

**PROVINCIAL ADMINISTRATION: WESTERN CAPE  
WESTERN CAPE EDUCATION DEPARTMENT (WCED)**

**APPLICATIONS**

: Applications must be submitted by using the following URL <https://wcledonline.westerncape.gov.za/home/>, via Google Chrome or Mozilla Firefox.

**CLOSING DATE**

: 13 March 2026

**NOTE**

: The applicants are advised to read the foreword available on the WCED website before applying for the post/s. Applications must be made via the department's on-line E-Recruitment system. The on-line system will automatically generate a Curriculum Vitae, applicants are therefore required to ensure that their profiles are fully completed. Certified copies of Identity Document, Senior Certificate and the highest required qualification as well as a driver's license where necessary, will only be submitted by shortlisted candidates to HR on or before the day of the interview date. All applicants must be SA Citizens/Permanent Residents or Non-SA Citizens with a valid work permit. Applicants will be expected to be available for selection interviews and competency assessments at a time, date and place as determined by Western Cape Education Department (WCED). The Department reserves the right to conduct pre-employment security screening and appointment is subject to positive security clearance outcome. Applicants must declare any/pending criminal, disciplinary or any other allegations or investigations against them. Should this be uncovered post the interview the application will not be considered for the post and in the unlikely event that the person has been appointed such appointment will be terminated. If you have not been contacted within 3 months of the closing date of this advertisement, please accept that your application was unsuccessful. All shortlisted candidates, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment

**OTHER POSTS**

**POST 06/210**

: **DEPUTY DIRECTOR REF NO: 3**

Directorate: Institutional Management & Governance

**SALARY**

: R896 436 per annum (Level 11), all-inclusive package to be structured in accordance with the rules for MMS

**CENTRE**

: Cape Town

**REQUIREMENTS**

: Appropriate B degree, 3 years management experience. Advance Knowledge of South African Schools Act and the FET Act, Advanced knowledge of modern systems of governance and administration, Advance knowledge of public policy-making processes, Knowledge of the policies of the government of the day, Knowledge of Constitutional, legal and institutional arrangements governing the South Africa public sector, Knowledge of global, regional and local political, economic and social affairs impacting on the provincial government of the Western Cape, Knowledge of Constitutional, legal and institutional arrangements governing the South Africa public sector, Knowledge of communication, media management, public relations, public participation and public education, Knowledge of project management processes. Strong analytical and systems thinking skills, Strategic planning, monitoring and evaluation skills, Strong conceptual and formulation skills, Strong leadership skills with specific reference to the ability to display thought leadership in complex applications, Team building and strong inter-personal skills, Excellent communication skills, outstanding planning, organizing and people management skills, Computer literacy skills.

**DUTIES**

: Line Management: Manage the Sub Directorate Institution Management, Human Resource Management: Participation in the recruitment of staff in the numbers and grades appropriate to ensure the achievement of the Sub Directorate's Business Plan. Financial Management: Active participation in the budgeting process at Sub Directorate and Directorate level. Client and Liaising.

**ENQUIRIES**

: Dr N Moolla Tel No: (021) 467 2613

<b><u>POST 06/211</u></b>	:	<b><u>DEPUTY DIRECTOR: EMPLOYEE HEALTH AND WELLNESS REF NO: 25</u></b> Directorate: Strategic People Management
<b><u>SALARY</u></b>	:	R896 436 per annum (Level 11), All-inclusive package to be structured in accordance with the rules for MMS
<b><u>CENTRE REQUIREMENTS</u></b>	:	Cape Town 3-year post school qualification.3 years middle management experience. Knowledge of Employee Health and Wellness related process. Knowledge of Employee Health and Wellness related systems. Knowledge of related prescripts. Ensure compliance with educator/public servant prescripts. Labour Relations Act (LRA), 66 of 1995. Employment of Educators Act 76 of 1998. Public Service Act, 1994. South African Schools Act 84 of 1996. Basic Conditions of Employment Act (BCEA) 75 of 1997. Knowledge of other related legislation. Numeracy; Literacy; Computer Literacy; Language skills; Project Management; Accounting Finance and Audit; Legal Administration. Other: Managerial skills; Leadership skills; Interpersonal skills, Analytical skills; Problem solving; Decision Making; Facilitation and Presentation skills; Conflict resolution; Organising; Good written and oral communication skills.
<b><u>DUTIES</u></b>	:	Plan, organise, control, manage and maintain the employee health and wellness programme. Manage the monitoring and evaluation of EHW governance and compliance. Manage and coordinate the provision of reasonable accommodation. People Management -Manage the HR of the component to achieve the pre-determined performance indicators and service delivery imperatives, motivated, competent, appreciated and performance orientated staff and sound labour relations. Financial Management - Plan the component's budget and manage expenditure through responsible implementation of policies, practices and decisions in order to achieve component objectives effectively and efficiently.
<b><u>ENQUIRIES</u></b>	:	Mr R Oosthuizen Tel No: (021) 467 2475
<b><u>POST 06/212</u></b>	:	<b><u>DEPUTY DIRECTOR REF NO: 20</u></b> Directorate: Service Benefits
<b><u>SALARY</u></b>	:	R896 436 per annum (Level 11), all-inclusive package to be structured in accordance with the rules for MMS.
<b><u>CENTRE REQUIREMENTS</u></b>	:	Cape Town Minimum requirement: National Diploma (NQF Level 6) or Degree in Human Resources and 3 years management experience. Knowledge: Constitution of RSA / PGWC, Public Service Act and Regulations, Skills Development Act, Employment Equity Act, Basic Conditions of Employment Act, Pension funds Act, Labour Relations Act, White Paper on Transformation & Batho Pele Principles, White Paper on Service Delivery in the Public Service, Skills Development Act, Skills Levies Act, Line function and life skills training, Human Rights Practices, People Management, Skills Development Strategy of the Public Service / CS Educators, New Management Framework, Education Law and Policy, Disciplinary Codes and Procedures, CORE & Compensation Management (JD & JD) Collective Agreements, SPMS, PERSAL, Public Finance Management Act, Sense of the demographics of WCED. Skills: Managerial skills, Leadership skills, Interpersonal skills, Communication skills, Analytical skills, Problem solving, Decision Making, Facilitation and Presentation skills, Conflict resolution, Organising, Demonstrate the ability to use the following IT Software: MS Office Package (MS Word, Excel, PowerPoint), Outlook, or Internet, PERSAL, Good written and oral communication skills.
<b><u>DUTIES</u></b>	:	Manage the execution / administering of all service benefits. Ensure compilation of management reports. Ensure annual auditing of vacation leave. Report on leave patterns / tendencies that might impact on the service delivery of the Department. Managing termination of services (resignation, ill health, retirements, severance package, dismissals, etc.) Ensure implementation of the annual salary adjustments and service benefits. Managing deficiencies from exceptional PERSAL reports. Ensure audit on payments of service benefits (housing allowance, guarantees, overtime, etc.) Ensure the keeping and maintenance of registers (overtime, Injury of Duty, Subsistence and Travel allowance, BAS Payments, clearance certificates, Salary Recourse, leave without pay, Medical Aid, State Guarantees, Interns, Working hours, PILIR, Remunerated Work Outside the Public Service.) Financial Management: Provide input for the budget process in the Directorate. Recommend budget

levels for new financial year. Manage and control the application of state funds and property in the sub-directorate. Monitor budget levels for sub-directorate. Authorise expenditure i.t.o. departmental delegation regarding advertisements, S&T, equipment purchases and skills development. Annual itemising of funds. Exercise monthly expenditure control. Submit monthly personnel audit and cash flow projections. Exercise managerial function attached to the post: Manage the execution of goals set for the sub-directorate. Ensure effective recruitment, selection and appointment of officials. Develop Action Plans for / manage the Sub-directorate East for District and institutions. Strategic and operational planning of the sub-directorate. Give support and render advice to staff regarding procedures, requirements and general prescripts. Ensure that staff is adequately trained and developed to fulfill their functions in Service Benefits. Apply and maintain discipline in sub-directorate. Manage performance of staff. Conduct review sessions, training and coaching based on outcome of review sessions. Quarterly Performance Report. Attendance of staff meetings, division head meetings, directorate meetings. Provide monthly management report and statistics on the activities of the Sub directorate to HOD and SMS members. Monitor workflow of staff.

<b><u>ENQUIRIES</u></b>	:	Ms D Pillay Tel No: (021) 467 2477
<b><u>POST 06/213</u></b>	:	<b><u>QUANTITY SURVEYOR PRODUCTION GRADE A REF NO: 8</u></b> Directorate: Infrastructure Delivery Management
<b><u>SALARY</u></b>	:	R761 157 per annum, (OSD). Salary depending on years of experience after registration as a professional with the professional body.
<b><u>CENTRE REQUIREMENTS</u></b>	:	B Degree in Quantity Surveying. Registered as a Professional Quantity Surveyor with SACQSP. 3 (three) years' experience post qualification or registered as a Candidate Quantity Surveyor with SACQSP and is willing to be part of a developmental programme with condition that the Candidate must register as a Professional within 3 (three) years. Valid Driver's License. Computer literacy. Knowledge: 3 (three) years' post qualification relevant experience in working on infrastructure projects (both capital / new and maintenance / existing) from inception to completion. A good understanding of and in project management. A good understanding of infrastructure planning and its contribution to the timeous development of education infrastructure. Experience in institutional systems / processes. Candidate must be able to operate both independently and as part of a team. Skills: Planning and organizing, research and technical report-writing and programme/ project management skills. The ability to interpret and apply approved design guidelines and technical specifications to design solutions.
<b><u>DUTIES</u></b>	:	Contribute to the preparation of the Construction Procurement Strategy (CPS) and the Infrastructure Programme Management Plan (IPMP); Contribute to the Preparation and/or approve Packages/ individual Project Briefs inclusive of the determination of the Control Budget; Participate in the preparation and/or assessment of the procurement process related to the appointment of Professional Service Providers (PSPs) and/or contractors; Contribute to the review and/or acceptance of the Infrastructure Programme Implementation Plan (IPIP); Management and/or monitoring of the implementation of Programmes and/or projects; Approval of Project Stage Reports (deliverables) and designs; Manage the interface between the end-user and or community and the Implementing Agent (IA). Experience in all financial aspects of a project from inception to close-out is required.
<b><u>ENQUIRIES</u></b>	:	Mr GP Nieuwoudt Tel No: (021) 467 2052
<b><u>POST 06/214</u></b>	:	<b><u>CONTROL WORKS INSPECTOR REF NO: 6</u></b> Directorate: Infrastructure Delivery Management
<b><u>SALARY</u></b>	:	R582 444 per annum (Level 10)
<b><u>CENTRE REQUIREMENTS</u></b>	:	National Diploma in Engineering, Building or Mechanical, Electrical or N3 with passed Trade Test and six years post qualification experience, a valid driver's license and must be computer literate. Relevant Experience: Six years post qualification and relevant experience working on a construction site for a major Contractor, Government Dept or Municipality and dealing with Programme, Quality, Budget and Time Management would be preferential. Experience in managing stakeholders on various levels from inception through to completion

<p>of projects. Experience and understanding of budgets from an infrastructure perspective and in the public service domain. Must have strong verbal and written communication skills and experience to support this. Must have strong report writing skills. Must be comfortable operating independently and in a team environment.</p>	
<b><u>DUTIES</u></b>	: Manage District inputs for infrastructure planning. Manage implementation of all types of building projects in the Education Districts. Undertaking and compiling Condition Assessments of school facilities including NEIMS assessments. Manage School Maintenance and disaster management. Manage people and finances.
<b><u>ENQUIRIES</u></b>	: Mr GP Nieuwoudt Tel No: (021)467 2052
<b><u>POST 06/215</u></b>	: <b><u>SOCIAL WORKER SUPERVISOR GRADE 1 REF NO: 80</u></b> District Office: Education District Office West Coast
<b><u>SALARY</u></b>	: Grade 1: R477 564 – R561 378 per annum, (OSD as prescribed) Grade 2: R585 441 – R893 949 per annum, (OSD as prescribed) Salary depending on years of experience after registration with the professional body.
<b><u>CENTRE REQUIREMENTS</u></b>	: Paarl Formal tertiary qualification in Social Work (e.g. Bachelor of Social Work). Registration with the South African Council for Social Service Professions (SACSSP) as Social Worker and proof of payment of registration for 2024. A minimum of 7 years appropriate experience in social work after registration as Social Worker with the SACSSP. Recommendations: Valid Drivers License. Experience in the field of child and youth care. Knowledge of: Inclusive Education (IE) policies (White Paper 6); Screening, Identification, Assessment and Support (SIAS) policy; Guidelines on the development of Full-service/Inclusive Schools; Guidelines on the development of Special Schools into Resource Centres; Responding to Learner Diversity in the Classroom; Care and Support for Teaching and Learning (CSTL); Integrated School Health Policy. Skills: Organising and planning. Project Planning. Psycho social intervention. Communication and language (2 Official languages). Interpersonal. Report-writing. Computer literacy. Presentation and facilitation. Problem Solving and analysis. Client orientation and customer focus. Personal Attributes. Therapeutic assessment and techniques; Multi-disciplinary teamwork; Preventative and developmental approach; Development of training programmes; Report writing; Analysis of data and trends; Therapeutic research methodology; Communication, consultation and facilitation skills; Computer literacy; Presentation skills and organising and planning.
<b><u>DUTIES</u></b>	: Plan and coordinate the implementation of social work capacity building programmes for the early identification of and interventions relating to social, emotional and behavioural barriers to learning. Coordinate and monitor the provision of training to teachers, parents and support in the early identification and management of learners who experience social, emotional and behavioural barriers to learning. Coordinate and plan the development and implementation of preventative programs for learners, parents and School Governing Bodies (SGBs) that address and/ or prevent social emotional and behavioural barriers to learning. Plan, coordinate and monitor the implementation of Inclusive Education Policies. Render, manage and coordinate the provision of specialised social work support to strengthen District and School-based support teams (DBSTs/SBSTs); training, sustaining and promoting SBSTs in collaboration with the DBST; collaboration of multi-disciplinary teams (DBSTs); provision of social work advisory services to SBSTs; provision of direct social work services to learners when necessary; provision of social work inputs for the district with regard to policy development and reviews; conducting of discipline specific research. Render, manage and coordinate participation in inter- and intra-sectoral networks and collaborations; promote inclusive schools as Centres of Care and Support for Teaching and Learning (CSTL); participation in the district-level inter-sectoral forums to support and enhance the capacity of the system to address barriers to learning; liaison with relevant professional boards and tertiary institutions. Provide professional supervision of Social Workers within the district to ensure an effective, efficient and quality school social work services. Monitor, guide and support school social workers within the district on legislation, policies and guidelines relating to social work service delivery in the Public Ordinary and Public Special Schools. Monitor and support the process of assessments,

reporting, referrals and placement of Learners according to levels of need. Monitor and support the implementation of social work administration- and record keeping management processes. Participate in the recruitment and selection of social workers in the district. Ensure compliance to SACSSP CPD policy. Conduct the effective management of performance appraisal of social workers within the district. report quarterly on social work service delivery within the district to the Head: Learner Support and the Provincial Social work Manager.

**ENQUIRIES**

: Mr N Petersen Tel No: (023) 348 4600

**POST 06/216**

: **ASSISTANT DIRECTOR REF NO: 94**

Directorate: Management Accounting

**SALARY  
CENTRE  
REQUIREMENTS**

: R468 459 per annum (Level 09)

: Cape Town

: A relevant National Diploma or Degree in Finance, plus a minimum of 3 years relevant experience in a financial and/or budget environment; A valid driver's license. Knowledge: Knowledge of financial policies and regulations. Knowledge of financial processes. Ability to analyze and interpret financial data. Advanced computer literacy in Microsoft Office applications (Word, Excel and PowerPoint). Technical knowledge of financial systems. Excellent written and verbal communication skills in at least two of the three official languages of the Western Cape. The ability to give clear direction in realizing objectives. Knowledge of financial data modelling. Strong analytical, problem-solving and decision-making skills. Ability to work independently and under pressure in a dynamic and diverse environment. People management skills.

**DUTIES**

: Provide management information with regard to the financial processes within the Department, for example institutional funding and budget-related matters. Ensure effective implementation and monitoring of financial policies and guidelines and assist in the formulation thereof. Manage and analysis of project costing/related activities including providing advice on the outcome of these costing to management. Analyse expenditure trends/reports and provide reports to management and external stakeholders. Co-ordination and preparation of submissions/presentations to serve at high level meetings. Manage and submit cash flow plans as well as the reporting thereof. Manage the re-allocation of funds and movement of funds allocated within the budget after reprioritization. Ability to assist and support financial data modelling. Analyse and interpret financial and non-financial data and prepare a submission on the findings to management including performance reporting and financial statement inputs. Manage institutional funding including communication, affordability of costing proposals and payments. Research and development of policy applications in a financial environment. Management of staff in the component including general administrative tasks and other employee related matters.

