> Chief Directorate: Metro Health Services
<u>SALARY</u>	:	Grade 1: R397 233 per annum Grade 2: R463 941 per annum Grade 3: R543 099 per annum
<u>CENTRE REQUIREMENTS</u>	:	Helderberg Hospital Minimum educational qualifications: Appropriate qualification that allows for the required registration with the Health Professions Council of South Africa (HPCSA) as a Physiotherapist. Registration with a Professional council: Registration with the HPCSA as a Physiotherapist. Experience: Grade 1: None after registration with the HPCSA as a Physiotherapist in respect of South African qualified employees. 1 Year relevant experience after registration with the HPCSA as a Physiotherapist in respect of foreign qualified employees of

whom it is not required to perform Community Service, as required in South Africa. **Grade 2:** Minimum of 10 years relevant experience after registration with the HPCSA as a Physiotherapist in respect of South African qualified employees. Minimum of 11 years relevant experience after registration with the HPCSA as a Physiotherapist in respect of foreign qualified employees of whom it is not required to perform community Services as required in South Africa. **Grade 3:** Minimum of 20 years relevant experience after registration with the HPCSA as a Physiotherapist in respect of South African qualified employees. Minimum of 21 years relevant experience after registration with the HPCSA as a Physiotherapist in respect of foreign qualified employees of whom it is not required to perform Community Service as required in South Africa. Inherent requirements of the job: Valid (Code B/EB) driver's licence. Willingness to rotate across departments and attend to both in- and outpatients as required. Physically able to manage the demands of the post, including patient handling and prolonged standing. Competencies (knowledge/skills): Clinical experience in the management of a wide range of conditions, including but not limited to orthopaedic, neurological, cardiorespiratory, and paediatric cases. Understanding of and ability to implement rehabilitation programs in line with national and provincial health priorities. Knowledge and understanding of Ideal Hospital Realisation and Maintenance Framework (IHRMF) standards and audits. Ability to work effectively within a multidisciplinary team. Excellent communication, interpersonal, problem-solving and time management skills. Strong administrative and computer skills, including knowledge of CLINICOM, ECCR, and statistics reporting tools.

DUTIES : Deliver comprehensive physiotherapy assessments, treatments and rehabilitation plans for both inpatients and outpatients. Collaborate with the multidisciplinary team to ensure holistic and patient-centered care. Assist with the training, supervision and mentoring of supportive staff and students. Maintain accurate clinical records and participate in data collection, audits, and continuous quality improvement initiatives. Participating in health promotion and patient education initiatives. Participate actively in Ideal Hospital audits and quality assurance programs. Ensure the effective management of equipment and consumables and report on usage and needs.

ENQUIRIES : Ms M Coetzee Tel No: (021) 850-4716
APPLICATIONS : Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").

NOTE : No payment of any kind is required when applying for this post. Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted with their job application/on appointment. This concession is only applicable on health professionals whom apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status). The pool of applicants will be considered for other vacant Physiotherapy posts within the Chief Director 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.

CLOSING DATE : 19 September 2025

POST 32/147 : **CLINICAL TECHNOLOGIST GRADE 1 TO 3 (NEPHROLOGY)**

SALARY : Grade 1: R397 233 per annum
 Grade 2: R463 941 per annum
 Grade 3: R543 099 per annum

CENTRE : Tygerberg Hospital, Parow Valley
REQUIREMENTS : Minimum educational qualification: Appropriate qualification that allows for registration with the Health Professions Council of South Africa (HPCSA) as a Clinical Technologist in Nephrology. Registration with Professional council: Registration with the HPCSA as Clinical Technologist: Nephrology. Experience: **Grade 1:** None after registration with the HPCSA as a Clinical Technologist: Nephrology in respect of RSA qualified employees. 1-year relevant experience after registration with the HPCSA as a Clinical Technologist: Nephrology 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 a Clinical

	Technologist: Nephrology respect of SA qualified employees. A Minimum of 11 years' relevant experience after registration with the HPCSA as a Clinical Technologist: Nephrology in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. Grade 3: A minimum of 20 years' relevant experience after registration with the HPCSA as a Clinical Technologist: Nephrology in respect of SA qualified employees. A minimum of 21 years' relevant experience after registration with the HPCSA as a Clinical Technologist: Nephrology 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: After-hours' service is compulsory. Competencies (knowledge/skills): Good communication skills (verbal and written). Good interpersonal skills. Capable of maintaining confidentiality. Ability to work under pressure. Ability to manoeuvre heavy dialysis equipment. Ability to work independently and within a team at all levels of authority. Basic computer skills in MS Word and MS Excel.
<u>DUTIES</u>	: Perform renal replacement therapies in chronic and acute settings. Perform continuous renal replacement therapies, i.e CVVHD, CVVHDF & SLED. Perform daily RO water checks; do monthly water sampling for bacterial count and perform tests for the endotoxin levels. Perform therapeutic plasma exchange (membrane plasma separation). Participate in on-going quality control and infection control. Participate in training of Clinical Technology students. Perform assigned administrative duties.
<u>ENQUIRIES</u>	: Mr JD Maree, email: jdma@sun.ac.za or Tel No: (021) 938-5558
<u>APPLICATIONS</u>	: Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	: No payment of any kind is required when applying for this post. Candidates who are not in possession of the stipulated registration requirements may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable on health professionals who apply for the first time for registration as Clinical Technologist: Nephrology with the relevant council (including individuals who must apply for change in registration status).
<u>CLOSING DATE</u>	: 19 September 2025
<u>POST 32/148</u>	: <u>SENIOR ADMINISTRATIVE OFFICER: PATIENT ADMINISTRATION</u>
<u>SALARY</u>	: R397 116 per annum
<u>CENTRE</u>	: Tygerberg Hospital, Parow Valley
<u>REQUIREMENTS</u>	: Minimum educational qualification: Appropriate three-year National Diploma or degree. Experience: Appropriate experience in Patient Administration or Hospital Fees. Competencies (knowledge/skills): Knowledge of a Health information system. Knowledge of the uniform patient fee structure. Abreast with Patient Administration policies and procedures. Good verbal and written communication skills. Good interpersonal skills and the ability to act independently or as a team, objectively and with confidence. Computer literate Microsoft Office: Word, Excell. Ability to work under pressure, handle a high work volume and meet strict deadlines.
<u>DUTIES</u>	: Manage the correct application of Patient Administration policies and procedures pertaining to the registration, admission/attendance and discharge procedures of all patient categories. Ensure UPFS accounts are accurate and timeously submitted to Hospital Fees. Monitor and evaluate patient stats and implement corrective actions where necessary. Compile quarterly and annual reports of the sub-section. Effective interaction with multi-disciplinary team. Ability to work under pressure, independently and meet strict deadlines. Responsible for the supervision of Patient Administration staff as per HR policies. Plan and monitor internal and external training program of staff. Comply with the Code of Conduct regarding the Discipline and Grievance procedures.
<u>ENQUIRIES</u>	: Ms J Jooste Tel No: (021) 938-4140
<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.
<u>CLOSING DATE</u>	: 19 September 2025

<u>POST 32/149</u>	:	<u>SENIOR ADMINISTRATIVE OFFICER: LABOUR RELATIONS</u> Central Karoo District
<u>SALARY</u>	:	R397 116 per annum
<u>CENTRE</u>	:	Central Karoo District Office
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Appropriate 3-year National Diploma/ Degree. Experience: Appropriate experience in PERSAL. Appropriate experience in labour relations. Inherent requirement of the job: Valid (Code B/EB) driver's licence. Willingness to travel within the Central Karoo geographical area, George and Cape Town. Competencies (knowledge/skills): Computer literacy (MS Office package). Ability to work under pressure, meet deadlines and maintain confidentiality. Ability to work independently and in a team with good report writing skills.
<u>DUTIES</u>	:	Facilitate the effective functioning of the IMLC's and act as secretarial for the IMLC. Maintain and report on labour relations statistics. Facilitation of training for all staff with regards to labour relations issues. Assist with preparation for conciliation and arbitration and represent where required. Handle grievances and disciplinary matters.
<u>ENQUIRIES</u>	:	Mr R Joubert Tel No: (044) 803 - 2700
<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. The pool of applications will be considered for vacancies within Central Karoo 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>	:	19 September 2025
<u>POST 32/150</u>	:	<u>COMMUNITY LIAISON OFFICER</u> Garden Route District
<u>SALARY</u>	:	R397 116 per annum
<u>CENTRE</u>	:	Garden Route District Office
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Appropriate 3-year National Diploma or Degree in Social Science/Social Development/ Communication/Community Development. Experience: Appropriate experience with community development, project management or NPO sector. Inherent requirement of the job: Valid driver's licence (Code B) and willingness to travel. Willingness to perform overtime duties when required. Competencies (knowledge/skills): Good communication skills (verbal and written) and presentation skills. Ability to work independently and in a team environment. Good coordination skills, project management skills and training skills. Computer literacy.
<u>DUTIES</u>	:	Overall coordination and monitoring of Clinic Committees and all other community structures, including the planning of meetings, within the Garden Route District and support with the establishment of Clinic Committees. Support the Garden Route district office with the establishment of the Health Facility Boards and liaise with health orientated community organisations to ensure effective communication between services and the communities. Networking and mobilization with Governmental and other community structures/ volunteers to assist in sub district agreed upon campaigns as part of intersectoral collaboration and building healthy communities. Marketing of Departmental programmes as part of intersectoral collaboration and building healthy communities. Support Comprehensive Health- and other Components in the District Office by attending District Community meetings as needed.
<u>ENQUIRIES</u>	:	Ms G Terblanche Tel No: (044) 803- 2700
<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. The pool of applications will be considered for vacancies within Garden Route 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>	:	19 September 2025

<u>POST 32/151</u>	:	<u>SENIOR ADMINISTRATIVE OFFICER: HUMAN RESOURCE MANAGEMENT (COMPLIANCE)</u> Directorate: People Strategy, People Management, Compliance and Training
<u>SALARY CENTRE</u>	:	R397 116 per annum Head Office, Cape Town (Based on the Premises of Karl Bremer Hospital: Bellville Health Park Building)
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Appropriate three-year National Diploma or Degree. Experience: Appropriate experience and in-depth knowledge in the field of Human Resource Management in the Public Service with the emphasis on all aspects of personnel administration. Appropriate supervisory experience. Inherent requirement of the job: Valid Code 8 (B, EB) driver's licence (certified copy). Willingness to work away from home on a continuous basis. Competencies (knowledge/skills): Good verbal and written communication skills to ensure effective presentation of policies as well as report writing. Extensive knowledge and practical skills of the PERSAL system Sound computer skills in MS Office package:(Word, Excel, Power Point, etc.), Outlook, Teams Sound knowledge of the Public Service Act, Public Service Regulations, and Collective Agreements regarding the above mentioned.
<u>DUTIES</u>	:	Perform relief function at Health facilities in the absence of People Management Staff. Assist People Management with identified PM functions: backlogs, grade progressions (OSD), service terminations, etc. Ensure rectifications of Auditor-General Reports, Internal Auditors reports as well as People Strategy: People Management, Compliance and Training audit reports, People Management Legislation, policies, practices and conditions of service and give guidance/advice to line managers. Identify training needs, implement programs for training of staff as well as conduct and facilitate formal functional training regarding the correct application of Human Resource Legislation, policies, practices and conditions of service Informal training of newly appointed employees (Administration Clerks, Administrative Officers, Senior Administrative Officers) in all aspects of People Management. Sample testing of People Management Audits on Audit Action Plan to verify correct reporting Perform client services function e.g. helpdesk regarding Conditions of Service. Provide efficient support to managers during HRM Risk Management Analyses, Ad Hoc investigations, inputs towards policies, etc. applicable to Conditions of Service.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms C Schwartz Tel No: (021) 815 8783/ Mr ME Martin Tel No: (021) 815 8782 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. 19 September 2025
<u>POST 32/152</u>	:	<u>SYSTEM CONTROLLER</u> Directorate: Information Management
<u>SALARY CENTRE</u>	:	R397 116 per annum Head Office, Cape Town
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Appropriate three-year National Diploma or Degree. Experience: Appropriate experience in Health Information Systems. Appropriate experience and skills in Microsoft Excel and report writing. Inherent requirement of the job: A valid (Code B/EB) driver's licence. Competencies (knowledge/skills): A high level of computer literacy. Experienced in system support to be able to manage the Medicine Management systems used in the province. Knowledge of the Regulations concerning pharmaceuticals and supply-chain management. Excellent communication skills, to manage the change management process within the organisation to achieve full acceptance of the system, with all users and relative parties. Good people management skills and a positive attitude towards working co-operatively with colleagues and stakeholders at all levels of authority. Experience in the use of Microsoft Excel. Microsoft report writing skills. Knowledge of Impromptu® and Crystal® reporting software. Knowledge of the CRD® software.
<u>DUTIES</u>	:	Client services: Support and liaise with facilities using the Medicine Management Systems in the province. Management of all change control processes. Support the standard monthly and ad hoc reporting requirements using report writing tools. System maintenance: Maintenance of master files to ensure that the system complies with current regulations. Ensure effective communication regarding Pharmacy requirements such as data availability and