: Mr R Eyssen Tel No: (021) 467 2662

**ENQUIRIES**

: **ASSISTANT DIRECTOR: WORKFORCE PLANNING REF NO: 26**

Directorate: Strategic People Management

**SALARY  
CENTRE  
REQUIREMENTS**

: R468 459 per annum (Level 09)

: Cape Town

: At least a recognized 3-year post matric qualification which can be in Human Resource Management, Public Management or Industrial psychology, with at least 3 years relevant experience in human resources. Knowledge: Knowledge of post provisioning and workforce planning related process., Knowledge of post provisioning and workforce planning related systems., Knowledge of related prescripts, Ensure compliance with educator/public servant prescripts, Labour Relations Act (LRA), 66 of 1995., Employment of Educators Act 76 of 1998., Public Service Act, 1994, South African Schools Act 84 of 1996, Basic Conditions of Employment Act (BCEA) 75 of 1997., Knowledge of other related legislation. Skills: Numeracy, Literacy, Computer Literacy, Language skills, Project Management Leadership skills, Interpersonal skills, Analytical skills, Problem solving, Decision Making, Facilitation and Presentation skills, Conflict resolution, Organising, Good written and oral communication skills.

: Operationalise and implement the administration of the basket of educator posts process for Ordinary Public Schools and Ordinary Special Schools. Operationalise, coordinate and report on the implementation of workplace

**DUTIES**

planning interventions. Develop and maintain norms and standards for institution-based employees (Educator and Public Servants). Coordinate and facilitate the processes regarding Organisation Development (OD) investigations and job evaluations. People Management.

**ENQUIRIES**

**POST 06/218**

**ASSISTANT DIRECTOR: ACCOUNTS RECEIVABLE (DEBTORS) REF NO: 88**

Direktorate: Financial Accounting

**SALARY  
CENTRE  
REQUIREMENTS**

: R468 459 per annum (Level 09)

: Cape Town

: An appropriate 3-year tertiary qualification (National Diploma/B Degree or higher qualification) in Accounting Sciences; A minimum of 3 years relevant management experience in Financial Accounting; A valid driving license and willingness to drive. Recommendation: The following will serve as strong recommendations: Knowledge and experience in a financial environment. Expert knowledge of BAS and PERSAL will be to your advantage. Knowledge: Knowledge of financial policies and regulations. Knowledge of financial processes. Ability to analyse and interpret financial data. Operational knowledge of financial systems. Skills: Advanced computer skills in Microsoft Office applications. Ability to work under pressure and independently in a fast-paced environment. Excellent problem-solving and decision-making skills, analytical and communication skills, (verbal and written). Effective communication for collections and client relations. Planning and organisation: The capacity to effectively manage time, prioritize tasks and organise workflows is vital for handling a high volume of accounts and meeting deadlines. Proactiveness and strategy: The ability to proactively implement collection strategies, create credit policies and continuously improve the Accounts Receivable process to align with strategic business goals.

**DUTIES**

: Manage the administration of accounts receivables (Ensure all debts are accounts for, ensure adherence to due dates, ensure all accurate status of debts). Manage investigations on long outstanding debts and reporting theft and losses(write-offs) and debts referrals to 3rd parties such as debt collectors State Attorney. Co-ordination and preparation of submissions/presentations to management. Manage the development of and maintenance of a database of debt take-Ons debt referred to 3rd parties and write-off debts. Management of functions on financial systems and corrective journals. Manage enquiries from public, relevant stakeholders and Auditor General implementation of audit recommendations. Clearing of suspense accounts, management of suspense accounts and financial reports. Management of ageing of debtor and /or creditor accounts, ledger accounts and inputs to interim Financia Statements/ Annual Financial Statements related functions and information. General supervision of employees including managing performance, conduct and discipline of supervisees. Ensure effective implementation and monitoring of financial policies and guidelines and assist in formulation thereof. Monitor policies and legislative framework to ensure cognisance is taken of new developments, develop and maintain departmental policies and ensure compliance to all applicable prescripts and regulations.

: Ms C Adendorff Tel No: (021)467 2506

**ENQUIRIES**

**POST 06/219**

**ASSISTANT DIRECTOR: SERVICE BENEFITS REF NO: 19**

Direktorate: Service Benefits

**SALARY  
CENTRE  
REQUIREMENTS**

: R468 459 per annum (Level 09)

: Cape Town

: National Diploma (NQF Level 6) or Degree in Human Resources or an equivalent qualification plus a minimum of 3 years relevant experience in Human Resources Administration. Recommendations: Experience in public service and education environment with specific reference to applicable employment and conditions of service legislation; proven communication skills in at least two official languages of the Western Cape Province. Knowledge of: Relevant Education and Public Service Acts, Policy documents, Public Finance Management Act, Education Law and Policy, CORE, Personnel Administration Measures (PAM) & Public Service (PS) Regulations, Collective Agreements, Resolutions and PERSAL. Managerial, Leadership and Interpersonal skills; Written and Verbal Communication skills; Analytical, Problem Solving,

<b><u>DUTIES</u></b>	Decision Making, Facilitation and Presentation skills; Conflict Resolution; Organising skills. Demonstrate the ability to use the following IT Software: MS Office Package (MS Word, MS Excel, MS PowerPoint); MS Outlook, Internet. Exercise managerial functions pertaining to the post, including but not limited to assisting the Deputy Director. Manage and supervise staff members, including but not limited to training, monitoring and evaluation. Manage and supervise general administrative duties with regard to service benefits and conditions of service. Implementation of policies and procedures related to HR Administration. Manage and supervise functions pertaining to leave administration. Manage and supervise the exit management service. Manage and supervise functions pertaining to appointments & salary administration; and perform more complex work regarding the functions above.
<b><u>ENQUIRIES</u></b>	Ms D Pillay Tel No: (021)467 2477
<b><u>POST 06/220</u></b>	<p><b><u>ASSISTANT DIRECTOR: PEOPLE EMPOWERMENT SERVICES REF NO: 23</u></b></p> <p>Directorate: Directorate: Strategic People Management</p>
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	<p>: R468 459 per annum (Level 09)</p> <p>: Cape Town</p> <p>: A 3 year post Matric qualification (National Diploma/ Degree) as recognized by SAQA in Human Resource Development; A minimum of 3 years' experience in Human Resource Development environment at supervisory level; Computer literacy; Valid driver's license. Knowledge of Skills Development Act, Skills Development Levies Act, Adult Basic Education and Training Act, Basic Conditions of Employment Act, Public Finance Management Act, Public Service Act, Public Service Regulations, Treasury Regulations, Employment of Educators Act; South African Schools Act; SAQA; Labour Relations Act; Government initiatives. Knowledge of people empowerment related process. Knowledge of people empowerment related systems. Knowledge of related prescripts. Ensure compliance with educator/public servant prescripts. Labour Relations Act (LRA), 66 of 1995. Employment of Educators Act 76 of 1998. Public Service Act, 1994. South African Schools Act 84 of 1996. Basic Conditions of Employment Act (BCEA) 75 of 1997. Knowledge of other related legislation. Applied strategic thinking; Applied technology; Budgeting and financial management; Communication and information management; Managing interpersonal conflict and resolving problems; Planning and organizing; Decision making; Analytical; Project management; Presentation; Report writing; Monitoring and evaluation; Team leadership.</p>
<b><u>DUTIES</u></b>	The successful candidate will perform the following duties: Facilitate the implementation of Internship and Learnership programmes; Facilitate the implementation of study assistance programmes; Coordinate the Compulsory Induction Programme; Facilitate the payment process for the programmes; Co-ordinate Orientation programme; Compile reports for all programmes; Maintain partnerships with relevant stakeholders; Manage human, finance and other resources.
<b><u>ENQUIRIES</u></b>	Mr R Oosthuizen Tel No: (021)467 2475
<b><u>POST 06/221</u></b>	<p><b><u>ASSISTANT DIRECTOR: PEOPLE POLICY AND ANALYTICS REF NO: 27</u></b></p> <p>Directorate: Strategic People Management</p>
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	<p>: R468 459 per annum (Level 09)</p> <p>: Cape Town</p> <p>: At least a recognized 3-year post matric qualification which can be in Human Resource Management, Public Management or Industrial psychology, with at least 3 years relevant experience in human resources. Knowledge: Knowledge of people policy and analytics processes, Knowledge of people policy and analytics systems, Knowledge of related prescripts, Ensure compliance with educator/public servant prescripts, Labour Relations Act (LRA), 66 of 1995, Employment of Educators Act 76 of 1998., Public Service Act, 1994. , South African Schools Act 84 of 1996., Basic Conditions of Employment Act (BCEA) 75 of 1997., Knowledge of other related legislation. Skills: Leadership skills  Interpersonal skills, Analytical skills, Problem solving, Decision Making, Facilitation and Presentation skills, Conflict resolution, Organising, Good written and oral communication skills, Numeracy Literacy, Computer Literacy, Language skills, Project Management, Legal Administration.</p>

<b><u>DUTIES</u></b>	:	Institutionalize people management data, information, trend analysis and research reports. Implement Standardised people management business intelligence systems. Promotes the interpretation, development, monitoring and maintenance of HR policy guidelines and circulars. Provides Employment Equity (EE) and transformation service. People Management.
<b><u>ENQUIRIES</u></b>	:	Mr R Oosthuizen Tel No: (021)467 2475
<b><u>POST 06/222</u></b>	:	<b><u>ASSISTANT DIRECTOR: PLANNING AND INFORMATION MANAGEMENT</u></b> <b><u>REF NO: 76</u></b> District Office: Education District Office Overberg
<b><u>SALARY</u></b>	:	R468 459 per annum (Level 09)
<b><u>CENTRE</u></b>	:	Caledon
<b><u>REQUIREMENTS</u></b>	:	A relevant National Diploma (NQF6) or degree plus 3 years administrative experience. Knowledge: Knowledge of WCG, WCED and general government information systems. Departmental policies and procedures. Intergovernmental Relations / Stakeholder Management. Knowledge of ICT strategy, processes and procedures. Skills: Written and verbal communication; Motivational; Interpretation of prescripts and policies; Organising and planning; Report writing; Data and Information Management; Computer literacy; Analytical thinking; Facilitation and Presentation skills.
<b><u>DUTIES</u></b>	:	Manage the district strategic annual business process. Coordinate the submission, monitoring, review and reporting on the implementation of the operational and business plans. Coordinate the integrated planning process with government departments, local government, municipalities, local business, NGOs within the district. Interface between the office of the District Director and internal/external stakeholders. Reporting on external and intergovernmental matters. Analyse, present and report on district data and information. Provide management and decision-making information. Enable access and utilisation of the Education Management Information Systems (EMIS) and related information Technology (IT) solutions. Oversee the maintenance of all Educational Management Information and related systems. Facilitate Knowledge and Information Management Systems user training and support in collaboration with the Directorate of Information and Knowledge Management. Render support in terms of the publication and dissemination of institutional knowledge and information generated within education information systems. Coordinate surveys (e.g. DBE, WCED, etc.) to be conducted at district level. Provide secretarial support at District Management Meetings. Maintain all relevant district databases.
<b><u>ENQUIRIES</u></b>	:	Ms I Senosi Tel No: (028) 214 7300 (Overberg EDO)
<b><u>POST 06/223</u></b>	:	<b><u>E-LEARNING PROJECTS FACILITATOR REF NO: 53</u></b> District Office: Education District Office Metro East
<b><u>SALARY</u></b>	:	R468 459 per annum (Level 09)
<b><u>CENTRE</u></b>	:	Kuilsrivier
<b><u>REQUIREMENTS</u></b>	:	National Diploma (NQF Level 6) or Degree plus 3 years' experience in project management in a ICT environment preferably within education. A Valid Driver's Licence. Knowledge: Knowledge of relevant eLearning Provincial Policies, legislation and regulations (White Paper 7). Knowledge of Project Management within an ICT environment. Knowledge of Project Management within an education environment. Skills: Advanced computer literacy, negotiation, presentation, communication and report writing skills. Project and organisational planning. Ability to think analytically and systematically.
<b><u>DUTIES</u></b>	:	Assist in the process of confirming the list of priority schools for new and technology refresh. Conduct audits of technology at schools to inform decisions (collaborated with Cel for technical evaluation). Manage the retrieval and redistribution of technology. Coordinate and manage the implementation of all e-Learning projects deliverables such as project plans, site visits, installations. Ensure that schools with subject-specific needs (e.g. CAT / IT / EGD) are adequately ICT resourced in collaboration with other stakeholders (Head Office, District Subject Adviser and Cel) according to approved plans. Check and report on the schedule of needs and project plans for technology provisioning in priority schools/ district. Submit project plans for approval and signature of the Manager Curriculum Support (MCS) and Director Education District. Coordinate and project manage all technology provisioning at schools for e-Learning and e-Administration. Develop and implement plans, processes

and systems to effectively implement e-Learning and technology provision projects and report on all projects. Liaise with head office (eLearning) with respect to provisioning of technology and relevant research and evaluation innovation projects. Implementation and support of new technology and refresh of technology at Public Ordinary and Special Schools. Ensure support and maintenance as per SLA from Cel, ICT helpdesk, outside service providers: e-Learning and e- Administration equipment including connectivity. Collaborate and liaise with the different units at head office and districts i.e. e-Learning HO, FET / GET Curriculum, IMG, ICT Committee and Cel with respect to relevant e-Learning projects. Ensure first line administrative technical support to schools and School Network Administrator (SNA) with respect to error detection including connectivity, software and hardware. Provide relevant information to inform the e-Learning database. Develop, manage, and maintain an updated database / records of the implementation of e-Learning projects including financial aspects in line with project management principles. Update and maintain a project register. (e.g. WCED Projects, District Initiated and Donor funded). Report regularly to relevant stakeholders on e- Learning projects, technology provisioning, and connectivity.

**ENQUIRIES** : Ms L Diamond Tel No: (021)900 7006 (Metro East EDO)

**POST 06/224** : **E-LEARNING PROJECTS FACILITATOR REF NO: 109**  
District Office: Education District Office Metro South

**SALARY** : R468 459 per annum (Level 09)  
**CENTRE** : Mitchells Plain  
**REQUIREMENTS** : National Diploma (NQF Level 6) or Degree plus 3 years' experience in project management in a ICT environment, preferably within education. A Valid Driver's License. To manage e-Learning projects at district level. Knowledge: Knowledge of relevant eLearning Provincial Policies, legislation and regulations (White Paper 7). Knowledge of Project Management within an ICT environment. Knowledge of Project Management within an education environment. Skills: Advanced computer literacy, negotiation, presentation, communication and report writing skills. Project and organisational planning. Ability to think analytically and systematically.

**DUTIES** : Assist in the process of confirming the list of priority schools for new and technology refresh. Conduct audits of technology at schools to inform decisions (collaborated with Cel for technical evaluation). Manage the retrieval and redistribution of technology. Coordinate and manage the implementation of all e-Learning projects deliverable such as project plans, site visits, installations. Ensure that schools with subject-specific needs (e.g. CAT / IT / EGD) are adequately ICT resourced in collaboration with other stakeholders (Head Office, District Subject Adviser and Cel) according to approved plans. Check and report on the schedule of needs and project plans for technology provisioning in priority schools/ district. Submit project plans for approval and signature of the Manager Curriculum Support (MCS) and Director Education District. Coordinate and project manage all technology provisioning at schools for e-Learning and e-Administration. Develop and implement plans, processes and systems to effectively implement e-Learning and technology provision projects and report on all projects. Liaise with head office (eLearning) with respect to provisioning of technology and relevant research and evaluation innovation projects. Implementation and support of new technology and refresh of technology at Public Ordinary and Special Schools. Ensure support and maintenance as per SLA from Cel, ICT helpdesk, outside service providers: e-Learning and e- Administration equipment including connectivity. Collaborate and liaise with the different units at head office and districts i.e. e-Learning HO, FET / GET Curriculum, IMG, ICT Committee and Cel with respect to relevant e-Learning projects. Ensure first line administrative technical support to schools and School Network Administrator (SNA) with respect to error detection including connectivity, software and hardware. Provide relevant information to inform the e-Learning database. Develop, manage, and maintain an updated database / records of the implementation of e-Learning projects including financial aspects in line with project management principles. Update and maintain a project register. (e.g. WCED Projects, District Initiated and Donor funded). Report regularly to relevant stakeholders on E-Learning projects, technology provisioning, and connectivity.

**ENQUIRIES** : Ms C Meyer- Williams Tel No: (021) 370 2000 (Metro South EDO)

<b><u>POST 06/225</u></b>	:	<b><u>INFORMATION SYSTEMS OFFICER REF NO: 58</u></b>
		District Office: Education District Office Metro North
<b><u>SALARY</u></b>	:	R397 116 per annum
<b><u>CENTRE</u></b>	:	Parow
<b><u>REQUIREMENTS</u></b>	:	A relevant National Diploma (NQFL 6) or degree plus minimum 1-year relevant experience. Knowledge of an ICT Strategy and operational plan; Knowledge of Education Information Systems (DMIS/CEMIS/ PMPS, EduInfoSearch, SAMI, IMS); Processes and procedures of CITCOM and DITCOM; Knowledge of SCM processes and procedures; Knowledge of Education policies and guidelines regarding ICT; Knowledge of Data and Information Management. Written and verbal communication in 2 official languages of the Western Cape; Interpersonal; Problem solving; Presenting and facilitation; Report writing.
<b><u>DUTIES</u></b>	:	Facilitate and provide access to users within the district and schools. Provide support and assistance with the development and enhancement of electronic business solutions to enable effective information, knowledge management and business intelligence within the WCED. Assist with continuous integration, development and enhancements to information systems. Facilitate the provisioning of infrastructure (hardware, software and connectivity) to enable utilisation of the Education Knowledge and Information Management Systems for the District. Maintain EMIS and provide data analysis service within the Education District. Facilitate Knowledge and Information Management systems user training and support in collaboration with the Directorate. Knowledge and Information Management. Render support in terms of the internal publication and dissemination of institutional knowledge and information generated within education information systems.
<b><u>ENQUIRIES</u></b>	:	Ms W Horn, Tel no: (021) 938 3133
<b><u>POST 06/226</u></b>	:	<b><u>EMPLOYEE RELATIONS OFFICER REF NO: 86</u></b>
		District Office: Education District Office West Coast
<b><u>SALARY</u></b>	:	R397 116 per annum (Level 08)
<b><u>CENTRE</u></b>	:	Paarl
<b><u>REQUIREMENTS</u></b>	:	3-year relevant post matric qualification (preference will be given to relations and labour law as subjects) and 2 years Relevant administrative experience within people management / labour relations environment, Valid Driver's License. Knowledge: People Management (HR) and Employee Relations. Departmental Policies and procedures. Employee Relations and Public Service Legislation and procedures Relevant experience in investigative processes in relation to misconduct cases; disputes and grievances. Ability to represent the employer in misconduct cases; disputes and grievances as required. Understanding of the bargaining structures within the Education Sector and Public Sector. Skills: Investigative. Written and verbal communication (2 Official languages of the Western Cape Government). Report writing. Capturing of data. Analytical thinking. Computer literacy. Interpersonal. Interpretation. Planning and organisational.
<b><u>DUTIES</u></b>	:	Responsible for managing progressive discipline and misconduct process within the district. Advise the manager responsible on processes relating to progressive discipline. Facilitate or advise on misconduct procedures. Advise and assist Head Office on investigations into allegations of misconduct. Serve as departmental representative at employee disciplinary hearings. Provide support to the Directorate Employee Relations on all misconduct cases within the Education District. Preside over misconduct cases when appointed to do so by Directorate Employee Relations. Update and maintain relevant information management systems with regards to progressive discipline and misconduct. Provide monthly statistics and report on misconduct cases to DCES People Management and Directorate Employee Relations. Responsible for managing disputes processes within the District Facilitate or advise on dispute procedures. Represent the WCED in formal dispute resolution processes, when requested. Advise on unfair labour practices. Provide advice on issues relating to unfair dismissals, victimisation and discrimination. Update and maintain relevant information management systems. Report on disputes to DCES People Management and Directorate Employee Relations. Responsible to manage on grievance procedures within the District Advise managers on the grievance procedure in terms of the Rules for the Handling of Complaints and Grievances. Ensure that managers comply with the timeframes in terms of Rules for the Handling of Complaints and Grievances.

Update and maintain relevant information management systems. Provide monthly statistics and report on grievances to DCES People Management and Directorate Employee Relations. Responsible to provide training to employees within the district. Training of line supervisors and managers within the District Office. Training of School Governing Bodies and Principals. Liaise with and assist Directorate Employee Relations with training to ensure labour peace. Report on Industrial action to DCES People Management. Update and maintain relevant information management systems. Report on all training conducted to DCES People Management and Directorate Employee Relations. Collective Bargaining. Proper and accurate research on the topic / issue for submission. Provide commentary, evaluate and implement decisions emanating out of the IMLCs. Provide advice on legal implications of employee-related matters. Co-ordinate caucus meetings of the employer for IMLC meetings and engagements with unions. Organise and conduct information sessions with managers on labour relations legislation and collective agreements. Handling of enquiries, statistics and general administration. Update and maintain relevant information management systems. Report on all of the above to the DCES People Management.

**ENQUIRIES** : Ms A Truter Tel No: (021) 860 1209 (West Coast EDO)

**POST 06/227** : **NSNP COORDINATOR REF NO: 42**  
District Office: Education District Office Eden & Central Karoo

**SALARY** : R397 116 per annum (Level 08)  
**CENTRE** : George  
**REQUIREMENTS** : 3 years post matric qualification plus 2 years' relevant administrative experience. A Valid Code B or higher drivers' Licence. Knowledge: SA Schools Act, National Policy on School Nutrition Programme, Financial management processes (including budgeting and SCM), Occupational Health and Safety Act (OHS) Act 85 of 1998, Public Finance Management Act (PFMA), Project Planning, Record management procedures (Knowledge and Information Management Systems), Understanding and interpretation of the Conditional Grand Framework. Skills: Ability to interpret relevant policies, Interpersonal, Report writing, Communication (verbal and written), Computer literacy, Ability to think analytically and systematically, Organising and planning, Assessment and evaluation.

**DUTIES** : Manage the implementation of the approved provincial business plan and policies. Develop district action plans for implementation of NSNP. Ensure that schools adhere to the targeting criteria and the approved NSNP objectives. Report non-compliance to DCES School Management and Governance Support, Circuit Manager and Head Office. Interact with Service Providers and ensure their compliance with programme requirements and service level agreements. Develop and maintain an effective system for administering the receipt of complaints in respect of the NSNP. Ensure that complaints are constructively responded to by the relevant parties. Report back to DCES School Management and Governance Support, and other relevant managers, e.g. Principal, Circuit Manager and Head Office. Receive and keep a record of new school applications and maintain a waiting list in respect of schools that cannot yet be accommodated in the programme. Update and maintain all information systems. Oversee and participate in the monitoring and inspection of NSNP at Public Ordinary and Public Special Schools. Observe feeding and preparation areas including menus. Check Stock levels and stock control systems. Reallocate food items in consultation with the Principal that can be deemed as food wastage to other schools. Check distribution of meals. Check quality of nutrition and packaging requirements. Check adherence to targeting criteria and NSNP objectives. Check NSNP administrative systems. Monitoring of the school's expenditure with respect to direct NSNP transfer payments. Complete a general monitoring tool during school visits and formulate remedial action plans in consultation with the School NSNP Coordinator /Principal. Generate inspection and feedback reports to the Principal, Circuit Managers, DCES School Management and Governance Support and Head Office upon the completion of each school visit. Consultation and liaison with the Municipal Environmental Health Practitioners to co-facilitate training in food safety and related matters. Guidance to relevant role players at schools pertaining to nutrition education and NSNP administration systems. Monitor the deworming programme at schools. Update and maintain all information systems. Oversee and participate in the monitoring

of warehouse(s) for NSNP. Batch numbers. Expiry dates, Packaging. Hygienic conditions and ventilation Check Stock levels and stock control systems. Interact with Service Providers and ensure their compliance with NSNP requirements and service level agreements. Update and maintain all information systems. Supervisory functions. Motivate, train and guide staff to achieve and maintain excellence in service delivery. Manage the performance, evaluation and rewarding of staff. Promote sound employee relations. Manage and promote the maintenance of discipline. Perform all the supervisory tasks with regard to the section. Perform budgetary tasks.

<b><u>ENQUIRIES</u></b>	:	Mr J Jonkers Tel No: (044) 803 8300 (Eden & Central Karoo EDO)
<b><u>POST 06/228</u></b>	:	<b>CHIEF WORKS INSPECTOR: INFRASTRUCTURE DELIVERY MANAGEMENT REF NO: 9</b> Directorate: Infrastructure Delivery Management
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R397 116 per annum (Level 08) Cape Town National Diploma in Building or Mechanical or Electrical or N3 with passed Trade Test or National Diploma in Engineering. Additional Requirements: Three years of experience post qualification. Valid Driver's License. Computer literate Knowledge: Computer Literacy (MS Microsoft package). Skills: Project management skills, organising, research and report writing, monitoring of projects. Must be comfortable operating independently and in a team environment.
<b><u>DUTIES</u></b>	:	Prepare specifications for all types of maintenance related work. Development, assessment and analysis of bills of quantities for the above where required. Draft a report re proposals, including associated cost estimates for maintenance projects. Conduct inspections on all building projects, monitoring progress, quality on infrastructure projects. Assess, facilitate and resolve technical problems. Conduct condition assessments on school infrastructure. Manage people and finances. Assist schools to develop & manage maintenance plans. Complete NEIMS (National Education Infrastructure Management System).
<b><u>ENQUIRIES</u></b>	:	Mr GP Nieuwoudt Tel No: (021) 467 2052
<b><u>POST 06/229</u></b>	:	<b>STATE ACCOUNTANT REF NO: 93</b> Directorate: Management Accounting
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R397 116 per annum (Level 08) Cape Town A 3-year tertiary qualification (National Diploma/ Degree) in financial management. A minimum of 3 years' experience in an Accounting and/or auditing environment; A valid driver's license. Knowledge: Knowledge of financial policies and regulations. Knowledge of financial processes. Ability to analyse and interpret financial data. Advanced computer literacy in Microsoft Office applications (Word, Excel and Powerpoint). Technical knowledge of financial systems. Excellent written and verbal communication skills in at least two of the three official languages of the Western Cape. Knowledge of financial data modelling. Strong analytical, problem-solving and decision-making skills. Ability to work independently and under pressure. Skills: Excellent written and verbal communication skills in at least two of the three official languages of the Western Cape. Knowledge of financial data modelling. Strong analytical, problem-solving and decision-making skills. Ability to work independently and under pressure.
<b><u>DUTIES</u></b>	:	Provide support with regards to the financial processes within the Department, for example the formulation and maintenance of budget model and communications to managers. Ensure effective implementation of financial policies and guidelines and assist in the formulation of thereof. Costing of projects/related activities including providing advice on the outcome of these costing. Analyse expenditure trends and deviations and provide report to management. Prepare monthly reports and identify deviations and report on the outcome of the analysis. Assist with the reallocation of funds and monitor movement of funds allocated within the budget after reprioritization. Ability to assist and support financial data modelling. Analyse and interpret financial data and prepare a submission on the findings to management. Perform a support function to institutional funding including communication and payments.
<b><u>ENQUIRIES</u></b>	:	Mr PPP Adams Tel No: (021) 467 2225

<b><u>POST 06/230</u></b>	:	<b><u>STATE ACCOUNTANT REF NO: 87</u></b> Directorate: Financial Accounting
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R397 116 per annum (Level 08) Cape Town
	:	A three-year National Diploma in Financial Accounting/Finance/Commerce with a minimum of three (3) years' experience in a financial environment. A valid (Code B or higher) driving license and willingness to drive. Knowledge: Knowledge of Financial systems (PERSAL and BAS); PFMA; Treasury Regulations and other relevant legislation and reporting procedures. Skills: Computer literate with MS office suite; Problem solving; Financial management, good interpersonal- and communication skills in at least two of the official languages of the Western Cape.
<b><u>DUTIES</u></b>	:	Check/Approve/Authorize transactions timeously on PERSAL, BAS and Debt Management System (DMS). Managing the implementation, amendments and terminations of debts on financial systems (PERSAL, BAS and DMS). Managing salary claims (payable and receivable claims) Managing the overpayment process of debt for the directorate. Accurate, timeous clearing and age analysis of suspense accounts. Compiling of monthly accounts receivable reports for In Year Monitoring, interim and Annual Financial Statements. Follow up and recovery of outstanding state debts on PERSAL. Human Resource Management: Supervision, guidance and discipline of staff.
<b><u>ENQUIRIES</u></b>	:	Ms S Dlamini Tel No: (021) 467 2739
<b><u>POST 06/231</u></b>	:	<b><u>STATE ACCOUNTANT: COMPLIANCE REF NO: 69</u></b> District Office: Education District Office Metro South
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R397 116 per annum (Level 08) Mitchells Plain
	:	3 year post matric qualification in finance / accounting or economics plus 3 years relevant administrative experience in a financial management environment. Knowledge: Constitution of the Republic of South Africa, No.108 of 1996. Public Finance Management Act (PFMA). South African schools Act, No. 84 of 1996. The Western Cape Provincial School Education Act, No.12 of 1997. National Treasury Regulations. Government Gazette No. 35617 on Amended National Norms and Standards for Schools Funding (NNSSF), 2012. Manual: Basic Financial System for Public Ordinary Schools. Treasury Guidelines: Preparation of Estimates for Medium Term Expenditure Framework. Budget Prescriptions promulgated in Provincial Gazette 6103 of 23 January 2004. Policy to Monitor the Financial Management Capability of all Public Ordinary Schools (Draft) 2016. Knowledge of modern systems of governance and administration. Knowledge of monitoring and reporting processes. Skills: Financial Administration. Analytical thinking. Excellent written and verbal Communications in at least two of the official languages in the Western Cape Province (reports and submissions). Motivational. Organisational and Planning. Numerical skills. Computer literacy. Presentation. Interpretation, analyse and conceptualise. Ability to gather and process information. Interpersonal skills.
<b><u>DUTIES</u></b>	:	Facilitate, administer and evaluate the Approved Budget of public Schools. Facilitate, administer and evaluate the Annual Financial Statement of Public Schools. Facilitate, administer and evaluate the bi-annual financial reports of Public Schools. Administer Pre-Forensic Investigations.
<b><u>ENQUIRIES</u></b>	:	Ms C Meyer- Williams Tel No: (021) 370 2000 (Metro South EDO)
<b><u>POST 06/232</u></b>	:	<b><u>STATE ACCOUNTANT REF NO: 90 (X2 POSTS)</u></b> Directorate: Financial Accounting
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R397 116 per annum (Level 08) Cape Town
	:	A 3-year tertiary qualification (National Diploma/ Degree) in financial management. A minimum of 3 years' experience in an Accounting and/or auditing environment; A valid driver's license. Knowledge and experience in a financial environment focusing on the Key Performance Areas of the post. A BCom (Accounting) degree will be an advantage. Willingness to work overtime. Willingness to travel. Knowledge: Knowledge of financial systems; GRAP/IFRS/MCS: Sound knowledge of financial management and accounting

processes, Project Management, PFMA, Treasury Regulations and other relevant legislation, reporting procedures. Relevant legislation and procedures regarding personnel, Departmental practices. Skills: Management, Communication (written and verbal), Interpersonal, Planning, Organising skills. Proven computer literacy (MS Word, Excel and Power point). Ability to analyse and interpret data. Operational knowledge of financial systems. Ability to work under pressure and independently in a fast paced environment. Ability to interpret and apply policy. Problem solving, Numeracy skills, interpreting financial reports.

<b><u>DUTIES</u></b>	: Verification and authorisation of various transaction in line with policies and procedures. Maintenance and reporting on suspense accounts. Communication with internal and external stakeholders. Management of various processes and systems within the sub-directorate. General supervision of employees including managing performance, conducting discipline and providing guidance to staff members under supervision. Providing and reviewing inputs to interim Financial Statements/Annual Financial Statements. Ensure effective implementation and monitoring of financial policies and guidelines and assist in formulation thereof, in line with legislation, frameworks or applicable standards. Co-ordination and preparation of submissions/presentations to management. Assist other sections on an ad hoc basis.
<b><u>ENQUIRIES</u></b>	: Mr H Burger Tel No: (021) 467 2188
<b><u>POST 06/233</u></b>	: <b><u>STATE ACCOUNTANT: ASSURANCE REF NO: 16</u></b> Directorate: Internal Control
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	: R397 116 per annum (Level 08) : Cape Town : Relevant recognised 3-year post matric qualification (Degree/National Diploma in Financial Accounting/ Auditing). Three to five years of relevant work experience in an accounting/internal control/auditing and governance environment. Valid driver's license with the ability to drive long distances. Knowledge: Knowledge of financial norms and standards and the pre-scripts that governs it Knowledge of financial systems Knowledge of accounting, internal control/supply chain management Knowledge of risk management Extensive knowledge of Compliance and Financial management including the legislative framework that governs it on financial and non-financial issues. Skills: Excellent presentation and report writing skills. Outstanding planning, organisational skills; computer literacy (including MS Word & MS Excel); interpersonal relations; communication, formulation and evaluation skills, research; problem solving and analytical thinking.
<b><u>DUTIES</u></b>	: Perform post audits on the departmental payment vouchers (Post-Audit Tool). Engage with SCM Champions and other relevant stakeholders to discuss findings. Report all findings to relevant managers, including the root causes for non-compliance of these findings. Assist with the development of corrective action plans for the relevant directorate or component. Monitor implementation of corrective action plans of various stakeholders. Complete and submit post audit finding register to supervisor within strict deadlines. Perform inspections at schools, districts / directorates where necessary. Submit compliance/inspection reports to supervisor. Co-ordinate financial/non-financial responses for the department in respect on external audits, including follow-ups on corrective action plans with management on audit matters. Ensure the safekeeping of payment batches and all other important documents. Identify, monitor, and render advice on departmental/financial instructions and standard operating procedures development within other components of the Department. Maintain a database of all issued departmental/financial instructions and standard operating procedures. Liaise with management and advise on policy and procedure trends, Analyse trends to identify possible interventions/corrective measures. Facilitate the responses on the latest audit/risk management outcomes.
<b><u>ENQUIRIES</u></b>	: Ms. C Tooloo Tel No: (021) 467-2555
<b><u>POST 06/234</u></b>	: <b><u>STATE ACCOUNTANT: MISCELLANEOUS PAYMENT REF NO: 105</u></b> Directorate: Infrastructure Delivery Management
<b><u>SALARY CENTRE</u></b>	: R397 116 per annum (Level 08) : Cape Town