		data quality with Pharmacy role players, including end users and managers. Assist with compiling and maintaining system user manuals and procedures. Assist with the implementation and support of the Medicine Management System at Health facilities. Provide ad-hoc support to supervisor.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms T Blockman at (072) 321-2015 or Mr J Maharaj Tel No: (021) 938-6513
	:	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>	:	19 September 2025
<u>POST 32/153</u>	:	<u>ARTISAN FOREMAN: GRADE A (MECHANICAL, REFRIGERATING OR ELECTRICAL)</u> Cape Winelands Health District
<u>SALARY</u>	:	Grade A: R382 047 per annum
<u>CENTRE</u>	:	Robertson Hospital
<u>REQUIREMENTS</u>	:	Minimum educational qualification: An appropriate trade test certificate. Experience: Grade A: 5 years' experience after obtaining the relevant trade test certificate. Inherent requirement of the job: Valid Code B/EB driver's licence. Do standby, work overtime when needed. Responsible to work in all Langeberg facilities. Competencies (knowledge/skills): Conversant with the requirements of the Machinery and Occupational Health and Safety Act. (Act 85). Ability to fault-find and repair down to component level. Competent with hands-on practical work. Computer literacy in Microsoft Excel, Word and Power Point. Ability to work under pressure and independently with good report-writing skills, conflict management and interpersonal skills, as well as excellent verbal and written communication skills. Sound knowledge of managing a workshop and staff members including all maintenance facets.
<u>DUTIES</u>	:	Supervise staff in workshop and produce designs and with material and equipment according to job specifications and standards. 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 and install mechanical equipment at Health facilities, plants and buildings according to standards. Keep register of all work done, keep control of job cards and compile and submit reports as required. Ensure adherence to safety standards, requirements and regulations. Perform administrative duties and assist the assistant Director, PM & Facility management with personal progress reports. Do the ordering, procurement and control of maintenance material and equipment. The ability to perform administrative duties and record keeping.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms EM Volschenk Tel No: (023) 626-8565
	:	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 have to complete a practical test and competency assessment as part of the interview process. The pool of applications will be considered for vacancies within Robertson 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>	:	19 September 2025
<u>POST 32/154</u>	:	<u>EMS SHIFT LEADER GRADE 3 TO 6 (X4 POSTS)</u> Chief Directorate: Emergency, Clinical and Support Services
<u>SALARY</u>	:	Grade 3: R335 226 per annum Grade 4: R397 308 per annum Grade 5: R480 108 per annum Grade 6: R589 443 per annum
<u>CENTRE</u>	:	Emergency Medical Services, Metropole and Rural Districts
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Grade 3: Successful completion of the Intermediate Life Support (ILS) that allows registration with the HPCSA as Ambulance Emergency Assistant (AEA). -Grade 4: Successful completion of the Emergency Care Technician (ECT) that allows registration with the HPCSA as Emergency Care Technician (ECT). Grade 5: Successful completion of the Critical Care Assistant course (CCA) or National Diploma that allows registration with the HPCSA as Paramedic. Grade 6: Successful completion of the B-Tech Degree that allows registration with the HPCSA as Emergency Care

	Practitioner (ECP). Registration with Professional council: Grade 3: Registration with the Health Professions Council of South Africa as an AEA. Grade 4: Registration with the Health Professions Council of South Africa as an ECT. Grade 5: Registration with the Health Professions Council of South Africa as a Paramedic. Grade 6: Registration with the Health Professions Council of South Africa as an ECP. Experience: Grade 3: Minimum of 3 years' experience within your current registration category with the Health Professions Council of South Africa as Ambulance Emergency Assistant (AEA). Grade 4: Minimum of 3 years' experience within your current registration category with the Health Professions Council of South Africa as Emergency Care Technician (ECT). Grade 5: Minimum of 3 years' experience your current registration category with the Health Professions Council of South Africa as Paramedic. Grade 6: Minimum of 3 years' experience your current registration category with the Health Professions Council of South Africa as Emergency Care Practitioner (ECP). Inherent requirement of the job: Valid code C1 driver's license. Current Professional driver's permit. Current registration with HPCSA as an AEA, ECT, Paramedic or ECP. Competencies (knowledge/skills): Excellent knowledge of all levels of Emergency Care protocols. Good communication and interpersonal skills. Computer literacy in the MS Office package. Report writing skills.
<u>DUTIES</u>	: Effective pre-hospital Emergency Medical Care and response to incidences when required. Ensure effective supervision and maintenance of Emergency Vehicles and equipment in line with the Financial and Fleet directives. Ensure effective report writing with regards to accident and incident reports, loss and theft control incidents and safety incidents. Ensure effective communication with regards to patients, colleagues, other services, and members of the Public. -Supervise and manage rostered shifts and personnel in line with People Management policies and practices. Provide effective administrative support to the Supervisor when required.
<u>ENQUIRIES</u>	: Ms S Modack-Robertson Tel No: (021) 932 1966
<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 expected to undergo a practical assessment. Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration 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 Emergency Medical 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.
<u>CLOSING DATE</u>	: 19 September 2025
<u>POST 32/155</u>	: <u>ADMINISTRATIVE OFFICER: SUPPORT (GENERAL SUPPORT SERVICES)</u> Chief Directorate: Metro Health Services
<u>SALARY</u>	: R325 101 per annum
<u>CENTRE</u>	: Western Cape Rehabilitation Centre
<u>REQUIREMENTS</u>	: Minimum educational qualification: Senior Certificate (or equivalent). Experience: Appropriate experience in a hospital-related environment. Appropriate experience in support services and contract management. Inherent requirement of the job: Valid (B/EB) driver's licence. Competencies (knowledge/skills): Good interpersonal and communication skills. Good decision making and conflict management skills. Computer literacy in MS Word and Excel.
<u>DUTIES</u>	: Provide efficient and effective leadership and management of Support Services component and its resources. Oversee support service components such as Drivers, porters, registry (excluding medical records), switchboard. Oversee contract management related to support services that include waste treatment, cleaning, catering, pest control, skip rental, recycling. Attend Safety and security-, QA-, OHS/IPC-, waste committee-, GGHH committee meetings and

		support service-related meetings at institutional and provincial level. Supervision and responsible for people management duties of support service staff.
<u>ENQUIRIES</u>	:	Mr J Minnies Tel No: (021) 370-2348
<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 written/practical and oral assessment. "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."
<u>CLOSING DATE</u>	:	19 September 2025
<u>POST 32/156</u>	:	<u>STATE ACCOUNTANT</u> Directorate: Facilities and Infrastructure management
<u>SALARY</u>	:	R325 101 per annum
<u>CENTRE</u>	:	Head Office, Cape Town (21st Floor, The Box, 9 Lower Burg Street)
<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 (KRAs) of the post. Experience: Appropriate experience in public sector financial environment and related systems and on the Key Performance Areas (KRA's) of post. Inherent requirements of the job: Ability to travel and work overtime if required. Competencies (Working knowledge/skills): Knowledge and experience of working within the built environment sector. Excellent interpersonal skills and the ability to interact with a broad range of users. Ability to analyse information. The ability to work co-operatively with colleagues and stakeholders at all levels of authority but also, to work independently and unsupervised. Sound understanding of accounting principles. Knowledge of the budgeting process, BAS, LOGIS, AFS Reporting, Ledger Account clearing, Payments. Knowledge of the PFMA, DORA, National and Provincial Treasury Regulations. The ability to work co-operatively with colleagues and stakeholders at all levels of authority but also to work independently and unsupervised. Sound knowledge of MS Office, MS excel, Vulindlela.
<u>DUTIES</u>	:	Capture payments and projects on BAS and other systems. Clearing of intra account. Create excel spreadsheets and pivot tables. Assist with access to relevant SCOAs Codes. Detect and control correction of incorrect accounting entries. Effective and efficient document control systems. Clearing of intra Account.
<u>ENQUIRIES</u>	:	Ms T September, email: Tenille.September@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>	:	19 September 2025
<u>POST 32/157</u>	:	<u>PERSONNEL PRACTITIONER</u> Overberg District (Contract post until 31 March 2026)
<u>SALARY</u>	:	R325 101 per annum, plus 37% in lieu of service benefits
<u>CENTRE</u>	:	Overberg District Office, Caledon
<u>REQUIREMENTS</u>	:	Minimum educational qualifications: Senior certificate (or equivalent). Experience: Appropriate experience in the field of People Management. Appropriate PERSAL experience. Appropriate experience on the online E-Recruiting system. Inherent requirements of the job: Valid (Code B/EB) driver's licence. Willingness to travel to institutions within the Overberg District. Competencies (knowledge/skills): Excellent (verbal and written) communication skills. Ability to work independently and to meet deadlines. Appropriate knowledge of HR Policies, procedures and practices. Computer skills (MS Office, MS Teams, Excel and PowerPoint).
<u>DUTIES</u>	:	Assist with Recruitment and Selection, advertising of posts, DOTS Verifications, Pay Progressions, Grade Progressions, Salary Determination in respect of different OSD and non-OSD categories. Assist with Performance Management and PERMIS training in Sub-districts and act as helpdesk for

		<p>PERMIS. Assist the Pre-and Formal Moderating Committees with strategic overview of the performance management process. Assist with the implementation and maintenance of policy documents/circulars within the district as well as provision of training in this regard. Administer and ensure effective and efficient implementation of HRM policies, prescripts, capturing and approval of PERSAL transactions with regards to Personnel provisioning, Personnel and Salary administration. Provide support and guidance to the institutional management, line managers and personnel regarding employment practices. Render a general support service to supervisor and colleagues.</p>
<u>ENQUIRIES</u>	:	Mr E Sass Tel No: (028) 214-5808
<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 competency test.
<u>CLOSING DATE</u>	:	19 September 2025
<u>POST 32/158</u>	:	<u>PROFESSIONAL NURSE GRADE 1 TO 3 (GENERAL NURSING)</u> Cape Winelands Health District
<u>SALARY</u>	:	<p>Grade 1: R324 384 per annum Grade 2: R396 132 per annum Grade 3: R476 367 per annum (Plus non pensionable rural allowance of 8% of your annual basic salary)</p>
<u>CENTRE</u>	:	Langerberg Sub-district (Stationed at Cogmanskloof Clinic)
<u>REQUIREMENTS</u>	:	<p>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 Professional Nurse and Midwife. Experience: Grade 1: None after registration as Professional Nurse with the SANC in General Nursing. Grade 2: A minimum of 10 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. Grade 3: A minimum of 20 years' appropriate/recognizable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. Inherent requirements of the job: Valid (code B/EB) driver's licence Willingness to work after hours and in other facilities in the Langeberg Sub-district area when needed Competencies (knowledge/skills): Computer literacy (MS Word, Excel). Good interpersonal, communication skills. Ability to work independently and in a multi-disciplinary team. Knowledge of Community Oriented Primary Care.</p>
<u>DUTIES</u>	:	Provision of Primary Health Care in accordance with the guidelines and protocols of the Western Cape. Maintain accurate clinical records, statistics registers, and referral records. Effective utilization of Resources/Stock within the limited budget constraints. Participation in Community events and initiating awareness with regards to health-related issues. Maintain and participate in inter professional and multi-disciplinary teamwork but able to work independently. Supervise and mentor lower categories of staff and improving quality of health services. Maintain professional growth/ethical standards and self-development.
<u>ENQUIRIES</u>	:	Ms MP Williams Tel No: (023) 626-8542
<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. A practical test may form part of the selection process. Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable on health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status). The pool of 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>	:	19 September 2025

<u>POST 32/159</u>	:	<u>PHARMACIST ASSISTANT: GRADE 1 TO 3 (POST BASIC)</u> Directorate: Information Management
<u>SALARY</u>	:	Grade 1: R264 750 per annum Grade 2: R306 411 per annum Grade 3: R330 540 per annum
<u>CENTRE</u>	:	Head Office, Cape Town
<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) or Pharmacist Assistant (Post-Basic) Institutional. Registration with professions Council: Registration with the South African Pharmacy Council as Pharmacist's Assistant (Post- Basic) (Institutional) or Pharmacist Assistant (Post-Basic). 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: A valid (Code B/EB) driver's licence. Competencies (knowledge/skills): A high level of computer literacy. Appropriate experience in Health Information Systems. Experienced in system support to be able to manage the Medicine Management systems used in the province. Experience in training end users. Knowledge of the Regulations concerning pharmaceuticals and supply-chain management. Excellent communication skills, to manage the change management process within the organisation to achieve full acceptance of the system, with all users and relative parties. Good people management skills and a positive attitude towards working co-operatively with colleagues and stakeholders at all levels of authority.
<u>DUTIES</u>	:	Client services: Support and liaise with facilities using the Medicine Management Systems in the province. Management of all change control processes. Provide end user training in the use of the pharmacy system. Provide operational support at the facility. System maintenance: Maintenance of master files to ensure that the system complies with current regulations. Ensure effective communication regarding Pharmacy requirements such as data availability and data quality with Pharmacy role players, including end users and managers. Assist with compiling and maintaining system user manuals and procedures. Assist with the implementation and support of the Medicine Management System at Health facilities. Provide ad-hoc support to supervisor.
<u>ENQUIRIES</u>	:	Ms T Blockman at (072) 321-2015 or Mr J Maharaj Tel No: (021) 938-6513
<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 a specific category with the relevant council (including individuals who must apply for change in registration status).
<u>CLOSING DATE</u>	:	19 September 2025
<u>POST 32/160</u>	:	<u>CASE MANAGER (5/8TH POST)</u> Overberg District
<u>SALARY</u>	:	R248 199 per annum
<u>CENTRE</u>	:	Otto Du Plessis Hospital
<u>REQUIREMENTS</u>	:	Minimum educational qualification: An Appropriate three-year health-related National Diploma/Degree or equivalent registrable with the Health Professions Council of South Africa (HPCSA) or South African Nursing Council (SANC). Experience: Appropriate experience in liaison with medical aid (funders) and managed care organisations regarding MHC policies, protocols, optimal fund utilisation and updated clinical information. Appropriate experience in Case Management/Medical Aid Environment. Appropriate experience in ICD 10 codes assigned and the ability to link patient diagnosis with procedure codes.