<b><u>REQUIREMENTS</u></b>	:	A three-year National Diploma in Financial Accounting/Finance/Commerce with a minimum of three (3) years' experience in a financial environment. A valid (Code B or higher) driving license and willingness to drive. Recommendation: The following will serve as strong recommendations: Knowledge and experience in a financial environment. Additional Requirements: The following will serve as strong recommendations: Knowledge and experience in a financial environment. Willingness to work overtime and Willingness to travel. Knowledge: Knowledge of financial systems; Relevant legislation and procedures regarding personnel; Departmental practices. Skills: Management; Communication (written and verbal); Interpersonal; Planning; Organising skills; Proven computer literacy (MS Word, Excel and Power Point), Ability to analyse and interpret data, Operational knowledge of financial systems, Ability to work under pressure and independently in a fast paced environment, Ability to interpret and apply policy, Problem solving, Numeracy skills, Computer literacy, Interpret financial report, Ability to analyse and interpret financial data.
<b><u>DUTIES</u></b>	:	Verification and authorisation of payment requisitions for payments in line with policies and procedures, Verification and authorisation of journals, Maintenance of suspense accounts and financial report inputs, Provide staff with relevant legislation, policy and general information on request, Provide stakeholders with payment detail and guidance, Liaising with relevant stakeholders on payment matters relating to financial systems PT, Management of transfer payment processes, Management of pay sheet processes, Reviewing of ageing of debtor and/or creditor accounts including interdepartmental claims, General supervision of employees including managing performance, conduct and discipline, Providing inputs to Interim Financial Statements/Annual Financial Statements, Ensure effective implementation and monitoring of financial policies and guidelines and assist in formulation thereof, Co-ordination and preparation of submissions/presentations/policy inputs to management.
<b><u>ENQUIRIES</u></b>	:	Ms C Adendorff Tel No: (021) 467 2506
<b><u>POST 06/235</u></b>	:	<b><u>STATE ACCOUNTANT: COMPLIANCE REF NO: 48</u></b> District Office: Education District Office Metro Central
<b><u>SALARY</u></b>	:	R397 116 per annum (Level 08)
<b><u>CENTRE</u></b>	:	Maitland
<b><u>REQUIREMENTS</u></b>	:	3 year post matric qualification in finance / accounting or economics plus 3 years relevant administrative experience in a financial management environment. Knowledge: Constitution of the Republic of South Africa, No.108 of 1996. Public Finance Management Act (PFMA). South African schools Act, No. 84 of 1996. The Western Cape Provincial School Education Act, No.12 of 1997. National Treasury Regulations. Government Gazette No. 35617 on Amended National Norms and Standards for Schools Funding (NNSSF), 2012. Manual: Basic Financial System for Public Ordinary Schools. Treasury Guidelines: Preparation of Estimates for Medium Term Expenditure Framework. Budget Prescriptions promulgated in Provincial Gazette 6103 of 23 January 2004. Policy to Monitor the Financial Management Capability of all Public Ordinary Schools (Draft) 2016. Knowledge of modern systems of governance and administration. Knowledge of monitoring and reporting processes. Skills: Financial Administration. Analytical thinking. Excellent written and verbal Communications in at least two of the official languages in the Western Cape Province (reports and submissions). Motivational. Organisational and Planning. Numerical skills. Computer literacy. Presentation. Interpretation, analysis and conceptualise. Ability to gather and process information. Interpersonal skills.
<b><u>DUTIES</u></b>	:	Facilitate, administer and evaluate the Approved Budget of public Schools. Facilitate, administer and evaluate the Annual Financial Statement of Public Schools. Facilitate, administer and evaluate the bi-annual financial reports of Public Schools. Administer Pre-Forensic Investigations.
<b><u>ENQUIRIES</u></b>	:	Ms B Robertson Tel No: (021) 514 6700 (Metro Central EDO)
<b><u>POST 06/236</u></b>	:	<b><u>STATE ACCOUNTANT: RISK AND GOVERNANCE MANAGEMENT REF NO: 106</u></b> Directorate: Internal Control
<b><u>SALARY</u></b>	:	R397 116 per annum (Level 08)

<b><u>CENTRE REQUIREMENTS</u></b>	: <p>Cape Town</p> <p>Relevant recognised 3-year post matric qualification (Degree/National Diploma in Financial Accounting/ Auditing/ Supply Chain Management). Three to five (3-5) years of relevant work experience in an accounting/internal control/auditing and governance environment. Valid driver's license with the ability to drive long distances. Knowledge of financial norms and standards and the pre-scripts that governs it. Knowledge of financial systems. Knowledge of Accounting, Internal Control. Extensive knowledge on Supply Chain Management. Knowledge of risk management. Extensive knowledge of Compliance and Financial management including the legislative framework that governs it on financial and non-financial issues. The ability to interpret and apply financial policies, procedures and prescripts. Excellent presentation and report writing skills. Outstanding planning, organisational skills. Computer literacy (including MS Word &amp; MS Excel). Interpersonal relations; communication; formulation and evaluation skills; research; problem solving and analytical thinking. The ability to work in a team.</p>
<b><u>DUTIES</u></b>	: <p>Assist with the development and roll-out of risk management processes. Analyse reports and trends to identify possible risks. Co-ordinate financial/non-financial responses for the department in respect on internal audits, including follow-ups on corrective action plans with management on audit matters. Advise and provide support to management in the implementation of action plans. Collating and analysing of evidence. Completing assessments. Writing and issuing reports. Compiling presentations and presenting at meetings. Safeguard and maintain work outputs on the network drive.</p>
<b><u>ENQUIRIES</u></b>	: <p>Mr. C Cooper Tel No: (021) 467-2555</p>
<b><u>POST 06/237</u></b>	: <p><b><u>STATE ACCOUNTANT: COMPLIANCE REF NO: 81</u></b></p> <p>District Office: Education District Office Cape Winelands</p>
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	: <p>RR397 116 per annum (Level 08)</p> <p>:       <p>Worcester</p> <p>3 year post matric qualification in finance / accounting or auditing plus 3 years relevant administrative experience in a financial management environment. Constitution of the Republic of South Africa, No.108 of 1996. Public Finance Management Act (PFMA). South African schools Act, No. 84 of 1996. The Western Cape Provincial School Education Act, No.12 of 1997. National Treasury Regulations. Government Gazette No. 35617 on Amended National Norms and Standards for Schools Funding (NNSSF), 2012. Manual: Basic Financial System for Public Ordinary Schools. Treasury Guidelines: Preparation of Estimates for Medium Term Expenditure Framework. Budget Prescriptions promulgated in Provincial Gazette 6103 of 23 January 2004. Policy to Monitor the Financial Management Capability of all Public Ordinary Schools (Draft) 2016. Knowledge of modern systems of governance and administration. Knowledge of monitoring and reporting processes. Financial Administration. Analytical thinking. Excellent written and verbal Communications in at least two of the official languages in the Western Cape Province (reports and submissions). Motivational. Organisational and Planning. Numerical skills. Computer literacy. Constitution of the Republic of South Africa, No.108 of 1996. Public Finance Management Act (PFMA). South African schools Act, No. 84 of 1996. The Western Cape Provincial School Education Act, No.12 of 1997. National Treasury Regulations. Government Gazette No. 35617 on Amended National Norms and Standards for Schools Funding (NNSSF), 2012. Manual: Basic Financial System for Public Ordinary Schools. Treasury Guidelines: Preparation of Estimates for Medium Term Expenditure Framework. Budget Prescriptions promulgated in Provincial Gazette 6103 of 23 January 2004. Policy to Monitor the Financial Management Capability of all Public Ordinary Schools (Draft) 2016. Knowledge of modern systems of governance and administration. Knowledge of monitoring and reporting processes Presentation. Interpretation, analyse and conceptualise. Ability to gather and process information. Interpersonal skills.</p> <p>:       <p>Facilitate, administer and evaluate the Approved Budget of public Schools. Facilitate, administer and evaluate the Annual Financial Statement of Public Schools. Facilitate, administer and evaluate the bi-annual financial reports of Public Schools. Administer Pre-Forensic Investigations.</p> </p></p>
<b><u>DUTIES</u></b>	: <p>Mr N Petersen Tel No: (023) 348 4600</p>
<b><u>ENQUIRIES</u></b>	: <p>Mr N Petersen Tel No: (023) 348 4600</p>

<b><u>POST 06/238</u></b>	:	<b><u>STATE ACCOUNTANT: COMPLIANCE REF NO: 36</u></b> District Office: Education District Office Eden & Central Karoo
<b><u>SALARY</u></b>	:	R397 116 per annum (Level 08)
<b><u>CENTRE</u></b>	:	George
<b><u>REQUIREMENTS</u></b>	:	3 year post matric qualification in finance / accounting or auditing plus 3 years relevant administrative experience in a financial management environment. Constitution of the Republic of South Africa, No.108 of 1996. Public Finance Management Act (PFMA). South African schools Act, No. 84 of 1996. The Western Cape Provincial School Education Act, No.12 of 1997. National Treasury Regulations. Government Gazette No. 35617 on Amended National Norms and Standards for Schools Funding (NNSF), 2012. Manual: Basic Financial System for Public Ordinary Schools. Treasury Guidelines: Preparation of Estimates for Medium Term Expenditure Framework. Budget Prescriptions promulgated in Provincial Gazette 6103 of 23 January 2004. Policy to Monitor the Financial Management Capability of all Public Ordinary Schools (Draft) 2016. Knowledge of modern systems of governance and administration. Knowledge of monitoring and reporting processes. Financial Administration. Analytical thinking. Excellent written and verbal Communications in at least two of the official languages in the Western Cape Province (reports and submissions). Motivational. Organisational and Planning. Numerical skills. Computer literacy. Presentation. Interpretation, analyse and conceptualise. Ability to gather and process information. Interpersonal skills.
<b><u>DUTIES</u></b>	:	Facilitate, administer and evaluate the Approved Budget of public Schools. Facilitate, administer and evaluate the Annual Financial Statement of Public Schools. Facilitate, administer and evaluate the bi-annual financial reports of Public Schools. Administer Pre-Forensic Investigations.
<b><u>ENQUIRIES</u></b>	:	Mr J Jonkers Tel No: (044) 803 8300 (Eden & Central Karoo EDO)
<b><u>POST 06/239</u></b>	:	<b><u>STATE ACCOUNTANT: BATCH OR LOSS CONTROL REF NO: 107</u></b> Directorate: Financial Accounting
<b><u>SALARY</u></b>	:	R397 116 per annum (Level 08)
<b><u>CENTRE</u></b>	:	Cape Town
<b><u>REQUIREMENTS</u></b>	:	A three-year National Diploma in Financial Accounting/Finance/Commerce with a minimum of three (3) years' experience in a financial environment. A valid (Code B or higher) driving license and willingness to drive. Willingness to work overtime and willingness to travel. Knowledge. Sound knowledge of the PFMA, NTR, WCPTI, MCS Sound knowledge of supply chain management/financial management principles and contract management Sound knowledge of the PFMA Compliance and Reporting Framework Sound knowledge of Annual Financial Statements Excellent computer skills in MS Word, Excel and Outlook Good Communication skills (written and verbal) and interpersonal skills Good skills in report writing, planning, organisation, problem-solving and supervision Ability to work under pressure and independently in a fast-paced environment Team player with strong multitasking abilities.
<b><u>DUTIES</u></b>	:	Monitor policies and legislative framework to ensure cognisance is taken of new developments Develop and maintain policies Ensure compliance to all applicable prescripts and regulations Provide advice and guidance to role players regarding financial management Assist management with external and internal audit queries and implementation of audit recommendations Manage investigations on, recovery of and reporting on losses, fruitless and wasteful expenditure and irregular expenditure Manage and/or provide inputs to financial reporting processes Manage all requests, storage, filing and disposal of financial records in accordance with applicable regulations Monitor and report on late payments, Drive and promote late payment improvements in the WCED Manage suspense accounts Human Resource Management: Supervision, guidance and discipline of staff Recruitment and selection Handle grievances and misconduct cases of staff (disciplinary steps) Performance management Provide on-the-job training.
<b><u>ENQUIRIES</u></b>	:	Mr. H Burger Tel No: (021) 467 2188

<b><u>POST 06/240</u></b>	:	<b><u>ADMIN OFFICER: E-PROCUREMENT SOLUTION (EPS SUPERVISOR)</u></b> <b><u>REF NO: 110</u></b> Directorate: Institutional Resource Support (In Lib Serv)
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R397 116 per annum (Level 08) Cape Town
	:	A relevant 3-year qualification (Degree or National Diploma) plus at least a total of 3-years administrative with 2-years supervisory experience in a supply chain management environment including that in a purchasing/selling environment; and a Valid Code B or higher Drivers License. Knowledge of SCM Practices, processes and procedures, Preferential Procurement and financial legislation, Knowledge of LOGIS or similar transversal procurement systems and an electronic quotation system. Skills: Computer literacy in MS Word, Excel, Access and Outlook (or similar e-mail tool); Good verbal and written communication skills; organisational and planning skills; report writing, problem solving and numeracy skills.
<b><u>DUTIES</u></b>	:	Clarify specifications with schools regarding their needs; Provide guidance to officials in creating sourcing events on the E-Procurement Solution (ePS) for LTSM; Advertise the event after determining possible suppliers for the commodity, using the Western Cape Supplier Database (WCSD); Verify bidder's declaration of interest and B-BBEE status; Evaluate bidders offers; Consult various databases in the execution of assigned tasks; determine the capability and ability of a recommended bidder; Clarify budget availability commensurate with cost of goods/services; Secretary of the LTSM Quotation Committee; Present events to LTSM Quotation Committee; Issue letters of acceptance and contract documents to successful bidders; Deal with end user and supplier enquiries; assist suppliers to register on the supplier databases; Undertake on-line adjudication of approved events; Consult various databases in the execution of assigned tasks; Compile entire procurement pack compliant with all requirements; Maintain various registers within the environment; Supervision of officials.
<b><u>ENQUIRIES</u></b>	:	Ms A Henriques Tel No: (021) 467 2767
<b><u>POST 06/241</u></b>	:	<b><u>ADMIN OFFICER: LEARNING TEACHING SUPPORT MATERIAL (LTSM)</u></b> <b><u>REF NO: 5</u></b> Directorate: Institutional Resource Support (IN LIB SERV)
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R397 116 per annum (Level 08) Cape Town
	:	A relevant recognised 3-year qualification (Degree or National Diploma) plus at least a total of 3-years administrative and 2-years supervisory experience in a supply chain management environment including that in a purchasing/selling environment; and Valid Driving License. Knowledge: Knowledge of SCM Practices, processes and procedures, Preferential Procurement and financial legislation, Knowledge of Logis or similar transversal procurement systems and an electronic quotation system. Skills: Computer literacy in MS Word, Excel, Access and Outlook (or similar e-mail tool); Good verbal and written communication skills; organisational and planning skills; report writing, problem solving and numeracy skills.
<b><u>DUTIES</u></b>	:	Receive requisitions for the procurement of learner teacher support material; Clarify specifications with schools regarding their needs; Provide guidance to officials in capturing requisitions on LOGIS; Approve requisitions on LOGIS; Processing procurement advice; Processing and approval of orders; Assist with the administration and pre-authorisation of payments; Capture and advice on LOGIS processes/functions in supply chain management; Maintain allocations and expenditure for LTSM; Compile entire procurement pack compliant with all requirements; Maintain various registers within the environment; Supervision of officials.
<b><u>ENQUIRIES</u></b>	:	Ms A Henriques Tel No: (021) 467 2767
<b><u>POST 06/242</u></b>	:	<b><u>ADMIN OFFICER: SCM POLICY AND PLANNING REF NO: 98</u></b> Directorate: Supply Chain Management
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R397 116 per annum (Level 08) Cape Town
	:	National Diploma (NQF Level 6) or Degree plus with 2 years' experience in the Supply Chain Management field, plus a valid driver's license. Knowledge of the

	PFMA, Supply Chain Management practices, processes and procedures; preferential procurement as well as financial legislation. To interpret and implement relevant SCM prescripts and frameworks. Skills: Computer literacy in MS Word, Excel, Outlook and PowerPoint; excellent verbal and written communication; organization and planning; report writing; data analysis, problem solving, numeracy. Liaise other organs of state.
<b><u>DUTIES</u></b>	To compile the Annual Procurement Plan for the acquisition of goods and services for the WCED according to the needs of the WCED and to ensure that goods and services are timeously procured. To conduct market research to ensure that goods and services are procured at best price and quality. Receive and review requisitions received within SCM, review compliance and update the requisition register. To attend to the maintenance of the Accounting Officer's System. To identify and ensure that measures are implemented for the prevention of fraud and potential risks in the SCM unit. Co-ordinate the update of SCM policies and delegations within the department inclusive of standard operating procedures (SOPs), templates and checklists. Identify National Treasury and Provincial Treasury Instruction releases, update the internal Instruction database and ensure circulation. Report to management and other government departments on an ad-hoc, monthly and quarterly basis. Complete ad-hoc tasks pertaining to the purpose of the post and to ensure effective and efficient delivery service to all clients of the WCED. Co-ordinate the request for inputs to the monthly and quarterly reports with Head Office and District Offices and compile reports.
<b><u>ENQUIRIES</u></b>	Ms R De Bruyn Tel No: (021) 467 2821
<b><u>POST 06/243</u></b>	<b>ADMIN OFFICER: MANAGEMENT AND GOVERNANCE REF NO: 31</b> District Office: Education District Office Cape Winelands
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	R397 116 per annum (Level 08) Worcester 2 years post matric qualification plus 3 years relevant clerical/administrative experience. Additional Requirements: Ability to be creative Flexibility Using your own trusted discretion when necessary. Ability to consult Accountability Knowledge: Knowledge of provincial and national education strategies. Advanced knowledge of relevant software packages &; sound application of relevant computer programmes. Knowledge on the relevant legislation/policies/ prescripts and procedures. Basic financial administrationSkills: Draft documentation like submissions, letters, etc. Sound organising, planning and time management skills (for example workshops, conferences, events). Diary management, travel itineraries, document flow in the office. Properly record minutes and decisions at meetings. Run and maintain a record management system. Communicate effectively (written and verbally). Procure goods and services Work under pressure. Make sound judgments. Do basic research (information gathering). Analyse documents and situations. Ability to access research sources (Information platforms). Function as a team member.
<b><u>DUTIES</u></b>	Management support staff in all administrative duties. component. And Oversee and provide effective guidance and advice on the flow of information and documents, to from the Management and Governance Component. Prepare documentation and verify responses information received from schools, and other internal and external stakeholders. Obtain inputs, collate and compile reports pertaining to the Management and Governance Component and advise/ sensitise the office. Assist with monitoring and evaluating the performance of the Management and Governance Component on an ongoing basis against predetermined objectives. Ensure that effective records are kept of the activities and resources of the Management and Governance Component. Assist with the planning of workshops, large meetings, conferences as and when they occur. Follow up with outstanding documentation / data / information from relevant stakeholders. Collate management and governance data available on WCED systems such as CEMIS, Eduinfosearch, SAMI, DMIS, etc. Coordinate Monitoring & Evaluation activities and maintain the relevant systems. Provide support to the supply chain management. Provide support to the supply chain management. Render advice and liaise w.r.t administrative matters.
<b><u>ENQUIRIES</u></b>	Mr N Petersen Tel No: (023) 348 4600

<b><u>POST 06/244</u></b>	:	<b><u>SCHOOL FINANCE AND RECORDS OFFICER: CIRCUIT 6 REF NO: 38</u></b> District Office: Education District Office Eden & Central Karoo
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R397 116 per annum (Level 08) Oudtshoorn
	:	3 year post matric finance qualification or degree plus 2 years relevant administrative experience (preferably in finance and records management experience). Valid driver's license. Knowledge: Knowledge of relevant Departmental policies and procedures. Knowledge of Archives and Records Service Act; Knowledge of Public Financial Management (PFMA); Knowledge of budgeting processes and techniques; Knowledge of Financial Systems (e.g. Pastel, etc.); Knowledge of School Administrative processes and procedures; Knowledge of Information Management Systems (EMIS, CEMIS, Leave Management Systems); Knowledge of SCM processes and procedures. Skills: Communication skills in (2 official languages of the Western Cape); Computer Literacy (including skills in Pastel, etc.); Planning and Organising; Presentation; Report writing skills (reports and submissions); Analytical and interpretation; Interpersonal; Problem solving; Financial (including bookkeeping).
<b><u>DUTIES</u></b>	:	Monitor, verify, develop and report on all aspects of Record Management. Assist with the development of file plans, registers in line with prescripts. Support and follow-up on all required corrective actions. Report in writing and electronically on all aspects of school administration to the Assistant Director: School Management and Governance. Monitor, verify, develop and report on sound Financial Administration Systems. Assist the Public Schools Administrative Components with the development of financial administration processes and practices in line with policies, prescripts, norms and standards. Assist / training with the development and implementation plan to ensure improvement with regard to sound financial administration. Conduct school assessments and evaluations on financial management. Support and follow-up on all required corrective actions. Report in writing and electronically on all aspects of School Financial Administration to the Assistant Director: School Financial Management and Administration.
<b><u>ENQUIRIES</u></b>	:	Mr J Jonkers Tel No: (044) 803 8300 (Eden & Central Karoo EDO)
<b><u>POST 06/245</u></b>	:	<b><u>SCHOOL FINANCE AND RECORDS OFFICER REF NO: 30</u></b> District Office: Education District Office Cape Winelands
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R397 116 per annum (Level 08) Worcester
	:	3 year post matric finance qualification or degree plus 2 years relevant administrative experience (preferably in finance and records management experience). Valid driver's license. Job Summary: To render an effective and efficient service that will ensure optimal financial management and records administration in all Public Ordinary (including schools with a special focus and hostels) and Public Special Schools within the Education District. Knowledge: Knowledge of relevant Departmental policies and procedures. Knowledge of Archives and Records Service Act; Knowledge of Public Financial Management (PFMA); Knowledge of budgeting processes and techniques; Knowledge of Financial Systems (e.g. Pastel, etc.); Knowledge of School Administrative processes and procedures; Knowledge of Information Management Systems (EMIS, CEMIS, Leave Management Systems); Knowledge of SCM processes and procedures. Skills: Communication skills in (2 official languages of the Western Cape); Computer Literacy (including skills in Pastel, etc.); Planning and Organising; Presentation; Report writing skills (reports and submissions); Analytical and interpretation; Interpersonal; Problem solving; Financial (including bookkeeping).
<b><u>DUTIES</u></b>	:	Check/Approve/Authorize transactions timeously on PERSAL, BAS and Debt Management System (DMS). Managing the implementation, amendments and terminations of debts on financial systems (PERSAL, BAS and DMS). Managing of salary claims (payable and receivable claims) Managing the overpayment process of debt for the directorate Accurate, timeous clearing and age analysis of suspense accounts. Compiling of monthly accounts receivable reports for In Year Monitoring, interim and Annual Financial Statements Follow up and recovery of outstanding state debts on PERSAL. Human Resource Management: Supervision, guidance and discipline of staff.
<b><u>ENQUIRIES</u></b>	:	Mr N Petersen Tel No: (023) 348 4600

<b><u>POST 06/246</u></b>	:	<b><u>SCHOOL ENRICHMENT OFFICER REF NO:37</u></b>
		District Office: Education District Office Eden & Central Karoo
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R397 116 per annum (Level 08) George
	:	3 year post matric qualification or degree plus 2 years relevant administrative experience (preferably in sport, culture or teaching environment). Valid drivers' license. Knowledge: Knowledge of the relevant education policies and procedures; Knowledge of SCM processes and procedures; Knowledge of Public Financial Management (PFMA); Knowledge of Information Management Systems; Knowledge of relevant Sport and Recreation Policies, regulations and procedures; Knowledge of filing and recordkeeping. Skills: Written and verbal communication (2 official languages of the Western Cape); Project planning; Organising; Financial administration; Computer literacy; Recordkeeping; Interpersonal; Report writing; Facilitation and presentation; Analytical.
<b><u>DUTIES</u></b>	:	Monitoring the implementation of School Enrichment (SE) Policies. Encouraging learner participation in sports by ensuring Public Schools participate in intra and inter school enrichment activities. Ensuring that Public Ordinary Schools and Public Special Schools promote social inclusion and cultural diversity (music, dance, drama, sport and visual arts) through school enrichment programmes. Collect, analyse, compile and update data on all sport and recreational activities. Provide administrative and technical support with regard to sport and recreation facilities and infrastructure. Procure and ensure delivery of equipment to identified schools. Administer the system for storage, maintenance, issues and return of sport and physical recreation equipment. Examine, compile and monitor transfer payments of funded projects.
<b><u>ENQUIRIES</u></b>	:	Mr J Jonkers Tel No: (044) 803 8300 (Eden & Central Karoo EDO)
<b><u>POST 06/247</u></b>	:	<b><u>SCHOOL FINANCE AND RECORDS OFFICER REF NO: 67</u></b>
		District Office: Education District Office Metro South
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R397 116 per annum (Level 08) Mitchells Plain
	:	3 year post matric finance qualification or degree plus 2 years relevant administrative experience (preferably in finance and records management experience). Valid driver's license. Knowledge of relevant Departmental policies and procedures. Knowledge of Archives and Records Service Act; Knowledge of Public Financial Management (PFMA); Knowledge of budgeting processes and techniques; Knowledge of Financial Systems (e.g. Pastel, etc.); Knowledge of School Administrative processes and procedures; Knowledge of Information Management Systems (EMIS, CEMIS, Leave Management Systems); Knowledge of SCM processes and procedures. Communication skills in (2 official languages of the Western Cape); Computer Literacy (including skills in Pastel, etc.); Planning and Organising; Presentation; Report writing skills (reports and submissions); Analytical and interpretation; Interpersonal; Problem solving; Financial (including bookkeeping).
<b><u>DUTIES</u></b>	:	Monitor, verify, develop and report on all aspects of Record Management. Assist with the development of file plans, registers in line with prescripts. Support and follow-up on all required corrective actions. Report in writing and electronically on all aspects of school administration to the Assistant Director: School Management and Governance. Monitor, verify, develop and report on sound Financial Administration Systems. Assist the Public Schools Administrative Components with the development of financial administration processes and practices in line with policies, prescripts, norms and standards. Assist/ training with the development and implementation plan to ensure improvement with regard to sound financial administration. Conduct school assessments and evaluations on financial management. Support and follow-up on all required corrective actions. Report in writing and electronically on all aspects of School Financial Administration to the Assistant Director: School Management and Governance.
<b><u>ENQUIRIES</u></b>	:	Ms C Meyer- Williams Tel No: (021) 370 2000 (Metro South EDO)

<b><u>POST 06/248</u></b>	:	<b><u>SCHOOL ENRICHMENT OFFICER REF NO: 52</u></b> District Office: Education District Office Metro East
<b><u>SALARY</u></b>	:	R397 116 per annum (Level 08)
<b><u>CENTRE</u></b>	:	Kuilsrivier
<b><u>REQUIREMENTS</u></b>	:	3 year post matric qualification or degree plus 2 years relevant administrative experience (preferably in sport, culture or teaching environment). A Valid driver's License. Knowledge of the relevant education policies and procedures; Knowledge of SCM processes and procedures; Knowledge of Public Financial Management (PFMA); Knowledge of Information Management Systems; Knowledge of relevant Sport and Recreation Policies, regulations and procedures; Knowledge of filing and recordkeeping. Written and verbal communication (2 official languages of the Western Cape); Project planning; Organising; Financial administration; Computer literacy; Recordkeeping; Interpersonal; Report writing; Facilitation and presentation; Analytical.
<b><u>DUTIES</u></b>	:	Monitoring the implementation of School Enrichment (SE) Policies. Encouraging learner participation in sports by ensuring Public Schools participate in intra and inter school enrichment activities. Ensuring that Public Ordinary Schools and Public Special Schools promote social inclusion and cultural diversity (music, dance, drama, sport and visual arts) through school enrichment programmes. Collect, analyse, compile and update data on all sport and recreational activities. Provide administrative and technical support with regard to sport and recreation facilities and infrastructure. Procure and ensure delivery of equipment to identified schools. Administer the system for storage, maintenance, issues and return of sport and physical recreation equipment. Examine, compile and monitor transfer payments of funded projects.
<b><u>ENQUIRIES</u></b>	:	Ms L Diamond Tel No: (021) 900 7006 (Metro East EDO)
<b><u>POST 06/249</u></b>	:	<b><u>SCHOOL FINANCE AND RECORDS OFFICER: CIRCUIT 4: KNYSNA REF NO: 35</u></b> District Office: Education District Office Eden & Central Karoo
<b><u>SALARY</u></b>	:	R397 116 per annum (Level 08)
<b><u>CENTRE</u></b>	:	Knysna
<b><u>REQUIREMENTS</u></b>	:	3 year post matric finance qualification or degree plus 2 years relevant administrative experience (preferably in finance and records management experience). Valid driver's license. Knowledge of relevant Departmental policies and procedures. Knowledge of Archives and Records Service Act; Knowledge of Public Financial Management (PFMA); Knowledge of budgeting processes and techniques; Knowledge of Financial Systems (e.g. Pastel, etc.); Knowledge of School Administrative processes and procedures; Knowledge of Information Management Systems (EMIS, CEMIS, Leave Management Systems); Knowledge of SCM processes and procedures. Communication skills in (2 official languages of the Western Cape); Computer Literacy (including skills in Pastel, etc.); Planning and Organising; Presentation; Report writing skills (reports and submissions); Analytical and interpretation; Interpersonal; Problem solving; Financial (including bookkeeping).
<b><u>DUTIES</u></b>	:	Monitor, verify, develop and report on all aspects of Record Management. Assist with the development of file plans, registers in line with prescripts. Support and follow-up on all required corrective actions. Report in writing and electronically on all aspects of school administration to the Assistant Director: School Management and Governance. Monitor, verify, develop and report on sound Financial Administration Systems. Assist the Public Schools Administrative Components with the development of financial administration processes and practices in line with policies, prescripts, norms and standards. Assist / training with the development and implementation plan to ensure improvement with regard to sound financial administration. Conduct school assessments and evaluations on financial management. Support and follow-up on all required corrective actions. Report in writing and electronically on all aspects of School Financial Administration to the Assistant Director: School Financial Management and Administration.
<b><u>ENQUIRIES</u></b>	:	Mr J Jonkers Tel No: (044) 803 8300 (Eden & Central Karoo EDO)

<b><u>POST 06/250</u></b>	:	<b><u>SCHOOL FINANCE AND RECORDS OFFICER REF NO: 57 (X2 POSTS)</u></b>
		District Office: Education District Office Metro North
<b><u>SALARY</u></b>	:	R397 116 per annum (Level 08)
<b><u>CENTRE</u></b>	:	Parow
<b><u>REQUIREMENTS</u></b>	:	3 year post matric finance qualification or degree plus 2 years relevant administrative experience (preferably in finance and records management experience). Valid driver's license. Knowledge of relevant Departmental policies and procedures. Knowledge of Archives and Records Service Act; Knowledge of Public Financial Management (PFMA); Knowledge of budgeting processes and techniques; Knowledge of Financial Systems (e.g. Pastel, etc.); Knowledge of School Administrative processes and procedures; Knowledge of Information Management Systems (EMIS, CEMIS, Leave Management Systems); Knowledge of SCM processes and procedures. Communication skills in (2 official languages of the Western Cape); Computer Literacy (including skills in Pastel, etc.); Planning and Organising; Presentation; Report writing skills (reports and submissions); Analytical and interpretation; Interpersonal; Problem solving; Financial (including bookkeeping).
<b><u>DUTIES</u></b>	:	Monitor, verify, develop and report on all aspects of Record Management. Assist with the development of file plans, registers in line with prescripts. Support and follow-up on all required corrective actions. Report in writing and electronically on all aspects of school administration to the Assistant Director: School Management and Governance. Monitor, verify, develop and report on sound Financial Administration Systems. Assist the Public Schools Administrative Components with the development of financial administration processes and practices in line with policies, prescripts, norms and standards. Assist / training with the development and implementation plan to ensure improvement with regard to sound financial administration. Conduct school assessments and evaluations on financial management. Support and follow-up on all required corrective actions. Report in writing and electronically on all aspects of School Financial Administration to the Assistant Director: School Management and Governance
<b><u>ENQUIRIES</u></b>	:	Ms W Horn Tel NO: (021) 938 3133
<b><u>POST 06/251</u></b>	:	<b><u>SCHOOL FINANCE AND RECORDS OFFICER REF NO: 51</u></b>
		District Office: Education District Office Metro East
<b><u>SALARY</u></b>	:	R397 116 per annum (Level 08)
<b><u>CENTRE</u></b>	:	Kuilsrivier
<b><u>REQUIREMENTS</u></b>	:	3 year post matric finance qualification or degree plus 2 years relevant administrative experience (preferably in finance and records management experience). Valid driver's license. Knowledge of relevant Departmental policies and procedures. Knowledge of Archives and Records Service Act; Knowledge of Public Financial Management (PFMA); Knowledge of budgeting processes and techniques; Knowledge of Financial Systems (e.g. Pastel, etc.); Knowledge of School Administrative processes and procedures; Knowledge of Information Management Systems (EMIS, CEMIS, Leave Management Systems); Knowledge of SCM processes and procedures. Communication skills in (2 official languages of the Western Cape); Computer Literacy (including skills in Pastel, etc.); Planning and Organising; Presentation; Report writing skills (reports and submissions); Analytical and interpretation; Interpersonal; Problem solving; Financial (including bookkeeping).
<b><u>DUTIES</u></b>	:	Monitor, verify, develop and report on all aspects of Record Management. Assist with the development of file plans, registers in line with prescripts. Support and follow-up on all required corrective actions. Report in writing and electronically on all aspects of school administration to the Assistant Director: School Management and Governance. Monitor, verify, develop and report on sound Financial Administration Systems. Assist the Public Schools Administrative Components with the development of financial administration processes and practices in line with policies, prescripts, norms and standards. Assist/ training with the development and implementation plan to ensure improvement with regard to sound financial administration. Conduct school assessments and evaluations on financial management. Support and follow-up on all required corrective actions. Report on writing and electronically on all aspects of School Financial Administration to the Assistant Director: School Management and Governance.
<b><u>ENQUIRIES</u></b>	:	Ms L Diamond Tel No: (021) 900 7006 (Metro East EDO)