		Inherent requirements of the job: Valid B/EB/C1 driver's licence. Competencies (knowledge/skills): Knowledge of the Uniform Patient Fees Schedule, Hospital Information Systems and EDI (Electronic Data Interchange). Knowledge of the Medical Aid Act 131 of 1998 and the application of Prescribed Minimum Benefit (PMB) legislation i.e. the Chronic Disease List (CDL) and the Diagnostic Treatment Pairs (DTP). Ability to work with MS Excel and Web-based Programmes (medical aids). Excellent written and verbal communication skills.
<u>DUTIES</u>	:	Responsible for the management and implementation of Case Management policies, protocol and procedures in the hospital. Perform operational Case Management functions inclusive of pre-authorisation and clinical review to ensure compliance with Case Management policies and procedures. Conduct clinical audits of patient accounts to ensure accuracy of invoices for submission to medical aids and state departments and the provision of quotes. Provide support to the hospital Fees Department in terms of follow-up of outstanding medical scheme and state department balances, account queries and provide quotations to H2, H3 and Foreign patients. Assist with EDI rejections to ensure timeous submission of medical scheme invoices. Assist Hospital Management in the distribution of Quality Client Care and compilation of statistical reports.
<u>ENQUIRIES</u>	:	Ms K Joubert Tel No: (028) 514-8401
<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 applications will be considered for vacancies within the Overberg District, for a period of 3 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>	:	19 September 2025
<u>POST 32/161</u>	:	<u>ARTISAN PRODUCTION: GRADE A TO C (ELECTRICAL)</u>
<u>SALARY</u>	:	Grade A: R243 597 per annum Grade B: R285 816 per annum Grade C: R332 061 per annum
<u>CENTRE</u>	:	Red Cross War Memorial Children's Hospital, Rondebosch
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Appropriate Trade Test Certificate. Experience: Grade A: Appropriate experience in the electrical field, general electrical repairs and installations. Grade B: At least 18 years appropriate/recognisable experience in the area after obtaining the relevant Trade Test Certificate. Grade C: At least 34 years appropriate/recognisable experience in the area after obtaining the relevant Trade Test Certificate. Inherent requirements of the job: A Valid (Code B/EB) driver's licence and own reliable transport. Ability to work on ladders and multi-storied buildings. Willingness to work overtime and do standby duties. Competencies (knowledge/skills): Ability to work independently and under pressure. Ability to plan ahead (pro-active), work independently as well as in a team and it would be required for the officer to learn and comply with in-house systems and procedures. Strict adherence to the Occupational Health and Safety Act.
<u>DUTIES</u>	:	Assist with execution of electrical projects which will include repairs and installations. Maintain and repair plant equipment. Assist other departments within the workshop set up. Ability to work independently and within a team set up. Management and planning of plant maintenance. Maintain, install, repair, modify and manufacture items, equipment and machines in the electrical field. Inspection, checking and testing equipment, installations and machinery. Complete and return repair requisitions and assist in ordering and controlling the workshop, materials and tools. Maintain equipment and work areas in a clean and safe condition. Administration of all documents (filing, leave management, standby and overtime).
<u>ENQUIRIES</u>	:	Mr L Johnson Tel No: (021) 658-5481
<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>	:	19 September 2025

<u>POST 32/162</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 411 per annum Grade 3: R330 540 per annum
<u>CENTRE REQUIREMENTS</u>	:	Ceres 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). Registration with Professional council: Registration with the South African Pharmacy Council as Pharmacist's Assistant (Post- Basic) (Institutional) or Pharmacist Assistant (Post-Basic). Experience: Grade 1: None after registration as Pharmacist 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 and willingness to travel and to work under direct- and indirect supervision of a pharmacist. Competencies (knowledge/skills): Good knowledge of institutional pharmacy practices and procedures. Good numerical skills. Knowledge and/or experience in handling pharmaceutical supplies, including appropriate cold chain practices. Knowledge of Medicine Supply Management Principles. Knowledge of Good Pharmacy Practices. Meticulous and attention to detail. Proficient in the use of MS Office applications (including Excel, Word, Outlook and Teams). Experience in the use of dispensing /stock control programs of which Well sky (JAC) and Win RDM will be an advantage. Ability to work as part of a multidisciplinary team or independently. Ability to work under pressure, be patient centered and dedicated to excellent service.
<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 APPLICATIONS</u>	:	Ms L Swarts Tel No: (023) 316 -9614 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 Ceres CDC, 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>	:	19 September 2025
<u>POST 32/163</u>	:	<u>ARTISAN PRODUCTION GRADE A TO C (MECHANICAL)</u>
<u>SALARY</u>	:	Grade A: R243 597 per annum Grade B: R285 816 per annum Grade C: R332 061 per annum
<u>CENTRE REQUIREMENTS</u>	:	Red Cross Hospital, Rondebosch Minimum educational qualification: Appropriate Trade Test Certificate. Experience: Grade A: No experience required. Grade B: At least 18 years' appropriate/recognizable experience in the area after obtaining the relevant Trade Test Certificate. Grade C: At least 34 years' appropriate/recognizable experience in the area after obtaining the relevant Trade Test Certificate.

	Inherent requirements of the job: Valid (Code B/EB) driver's license and own reliable vehicle for overtime duties. Ability to perform standby and overtime duties. Competencies (knowledge/skills): Appropriate experience in the mechanical field, general mechanical repairs and the ability to carry out basic general welding. Appropriate knowledge of air conditioning equipment and medical gas plants. Ability to work independently and under pressure, with good organizational as well a team Ability to plan (pro-active), as well as working in a team and to learn and comply with in-house systems and procedures. Conversant with the requirements of the Machinery and Occupational Health and Safety Acts, NBR and SABA 1 475. Ability to climb under/over obstacles, climb ladders and work at heights. Ability to operate and use required tools and equipment skillfully and safely.
<u>DUTIES</u>	: Maintain and repair all plant and equipment at the Hospital under the supervision of the Artisan Foreman. Perform necessary administrative functions, train and supervise subordinates. Assist with the execution of engineering projects and control over tools and materials. Assist Artisan Foreman with his duties.
<u>ENQUIRIES</u>	: Mr L Johnson Tel No: (021) 658-5481
<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>	: 19 September 2025
<u>POST 32/164</u>	: <u>SENIOR SECURITY OFFICER</u>
<u>SALARY</u>	: R228 321 per annum
<u>CENTRE</u>	: Tygerberg Hospital, Parow Valley
<u>REQUIREMENTS</u>	: Minimum educational qualification: Senior Certificate (or equivalent). Registration with Professional council: Candidates must be registered as a Security Officer Grade B or higher with the Security Board in terms of the Security Industry Regulatory Authority Act (PSIRA). Experience: Appropriate experience as a Security Supervisor. Appropriate Security Control Room operator experience. Appropriate CCTV surveillance systems operator experience. Contract Management experience. Inherent requirements of the job: Valid (Code B/EB) or higher driver's licence. Physically fit. Willingness to work shifts as set out and be available on a 24-hour basis. Must be prepared to rotate and be allocated to various buildings of the Hospital. Must be prepared to undergo a NIA security clearance. Competencies (knowledge/skills): Good written and verbal communication skills. Knowledge of relevant prescripts, regulations and procedures. Ability to write reports. Computer literacy (Windows and Ms Word). CCTV surveillance and control room practice.
<u>DUTIES</u>	: Supervise security control room and general staff management and liaise with management. Office administration: compile rosters, administer leave, performance monitoring, allocate duties, discipline of subordinates. Ensure Access/Egress Control is exercised effectively and efficiently. Ensure that effective patrolling of the buildings parking areas and the perimeter. Contract compliance, monitoring and management of the Private Security in terms of the SLA. Conduct investigations and complaints with regards to thefts, undermining activities, unauthorised entries. Liaise with the SAPS and all other law enforcement agencies.
<u>ENQUIRIES</u>	: Mr VP September Tel No: (021) 938-6077
<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 practical assessment.
<u>CLOSING DATE</u>	: 19 September 2025
<u>POST 32/165</u>	: <u>ADMINISTRATION CLERK: SUPPORT (PHARMACY)</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 administrative experience. Competencies (knowledge/skills): Good planning, organizational and time management skills. Ability to think creatively and apply ideas. Good communication and interpersonal skills. The ability to function under pressure and independently. Computer literacy (MS Word, Excel, PowerPoint and SharePoint).

<u>DUTIES</u>	:	Recording scripts received by the Pharmacy. Collection and collation of stats. Answering telephonic and in person queries. Undertaking various other clerical duties as and when required. Covering for colleagues.
<u>ENQUIRIES</u>	:	Ms V Naicker Tel No: (021) 404-3216
<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 applicants will be considered for other similar posts within Groote Schuur Hospital, for a period of 3 months from date of advert.
<u>CLOSING DATE</u>	:	19 September 2025
<u>POST 32/166</u>	:	<u>ADMINISTRATION CLERK: FINANCE/ADMIN</u> Cape Winelands District
<u>SALARY</u>	:	R228 321 per annum
<u>CENTRE</u>	:	Robertson Hospital
<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/competence that focuses on the Key Performance Areas (KRA's) of the post. Experience: Appropriate experience in a financial environment. Inherent requirements of the job: Valid (Code B/EB) driver's license. Perform standby duties, able to work under pressure and willingness to work overtime. Support Supervisor & Relief in Admissions, Wards, Medical Records and Outpatient departments. Competencies (knowledge/skills): Computer literacy (MS Windows, Word, Excel and Access). Knowledge of patient billing and ICD 10 coding and knowledge of systems i.e. CLINICOM, HECTIS, Accounts Receivable (AR) and BAS. Knowledge of applicable policies - Hospital Fees memorandum Chapter 18, the Uniform Patient Fee Schedule (UPFS), Finance Instructions & Medical Records policies.
<u>DUTIES</u>	:	Revenue Generation. Effective and Efficient Administration Debtor Account. Render effective Allocation Services and support the line function in the department. Effective Human Resource Management and Development Plan.
<u>ENQUIRIES</u>	:	Ms C Davids Tel No: (023) 626-8577
<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 the post. Shortlisted candidates may be subjected to a practical test. "The pool of applications will be considered for vacancies within Robertson 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>	:	19 September 2025
<u>POST 32/167</u>	:	<u>ADMINISTRATION CLERK: FINANCE/ADMIN (REVENUE/FEES)</u> Chief Directorate: Metro Health Services
<u>SALARY</u>	:	R228 321 per annum
<u>CENTRE</u>	:	Helderberg Hospital
<u>REQUIREMENTS</u>	:	Minimum educational qualifications: Appropriate Senior Certificate (or equivalent) with Mathematics and/or Accountancy as a passed subject with experience/competencies that focus on the KRA's of the post. Experience: Appropriate practical experience in a Hospital Fees-related environment. Appropriate experience of Patient Administration, including the CLINICOM System. Inherent requirements of the job: Valid driver's licence. Willingness to travel. Willingness to work after hours when required. Competencies (knowledge/skills): Ability to meet and to recognize and respond to problematic matters. -Good system management skills (CLINICOM, AR, BAS and JAC). Good interpersonal and communication skills. -Computer literacy. -Good numerical skills. Ability to accept accountability, responsibility, work independently.
<u>DUTIES</u>	:	Correctly assess, bill, release and submit invoices (i.e. medical aid, Subsidized, SANDF, SAPS, DCS, MVA, COID and Foreigners). Regular follow-up of EDI-rejections, COGNOS reports, unknown lists, medical aid systems, state department claims (SANDF/DCS/SAPS), debt older than 60/120 days, above R10 000, MVA/COID, payment arrangements and unreleased/suspended

cases. Debit Charge Entries to invoices as per UPFS and PGWG billing procedures including ICD10 capturing on CLINICOM and AR systems. Perform relief Cashier duties issue receipts and safe keeping of state monies. Render administrative support to the division and Public. Liaise with, follow-up and handle debtor queries/complaints. Daily, weekly, monthly reconciliation of state monies between systems (i.e. cashier, sub-bank account banking FINN. BAS, billing, debt collector), debits and credits.

ENQUIRIES : Mr M Davids Tel No: (021) 810-667
APPLICATIONS : Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").

NOTE : No payment of any kind is required when applying for this post. The pool of applicants will be considered for other vacant Administration Clerk: Fees/Revenue posts within the Chief Directorate: Metro Health Services, for a period of 3 months from date of advert. Candidates will be subjected to a written/practical and oral assessment.

CLOSING DATE : 19 September 2025

POST 32/168 : **ADMINISTRATION CLERK: SUPPORT SERVICES (ENVIRONMENTAL HEALTH AND HYGIENE SERVICES) (X2 POSTS)**

SALARY : R228 321 per annum
CENTRE : Tygerberg Hospital, Parow Valley
REQUIREMENTS : Minimum educational qualification: Senior Certificate (or equivalent). Experience: Appropriate administrative and support service environmental health cleaning and hygiene services. Competencies (knowledge/skills): Extensive computer skills in MS Office (MS Word, Excel, Outlook). Excellent administrative experience and knowledge of policies and practices. Good interpersonal skills, organizational skills, the ability to function under pressure and maintain confidentiality and excellent communication skills (verbal and written). Excellent reading, writing and typing skills.

DUTIES : Provide an effective administrative service to management in environmental Health & Hygiene Services (Linen Management, Pest Control, Healthcare risk waste management & cleaning services. Typing of letters, reports and documentation according to government standards. Handle documentation according to the degree of confidentiality and maintaining an effective filing system. Process and control of statistical information and accurate administration management and minute taking. Effective management and control of stock according to procurement procedures. Manage all written and telephonic communication and queries.

ENQUIRIES : Mr JJ Roberts Tel No: (021) 938-4121
APPLICATIONS : Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").

NOTE : No payment of any kind is required when applying for this post. Candidates will be subjected to a practical assessment.