<u>POST 06/252</u>	:	<b>SCHOOL FINANCE AND RECORDS OFFICER: CIRCUIT: 3 REF NO: 41</b> District Office: Education District Office Eden & Central Karoo
<u>SALARY CENTRE REQUIREMENTS</u>	:	R397 116 per annum (Level 08) George
	:	3 year post matric finance qualification or degree plus 2 years relevant administrative experience (preferably in finance and records management experience). Valid driver's license. Knowledge: Knowledge of relevant Departmental policies and procedures. Knowledge of Archives and Records Service Act; Knowledge of Public Financial Management (PFMA); Knowledge of budgeting processes and techniques; Knowledge of Financial Systems (e.g. Pastel, etc.); Knowledge of School Administrative processes and procedures; Knowledge of Information Management Systems (EMIS, CEMIS, Leave Management Systems); Knowledge of SCM processes and procedures. Skills: Communication skills in (2 official languages of the Western Cape); Computer Literacy (including skills in Pastel, etc.); Planning and Organising; Presentation; Report writing skills (reports and submissions); Analytical and interpretation; Interpersonal; Problem solving; Financial (including bookkeeping).
<u>DUTIES</u>	:	Monitor, verify, develop and report on all aspects of Record Management. Assist with the development of file plans, registers in line with prescripts. Support and follow-up on all required corrective actions. Report in writing and electronically on all aspects of school administration to the Assistant Director: School Management and Governance. Monitor, verify, develop and report on sound Financial Administration Systems. Assist the Public Schools Administrative Components with the development of financial administration processes and practices in line with policies, prescripts, norms and standards. Assist / training with the development and implementation plan to ensure improvement with regard to sound financial administration. Conduct school assessments and evaluations on financial management. Support and follow-up on all required corrective actions. Report in writing and electronically on all aspects of School Financial Administration to the Assistant Director: School Financial Management and Administration.
<u>ENQUIRIES</u>	:	Mr J Jonkers Tel No: (044) 803 8300 (Eden & Central Karoo EDO)
<u>POST 06/253</u>	:	<b>SCHOOL ENRICHMENT OFFICER REF NO: 79</b> District Office: Education District Office West Coast
<u>SALARY CENTRE REQUIREMENTS</u>	:	R397 116 per annum (Level 08) Paarl
	:	3 year post matric qualification or degree plus 2 years relevant administrative experience (preferably in sport, culture or teaching environment). A Valid driver's License. Knowledge of the relevant education policies and procedures; Knowledge of SCM processes and procedures; Knowledge of Public Financial Management (PFMA); Knowledge of Information Management Systems; Knowledge of relevant Sport and Recreation Policies, regulations and procedures; Knowledge of filing and recordkeeping. Written and verbal communication (2 official languages of the Western Cape); Project planning; Organising; Financial administration; Computer literacy; Recordkeeping; Interpersonal; Report writing; Facilitation and presentation; Analytical.
<u>DUTIES</u>	:	Monitoring the implementation of School Enrichment (SE) Policies. Encouraging learner participation in sports by ensuring Public Schools participate in intra and inter school enrichment activities. Ensuring that Public Ordinary Schools and Public Special Schools promote social inclusion and cultural diversity (music, dance, drama, sport and visual arts) through school enrichment programmes. Collect, analyse, compile and update data on all sport and recreational activities. Provide administrative and technical support with regard to sport and recreation facilities and infrastructure. Procure and ensure delivery of equipment to identified schools. Administer the system for storage, maintenance, issues and return of sport and physical recreation equipment. Examine, compile and monitor transfer payments of funded projects.
<u>ENQUIRIES</u>	:	Ms A Truter Tel No: (021) -860 1209 (West Coast EDO)

<b><u>POST 06/254</u></b>	<b><u>SCHOOL SAFETY OFFICER REF NO: 54</u></b> District Office: Education District Office Metro East
<b><u>SALARY</u></b>	R397 116 per annum (Level 08)
<b><u>CENTRE</u></b>	Kuilsrivier
<b><u>REQUIREMENTS</u></b>	Appropriate National Diploma (NQFL 6) or degree with 2 years relevant experience. A valid drivers' License. Knowledge: Further Duties are developmental initiatives including Youth Clubs, Anti- Truancy and Back to School Programmes. Coordinate and facilitate training in conflict management, crime prevention and safety planning. Coordinate and implement safety and security training in line with the National Schools Safety Framework. Coordinate and facilitate Youth Development Programmes which include After School Programmes (ASP) and Holiday Programmes. Monitor and report on the implementation of various attitudinal / behavioral programs and relevant budgets to the DCES School Management and Governance Support. Knowledge of: Occupation Health and Safety Act, 85 of 1993. Compensation for Occupational Health and Safety Act, 85 of 1993. Compensation for Occupational Injuries and Diseases Act, 130 of 1993. National Environmental Management Act, 107 of 1998. Finance (SCM and budgetary processes). Knowledge and application of relevant Education Policies, Prescripts and Legislation. National School Safety Framework Project Planning. Skills: Report writing skills. Planning and organising skills. Monitoring and evaluation skills. Problem solving skills Human relations skills. Analytical skills. Negotiation skills. Conflict Management and Mediation Skills. Communication skills (At least two of the official languages of WCG). Presentation and facilitation skills. Implementation of Occupational Health and Safety Policies, National / Provincial School Safety Framework, work procedures and relevant policies in schools. Ensure the establishment of a properly constituted and functional safety committee. Assist with the development of a safety policy to protect the property and keep employees and learners safe. Assist with the creation of a comprehensive safety Plan which will include a Contingency Plan. The role of each employee in maintaining workplace safety (including RCL, SGB and SMT). Type of training each employee needs. Keep up to date with all aspects of relevant health and safety workplace legislation and communicate relevant changes. Conduct safety and security awareness campaigns and programmes. Provide a high-level Safety Health Environmental (SHE) consultancy and advisory service based on legal and other regulatory frameworks. Regular inspections at Public Ordinary Schools and Special Schools to check policies and procedures are being properly implemented. Monitor and report on the implementation of the policies and procedures; and drills conducted at Public Schools to DCES School Management and Governance Support. Conduct Security audits / risk assessments / safety inspections at Schools. Establish a full programme of documented health and safety inspections, audits and assessments in relation to learner and employee safety. Evaluate workplace safety / risk assessment / safety inspections and consider how risks could be reduced. Establish safe working practices that comply with legislation. Conduct safety inspections at schools regarding evacuation drills and emergency alarms; safety risk assessments and standard operating procedures; employees being aware of their responsibilities; ensure safety equipment is installed safely and maintained, that records are kept of all safety related matters. Provide a list of safety findings and recommendations to the principal. Procure safety infrastructure and services to limit risks. (align with procurement policies). Assist the Safety Committee with the development of an action plan. Monitor and report on the implementation of action plans. Keep records of audit / assessments/ safety inspection findings and provide relevant reports to DCES School Management and Governance Support. Support the effective management of District Occupational Health Safety (OHS) Committee. Serve on the District Occupational Health and Safety Committee. Support the Corporate Services Component with the development and implementation of a Health and Safety Plan for the Education District. Mobilize and advocate safety and security at district level. Guide the development and implementation of disaster management preparedness plan. Report on the support given to the District Occupational Health and Safety Committee to the DCES School Management and Governance Support. Coordinate and facilitate Health and Safety Training for Public Ordinary and Special Schools. Establish a structured programme of Health and Safety Training within the Education District. Liaise with external health and safety

consultants in the provision of training programmes and health and safety services. Coordinate the delivery of training (evacuation plans, fire prevention, fire protection and hazardous materials communication). Ensure full and accurate health and safety training records are maintained. Review training feedback from employees. Maintain a database of employees who have completed the required training. Report on the implementation of occupational health and safety training to DCES School. Management and Governance Support. Coordinate and facilitate various attitudinal / behavioural programs to support, modify or influence learner and educator behaviour to create safe learning environments and promote quality teaching and learning. Organizing.

<b><u>ENQUIRIES</u></b>	:	Ms L Diamond Tel No: (021) 900 7006 (Metro East EDO)
<b><u>POST 06/255</u></b>	:	<b>SCHOOL SAFETY OFFICER REF NO: 65</b> District Office: Education District Office Metro South
<b><u>SALARY</u></b>	:	R397 116 per annum (Level 08)
<b><u>CENTRE</u></b>	:	Mitchells Plain
<b><u>REQUIREMENTS</u></b>	:	Appropriate National Diploma (NQFL 6) or degree with 2 years relevant experience. A valid drivers' License. Knowledge: Further Duties are and developmental initiatives including Youth Clubs, Anti- Truancy and Back to School Programmes. Coordinate and facilitate training in conflict management, crime prevention and safety planning. Coordinate and implement safety and security training in line with the National Schools Safety Framework. Coordinate and facilitate Youth Development Programmes which includes After School Programmes (ASP) and Holiday Programmes. Monitor and report on the implementation of various attitudinal / behavioral programs and relevant budgets to the DCES School Management and Governance Support. Knowledge of: Occupation Health and Safety Act, 85 of 1993. Compensation for Occupational Health and Safety Act, 85 of 1993. Compensation for Occupational Injuries and Diseases Act, 130 of 1993. National Environmental Management Act, 107 of 1998. Finance (SCM and budgetary processes). Knowledge and application of relevant Education Policies, Prescripts and Legislation. National School Safety Framework Project Planning. Skills: Report writing skills. Planning and organising skills. Monitoring and evaluation skills. Problem solving skills Human relations skills. Analytical skills. Negotiation skills. Conflict Management and Mediation Skills. Communication skills (At least two of the official languages of WCG). Presentation and facilitation skills. Implementation of Occupational Health and Safety Policies, National / Provincial School Safety Framework, work procedures and relevant policies in schools. Ensure the establishment of a properly constituted and functional safety committee. Assist with the development of a safety policy to protect the property and keep employees and learners safe. Assist with the creation of a comprehensive safety Plan which will include a Contingency Plan. The role of each employee in maintaining workplace safety (include RCL, SGB and SMT). Type of training each employee needs. Keep up to date with all aspects of relevant health and safety workplace legislation and communicate relevant changes. Conduct safety and security awareness campaigns and programmes. Provide a high-level Safety Health Environmental (SHE) consultancy and advisory service based on legal and other regulatory frameworks. Regular inspections at Public Ordinary Schools and Special Schools to check policies and procedures are being properly implemented. Monitor and report on the implementation of the policies and procedures; and drills conducted at Public Schools to DCES School Management and Governance Support. Conduct Security audits / risk assessments / safety inspections at Schools. Establish a full programme of documented health and safety inspections, audits and assessments in relation to learner and employee safety. Evaluate workplace safety / risk assessment / safety inspections and consider how risks could be reduced. Establish safe working practices that comply with legislation. Conduct safety inspections at schools regarding evacuation drills and emergency alarms; safety risk assessments and standard operating procedures; employees being aware of their responsibilities; ensure safety equipment is installed safely and maintained, that records are kept of all safety related matters. Provide a list of safety findings and recommendations to the principal. Procure safety infrastructure and services to limit risks. (align with procurement policies). Assist the Safety Committee with the development of an action plan. Monitor and report on the implementation of action plans. Keep records of audit / assessments/ safety inspection findings and provide
<b><u>DUTIES</u></b>	:	

relevant reports to DCES School Management and Governance Support. Support the effective management of District Occupational Health Safety (OHS) Committee. Serve on the District Occupational Health and Safety Committee. Support the Corporate Services Component with the development and implementation of a Health and Safety Plan for the Education District. Mobilize and advocate safety and security at district level. Guide the development and implementation of disaster management preparedness plan. Report on the support given to the District Occupational Health and Safety Committee to the DCES School Management and Governance Support. Coordinate and facilitate Health and Safety Training for Public Ordinary and Special Schools. Establish a structured programme of Health and Safety Training within the Education District. Liaise with external health and safety consultants in the provision of training programmes and health and safety services. Coordinate the delivery of training (evacuation plans, fire prevention, fire protection and hazardous materials communication). Ensure full and accurate health and safety training records are maintained. Review training feedback from employees. Maintain a database of employees who have completed the required training. Report on the implementation of occupational health and safety training to DCES School. Management and Governance Support. Coordinate and facilitate various attitudinal / behavioural programs to support, modify or influence learner and educator behaviour to create safe learning environments and promote quality teaching and learning. Organizing, Ms C Meyer- Williams Tel No: (021) 370 2000 (Metro South EDO)

**ENQUIRIES**

: Ms C Meyer- Williams Tel No: (021) 370 2000 (Metro South EDO)

**POST 06/256**

: **SOCIAL WORKER REF NO: 56**  
District Office: Education District Office Metro North

**SALARY**

: 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)  
Salary depending on years of experience after registration with the professional body

**CENTRE REQUIREMENTS**

: Parow  
A formal 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, and proof of payment of registration for 2025-2026; **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. Recommendations: Valid Drivers License. Experience in the field of child and youth care.

**DUTIES**

: Implement social work capacity building programmes for the early identification of and interventions relating to social, emotional and behavioural barriers to learning: Train teachers, parents, and support staff in the early identification of social, emotional and behavioural barriers. Train teachers, parents, and support staff to manage identified learners who experience social, emotional and behavioural barriers (e.g. Individual Support Plan (ISP)/Group Support Plan (GSP). Develop and implement preventative programmes for learners, parents and School Governing Body's (SGBs) that address and/or prevent social, emotional and behavioural barriers to learning. Implementation of Inclusive Education Policies including the Screening Identification and Assessment Support (SIAS) Policy. Provide direct social work services when necessary. Participate in inter- and intra-sectoral networks and collaborations: Promote inclusive schools as centres of Care and Support for Teaching and Learning (CSTL) and use this framework to co-ordinate the support from other sectors. Collaborate on social work matters with the multi-disciplinary teams. Provide specialized social work support to strengthen District- and School-based support teams (DBSTs/SBSTs): Train, sustain and promote SBSTs in collaboration with the DBST in all Schools in understanding social context, legislation related to children and create an effective school-community partnership. Collaborate as multi-disciplinary teams with ISLES DBST to

	support learners who experience barriers to learning. Provide social work input for the district with regard to policy development and reviews. Conduct discipline specific research.
<b><u>ENQUIRIES</u></b>	: Ms W Horn Tel No: (021) 938 3133
<b><u>POST 06/257</u></b>	: <b><u>SOCIAL WORKER REF NO: 44 (X2 POSTS)</u></b> District Office: Education District Office Metro Central
<b><u>SALARY</u></b>	: 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) Salary depending on years of experience after registration with the professional body
<b><u>CENTRE REQUIREMENTS</u></b>	: Maitland : A formal 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, and proof of payment of registration for 2025-2026; 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. Recommendations: Valid Drivers License. Experience in the field of child and youth care.
<b><u>DUTIES</u></b>	: Implement social work capacity building programmes for the early identification of and interventions relating to social, emotional and behavioural barriers to learning: Train teachers, parents, and support staff in the early identification of social, emotional and behavioural barriers. Train teachers, parents, and support staff to manage identified learners who experience social, emotional and behavioural barriers (e.g. Individual Support Plan (ISP)/Group Support Plan (GSP). Develop and implement preventative programmes for learners, parents and School Governing Body's (SGBs) that address and/or prevent social, emotional and behavioural barriers to learning. Implementation of Inclusive Education Policies including the Screening Identification and Assessment Support (SIAS) Policy. Provide direct social work services when necessary. Participate in inter- and intra-sectoral networks and collaborations: Promote inclusive schools as centres of Care and Support for Teaching and Learning (CSTL) and use this framework to co-ordinate the support from other sectors. Collaborate on social work matters with the multi-disciplinary teams. Provide specialized social work support to strengthen District- and School-based support teams (DBSTs/SBSTs): Train, sustain and promote SBSTs in collaboration with the DBST in all Schools in understanding social context, legislation related to children and create an effective school-community partnership. Collaborate as multi-disciplinary teams with ISLES DBST to support learners who experience barriers to learning. Provide social work input for the district with regard to policy development and reviews. Conduct discipline specific research.
<b><u>ENQUIRIES</u></b>	: Ms B Robertson Tel No: (021) 514 6700 (Metro Central EDO)
<b><u>POST 06/258</u></b>	: <b><u>PERSONAL ASSISTANT REF NO: 97 (X2 POSTS)</u></b> Directorate: Physical Resource Planning & Property Management
<b><u>SALARY</u></b>	: R325 101 per annum (Level 07)
<b><u>CENTRE REQUIREMENTS</u></b>	: Cape Town : Secretarial Diploma or Equivalent (1-2-year post school qualification). Minimum 3 years' clerical/administrative experience in rendering a support service to senior management. Knowledge of the relevant legislation/ policies/ prescripts and procedure; Basic financial administration. Computer literacy in MS Word, MS PowerPoint and MS Excel, Knowledge of financial systems e.g., BAS and PERSAL, IMS and J-track, will be an advantage. Skills: Sound Planning and Organising skills; Communicate effectively (written and verbally); Advanced typing.