CLOSING DATE : 19 September 2025

POST 32/169 : **ADMINISTRATION CLERK SUPPORT (FOOD SERVICES MANAGEMENT)**
 Directorate: Facilities Management

SALARY : R228 321 per annum
CENTRE : Head Office, Cape Town, M4 Building, Karl Bremmer Hospital Complex
REQUIREMENTS : Minimum educational qualification: Senior Certificate (or equivalent). Experience: Appropriate administration skills and experience. Inherent requirement of the job: Valid driver's licence. Willingness to travel. Competencies (knowledge/skills): Working knowledge of Microsoft Office (Power Point, Word, Excel, Forms, SharePoint and Outlook). A working knowledge of the regulatory process and applicable generic administrative procedures. Administration skills and experience in supply chain management processes. Knowledge of contract management and administration. Excellent computer skills required (Power Point, Word, Excel, Forms, SharePoint and Outlook). Attention to detail and accuracy. Good typing skills.

DUTIES : Assist and support in the office with regards to administration of food services management. Assist and support with the secretarial functions. Maintenance and update of a food services management database Liaising with health facilities and relevant stakeholders regarding food services management and related matters.

ENQUIRIES : Ms Y Thelander tel. no (021) 918-1438

<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>	:	19 September 2025
<u>POST 32/170</u>	:	<u>STAFF NURSE GRADE 1 TO 3</u> West Cast 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>	:	Malmesbury CDC
<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 requirements of the job: Willingness to work overtime when necessary and willingness to work at other clinics in the Sub-district. 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 RA Christoffels Tel No: (022) 482-2729
<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 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 applications will be considered for vacancies within Swartland 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>	:	19 September 2025
<u>POST 32/171</u>	:	<u>STAFF NURSE GRADE 1 TO 3 (X10 POSTS)</u>
<u>SALARY</u>	:	Grade 1: R220 614 (SN1) per annum Grade 2: R262 287 (SN 2) per annum Grade 3: R306 798 (SN 3) per annum
<u>CENTRE</u>	:	Red Cross War Memorial Children's Hospital
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Qualification that allows registration with the SANC as an Enrolled Nurse Registration with a professional council: Registration with the SANC as Enrolled Nurse. Experience: Grade 1: None. Grade 2: A minimum of 10 years' appropriate/recognisable nursing experience after registration with the SANC as Enrolled Nurse. Grade 3: A minimum of 20 years' appropriate/recognisable nursing experience after registration with the SANC as Enrolled Nurse. Inherent requirement of the job: Willingness to work shifts, night duty and public holidays. Annual receipt and licence to practice. Willingness to rotate within the hospital as per operational requirements. Competencies (knowledge/skills): Basic communication skills (both verbal and written. Ability to function effectively as part of a team. Good human relationships. The ability to render nursing care of an acceptable and safe standard.
<u>DUTIES</u>	:	Provide basic clinical nursing care under the supervision of a Professional Nurse. Development and implementation of basic patient care. Effective utilization of physical and financial resources. Maintain professional

		growth/ethical standards and self-development. Commitment to, and engagement with, the Western Cape DoH and Wellness values, and a people centred approach to care. Leadership and good governance.
<u>ENQUIRIES</u>	:	Ms M Franken Tel No: (021) 658-5187
<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>	:	19 September 2025
<u>POST 32/172</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 Staff Nurse. Registration with Professional council: Registration with SANC as Staff Nurse. Experience: Grade 1: None. 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: Will be required to work shifts, night duty, weekends, public holidays as well as overtime. Willingness to rotate between departments. Competencies (knowledge/skills): Ability to function/make decisions independently and as part of a multi-disciplinary team. Good communication and interpersonal relationships. Basic Computer skills in MS Word and Outlook. 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. Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable to candidates who apply for the first time for registration with the SANC (including individuals who must apply for change of registration status). The pool of 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.
<u>CLOSING DATE</u>	:	19 September 2025
<u>POST 32/173</u>	:	<u>STAFF NURSE GRADE 1 TO 3 (X3 POSTS)</u> Cape Winelands Health 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>	:	Stellenbosch Hospital
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Qualification that allows registration with the SANC as Staff Nurse. Registration with Professional council: Registration

	with SANC as Staff Nurse. Experience: Grade 1: None. Grade 2: A minimum of 10 years appropriate/recognisable nursing experience after registration with the SANC as Staff Nurse. Grade 3: A minimum of 20 years appropriate/recognisable nursing experience after registration with SANC as Staff Nurse. Inherent requirement of the job: Willingness to work shifts, night and day shifts, weekends, public holidays and overtime when necessary. Willingness to work in all wards of the hospital. Competencies (knowledge/skills): Good communication and interpersonal relationships. Basic computer skills in MS Word, Excel. Enhance patient care through the implementation of SOP's, policies, and guidelines. Ability to work under pressure.
<u>DUTIES</u>	: Development and implementation of basic patient care. Provide basic clinical care in a resource constrained PHC setting. Effective utilization of physical and financial resources. Maintain professional growth/ethical standards and self-development.
<u>ENQUIRIES APPLICATIONS</u>	: Ms R de Silva Tel No: (021) 808-6103 : Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	: No payment of any kind is required when applying for this post. Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable on health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status). The pool of applications will be considered for vacancies within Stellenbosch 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>	: 19 September 2025
<u>POST 32/174</u>	: <u>HOUSEKEEPER SUPERVISOR</u> Chief Directorate: Metro Health Services
<u>SALARY CENTRE REQUIREMENTS</u>	: R193 359 per annum : Valkenberg Hospital : Minimum educational qualification: General Education and Training Certificate (GETC)/Grade 9 (Std 7). Experience: Appropriate cleaning, linen and housekeeping experience in a hospital environment. Inherent requirements of the job: Willingness to work shifts, weekends and public holidays. Overtime and relief work in other wards to ensure effective provision of services. Competencies (knowledge/skills): Proper working knowledge of all cleaning and housekeeping policies, protocols, procedures and good work ethics. Good interpersonal, organising and decision-making skills. Knowledge of safety and hygiene standards. Knowledge of inventory/stock control. Ability to work in a team and independently. Computer literacy (Microsoft Word and Excel).
<u>DUTIES</u>	: Responsible for overall control, organizing, performing and coordinating tasks related to food, linen and hygiene services. Ensure the control of cleaning, sorting, counting, unpacking and wash/sluice linen and patient clothing. Effective management with regard to ordering, utilization, control of cleaning, household items and equipment. Responsible for record-keeping and compilation of reports. Coordination of the provision of effective training appropriate to service delivery. Effectively manage the utilisation and supervision of resources as well related HR matters.
<u>ENQUIRIES APPLICATIONS</u>	: Mr V Nel Tel No: (021) 440-3203 : 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 will be subjected to written/practical and oral assessment. 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."
<u>CLOSING DATE</u>	: 19 September 2025

<u>POST 32/175</u>	:	<u>ASSISTANT ARTISAN (CARPENTRY)</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: Grade 10 (or equivalent). Experience: Appropriate experience in the carpentry field, general carpentry repairs and the ability to carry out basic general carpentry tasks. Inherent requirements of the job: A Valid (Code B/EB) driver's licence and own reliable transport. Ability to work on ladders and multi-storied buildings. Willingness to work overtime and do standby duties. Must be physically fit and healthy. Be able to cope under pressure. Competencies (knowledge/skills): Ability to work independently and under pressure. Ability to plan ahead (pro-active), work independently as well as in a team and it would be required for the officer to learn and comply with in-house systems and procedures. Strict adherence to the Occupational Health and Safety Act.
<u>DUTIES</u>	:	Assist with the execution of carpentry projects. Maintain and repair equipment at the hospital Assist other departments within the workshop set up. Ability to work independently and within a team set up. Assist Artisans in the performance of their duties, and clean areas where work has been carried out. Complete and return repair requisitions and assist in ordering and controlling the workshop, materials and tools. Replace and install doors, ceilings, skirting and cupboards
<u>ENQUIRIES</u>	:	Mr L Johnson Tel No: (021) 658-5481
<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>	:	19 September 2025
<u>POST 32/176</u>	:	<u>ARTISAN ASSISTANT (TECHNICAL SERVICES)</u> Chief Directorate: Metro Health Services
<u>SALARY</u>	:	R193 359 per annum
<u>CENTRE</u>	:	Valkenberg Hospital
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Grade 10/Std 8 (or equivalent). Experience: Appropriate experience in a maintenance workshop within a hospital environment. Appropriate experience in carpentry and joinery. Inherent requirements of the job: Valid (Code B/EB) driver's licence. Must be prepared to work overtime and do standby duties. Physically fit to perform duties and work at heights and in confined spaces. Competencies (knowledge/skills): Ability to work independently and under pressure. Ability to adhere to Safety Standards. Ability to manage conflict and problem-solving situations. Strict adherence to the Occupational Health and Safety Act.
<u>DUTIES</u>	:	All repairs and general maintenance of plant equipment and buildings in the hospital. Maintain plant rooms, equipment, and work areas in a clean and safe condition. Assist Artisans with maintenance, repairs, and installations projects. Complete and return repair requisitions and further keep record of all repairs. Assist in ordering and controlling the materials and workshop tools. Maintenance, repair, and manufacturing carpentry work. Train and develop staff and clean areas where work has been carried out.
<u>ENQUIRIES</u>	:	Mr W Roos Tel No: (021) 440-3192
<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 written/practical and oral assessment. "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."
<u>CLOSING DATE</u>	:	19 September 2025
<u>POST 32/177</u>	:	<u>STERILISATION PRODUCTION OPERATOR (CSSD AND GAS) (X2 POSTS)</u>
<u>SALARY</u>	:	R163 680 per annum
<u>CENTRE</u>	:	Groote Schuur Hospital, Observatory
<u>REQUIREMENTS</u>	:	Minimum educational qualification: General Education and Training Certificate (GETC)/Grade 9 (Std 7). Experience: Appropriate experience. Competencies (knowledge/skills): Good interpersonal relations skills. Ability to work in a co-

	operative way within a team context and willingness to be rotated within the CPD department.
<u>DUTIES</u>	: Effective application of sterilisation processes and techniques and promote/adhere to infection control as well as health and safety regulations. Decontaminate, pack and sterilise instruments linen and supplies. Assist with cleaning and testing of sterilisation equipment, washing machine and autoclaves, lift-up and pushing heavy equipment. Maintain equipment in an optimum working condition and utilisation of resources. Use autoclaves, washing machines and equipment/consumables in a cost-effective manner. Monitor, control and maintain adequate stock levels, report, and assist with investigation of lost instruments/equipment.
<u>ENQUIRIES</u>	: Ms R Sutcliffe Tel No: (021) 404-2092
<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 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. Short-listed candidates may be subjected to a compulsory competency test.
<u>CLOSING DATE</u>	: 19 September 2025
<u>POST 32/178</u>	: <u>TRADESMAN AID</u> Garden Route District
<u>SALARY</u>	: R163 680 per annum
<u>CENTRE</u>	: Ladismith CDC, Kannaland Sub-district (Stationed at Alan Blyth Hospital)
<u>REQUIREMENTS</u>	: Minimum educational qualification: NQF 3 (Grade 10) or equivalent. Experience: Appropriate knowledge of hospital plant, laundry equipment and machinery. Inherent requirement of the job: Physically fit to perform duties and work at heights and in confined spaces. Willingness to work overtime (day or night) when needed and perform standby duties. Valid (Code B/EB) driver's license. Willingness to travel and work at all Public Health Institutions within the Kannaland Sub-district. Competencies (knowledge/skills): Ability to function independently, plan (pro-active) and work in a team. Ability to adhere to safety standards. Ability to handle conflict and problem-solving situations. Ability to communicate effectively both verbal and written.
<u>DUTIES</u>	: Assist with minor routine Maintenance and elementary repairs of equipment, plant, and tools. Assist with minor maintenance and repairs with regard to Electrical, Mechanical, Plumping, Building and Infrastructure projects. Ensure an organized and neat workshop / office space. Assist with Job Requisitions & basic administrative duties and functions. Ensure that all tools and materials are available before commencing. Support to Supervisor.
<u>ENQUIRIES</u>	: Mr E Adcock Tel No: (028) 551 1010
<u>APPLICATIONS</u>	: Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	: No payment of any kind is required when applying for this post. Shortlisted candidates may be subjected to a competence assessment. The pool of applications will be considered for vacancies within Garden Route 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>	: 19 September 2025
<u>POST 32/179</u>	: <u>PORTER (X4 POSTS)</u>
<u>SALARY</u>	: R138 486 per annum
<u>CENTRE</u>	: Tygerberg Hospital, Parow Valley
<u>REQUIREMENTS</u>	: Minimum educational qualification: Basic numeracy and literacy. Experience: Appropriate experience. Inherent requirement of the job: Willingness to work shifts and ability to report for duty at 6:30 (weekends included). Willingness to handle bodies (corpses). Ability to handle heavy objects. Willingness to work irregular hours as required. Competencies (knowledge/skills): Good communication skills.
<u>DUTIES</u>	: Transport patients and corpses. Transport blood specimens from various wards to various laboratories and vice versa. Assist with loading of patients in and out of ambulances, vehicles, to and from, beds, trolleys, or wheelchairs

		and vice versa. Responsible for collecting and cleaning of wheelchairs, trolleys and blood hampers.
<u>ENQUIRIES</u>	:	Ms CB Johnson Tel No: (021) 938-5327
<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 be subjected to a practical assessment.
<u>CLOSING DATE</u>	:	19 September 2025
<u>POST 32/180</u>	:	<u>FOOD SERVICES AID</u> Garden Route District
<u>SALARY</u>	:	R138 486 per annum
<u>CENTRE</u>	:	Alan Blyth Hospital, Kannaland Sub-district
<u>REQUIREMENTS</u>	:	Minimum requirement: Basic literacy and numeracy skills. Experience: Appropriate experience in preparing patient meals in hospitals. Inherent requirements of the job: Physically strong to lift heavy objects and be on their feet the entire day. Willingness to work shifts, weekends and public holidays. Competencies (knowledge/skills): Good communication skills. Self-disciplined, motivated, sober habits, willingness to develop skills and undergo training. Ability to read, write and interpret recipes to prepare the meals to be served and be able to use an electronic kitchen scale. Appropriate knowledge of basic cleaning and maintenance of equipment used in the Food Service Unit.
<u>DUTIES</u>	:	Provision of food services, including pre-preparation and preparation of normal and special diets as well as dishing up and distribution of the meals. Assist with the receiving and storage of perishables and groceries. Implement and Control hygienic environment according to occupational health and safety prescripts including infection control. Maintenance of appliances and equipment. Assist with human resources development program for the unit.
<u>ENQUIRIES</u>	:	Mr E. Adcock 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 date of advert. Candidates will be subjected to a practical/written assessment.
<u>CLOSING DATE</u>	:	19 September 2025
<u>POST 32/181</u>	:	<u>MESSENGER (REGISTRY AND MESSENGER OFFICE SUPPORT)</u> Chief Directorate: Metro District Health Services
<u>SALARY</u>	:	R138 486 per annum
<u>CENTRE</u>	:	Valkenberg Hospital
<u>REQUIREMENTS</u>	:	Minimum requirement: Basic literacy and numeracy skills. Experience: Appropriate experience in records (registry/archive) environment. Inherent requirements of the job: Physically fit and able to be on your feet for long periods. Ability to lift heavy load. Competencies (knowledge/skills): A strong sense of confidentiality and trustworthiness. Knowledge of folder management procedures. Good interpersonal skills. Basic computer literacy skills.
<u>DUTIES</u>	:	Collection and distribution of mail' documents and medical records on the VBH site. Collection and delivery duties of Pharmacy boxes, twice daily. Messenger duties to Head Office, Cape Town and Post Office, Sita and Regional Office, Bellville, twice a week or as requested. Ad hoc duties as and when required from your supervisor.
<u>ENQUIRIES</u>	:	Ms M Froneman Tel No: (021) 826-5864
<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 the post. Candidates will be subjected to written/practical and oral assessment. 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."
<u>CLOSING DATE</u>	:	19 September 2025