<b><u>DUTIES</u></b>	Plan activities for example: diary management, travel itineraries, document flow in the office, do basic research. Provide a secretarial/receptionist support service to the Directorate, which includes procurement, maintaining a record system, managing assets and recording minutes of meetings. Render administrative support services in the Directorate. Provide support to manager regarding meetings including logistical arrangements, keeping track of due dates. Analyse information and compile complex documents/ submissions /reports of strategic nature for the HoD and members of Top and Senior Management. Draft submissions, letters, internal memorandums etc. Remain abreast with the procedures and processes that apply in the office of the manager. Establish and maintain procedures and processes to support the smooth functioning of the Directorate. Render Support to the Director with budget management including claims, procurement claims, etc. Remains up to date with regard to prescripts /policies and procedures applicable to her/his work terrain to ensure efficient and effective support to the manager
<b><u>ENQUIRIES</u></b>	Ms L McGlenatendolf Tel No: (021) 467 2021
<b><u>POST 06/259</u></b>	<p><b><u>CLIENT SERVICE AGENT REF NO.10 (X2 POSTS)</u></b></p> <p>Directorate: Communication</p>
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	<p>R325 101 per annum (Level 07) Cape Town</p> <p>Senior Certificate with a minimum of at least 6 years of relevant experience. Knowledge of PERSAL and Introduction to PERSAL Certificate. Experience in public service and/or education environment with specific reference to applicable employment, conditions of service legislation, finance and client service environment. Proven communication skills in at least two official languages of the Western Cape Province. Knowledge: At least 5 years of experience in knowledge of employee benefits, finance matters and salary policies of government. Skills: Polite, reliable, self-motivated and good interpersonal skills; good customer service skills; professional client service manner; active listener with analytical skills; commitment to ongoing knowledge and skills development; good written communication and documentation skills; computer literacy; commitment to success in client service.</p>
<b><u>DUTIES</u></b>	Attending queries from WCED clients; answer client's questions, and question clients to obtain a full understanding of the information required. Refer queries to back-office support where further research is required. Log all queries using relevant systems and monitor referred queries to facilitate timely responses and quality customer service. Communicate clearly and effectively with clients and colleagues and manage lengths of visits and calls. Recognise and manage assertive customers. Promote teamwork and client service success. Organise and prioritise duties and contribute to on-going systems development. Develop personal client service knowledge and skills and attend relevant training programmes. Assist Communication Directorate as required.
<b><u>ENQUIRIES</u></b>	Mr L Bruce Tel No: (021) 467 2558
<b><u>POST 06/260</u></b>	<p><b><u>TRANSPORT CONTROL OFFICER REF NO: 85</u></b></p> <p>District Office: Education District Office West Coast</p>
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	<p>R325 101 per annum (Level 07) Paarl</p> <p>Senior/Matric certificate plus 6 years clerical experience. A valid drivers' license. Knowledge: Public Service Act and Regulations. PFMA and Treasury Regulations. Department of Transport Policies (GG Transport). WCED Acts, policies, circulars, processes and procedures. Skills: Financial. Interpretation of prescripts. Organising and planning. Report writing. Motivation. Interpersonal. Communication (2 official languages).</p>
<b><u>DUTIES</u></b>	Monitor, maintenance and control the GG fleet at the district. Apply and register new GG users with GMT and provide all relevant documentation. Monitor the update of motor drivers' licenses register (file) of all personnel. Monitoring all trip authorities and garaging. Monitor that the drivers of vehicles have knowledge of prescribes contain in the transport circular for usage by providing a copy of the circular in the logbook. Monitor that all trips are recorded in the logbook. Ensure that control over toll card systems by verifying with trip authority and register as well as verification for payment to GMT. Monitor that all logbooks are signed off at the end of every month, verified and submitted to Head Office and GMT. Expenditure as indicated in the logbook is verified with

the invoice of GMT before payment is done. Compile and submit monthly utilisation report to Head office. Management of fleet on a daily basis. Monitoring of registers (daily incoming, outgoing and security) for control purposes. Allocate pool vehicles to users for optimal use. Monitor the daily inspection of vehicles after trips and execute necessary actions. Reconcile GG invoice with utilisation report and verify the expenditure for payment by Head Office. Liaise with GMT for replacement vehicles. Check claims for damage submitted by GMT, verify and submit to Head Office for payment. Ensure that vehicles are roadworthy, serviceable, licenced and parked securely. Organise service of vehicles, replacements of tires, batteries and cleaning of vehicles. Coordinate and facilitate the administration of fines. Analyse the database and follow-up on disciplinary actions. Ensure that in the case of accidents, the driver reports it to the SAPD, and the accident report is handed in by the official. The transport officer coordinates and finalise the accident report. The transport officer is responsible for organising breakdown services. Obtain quotations for minor vehicle damage due to accidents and obtain the relevant reports from users for GMT. Coordinate and manage the submission of log sheets / accident reports / fines and holiday garaging for Public Special School vehicles. Order taxi transport as per request from GMT. Responsible for the collection, verification and filing of taxi trip authorities. Verify of invoice of GMT before sending for payment. Administer, verify and monitor the use of rentals. Receive application for use of private rental cars. Responsible for collecting and inspecting rental cars. Ensure that vehicle is entered into the rental register, open logbook and follow procedure of GG-vehicles up to payment. Supervision of employees/staff General supervision of employees. Allocate duties and do quality control of the work delivered by employees. Advice and lead employees regarding all aspects of work. Assess staff performance. Development of employees to be able to deliver work of the required standard efficiently and effectively. Develop, implement and monitor work systems and processes to ensure efficient and effective functioning. Manage and promote the maintenance of discipline. Participation in the recruitment and selection of staff where required.

**ENQUIRIES**

: Ms A Truter Tel No: (021) -860 1209 (West Coast EDO)

**POST 06/261**

: **TRANSPORT CONTROL OFFICER REF NO: 71**

District Office: Education District Office Metro South

**SALARY  
CENTRE  
REQUIREMENTS**

: R325 101 per annum (Level 07)

: Mitchells Plain

Senior/Matric certificate plus 6 years clerical experience. A valid drivers' license. Knowledge: Public Service Act and Regulations. PFMA and Treasury Regulations. Department of Transport Policies (GG Transport). WCED Acts, policies, circulars, processes and procedures Skills: Financial. Interpretation of prescripts. Organising and planning. Report writing. Motivation. Interpersonal. Communication (2 official languages).

**DUTIES**

: Monitor, maintenance and control of the GG fleet at the district. Apply and register new GG users with GMT and provide all relevant documentation. Monitor the update of motor drivers' licenses register (file) of all personnel. Monitoring all trip authorities and garaging. Monitor that the drivers of vehicles have knowledge of prescribes contain in the transport circular for usage by providing a copy of the circular in the logbook. Monitor that all trips are recorded in the logbook. Ensure that control over toll card systems by verifying with trip authority and register as well as verification for payment to GMT. Monitor that all logbooks are signed off at the end of every month, verified and submitted to Head Office and GMT. Expenditure as indicated in the logbook is verified with the invoice of GMT before payment is made. Compile and submit monthly utilisation report to Head office. Management of fleet on a daily basis. Monitoring of registers (daily incoming, outgoing and security) for control purposes. Allocate pool vehicles to users for optimal use. Monitor the daily inspection of vehicles after trips and execute necessary actions. Reconcile GG invoice with utilisation report and verify the expenditure for payment by Head Office. Liaise with GMT for replacement vehicles. Check claims for damage submitted by GMT, verify and submit to Head Office for payment. Ensure that vehicles are roadworthy, serviceable, licenced and parked securely. Organise service of vehicles, replacements of tires, batteries and cleaning of vehicles. Coordinate and facilitate the administration of fines. Analyse the database and follow-up on disciplinary actions. Ensure that in the case of accidents, the driver

reports it to the SAPD, and the accident report is handed in by the official. The transport officer coordinates and finalise the accident report. The transport officer is responsible for organising breakdown services. Obtain quotations for minor vehicle damage due to accidents and obtain the relevant reports from users for GMT. Coordinate and manage the submission of log sheets / accident reports / fines and holiday garaging for Public Special School vehicles. Order taxi transport as per request from GMT. Responsible for the collection, verification and filing of taxi trip authorities. Verify of invoice of GMT before sending for payment. Administer, verify and monitor the use of rentals. Receive application for use of private rental cars. Responsible to collect and inspecting rental cars. Ensure that vehicle is entered into the rental register, open logbook and follow procedure of GG-vehicles up to payment. Supervision of employees/staff General supervision of employees. Allocate duties and do quality control of the work delivered by employees. Advice and lead employees regarding all aspects of work. Assess staff performance. Development of employees to be able to deliver the work required standard efficiently and effectively. Develop, implement and monitor work systems and processes to ensure efficient and effective functioning. Manage and promote the maintenance of discipline. Participation in the recruitment and selection of staff where required.

<b><u>ENQUIRIES</u></b>	:	Ms C Meyer- Williams Tel No: (021) 370 2000 (Metro South EDO)
<b><u>POST 06/262</u></b>	:	<b><u>HUMAN RESOURCE OFFICER: (VARIOUS POSTS) REF NO: 18</u></b> Directorate: Service Benefits
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R325 101 per annum (Level 07) Cape Town
	:	An appropriate National Diploma or Degree in Human Resources plus 3 years relevant experience in Human Resources or Senior Certificate with a minimum of at least 6 years relevant experience. Knowledge Relevant Education and Public Service Acts, Regulations; Policy documents; Public Finance Management Act; Education Law and Policy; Disciplinary Codes and Procedures; CORE & Compensation Management, Collective Agreements, SPMDS and PERSAL. Interpersonal, Problem Solving and Organizing skills; Decision Making and Conflict Resolution skills; Written and Oral Communication skills; Demonstrate the ability to use the following IT Software: MS Office Package (MS Word, Excel, PowerPoint); MS Outlook and PERSAL. Communication skills in at least two official languages of the Western Cape Province.
<b><u>DUTIES</u></b>	:	General administrative duties regarding service benefits and conditions of service. Implementation of applicable policies. Salary administration. Leave administration. Exit management service. Supervision of staff.
<b><u>ENQUIRIES</u></b>	:	Ms D Pillay Tel No: (021) 467 2477
<b><u>POST 06/263</u></b>	:	<b><u>ADMIN OFFICER: ADMINISTRATION SUPPORT OFFICER REF NO: 103</u></b> Directorate: E-Learning
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R325 101 per annum (Level 07) Cape Town
	:	3 years post matric qualification. At least 3 years' relevant clerical or administrative experience, valid driver's license. Proficiency at least in two of the three official languages (English, Afrikaans, isiXhosa). Work experience in government systems; S&T payments; preparing documents for procurement e.g. requisitions. Setting up data management and data reporting systems. Ability to interpret and present data written visually and verbally. Knowledge: Knowledge of procurement processes, requisition processes, Knowledge of Public Finance Management Acts (PFMA, SITA), Knowledge of eLearning Vision, White paper 7. Skills: Computer literacy, Excellent oral and written communication, Report writing •Strong attention to detail, Good interpersonal relations, Sound administration, Good organizational skills, Ability to think analytically and systematically, and be able to work as part of a team.
<b><u>DUTIES</u></b>	:	Provide support to E-learning projects: Prepare source documentation for procurement of ICT equipment, hardware and infrastructure rollout, Track progress of source documents, Prepare payment documents as necessary, e.g. Requisitions, S&T. Keep updated records of projects – electronic and physical filing system, provide administrative assistance with the maintenance of an updated database of all projects of eLearning, provide inputs and prepare

reports (statistics, invoices, etc.). Provide administrative support e-learning project office: In collaboration with CES, Deputy Director and Assistant Directors, update templates and documentation related to eLearning projects, Liaise with the different units at head office and districts with respect to administrative aspects related to e-Learning, Work within the established systems to perform all core functions effectively, efficiently and timeously, Issue and keep meaningful records (assets register) of ICT equipment of eLearning Directorate, Administer and keep records of office assets, S&T claims and travel, Assist with all aspects of administration of projects, e.g. database of training, digital resources, R&D reports, Keep a meaningful correspondence and filing system, Assist with any other tasks that contributes to the functions of eLearning Directorate as delegated by the Director and CES/Deputy Director, Coordinates logistical arrangements for meetings when required, Prepare brief notes for meetings as required, Drafts documents as required. Reporting and Administration: Regularly inform CES, Deputy Director, DCES and Assistant Directors of any problems related to the core functions, keeping a meaningful correspondence and filing system, Issue and Keep assets register up to date of ICT equipment of eLearning Directorate. Obtains, inputs, collates and compile reports, e.g. progress reports, monthly reports as required, assist with any other tasks that contribute to the functions of the E-Learning directorate as delegated by the CES, Deputy Director and Director.

<b><u>ENQUIRIES</u></b>	:	Mr C Walker Tel No: (021) 467 2351
<b><u>POST 06/264</u></b>	:	<b><u>ADMIN SUPPORT OFFICER REF NO: 11</u></b> Directorate: Curriculum FET
<b><u>SALARY</u></b>	:	R325 101 per annum (Level 07)
<b><u>CENTRE</u></b>	:	Cape Town
<b><u>REQUIREMENTS</u></b>	:	A 3 year post qualification, At least three years' relevant financial/clerical/administrative experience, Competency in at least two official languages of the Western Cape Province. Knowledge: Database management; Project management; Financial analysis; Information Technology - application of relevant computer programmes; Ability to draft documentation like submissions, letters, etc. Skills: Sound organising, planning and time management skills; Effective communication (written and verbally).
<b><u>DUTIES</u></b>	:	Assist the Directorate: Curriculum FET management support staff in all administrative duties. Develop and maintain processes and systems, including financial processes and systems Prepare documentation and verify responses and information received from internal and external stakeholders and compile reports pertaining to the Directorate. Tracking of expenditure for the Directorate. Monitoring, evaluation and report on the Directorate's finances. Ensure that effective records are kept of all administrative activities in the directorate. Coordinate evidence / supporting documents for the Directorate including outgoing and incoming correspondence. Manage and maintain an effective filing system. Render secretariat services Manage the procurement of standard items including bookings for travel and accommodation Keep record of all procurement activities. Maintain the assets of inventory and consumable stock in the directorate Study the relevant Public Service, Departmental and Directorate prescripts / policies and other documents and ensure that the application thereof is understood properly. Advise relevant stakeholders.
<b><u>ENQUIRIES</u></b>	:	Dr G Schreuder Tel No: 021 467 2623
<b><u>POST 06/265</u></b>	:	<b><u>ADMIN OFFICER: VARIOUS CIRCUITS REF NO: 46 (X4 POSTS)</u></b> District Office: Education District Office Metro Central
<b><u>SALARY</u></b>	:	R325 101 per annum (Level 07)
<b><u>CENTRE</u></b>	:	Maitland
<b><u>REQUIREMENTS</u></b>	:	2 years post matric qualification plus 3 years relevant clerical/administrative Experience. Ability to be creative Flexibility Using your own trusted discretion, when necessary, Ability to consult Accountability Knowledge: Knowledge of provincial and national education strategies. Advanced knowledge of relevant software packages & sound application of relevant computer programmes. Knowledge on the relevant legislation/ policies/ prescripts and procedures. Basic financial administration. Skills: Draft documentation like submissions, letters, etc. Sound organising, planning and time management skills (for example workshops, conferences, events). Diary management, travel

<b><u>DUTIES</u></b>	itineraries, document flow in the office. Properly record minutes and decisions at meetings. Run and maintain a record management system. Communicate effectively (written and verbally). Procure goods and services.
	Assist management support staff in all administrative duties. Develop and maintain processes and systems that will contribute towards improving efficiency in the circuit office. Oversee and provide effective guidance and advice on the flow of information and documents, to and from the circuit. Prepare documentation and verify responses information received from schools and other internal and external stakeholders. Obtain inputs, collate and compile reports pertaining to the circuit and advise/ sensitise the office. Assist with monitoring and evaluating the performance of the circuit office on an ongoing basis against predetermined objectives. Ensure that effective records are kept of the activities and resources of the circuit. Assist with the planning and execution of workshops, large meetings, conferences as and when they occur. Follow up with outstanding documentation/data/information from schools. Collate circuit data available on WCED systems such as CEMIS, Eduinfosearch, SAMI, DMIS, etc. Co-ordinate Monitoring & Evaluation activities and maintain the relevant systems. Provide support to the circuit for supply chain management. Render advice and liaise w.r.t administrative matters.
<b><u>ENQUIRIES</u></b>	Ms B Robertson Tel No: (021) 514 6700 (Metro Central EDO)
<b><u>POST 06/266</u></b>	<b><u>ADMIN OFFICER: ADMIN SUPPORT OFFICER: CIRCUIT 6 REF NO: 39</u></b> District Office: Education District Office Eden & Central Karoo
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	R325 101 per annum (Level 07) Oudtshoorn 2 years post matric qualification plus 3 years relevant clerical/administrative Experience. Ability to be creative Flexibility Using your own trusted discretion, when necessary, Ability to consult Accountability Knowledge: Knowledge of provincial and national education strategies. Advanced knowledge of relevant software packages & sound application of relevant computer programmes. Knowledge on the relevant legislation/ policies/ prescripts and procedures. Basic financial administration. Skills: Draft documentation like submissions, letters, etc. Sound organising, planning and time management skills (for example workshops, conferences, events). Diary management, travel itineraries, document flow in the office. Properly record minutes and decisions at meetings. Run and maintain a record management system. Communicate effectively (written and verbally). Procure goods and services Work under pressure. Make sound judgments. Do basic research (information gathering). Analyse documents and situations. Ability to access research sources (Information platforms). Function as a team member.
<b><u>DUTIES</u></b>	Management support staff in all administrative duties. component. And oversee and provide effective guidance and advice on the flow of information and documents, to from the Management and Governance Component. Prepare documentation and verify responses information received from schools, and other internal and external stakeholders. Obtain inputs, collate and compile reports pertaining to the Management and Governance Component and advise/ sensitise the office. Assist with monitoring and evaluating the performance of the Management and Governance Component on an ongoing basis against predetermined objectives. Ensure that effective records are kept of the activities and resources of the Management and Governance Component. Assist with the planning of workshops, large meetings, conferences as and when they occur. Follow up with outstanding documentation / data /information from relevant stakeholders. Collate management and governance data available on WCED systems such as CEMIS, Eduinfosearch, SAMI, DMIS, etc. Coordinate Monitoring & Evaluation activities and maintain the relevant systems. Provide support to the supply chain management. Provide support to the supply chain management. Render advice and liaise w.r.t administrative matters.
<b><u>ENQUIRIES</u></b>	Mr J Jonkers Tel No: (044) 803 8300 (Eden & Central Karoo EDO)
<b><u>POST 06/267</u></b>	<b><u>CHIEF ACCOUNTING CLERK, REF NO: 84</u></b> District Office: Education District Office West Coast
<b><u>SALARY CENTRE</u></b>	R325 101 per annum (Level 07) Paarl