<u>POST 32/182</u>	:	<u>CLEANER</u> West Coast District
<u>SALARY</u>	:	R138 486 per annum
<u>CENTRE</u>	:	Moorreesburg Clinic
<u>REQUIREMENTS</u>	:	Minimum requirement: Basic numeracy and literacy skills (Abet level 1). Experience: Appropriate cleaning experience in a Health facility. Inherent requirements of the job: Willingness to work at other clinics in the Sub-district. Competencies (knowledge/skills): The ability to communicate. The ability to do physical tasks and operate heavy duty cleaning and household equipment.
<u>DUTIES</u>	:	Responsible for cleaning duties, including sweeping, dusting, mopping, scrubbing, polishing, refuse handling, cleaning windows and interior walls; maintenance of general neatness and hygiene of the area. Effective and efficient utilization and storage of cleaning material and equipment. Adhering to safety precautions and ensure adherence to occupational health and safety policy. Support Waste Management Render support to the Operational Manager with general housekeeping duties such as control of cleaning and household equipment and care of linen. Attend in-service training appropriate to service delivery. Adheres to loyal service ethics.
<u>ENQUIRIES</u>	:	Sr H Pienaar Tel No: (022) 482-2729
<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 the post.
<u>CLOSING DATE</u>	:	19 September 2025
<u>POST 32/183</u>	:	<u>LAUNDRY AID (X5 POSTS)</u> Directorate: Facilities Management
<u>SALARY</u>	:	R138 486 per annum
<u>CENTRE</u>	:	Head Office; Laundry Services: Tygerberg Laundry
<u>REQUIREMENTS</u>	:	Minimum requirement: Basic literacy and numeracy skills. Experience: Appropriate Laundry and Linen experience in a Central Laundry setting. Inherent requirement of the job: Physically fit to do manual labour. Competencies (knowledge/skills): Good communication skills.
<u>DUTIES</u>	:	Wash, dry, fold and iron linen, clothing and other textiles. Assist with the mixing of chemicals. Load and unload washing machines and tumble driers. Empty soiled linen bags for sorting, counting, sealing and stacking of linen bags for dispatching. Clean work area.
<u>ENQUIRIES</u>	:	Mr N Goosen Tel No: (021) 933 0834
<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>	:	19 September 2025
<u>POST 32/184</u>	:	<u>LINEN STORES ASSISTANT (X2 POSTS)</u> Directorate: Facilities Management
<u>SALARY</u>	:	R138 486 per annum
<u>CENTRE</u>	:	Head Office; Laundry Services: Tygerberg Laundry
<u>REQUIREMENTS</u>	:	Minimum requirement: Basic numeracy and literacy. Experience: Appropriate laundry experience. Inherent requirement of the job: Physically fit to do manual labour. Competencies (knowledge/skills): Good communication skills.
<u>DUTIES</u>	:	Load/offload soiled/clean linen bags on and off trucks. Pack shelves in linen bank and packing of Linen for despatching. Empty soiled linen bags. Sort and count linen. Load and offload trolleys and push trolleys. Load linen bags on conveyer belt and on overhead rails. Clean work area.
<u>ENQUIRIES</u>	:	Mr N Goosen Tel No: (021) 933-0834
<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>	:	19 September 2025
<u>POST 32/185</u>	:	<u>MEDICAL SPECIALIST GRADE 1 TO 3 (20 SESSIONS)</u> Chief Directorate: Metro Health Services (Contract until 31 March 2026)
<u>SALARY</u>	:	Grade 1: R646 per hour

	Grade 2: R737 per hour Grade 3: R853 per hour
<u>CENTRE REQUIREMENTS</u>	: Helderberg Hospital : Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Family Physician. Registration with Professional council: Registration with the HPCSA as a Medical Specialist in Family Medicine. Experience: Grade 1: None after registration with the HPCSA as a Medical Specialist. Grade 2: A minimum of 5 years' appropriate experience as Medical Specialist after registration with the HPCSA (or a recognised foreign health professional council in respect of a foreign qualified employee) as a Medical Specialist, Family Physician. Grade 3: A minimum of 10 years' appropriate experience as Medical Specialist after registration with the HPCSA (or a recognized foreign professional health council in respect of a foreign qualified employee) as a Medical Specialist, Family Physician. Inherent requirement of the job: Valid (Code B/EB) driver's license. Willingness and ability to travel for outreach services. Availability for flexible scheduling of sessions (to meet service needs). Competencies (knowledge/skills): Expertise in managing complex chronic diseases at district hospital level. Ability to lead and implement clinical governance processes. Familiarity with HIV, TB, NCDs, palliative care and forensic reporting. Comfort in outreach settings (clinics, old age homes). Teaching and mentorship skills. Research literacy (design, support, and/or execution). Strong interpersonal, communication and time-management skills. Computer literacy (MS Word, Excel, PowerPoint, internet-based platforms).
<u>DUTIES</u>	: Provide expert-level outpatient care for patients with complex chronic conditions (e.g. multimorbidity, polypharmacy, unstable NCDs, TB/HIV). Lead clinical governance initiatives, morbidity & mortality meetings, and quality improvement cycles. Contribute to registrar and intern training. -Support clinical research, audit and publication in line with the hospital's academic goals. Participate in community-based outreach (clinics, residential facilities, homes for the aged). Provide clinical services and support within the hospital ecosystem (EC, inpatients, step-downs). Guide palliative care and forensic reporting processes. Engage in intersectoral collaboration and integrated district health initiatives.
<u>ENQUIRIES APPLICATIONS</u>	: Dr. W Viljoen Tel No: (021) 850 4705 : 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 Khayelitsha/Eastern Sub-structure 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>	: 19 September 2025
<u>POST 32/186</u>	: <u>MEDICAL OFFICER GRADE 1 TO 3 (INTERNAL MEDICINE) SESSIONAL (10 HOURS PER WEEK)</u> Chief Directorate Metro Health Services (Contract until 31 March 2026)
<u>SALARY</u>	: Grade 1: R482 per hour Grade 2: R550 per hour Grade 3: R636 per hour
<u>CENTRE REQUIREMENTS</u>	: Mitchells Plain District Hospital : Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as Medical Practitioner. Registration with a Professional Council: Registration with the HPCSA as Medical Practitioner. Experience: Grade 1: None after registration as Medical Practitioner with the HPCSA in respect of SA qualified

employees. 1-year relevant experience after registration as Medical Practitioner with a recognised foreign Health Professional Council in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa. **Grade 2:** A minimum of 5 years' appropriate experience as Medical Practitioner after registration with the HPCSA as a Medical Practitioner in respect of SA qualified employees. A minimum of 6 years' relevant experience after registration as Medical Practitioner with a recognised foreign Health Professional Council in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa. **Grade 3:** A minimum of 10 years' appropriate experience as a Medical Practitioner after registration with the HPCSA as a Medical Practitioner in respect of SA qualified employees. A minimum of 11 years' relevant experience after registration as Medical Practitioner with a recognised foreign Health Professional Council in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa. Inherent requirement of the job: A valid (Code B/EB) driver's license. Completion of Fellowship of the College of Physicians of South Africa FCP (SA). Competencies (knowledge/skills): Be able to manage common medical conditions presenting to the Department for admission. Be able to perform procedures such as IV lines, ICD, CVP insertion. Be able to perform resuscitation including cardioversion and ETT insertion. Be familiar with provincial and national treatment guidelines for common medical conditions Basic computer literacy skills. Communicate well with colleagues including arranging referrals to the tertiary centre.

<u>DUTIES</u>	:	Manage acute medical admissions and follow up care of inpatients in the form of consultant post intake and follow up ward rounds. Provide consultation service to other departments of patients assessed by Registrars and Medical Officers. Supervise Interns. Teach medical students rotating through Department of Medicine in the form of bedside tutorials. Take consultant ward rounds for patients admitted by junior staff members. Liaise with family members of admitted patients. Financially awareness regarding use of radiological and laboratory investigations.
<u>ENQUIRIES</u>	:	Dr T Crede Tel No: (021) 377 4391
<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 a specific category with the relevant council (including individuals who must apply for change in registration status) The pool of applicants will be considered for similar posts within the Department for a period of 3 months from date of advert.
<u>CLOSING DATE</u>	:	19 September 2025

DEPARTMENT OF INFRASTRUCTURE

<u>CLOSING DATE</u>	:	29 September 2025
<u>NOTE</u>	:	Shortlisted candidates will be required to submit copies of their documentation for verification purposes. These candidates will be required to complete a practical assessment and attend interviews on a date and time as determined by the department. The selection process will be guided by the EE targets of the employing department. Should you experience difficulties with your online application, kindly note that technical support (challenges with online application) is only available from Monday to Friday from 08:00 to 16:00. you may contact the helpline at 0861 370 214. Otherwise, all other queries relating to the position, kindly contact the enquiries person as indicated in the advert. Please ensure that you submit your application before the closing date as no late applications will be considered.

OTHER POSTS

<u>POST 32/187</u>	:	<u>DEPUTY DIRECTOR: ACQUISITION AND CONTRACT MANAGEMENT REF NO: DOI 122/2025</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R896 436 per annum (Level 11), (all-inclusive salary package) Department of Infrastructure, Western Cape Government An appropriate 3 year B-Degree (equivalent or higher qualification); A minimum of 3 years related supply chain experience at a supervisory/management level; A valid (Code B or higher) driving licence. NB: People with disabilities that restrict driving abilities, but who have reasonable access to transport, may also apply. Competencies: Knowledge and understanding of the following: Legislation, regulatory frameworks, policies and best practices that have a bearing on the line functions; Information systems that aid in the management of knowledge and information pertaining to the line function; Project management; Operational management practices; Procurement and tendering processes; Policy development, and operational management, monitoring and review processes; Modern systems of governance and administration; Public service procedures, processes and systems; Regional and local political, economic and social affairs impacting on the provincial government of the Western Cape; Constitutional, legal and institutional arrangements governing the South African public sector; Public finance, human resources and discourse management processes; Public Finance Management Act, National and Provincial Treasury Regulations, other financial policies, prescripts, directives and collective agreements; Functioning of the province and the activities of sister departments/related functional areas; Policies of the government of the day; Labour Relations legislation and regulations; Performance management in general; Skills in the following: Analysing; Leading and Supervising; Persuading and Influencing; Planning and Organising; Deciding and Initiating Action; Working with People; Delivering results and meeting customer expectations; Relating and Networking.
<u>DUTIES</u>	:	Manage departmental acquisitions; Manage departmental SC Contracts; Provide support to potential service providers, bid committee members and line managers; Plan and manage the work of and account for the overall performance of the Sub-directorate; People Management; Financial Management.
<u>ENQUIRIES APPLICATIONS</u>	:	Pauline van der Merwe Tel No: (021) 483 8915 Only applications submitted online will be accepted. To apply submit your application online only: via http://www.westerncape.gov.za/jobs or https://westerncapegov.erecruit.co
<u>POST 32/188</u>	:	<u>ACCOUNTING CLERK: FINANCE ANDPROJECT ADMINISTRATION (GEORGE) REF NO: DOI 123/2025</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R228 321 - R268 950 per annum (Level 05) Department of Infrastructure, Western Cape Government Grade 12 (Senior Certificate or equivalent qualification) with accounting and/or Mathematics as a passed subject. Competencies: Knowledge and understanding of the following: Good verbal and written communication skills; Computer literacy in MS Excel and MS Word; Interpersonal relation; Problem-solving; Decision making; Ability to work under pressure, independently as well as in a team and perform routine tasks.
<u>DUTIES</u>	:	Capture and process payments, claims and journals accurately and immediately on the correct system (BAS, EBS, PCS, LOG'S); Reconciliation of payments with STUBBS; Capturing of LOG I 's and LOG 1 's on Logis; Receive and deposit of departmental funds; Comprehensive recordkeeping of all payments, claims and supporting documentation; Address enquiries from consultants, contractors, technical and professional staff; Timeous procurement of goods and services; Advertising and adjudication of RFQ's on ePS; Comprehensive record keeping of all documentation; Assist with ad hoc administrative task required from time to time within the George office; Obtaining compliance reports on CSD, WCSEB and CIDB; Ensuring that GG Trip authorities are authorized, subsidized vehicles claims are checked, scanned, uploaded and submitted timeously to SCM; Act as secretariat at meetings (Technical, Staff meetings, Ad-hoc; Schedule meeting appointment; Follow-up on invoices, banking details and proof of attendance; Monitor and provide evidence for your own work performance; Provide the required and

		prescribed performance data and information to your supervisor; Maintain stock register, monitor usage and report obvious or suspected misuse; Follow up on outstanding orders and provide feedback; Order and issue stationary, equipment and consumable items in accordance with departmental prescripts for George Technical Services and Workshop; Assist with stock take and ensure adequate stock of general items; Ensure that stock is kept locked and that losses are prevented; Timeous procurement of goods and services.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms A Cronje Tel No: (044) 813 2805
	:	Only applications submitted online will be accepted. To apply submit your application online only: via http://www.westerncape.gov.za/jobs or https://westerncapegov.erecruit.co
<u>POST 32/189</u>	:	<u>SUPPLY CHAIN MANAGEMENT CLERK: FINANCE AND PROJECT ADMINISTRATION (GEORGE) REF NO: DOI 124/2025</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R228 321 - R268 950 per annum (Level 05)
	:	Department of Infrastructure, Western Cape Government
	:	Senior Certificate (Grade 12 or equivalent qualification). Competencies: Knowledge and understanding of the following: Good verbal and written communication skills; Computer literacy in MS Excel and MS Word; Interpersonal relation; Problem-solving; Decision making; Ability to work under pressure, independently as well as in a team and perform routine tasks.
<u>DUTIES</u>	:	Capture and process payments, claims and journals accurately and immediately on the correct system (BAS, EBS, PCS, LOGIS); Reconciliation of payments with STUBBS; Comprehensive record keeping of all payments, claims and supporting documentation; Address enquiries from consultants, contractors, technical and professional staff; Advertising and adjudication of RFQs on ePS; Comprehensive record keeping of ail documentation; Assist with ad hoc administrative tasks required from time to time within the George office; Obtaining of compliance reports on CSD, WCSEB and CIDB; Act as secretariat at meetings (Technical, Staff meetings, Ad-hoc); Schedule meeting appointments; Follow up on invoices and banking details; Monitor and provide evidence for your own work performance; Provide the required and prescribed performance data and information to your supervisor; Ensure Compensation Events are captured on EBS; Checking invoices for correct information; Save electronic copies of invoices and Compensation Events on My Content & EBS; Assist with the maintaining of Scheduled and Operational Maintenance projects register per financial year; Upload CE Son EBS and My Content and Checking CE rates on ad hoc basis.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms A Cronie Tel No: (044) 813 2805
	:	Only applications submitted online will be accepted. To apply submit your application online only: via http://www.westerncape.gov.za/jobs or https://westerncapegov.erecruit.co
<u>POST 32/190</u>	:	<u>CLEANER: CLEANING AND FOOD AID SUPPORT SERVICES REF NO: DOI 125/2025</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R138 486 - R163 131 per annum (Level 02)
	:	Department of Infrastructure, Western Cape Government
	:	Ability to read and write/Adult Basic Education and Training (ABET 2/Grade 5). Competencies: Knowledge of the Occupational Health and Safety Act and relevant Regulations; Understanding of how to handle cleaning products safely, including harsh chemicals; Ability to operate cleaning tools, such as steam cleaners, vacuum cleaners and floor buffers; Ability to deal with variety.
<u>DUTIES</u>	:	Responsible for cleaning duties i.e., sweeping, dusting, emptying bins, mopping, scrubbing and polishing, cleaning windows, deep cleaning of toilets, general refuge, maintenance of general neatness and hygiene (adhering to OHS) daily; Effective use maintenance and safekeeping of supplies and equipment and cost-effective use of resources/consumables; Attend Inservice training and render support to the supervisor with regards to general cleaning duties.
<u>ENQUIRIES APPLICATIONS</u>	:	Claudia Jacobs Tel No: (021) 483 8921
	:	To apply, please complete an application form (Z83) and current CV (5 pages maximum). The post being applied for and the reference number must be clearly indicated on the Z83 application form. To submit your application, there are 3 methods in which you can apply, please only use 1 of the following:

1. Hand deliver your application for Attention: Western Cape Government Jobs, 44 Gannet Street Pelican Heights, Cape Town (From Monday to Friday between 07:00am to 17:00pm);

Or 2. Post your application for Attention: Western Cape Government Jobs, PO Box 22432, Fish Hoek, 7974,

Or 3. Email your application to, westerncape@respond.co.za Clearly indicate the reference number of post in email subject line and ensure attachments are in the appropriate format (MS Word or PDF).

NOTE : Applications not submitted on or before the closing date as well as faxed copies will not be considered. If you did not receive any correspondence within 3 months of closing date, consider your application as unsuccessful.

WESTERN CAPE MOBILITY DEPARTMENT

APPLICATIONS : Only applications submitted online will be accepted. To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>

CLOSING DATE : 29 September 2025
NOTE : Shortlisted candidates will be required to submit copies of their documentation for verification purposes. These candidates will be required to complete a practical assessment and attend interviews on a date and time as determined by the department. The selection process will be guided by the EE targets of the employing department. Should you experience difficulties with your online application, kindly note that technical support (challenges with online application) is only available from Monday to Friday from 08:00 to 16.00. you may contact the helpline at 0861 370 214. Otherwise, all other queries relating to the position, kindly contact the enquiries person as indicated in the advert. Please ensure that you submit your application before the closing date as no late applications will be considered.

OTHER POSTS

POST 32/191 : **ASSISTANT DIRECTOR: STRATEGIC SUPPORT, REF NO: WCMD 18/2024R1**

SALARY : R468 459 - R561 894 per annum (Level 09)
CENTRE : Western Cape Mobility Department
REQUIREMENTS : An appropriate 3-year National Diploma/B-Degree (equivalent or higher qualification) in Strategic Management, Transport Policy or Transport Economics; A minimum of 3 years appropriate experience in a strategic environment; A valid (Code B or higher) driving licence. NB: People with disabilities that restrict driving abilities, but who have reasonable access to transport, may also apply. Competencies: Knowledge of the following: Strategic planning and reporting processes; People Management and Financial Management; Relevant legislation and policy frameworks; Research and policy environment; Strategic business planning tools; Project management; Skills needed: Communication (written and verbal); Proven computer literacy (MS Office packages).

DUTIES : Provide support to the compilation of the departmental strategies and plan (Strategic Plan and Annual Performance Plans (APP), Annual Operations Plans, Business Plans); Provide support with the development and alignment of departmental strategic objectives and performance indicators with national and provincial outcomes and objectives; Provide support to the compilation of departmental annual, mid and end reports; Provide support to the Operations Management Framework /Service Delivery Improvement Programme; Managerial functions; It will be advantageous to have an appropriate post-graduate qualification in Strategic

ENQUIRIES : Ms P Mndita Tel No: (021) 0972/ 2403

POST 32/192 : **ASSISTANT DIRECTOR: LAND TRANSPORT SYSTEMS REF NO: WCMD 77/2025**

SALARY : R468 459 - R561 894 per annum (Level 09)
CENTRE : Western Cape Mobility Department
REQUIREMENTS : An appropriate 3-year National Diploma/ B-Degree (equivalent or higher qualification) in information systems, business analysis/management and project management; A minimum of 3 years relevant supervisory level

		experience; A valid code B (or higher) driving licence. Competencies: Knowledge of the following: Legislation, regulatory frameworks, policies and best practices that have a bearing on the line functions; Transport related regulatory, legislation policies and frameworks; Land transport systems and/or ICT systems; Transport related information services; Integrated Transport Hub (ITH) as a central hub for information exchange; Optimisation of data management processes; Information systems that aid in the management of knowledge and information pertaining to the line function; Project management; Operational management practices; Skills needed: Numeracy; Literacy; Computer Literacy; Written and verbal communication; Project Management; Data Analysis; Accounting, Finance and Audit; Analytical thinking; Planning; Organising; Problem Solving; Conflict Resolution; Monitoring, Evaluation and Reporting.
<u>DUTIES</u>	:	ITH Data and Technology Management; Data Integration and Management; Stakeholder Engagement and Collaboration; Risk Management and Compliance; Managerial Functions; It will be advantageous to have experience in Land transport systems and/or ICT systems.
<u>ENQUIRIES</u>	:	Mr N Hendricks Tel No: (021) 484 0763
<u>POST 32/193</u>	:	<u>ASSISTANT DIRECTOR: LOGISTICS AND ASSET MANAGEMENT REF NO: WCMD 78/2025</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R468 459 - R561 894 per annum (Level 09)
	:	Western Cape Mobility Department
	:	An appropriate 3-year B-Degree (equivalent or higher qualification) in Supply Chain Management or Financial Management; A minimum of 3 years related logistic or financial management experience at supervisory level; A valid (Code B or higher) driving licence. NB: People with disabilities that restrict driving abilities, but who have reasonable access to transport, may also apply. Competencies: Knowledge of the following: Legislation, regulatory frameworks, policies and best practices that have a bearing on the line functions; Information systems that aid in the management of knowledge and information pertaining to the line function; Project management; Operational management practices; Procurement and tendering processes; Policy development, and operational management, monitoring and review processes; Public service procedures, processes and systems; Public Finance Management Act, National Treasury Regulations, Provincial Treasury Instructions, other financial policies, prescripts, directives and collective agreements. Skills needed: Numeracy; Literacy; Computer Literacy; Written and verbal communication; Project Management; Accounting, Finance and Audit.
<u>DUTIES</u>	:	Administer and ensure effective and efficient management of Movable Assets; Coordinate the safekeeping and distribution of Movable Assets; Coordinate the disposal of Movable Assets; Managerial functions; It will be advantageous to have working experience in LOGIS, BAS and Electronic Purchasing System (EPS) or related system. Comprehensive Administrative expertise spanning Supply Chain Management and Finance.
<u>ENQUIRIES</u>	:	Ms CL Gelderbloem Tel No: (021) 483 2167
<u>POST 32/194</u>	:	<u>PRINCIPAL PROVINCIAL INSPECTOR: LAW ENFORCEMENT OPERATIONS (SWELLENDAM) REF NO: WCMD 79/2025</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R397 116 - R467 790 per annum (Level 08)
	:	Western Cape Mobility Department
	:	Grade 12 (Senior certificate or equivalent qualification); Must be in possession of a Basic Traffic Diploma; A minimum of 6 years' experience in the field; A valid code A and EC driving licence; No Criminal record. Competencies: Knowledge of the following: Operational functioning of the Directorate Traffic Law Enforcement; National Road Traffic Act, 1996 (Act 93 of 1996); Road Traffic Amendment Act, 2008 (Act 64 of 2008); Firearms Control Act, 2000 (Act 60 of 2000); Criminal Procedure Act, 1977 (Act 51 of 1977); Firearms Control Regulations, 2004; National Road Traffic Regulations, 2000; Dimensional and Mass Limitations and the Requirements for Abnormal Load Vehicles (TRH 11); Guidelines from the Director of Public Prosecutions. Skills needed: Numeracy; Literacy; Computer Literacy; Written and verbal communication; Project Management; Accounting, Finance and Audit; Economic, Financial and Statistical Analysis; Legal Administration; Planning; Organising; Leadership;

		Monitoring; People Management; Investigations; Motivational; Analytical; Operational/Project Management; Negotiation; Interpretation; Legal Evidential; Ability to work under pressure.
<u>DUTIES</u>	:	Manage and enforce Road Traffic, Public Passenger, Transport Legislation and other relevant legislations; Manage joint law enforcement activities and projects (co-operative governance); Manage resources and provide leadership and direction to all subordinates; Identify and manage risks; Manage the performance of all administrative activities and related duties; Supervisory functions.
<u>ENQUIRIES</u>	:	Mr F Stuart Tel No: (028) 514 1185
<u>POST 32/195</u>	:	<u>CHIEF ACCOUNTING CLERK: FINANCIAL ACCOUNTING REF NO: WCMD 81/2025</u>
<u>SALARY</u>	:	R325 101 - R382 959 per annum (Level 07)
<u>CENTRE</u>	:	Western Cape Mobility Department
<u>REQUIREMENTS</u>	:	Senior Certificate (Grade 12 or equivalent qualification); A minimum of 6 years experience in a financial accounting and/or management accounting working environment. Competencies: Knowledge of the following: Legislative framework governing the Public Service; Departmental accounting services; Public Service financial legislations, procedures and processes, National Treasury Regulations, Provincial Treasury Instructions, Public Finance Management Act (PFMA), 1999,(DORA, PSA, PSR,PPPFA, Financial Manual); Financial functions, practices as well as the ability to capture data, operate computer and collate financial statistics; State accountant duties, practices as well as the ability to capture data, operate computer and collecting statistics; Working procedures in terms of the working environment; Project management; Public service procedures, processes and systems. Skills needed: Numeracy; Literacy; Computer Literacy; Written and verbal communication; Project Management; Accounting, Finance and Audit; Economic, Financial and Statistical Analysis; Legal Administration; Planning; Organising; Problem-solving; Report-writing; Record Keeping; Interpersonal Relations; Flexibility; Teamwork; Accuracy; Aptitude of Figures; Ability to perform routine tasks; Ability to operate office equipment; Ability to work under pressure; Willingness to work irregular hours and meet tight deadlines; Willingness to regularly travel away from office.
<u>DUTIES</u>	:	Bookkeepers; Banking; Monitoring and reporting on revenue and receivables; Supervisory functions; It will be advantageous to have working knowledge of general information support systems such as PERSAL and BAS.
<u>ENQUIRIES</u>	:	Mr PS Marinus at Peter.Marinus@westerncape.gov.za .
<u>POST 32/196</u>	:	<u>ADMINISTRATIVE OFFICER: OPERATING LICENSE ADMINISTRATION (ATHLONE) REF NO: WCMD 85/2025</u>
<u>SALARY</u>	:	R325 101 - R382 959 per annum (Level 07)
<u>CENTRE</u>	:	Western Cape Mobility Department
<u>REQUIREMENTS</u>	:	3-year National Diploma/B-Degree (equivalent or higher qualification); A minimum of 1 year administrative support experience in an operating license processing working environment. Competencies: Knowledge in the following: National Land Transport Act (Act No.5 of 2009); Road Transportation Act (Act No. 74 of 1977); Western Cape Road Transportation Amendment Law Act (Act No. 8 of 1996); National Land Transport Regulations of 2009; Public Finance Management Act (PFMA), National Treasury Regulations, Provincial Treasury Instructions, guidelines; Processing of applications for operating licenses; Preparation of cases and the presentation thereof at adjudication meetings; Preparation of cases for the cancellation of operating licenses; Information and Record Management/Administration; Understanding in how to notify operators of renewals. Skills needed: Numeracy; Literacy; Computer Literacy; Written and verbal communication; Project Management; Accounting, Finance and Audit; Economic, Financial and Statistical Analysis; Legal Administration; Reporting; Problem-solving; Planning; Organising; Research; Ability to work under pressure; Willingness to work irregular hours and meet tight deadlines.
<u>DUTIES</u>	:	Render support with the processing of operating license applications; Perform communication duties; Coordinate attendance of committee hearings; Render effective utilisation of the PTRS System; Render supervisory functions.
<u>ENQUIRIES</u>	:	Ms J Abrahams Tel No: (021) 483 0240

DEPARTMENT OF PREMIER

<u>APPLICATIONS</u>	:	Only applications submitted online will be accepted. To apply submit your application online only: via http://www.westerncape.gov.za/jobs or https://westerncapegov.erecruit.co
<u>CLOSING DATE</u>	:	29 September 2025
<u>NOTE</u>	:	All shortlisted candidates must make themselves available to be interviewed at a date, time and place as decided by the selection panel. Please ensure that you submit your application on or before the closing date as no late applications will be considered. The selection process will be guided by the EE targets of the employing department. Kindly note that technical support is only available from Monday to Friday from 8:00 to 16:00. Should you experience any difficulties with your online application you may contact the helpline at 0861 370 214. All shortlisted candidates will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the Department. Following the interview and technical exercise, the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSA directive on the implementation of competency-based assessments). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS Competency Assessment tools. The nominated candidate will be required to complete the Senior Management Pre-Entry Programme before they may be appointed into this post. The purpose of the Senior Management Pre-Entry Programme, which is a public service specific training programme applicable to all applicants who aspire to join the SMS, is to ensure that potential SMS members have a background on processes and procedures linked to the SMS. The duration of the online Pre-Entry Programme is 120 notional hours (15 days). Full details may be sourced by the following link: https://www.thensg.gov.za/training-course/sms-preentryprogramme/ Furthermore, thanks to the huge public interest we receive many applications for our positions, and as such will not be able to respond personally to all applications. Therefore, should you not hear from us within 10 weeks from close of advert please consider your application unsuccessful.

MANAGEMENT ECHELON

<u>POST 32/197</u>	:	<u>DIRECTOR: STRATEGIC COMMUNICATION REF NO: DOTP 74/2025</u> (42-Month Contract Post)
<u>SALARY</u>	:	R1 266 714 per annum (Level 13)
<u>CENTRE</u>	:	Department of Premier, Western Cape Government
<u>REQUIREMENTS</u>	:	An appropriate qualification at NQF level 7 as recognised by SAQA.; A minimum of 5 years' experience at middle/senior managerial level; Successful completion of the Certificate for entry into the SMS(Senior Management Service) prior to appointment: The nominated candidate will be required to complete the Senior Management Pré-entry Programme (Nyukela) before the candidate may be appointed into this post .Competencies: Knowledge: Proven knowledge of communication, media management, public relations, public participation and public education; Proven knowledge of communication strategy development, policy development, strategy management and monitoring and review processes; Proven knowledge of standard and advanced communication channels; Proven knowledge of and working experience with the latest trends in the communication industry; Proven knowledge of and working experience with the legislation, regulatory frameworks, policies and best practices that have a bearing on the line functions; Proven knowledge and understanding of information systems that aid in the management of knowledge and information; Proven knowledge and understanding of programme and project management; Proven knowledge and understanding of the global, regional and local political, economic and social affairs impacting on the provincial government of the Western Cape; Proven knowledge and understanding of Constitutional, legal and institutional arrangements governing the South African public-sector; Proven knowledge and understanding of public finance, human resources and discourse management processes; Proven knowledge and understanding of the policies of the government of the day. Skills: Strong interpretive, analytical and conceptualisation skills; Strong strategic planning and superlative verbal and written communication skills; Strong inter-personal and relationship

DUTIES

- management skills; Planning, organising and people management skills; The ability to develop and maintain networks relevant to the task environment; Numeracy and accuracy skills; Computer literacy skills.
- : Line Management: Ensure that strategic management, guidance and advice is provided in respect of the facilitation of ongoing against pre-determined key measurable objectives and standards; Report to the Chief of Staff on a regular basis on the activities of the Directorate and on matters of substantial importance relating to operational management support; Monitor and ensure compliance with relevant legislation and prescripts in respect of adequate and appropriate record keeping of the activities of the Directorate, and of the resources (people, finances and assets) employed by it; Foster and promote a culture of innovation within the Directorate, and the Department; Diligently perform all duties assigned to the post of Director; People Management and Empowerment: Participate in the recruitment of employees in the numbers and grades appropriate to ensure the achievement of the Directorate's Business Plan; Motivate, train and guide employees within the Directorate, to achieve and maintain excellence in service delivery; Actively manage the performance, evaluation and rewarding of employees within the Directorate. Financial Management: Manage participation in the budgeting process at Directorate level; Ensure the preparation of the Annual and Adjustment Budgets for the Directorate; Assume direct accountability for the efficient, economic and effective control and management of the Directorate's budget and expenditure; Ensure that full and proper records of the financial affairs of the Directorate are kept in accordance with the prescribed norms and standards.
- : Mr. T Taverna-Turisan (Tony.Taverna-Turisan@westerncape.gov.za)

ENQUIRIES**OTHER POST****POST 32/198****PSYCHOLOGIST REF NO: DOTP 71/2025****SALARY
CENTRE
REQUIREMENTS**

- : Grade 1: R872 709 per annum, OSD as prescribed
- : Department of Premier, Western Cape Government
- : A Master's Degree in Industrial Psychology; Compulsory registration as Psychologist (Industrial) with the Health Professions Council of South Africa; A minimum of 3 years post - registration experience as Industrial Psychologist with the HPCSA. Competencies: Knowledge of the following: Group dynamics (roles and stages of group development); Health Professions Act, 1974; HPCSA Code of Ethics for Professionals; HPCSA training requirements; Scope of practice for Psychologists; Maintenance of professional registration through participation in continuous professional development; Research methods and statistics (action research, quantitative and qualitative); Mentoring and coaching practices; Project management; Protection of Personal Information Act, 2013 Key elements of policies, frameworks, norms and standards on organisational performance; Labour Relations. Skills needed: Analytical; Change management; Conceptual, interpretive and formulation; Conflict resolution; Diagnostic; Diversity management; Facilitation and process consultation; Influencing; Innovative; Problem-solving; Intervention design; Interviewing; Leadership; Listening; Mentoring and coaching; Motivation; Negotiation; Networking; Planning and organising; Presentation; Professional judgment and reasoning ability; Project management; Research; Strong people skills and relationship building; Teambuilding and strong interpersonal skills; Verbal and written communication.

DUTIES

- : Develop, guide and advise on complex theories and models in order to enhance behavioural, group and organisational behaviour; Responsible to perform psychometric and other assessments in order to determine the potential and/or suitability for training, development and recruitment and to determine individual, group and organisational effectiveness; Assess organisational behaviour dynamics; Design and develop assessment tools; Advise on institutional improvement and development based on diagnostic surveys and assessments; Advise on development of policies; Report on IP research; Develop and Execute culture and leadership development interventions to improve organisational performance; Apply paradigms, theories and models to enhance organisational behaviour; Facilitate and implement Western Cape Government Transversal Culture Programmes; Project management and Reporting; It will be advantageous to have the following: Experience in Leadership and Culture Interventions ; A valid (Code

B or higher) driving licence. NB: People with disabilities that restrict driving abilities, but who have reasonable access to transport, may also apply.
Ms J Roux Tel No: (021) 466 9713 /082 906 5530

ENQUIRIES

DEPARTMENT OF PROVINCIAL TREASURY

APPLICATIONS

: Only applications submitted online will be accepted. To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>

CLOSING DATE **NOTE**

: 29 September 2025
: Shortlisted candidates will be required to submit copies of their documentation for verification purposes. These candidates will be required to complete a practical assessment and attend interviews on a date and time as determined by the department. The selection process will be guided by the EE targets of the employing department. Should you experience difficulties with your online application, kindly note that technical support (challenges with online application) is only available from Monday to Friday from 08:00 to 16:00. you may contact the helpline at 0861 370 214. Otherwise, all other queries relating to the position, kindly contact the enquiries person as indicated in the advert. Please ensure that you submit your application before the closing date as no late applications will be considered.

OTHER POSTS

POST 32/199

: **DEPUTY DIRECTOR: LOCAL GOVERNMENT REVENUE AND EXPENDITURE - GROUP 1 REF NO: PT 26/2025**

SALARY **CENTRE** **REQUIREMENTS**

: R896 436 per annum (Level 11), (all-inclusive salary package)
: Provincial Treasury, Western Cape Government
: An appropriate 3-year B-Degree (equivalent or higher qualification) in Financial Management, Economics, Accounting or Public Finance; A minimum of 3 years' experience in accounting, Budget and financial management environment; A valid (Code B or higher) driving licence. NB: People with disabilities that restrict driving abilities, but who have reasonable access to transport, may also apply. Competencies: Knowledge of the following: Municipal budget process and procedures; In Year Monitoring process and procedures; Implementation of the m SCO Are form in municipalities; Financial norms and standards as well as Acts such as MFMA, PFMA, DoRA, MBRR and Circulars (local and provincial). Skills needed: Data analysis; Literacy; Computer Literacy; Written and verbal communication; Project Management; Accounting, Finance and Audit; Analytical thinking; Strategic thinking; Policy implementation (Impact on system); Conflict resolution; Monitoring, evaluation and reporting; Presentation; Problem solving; Research.

DUTIES

: In-year monitoring reports evaluated on the implementation of municipal budgets in order to enhance conformance, accountability, data integrity, sustainability and efficiencies in the municipalities as per section 71 and 72 of the MFMA; Monitor the implementation of the budgeting framework by municipalities and provide technical support to delegated municipalities; Manage and coordinate the IGR within and across Provincial Treasury, other departments and relevant stakeholders to improve conformance and performance in municipalities; Plan and manage the work of and account for the overall performance of the Sub directorate; People and Financial Management; It will be advantageous to have experience in the following: Dissemination of data and information; Report writing and analysis of financial information; Management experience.

ENQUIRIES

: Ms K Neethling Tel No: (021) 483 9186

POST 32/200

: **ASSISTANT DIRECTOR: PROVINCIAL GOVERNMENT ACCOUNTING GROUP 1 REF NO: PT 33/2025**

SALARY **CENTRE** **REQUIREMENTS**

: R468 459 - R561 894 per annum (Level 09)
: Provincial Treasury, Western Cape Government
: An appropriate 3-year B-Degree (equivalent or higher qualification) in Financial Accounting or related 3; A minimum of 3 years relevant experience of accounting practices in a finance department; A valid (Code B or higher) driving licence. NB: People with disabilities that restrict driving abilities, but who have reasonable access to transport, may also apply. Competencies: Knowledge of

the following: Legislation, the PFMA accounting frameworks GRAP, MCS, any other applicable accounting frameworks, policies and best practices that have a bearing on the line functions; Strong financial accounting background specifically in GRAP and MCS accounting frameworks; Ability to work under pressure and meet deadlines; Attention to detail and good interpretation of numbers; Written and verbal communication skills; Good report writing skills; It will be advantageous to have a Postgraduate qualification in accounting.

- DUTIES** : Provide support to departments and entities on the application of accounting frameworks; Compile, consolidate and table the Annual Consolidated Financial Statements (ACFS); Provide training regarding accounting standards and compilation of financial statements; Monitor compliance to accounting norms and standards, financial reporting guidelines in the provincial departments and entities; Performing Managerial functions.
- ENQUIRIES** : Ms. I Jurams Tel No: (082) 590 5241

DEPARTMENT OF SOCIAL DEVELOPMENT

- APPLICATIONS** : Only applications submitted online will be accepted. To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>
- CLOSING DATE** : 29 September 2025
- NOTE** : Shortlisted candidates will be required to submit copies of their documentation for verification purposes. These candidates will be required to complete a practical assessment and attend interviews on a date and time as determined by the department. The selection process will be guided by the EE targets of the employing department Should you experience difficulties with your online application, kindly note that technical support (challenges with online application) is only available from Monday to Friday from 08:00 to 16:00. you may contact the helpline at 0861 370 214. Otherwise, all other queries relating to the position, kindly contact the enquiries person as indicated in the advert. Please ensure that you submit your application before the closing date as no late applications will be considered.

OTHER POSTS

- POST 32/201** : **ADMINISTRATIVE OFFICER: ADMIN SUPPORT (VREDELUS) REF NO: DSD 66/2025**

- SALARY** : R397 116 - R467 790 per annum (Level 08)
- CENTRE** : Department of Social Development, Western Cape Government
- REQUIREMENTS** : An appropriate 3-year postschool qualification/B-Degree (equivalent or higher qualification); A minimum of 1 year appropriate experience. Competencies: Knowledge of the following: Government systems; Government policies; Constitution, legal and institutional arrangements governing the SA public sector. Skills needed: Analytical and systems thinking skills; Conceptual and formulation skills; written and verbal communication skills; Computer literacy skills.

- DUTIES** : Provide effective office administration and management support services to the Component; Provide budget support to the component; Maintain and assist with implementation of the component's monitoring and evaluation system.

- ENQUIRIES** : Mr M Benting Tel No: (021) 931 0236

- POST 32/202** : **ADMINISTRATIVE OFFICER (MONITORING): CRIME PREVENTION AND SUPPORT REF NO: DSD 68/2025**

- SALARY** : R397 116 - R467 790 per annum (Level 08)
- CENTRE** : Department of Social Development, Western Cape Government
- REQUIREMENTS** : An appropriate 3-year B-degree (equivalent or higher qualification); A minimum of 1year relevant experience. Competencies: Knowledge of the following: Monitoring and Evaluation systems; Applicable legislation; Norms and standards; Information management; Public administration. Skills needed: Creative thinking; Problem analysis; Problem-solving and decision making; Planning and organising; Written and verbal communication skills; Applying technology; Continuous improvement; Diversity management; Communication and Information management.

- DUTIES** : Assist with the development of monitoring and review systems; Conduct Financial and Governance assessments for existing and new NPO's; Monitor

		and review services rendered by the NPO in line with the Provincial /National policy frameworks; Administration of the Non-Financial Data (NFD) process.
<u>ENQUIRIES</u>	:	Ms M Palmer Tel No: (021) 483 4405
<u>POST 32/203</u>	:	<u>ADMINISTRATIVE OFFICER (MONITORING): QUALITY ASSURANCE AND MONITORING REF NO: DSD 69/2025</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R397 116 - R467 790 per annum (Level 08)
	:	Department of Social Development, Western Cape Government
	:	An appropriate 3-year B-degree (equivalent or higher qualification); A minimum of 1 year relevant experience. Competencies: Knowledge of the following: Monitoring and Evaluation systems; Applicable legislation; Norms and standards; Information management; Public administration. Skills needed: Creative thinking; Decision making; Problem analysis; Problem-solving and decision making; Planning and organising; Written and verbal communication skills; Applying technology; Continuous improvement; Diversity management; Communication and Information management.
<u>DUTIES</u>	:	Assist with the development of monitoring and review systems; Conduct Financial and Governance assessments for existing and new NPO's; Monitor and review services rendered by the NPO in line with the Provincial /National policy frameworks; Administration of the Non-Financial Data (NFD) process; Assist with the development of monitoring and review systems; Conduct Financial and Governance assessments for existing and new NPO's and Own Centres.
<u>ENQUIRIES</u>	:	Ms M Palmer Tel No: (021) 483 4405
<u>POST 32/204</u>	:	<u>ADMINISTRATIVE OFFICER (MONITORING): SUBSTANCE ABUSE REF NO: DSD 70/2025 (X2 POSTS)</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R397 116 - R467 790 per annum (Level 08)
	:	Department of Social Development, Western Cape Government
	:	An appropriate 3-year B-degree (equivalent or higher qualification); A minimum of 1 year relevant experience. Competencies: Knowledge of the following: Monitoring and Evaluation systems; Applicable legislation; Norms and standards; Information management; Public administration. Skills needed: Creative thinking; Decision making; Problem analysis; Problem-solving and decision making; Planning and organising; Written and verbal communication skills; Applying technology; Continuous improvement; Diversity management; Communication and Information management.
<u>DUTIES</u>	:	Assist with the development of monitoring and review systems; Conduct Financial and Governance assessments for existing and new NPO's; Monitor and review services rendered by the NPO in line with the Provincial /National policy frameworks; Administration of the Non-Financial Data (NFD) process.
<u>ENQUIRIES</u>	:	Ms F Isaacs Tel No: (021) 483 8442
<u>POST 32/205</u>	:	<u>EDUCATION OFFICER: EDUCATION REF NO: DSD 72/2025 (POSTS AVAILABLE IN VARIOUS LOCATIONS)</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R397 116 - R467 790 per annum (Level 08)
	:	Department of Social Development, Western Cape Government
	:	An appropriate 3-year post-school qualification; Registration with SACE as a professional educator; A minimum of 3 years experience as an Educationalist/ Educator; A valid (Code B or higher) driving licence. NB: People with disabilities that restrict driving abilities, but who have reasonable access to transport, may also apply. Competencies: Knowledge of the following: Applicable policies and procedures; Public service procedures; Labour Relations; Financial Management; Project Management; Interpret and apply policies and procedures. Skills needed: Problem solving, sound budgeting, planning, facilitation, influencing and interpersonal relations; Written and verbal communication; Planning and organising; Learning and researching; Relating and networking; Adapting and responding to change; Adhering to principles and values; Analysing.
<u>DUTIES</u>	:	Implement Educational Programmes at Facilities in Accordance with Curriculum Requirements and Departmental Legislation; Implement facility policies and procedures to enhance safe care/custody and development of residents (MDT, incident reporting, behaviour management, unauthorised articles etc.); Perform administrative functions; Continuous Professional

	Development; Keep up to date with new developments in the social work and social welfare fields.
<u>ENQUIRIES</u>	: Ms M Jonkerman Tel No: (021) 8266040
<u>APPLICATIONS</u>	: Only applications submitted online will be accepted. To apply submit your application online only: via http://www.westerncape.gov.za/jobs or https://westerncapegov.erecruit.co
<u>POST 32/206</u>	: <u>SOCIAL WORKER: SERVICES TO FAMILIES REF NO: DSD 71/2025</u>
<u>SALARY</u>	: Grade 1: R325 200 – R382 374 per annum, (OSD as prescribed) Grade 2: R397 119 – R459 996 per annum, (OSD as prescribed) Grade 3: R477 564 – R561 378 per annum, (OSD as prescribed) Grade 4: R585 441 – R725 754 per annum, (OSD as prescribed)
<u>CENTRE</u>	: Department of Social Development, Western Cape Government
<u>REQUIREMENTS</u>	: A relevant tertiary qualification in Social Work (Bachelor of Social Work) that allows professional registration with the South African Council for Social Service Professions as Social Worker; Registration with the South African Council for Social Service Professions as a Social Worker; Grade 1: No experience; Grade 2: A minimum of 10 years appropriate experience in Social Work after registration as a Social Worker with the South African Council for Social Service Professions; Grade 3: A minimum of 20 years appropriate experience in Social Work after registration as a Social Worker with the South African Council for Social Service Professions; Grade 4: A minimum of 30 years appropriate experience in Social Work after registration as a Social Worker with the South African Council for Social Service Professions. Competencies: Knowledge of the following: Supervision Framework for Social Workers; Human behaviour and social systems and skills to intervene at the points where people interact with their environments in order to promote social well-being; Social work theory and interventions; Information and Knowledge Management; Protocol and professional ethics; Relevant legislations, policies and prescripts (norms and standards); Social dynamics, work values and principles; Developing and empowering others; It will be advantageous to have a valid Code B (or higher) driving licence; Regulatory and Policy Knowledge: Understanding of NPO registration requirements and regulatory frameworks; Provincial and National legislative and policy frameworks related to social services; Regulatory and Policy Knowledge. Skills in the following: Challenge structural sources of poverty, inequality, oppression, discrimination and exclusion; Written and verbal communication; Report-writing; Self-management; Motivation; Good planning and organizing; Problem solving and analytical; Computer literacy; Presentation and facilitation; Client orientation and customer focus; Ability and competence to assist, develop, advocate for, and empower individuals, families, groups, organisations and communities to enhance their social functioning and their problem-solving capabilities; Ability to promote, restore, maintain, advocate for and enhance the functioning of individuals, families, groups and communities by enabling them to accomplish tasks, prevent and alleviate distress and use resources effectively; Understanding and ability to provide social work services towards protecting people who are vulnerable, at risk and unable to protect themselves; Ability to mentor and coach Social Workers Grade 1; Monitoring and Evaluation Skills: Ability to track and assess NPO performance against targets and service standards; Competence in analysing Non-Financial Data(NFD) and performance information; Ability to monitor implementation of Service Delivery Improvement Plans; Problem-Solving and Decision-Making: Capacity to identify service gaps or non-compliance and propose corrective actions; Ability to respond rapidly and appropriately to complaints or concerns; Communication and Interpersonal Skills: Effective written and verbal communication for reporting, advising, and liaising with NPOs; Ability to build constructive relationships with NPO staff, communities, and colleagues; Ethics and Professionalism: Uphold integrity, accountability, and ethical standards in all interactions; Maintain confidentiality and transparency in reporting and decision-making; Organisational and Administrative Skills: Efficient management of data, reports, and documentation; Ability to plan, prioritize, and coordinate monitoring visits or follow-up activities; Monitoring and Evaluation Skills; Problem-Solving and Decision-Making; Interpersonal Skills; Ethics and Professionalism; Organisational and Administrative.
<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, groupwork 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; Ensure NPO comply with registration requirements and relevant regulatory frameworks; Monitor and review services delivered by NPOs to ensure alignment with Provincial and National legislative and policy frameworks; Administer Non-Financial Data (NFD) and performance information processes; Monitor the implementation of Service Delivery Improvement Plans; Respond promptly to complaints, enquiries, or concerns raised regarding NPOs or programme activities; Ensure NPOs comply with registration requirements and relevant regulatory frameworks; Monitor and review services delivered by NPOs to ensure alignment with Provincial and National legislative and policy frameworks; Administer Non-Financial Data (NFD) and performance information processes; Monitor the implementation of Service Delivery Improvement Plans; Respond promptly to complaints, enquiries, or concerns raised regarding NPOs or programme activities.

<u>ENQUIRIES</u>	:	Ms J Payne Tel No: (021) 483 5798
<u>POST 32/207</u>	:	<u>ADMINISTRATION CLERK: VICTIM EMPOWERMENT REF NO: DSD 65/2025</u>
<u>SALARY</u>	:	R228 321 - R268 950 per annum (Level 05)
<u>CENTRE</u>	:	Department of Social Development, Western Cape Government
<u>REQUIREMENTS</u>	:	Grade 12 (Senior Certificate or equivalent qualification). Competencies: Relevant job knowledge; Skills needed: Literacy; Numeracy; Presentation; Decision –making; Computer literacy; Interpersonal Skills; Flexibility; Planning and organising; Written and verbal communication; It will be advantageous to have a valid (Code B or higher) driving licence. NB: People with disabilities that restrict driving abilities, but who have reasonable access to transport, may also apply.
<u>DUTIES</u>	:	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; It will be advantageous to have relevant experience.
<u>ENQUIRIES</u>	:	Ms R Botha Tel No: (021) 483 4303
<u>APPLICATIONS</u>	:	Only applications submitted online will be accepted. To apply submit your application online only: via http://www.westerncape.gov.za/jobs or https://westerncapegov.erecruit.co
<u>POST 32/208</u>	:	<u>ADMINISTRATION CLERK: SUSTAINABLE LIVELIHOODS REF NO: DSD 67/2025</u>
<u>SALARY</u>	:	R228 321 - R268 950 per annum (Level 05)
<u>CENTRE</u>	:	Department of Social Development, Western Cape Government
<u>REQUIREMENTS</u>	:	Grade 12 (Senior Certificate or equivalent qualification). Competencies: Relevant job knowledge; Skills needed: Literacy; Numeracy; Presentation; Decision –making; Computer literacy; Interpersonal Skills; Flexibility; Planning and organising; Written and verbal communication.
<u>DUTIES</u>	:	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>	:	Mr L Arnolds Tel No: (021) 483 6657
<u>POST 32/209</u>	:	<u>CHILD AND YOUTH CARE TEAM LEADER: PROFESSIONAL SERVICES REF NO: DSD 83/2024 R1 (VARIOUS POSTS AVAILABLE IN VARIOUS LOCATIONS)</u>
<u>SALARY</u>	:	Grade 1: R203 748 – R230 700 per annum, (OSD as prescribed) Grade 2: R240 147 – R282 342 per annum, (OSD as prescribed)
<u>CENTRE</u>	:	Department of Social Development, Western Cape Government
<u>REQUIREMENTS</u>	:	Grade 12 (Senior Certificate or equivalent qualification); A minimum of 7 years appropriate experience in child and youth care work after obtaining the required

qualification; A valid code B driving licence. Competencies: Knowledge of the following: Developmental programmes and interventions; Clerical/ administrative procedures; Rules and procedures of the Care Centre; Professional norms and standards; Professional ethics. Skills in the following: Proven computer literacy; Written and verbal communication; Ability to intervene and resolve conflict; Report writing; Presentation and facilitation; Planning and organising; Work effectively with social workers and members of multi-sectoral teams in social service delivery.

DUTIES

: Serve as a team leader for child and youth care workers during a shifts; Oversee the following: Admission and related activities of residents to the facility; Access of residents to medical services; Implementation of planned developmental, recreational and therapeutic programmes; Basic life space work; Continuous supervision; Facilitate handover of shifts; Undertake inspections during a shifts and report on incidents and problems identified; Perform administrative work relevant to the job; Oversee the completion of daily registers e.g. log books, medication registers, incident reports etc.; Ensure that attendance registers are signed and kept up to date; Perform all the clerical functions required; Render care services to residents; Continuous professional development; It will be advantageous to have registration as a auxiliary or above Child and Youth Care Practitioner; It will be advantageous to have Registration with the South African Council for Social Service Professions (SACSSP).

ENQUIRIES

: Mr M Benting Tel No: (021) 931 0236