<b><u>REQUIREMENTS</u></b>	:	Matric / Grade 12 Certificate, 6 years relevant financial experience required. Job Summary: To render financial clerical support services within the Education District. Knowledge: Basic knowledge of financial functions, practices as well as the ability to capture date, operate computer and collate financial statistics. Basic knowledge and insight of the Public Service financial legislations, procedures and Treasury regulations (PFMA, DORA, PSA, PSR, PPPFA, Financial Manual) Knowledge of basic financial operating systems (PERSAL, BAS, LOGIS, etc.) Skills: Computer operating skills (accounting system), Planning and organization, Language, Good verbal and written communication skills, Basic Numeracy skills, Ability to perform routine tasks and Interpersonal skills.
<b><u>DUTIES</u></b>	:	Supervise and render financial accounting transactions. Receive and allocate payment advices. Verify payment advices and supporting documents for correctness, verification and approval. Draw Monthly Document Control Report and ensure the completeness of the payment batched. Ensure timeous submission of payment batches to Head Office. Supervise the filing of all documents. Supervise collection of petty cash. Supervise and payslip administration support services. Receive and distribute payslips and IRP5s. Obtain signatures. Supervise the filing of all documents. Supervise and render financial accounting transactions. Verify all financial transactions captured. Record debtors and creditors. Verify and process the processing of electronic banking transactions. Render a budget support service. Verify information collected from fund managers and feedback to them. Compare and verify the comparison of expenditure against budget. Identify variances and verify the identification of variances. Verify the capturing, allocations virements on budgets. Responsible for the distribution of documents with regard to the budget. Supervise the filing of all documents. Supervise the receipt and capturing of cash payments. Supervision of staff. Allocate and ensure quality of work. Personnel development. Assess staff performance. Apply discipline.
<b><u>ENQUIRIES</u></b>	:	Ms A Truter Tel No: (021) -860 1209
<b><u>POST 06/268</u></b>	:	<p><b><u>CHIEF ACCOUNTING CLERK: ACCOUNTS RECEIVABLE (DEBTORS)</u></b></p> <p><b><u>REF NO: 89</u></b></p> <p>Directorate: Financial Accounting</p>
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R325 101 per annum (Level 07)
	:	Cape Town
	:	Grade 12 certificate with Accounting or Mathematics. At least 4-6 years' relevant work experience in working/dealing with debts. Supervisory experience. National Diploma in Financial Accounting. Knowledge and experience in Finance Directorate (debt follow up and collection of outstanding debt). Knowledge: Competencies: Knowledge of Systems (PERSAL and BAS is advantageous); PFMA; Treasury Regulations and other relevant legislation; reporting procedures; Skills: Computer literate with (MS Word & MS Excel) Skills: Excellent report writing skills; Problem solving; Financial management, good interpersonal- and communication skills in at least two of the official languages of the Western Cape.
<b><u>DUTIES</u></b>	:	Follow up and collection of outstanding state debts. Preparing referral cases to the Debt Collector/State Attorney or third parties. Write-off of irrecoverable debts. Check/Approve/Authorise transactions relating to revenue received. Clearing of Debt suspense account Manage revenue and debtor database. Supervise and control subordinates and sections. Answering audit queries and client queries. Compiling monthly Accounts receivable reports for In Year Monitoring. Compile inputs to the Interim & Annual Financial Statements.
<b><u>ENQUIRIES</u></b>	:	Ms C Adendorff Tel No: (021) 467 2506
<b><u>POST 06/269</u></b>	:	<p><b><u>ADMIN OFFICER: PEOPLE MANAGEMENT REF NO: 29</u></b></p> <p>District Office: Education District Office Cape Winelands</p>
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R325 101 per annum (Level 07)
	:	Worcester
	:	3 years post matric qualification plus 1-year relevant clerical/administrative. Extensive knowledge of applicable policies and procedures, public service procedures, Knowledge of people management processes, Labour relations, financial management, Project planning. experience. Interpret and apply relevant policies and procedures, People resource planning, Problem solving,

<b><u>DUTIES</u></b>	Sound Budgeting, Facilitation, Presentation, Communication, Analytical, Computer Literacy. : Implement and administer the Workplace Skills Plan (WSP) at District Level: Assist with the process to obtain and collate training needs. Provide support to the DCES People Management in drafting of the workplace skills plan in conjunction with the District Skills Development Committee. Assist with the implementation of the Workplace Skills Plans. Ensure that administration pertaining to training interventions is up-to-date, accurate and thorough. Assist the DCES People Management with the compilation of training reports, ensuring that all reports are aligned with SETA requirements. Administer the training and professional development plan at District Level: Administer the process regarding the identification and nomination of candidates / participants for service training courses. Administer the identification and nomination of teachers, for the Teacher Qualification Improvement Programmes. Administer the roll-out of the District Professional Development Plan and monitor against the approved budget. Administer the implementation of SACE CPTD-MS (Continuing Professional Teacher Development Management System). Assist in the administration and monitoring of professional participation at school level in line with PGPs (Professional Growth Plans) and School Improvement Plans and WCED Professional Development Priorities. Administer and ensure that all data pertaining to the professional Development Points of all teachers are captured accurately and the information recorded is relevant, per district intervention. Compile submission of district interventions for CPTD MS from District Components for SACE endorsements. Provide administrative support to teachers or refer them to the relevant support systems of their participation in the CPTD Management system and Professional Development uptake. Administer and monitor the National Teaching Awards process at District level. Compile monthly, quarterly and annual reports for WCED/CTLI (e.g. training interventions relating to the District Professional Development Plan). Assist with the monitoring and administration of the Staff Performance Management System(s) at District (including schools) Level: Assist in the administration and dissemination of performance management training information within the district and schools. Schedule and plan performance management events and activities, aligning the performance management plan and timetables with that of the Head Office performance management structure and assist in the collation/compilation of regular progress reports. Assist with administrative and operational support for the alignment of individual and district performance plans. Assist with the communication and dissemination of information on performance management framework and assist with the gathering of information regarding performance management implementation trends within the district and report to supervisor. Administer and file personal development plans of district employees, skills development programmes and performance related management processes and assist in the identification of gaps and overlaps. Develop, implement and comply with new and amended departmental policies and procedures at district and school level. File all documents relating to the SPMS (IPDP, quarterly review forms, appraisal certificates, circulars, etc.). Render support and advice to district management regarding Employee Assistance Program (EAP): Mediation of new policies, procedures and guidelines and to provide support to all staff on the interpretation of the EAP policy of the Department (through workshops, information sessions. etc.). Assist with provision of information on appropriate health, welfare and psychosocial facilities, support / counselling services at the workplace, or within the community to employees. To draft letters, progress /status reports as required in terms of prescripts / policies. Supervisory functions attached to the post.
<b><u>ENQUIRIES</u></b>	: Mr N Petersen Tel No: (023) 348 4600
<b><u>POST 06/270</u></b>	<b><u>CARE AND SUPPORT OFFICER: HIV/AIDS &amp; TB LIFE SKILLS EDUCATION PROGRAMME REF NO: 61</u></b> : District Office: Education District Office Metro North
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	: R325 101 per annum (Level 07) : Parow : National Diploma/Degree (NQF Level 6) qualification in Education/ Health or Social Sciences plus 1-year relevant administrative experience. A valid driver's licence. Understanding National HIV / Aids and TB Policy. Knowledge of Life skills/Life orientation. Computer Literacy (excel, Ms-word). Financial

<b><u>DUTIES</u></b>	administration (budgeting). Report writing. Sound organisation and planning. Facilitation. Communication. Basic knowledge and information management. Language (2 Official Languages of the Western Cape Government). Coordinate and facilitate advocacy and social mobilization Programmes within the district (According to the Conditional Grand Framework as well as DORA) for HIV / AIDS & TB and Life Skills Education. Facilitate and coordinate all training and development regarding HIV /Aids & TB Programmes. Assist with coordination and facilitation of the co-curricular activities within the district. Responsible for the implementation of Care and Support within the District (According to the Conditional Grand Framework as well as DORA). Coordinate and facilitate the provisioning of Learning and Teaching Support Material (LTSM). Support and monitor regarding the HIV/Aids & TB and Life Skills Education Programme within public schools
<b><u>ENQUIRIES</u></b>	Ms W Horn Tel No: (021) 938 3133
<b><u>POST 06/271</u></b>	<b><u>SCHOOL LIBRARY SERVICE OFFICER REF NO: 74</u></b> District Office: Education District Office Overberg
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	R325 101 per annum (Level 07) Caledon A relevant National Diploma or degree in Library and information Science or related. 1-year relevant librarian experience. Valid driver's license. Knowledge: Library and Information Science Matters. Knowledge of National and Provincial Library Policies and Legislation. Knowledge of procedures and processes. Knowledge of National and Provincial Education Policies and Legislation. Knowledge of National Curriculum Statements. Skills: Organising, problem solving, conflict management, customer care and good interpersonal relations. Computer literacy (MS Word, Excel, SLIMS). Financial administration skills. Ability to work under pressure. Communication skills in 2 official languages. Analytical thinking.
<b><u>DUTIES</u></b>	Implementation of National and Provincial Libraries Policies. Training and development of School library coordinator (Teacher, student, parent). Implementation of DBE/WCED requirements for Special projects (library). Provide guidance and support to Public and Special Ordinary School with the development and maintenance of the appropriate School Library Model and Service (Classroom- / Cluster - /Mobile- /Centralised- Community School library). Promote and support reading and literacy programmes.
<b><u>ENQUIRIES</u></b>	Ms I Senosi Tel No: (028) 214 7300 (Overberg EDO)
<b><u>POST 06/272</u></b>	<b><u>CARE AND SUPPORT OFFICER: HIV/AIDS &amp; TB LIFE SKILLS EDUCATION PROGRAMME REF NO: 77</u></b> District Office: Education District Office Overberg
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	R325 101 per annum (Level 07) Caledon National Diploma/Degree (NQF Level 6) qualification in Education/ Health or Social Sciences plus 1-year relevant administrative experience. A valid driver's licence. Knowledge: Understanding National HIV / Aids and TB Policy. Knowledge of Life skills/Life orientation. Skills: Computer Literacy (excel, Ms-word). Financial administration (budgeting). Report writing. Sound organisation and planning. Facilitation. Communication. Basic knowledge and information management. Language (2 Official Languages of the Western Cape Government).
<b><u>DUTIES</u></b>	Coordinate and facilitate advocacy and social mobilisation Programmes within the district (According to the Conditional Grand Framework as well as DORA) for HIV / AIDS & TB and Life Skills Education. Facilitate and coordinate all training and development regarding HIV /Aids & TB Programmes. Assist with coordination and facilitation of the co-curricular activities within the district. Responsible for the implementation of Care and Support within the District (According to the Conditional Grand Framework as well as DORA). Coordinate and facilitate the provisioning of Learning and Teaching Support Material (LTSM). Support and monitor regarding the HIV/Aids & TB and Life Skills Education Programme within public schools.
<b><u>ENQUIRIES</u></b>	Ms I Senosi Tel No: (028) 214 7300 (Overberg EDO)

<b><u>POST 06/273</u></b>	:	<b><u>PERSONAL ASSISTANT: INTERNAL CONTROL REF NO: 13</u></b>
		Directorate: Internal Control
<b><u>SALARY</u></b>	:	R325 101 per annum (Level 07)
<b><u>CENTRE</u></b>	:	Cape Town
<b><u>REQUIREMENTS</u></b>	:	Secretarial Diploma or Equivalent (1-2 year post school qualification). Minimum 3 years' clerical/administrative experience in rendering a support service to senior management. Knowledge of the relevant legislation/policies/ prescripts and procedure; Basic financial administration. Computer literacy in MS Word, MS Excel and Power Point. Knowledge of financial systems eg, BAS and PERSAL will be an advantage. Sound Planning and organising skills; Communicate effectively (written and verbally), Advanced typing skills. Compile presentations, Supervisory skills.
<b><u>DUTIES</u></b>	:	Plan activities, for example: diary management, travel itineraries, document flow in the office. Analyse documents, compile reports and do basic research. Provide a secretarial/receptionist support service to the Directorate, which includes procurement, maintaining a record system, management of assets and record minutes of meetings. Render administrative support services in Directorate. Render support and the facilitation of audit processes. Provide support to manager regarding meetings including logistical arrangements. Draft submission, letters, internal memorandum etc. Establish and maintain procedures and processes to support the smooth functioning of the Directorate. Render Support to the Director with budget management including claims, procurement claims, etc
<b><u>ENQUIRIES</u></b>	:	Ms W Salie Tel No: (021) 467 2680
<b><u>POST 06/274</u></b>	:	<b><u>CHIEF ADMINISTRATION CLERK: FACILITIES REF NO: 104</u></b>
		District Office: Education District Office West Coast
<b><u>SALARY</u></b>	:	R325 101 per annum (Level 07)
<b><u>CENTRE</u></b>	:	PAARL
<b><u>REQUIREMENTS</u></b>	:	Senior/Matric certificate plus 6 years relevant clerical experience. A valid driver's licence. Knowledge: Public Service Act, 1994 and Regulations; Departmental Acts, policies, circulars, processes and procedures; OHS Act, 1993 and regulations; Norms and standards for office accommodation; Record Management Act and procedures; Health and Safety Act. Skills: Communication skills; Organising skills; Presentation skills; Ability to motivate personnel; Problem-solving skills; Computer literacy; Ability to delegate effectively; Health and Safety Skills; Report writing; Interpersonal skills. Interpretation. Language (2 official languages of the western cape government).
<b><u>DUTIES</u></b>	:	Responsible for supervision of receptionist service at district level. Responsible for supervision of telecommunication service at district level. Responsible for infrastructure, accommodation and grounds. Responsible for Occupational Health and Safety at District Level. (District Office and Service Points). Supervision of employees/staff.
<b><u>ENQUIRIES</u></b>	:	Ms A Truter Tel No: (021) -860 1209 (West Coast EDO)
<b><u>POST 06/275</u></b>	:	<b><u>ADMIN SUPPORT OFFICER: LEARNER SUPPORT REF NO: 50</u></b>
		District Office: Education District Office Metro East
<b><u>SALARY</u></b>	:	R325 101 per annum (Level 07)
<b><u>CENTRE</u></b>	:	Kuilsrivier
<b><u>REQUIREMENTS</u></b>	:	2 years post matric qualification (NQF 5) plus 3 years relevant clerical/ administrative experience. Knowledge of provincial and national education strategies. Advanced knowledge of relevant software packages & sound application of relevant computer programmes. Knowledge on the relevant legislation/ policies/ prescripts and procedures. Basic financial administration. Draft documentation like submissions, letters, etc. Sound organising, planning and time management skills (for example workshops, conferences, events). Diary management, travel itineraries, document flow in the office. Properly record minutes and decisions at meetings. Run and maintain a record management system. Communicate effectively (written and verbally). Procure goods and services. Work under pressure. Make sound judgments. Do basic research (information gathering). Analyse documents and situations. Ability to access research sources (Information platforms). Function as a team member.

**DUTIES**

: Render line administrative support: Management of support staff in all administrative duties. Develop and maintain processes and systems that will contribute towards improving efficiency in the component. Oversee and provide effective guidance and advice on the flow of information and documents, to and from the Learner Support Component. (i) Answering and responding / redirecting telephonic enquiries. (ii) Dealing with telephone and walk in queries. (iii) Directing queries / referrals from the DoH / DSD etc to the appropriate DBST (Circuit) Learner Support staff. (iv) Liaise with the admin officers of each circuit re placement / queries etc. (v) Follow up with Special Schools regarding placement (vi) Follow up with Head Office/especially when docs go missing. ii) Prepare documentation and verify responses information received from schools, and other internal and external stakeholders. Obtain inputs, collate and compile letters / reports pertaining to the Learner Support Component and advise/ sensitise the office,e.g.: (i) Progress reports (ii) Monthly reports (iii) Management reports .iii) Assist with monitoring and evaluating the performance of the Learner Support Component on an ongoing basis against predetermined objectives. Ensure that effective records are kept of the activities and resources of the Learner Support Component. iv) Monitoring of SLES staff leave forms (ii) Ensuring daily registers are in place. (iii) Deal with all Learner Support employees enquiries re salary issues. Assist with the planning of workshops, large meetings, conferences as and when they occur. (i) Sifting meeting prep./ admin (ii) Assist with Learner Support Components interviews. v) Follow up with outstanding documentation / data/information from relevant stakeholders e.g. Social Development, Childrens Court referrals, Child Welfare etc. Track issues referred to and from Learner Support Component through Issue Management System (IMS). Collate Learner Support data available on WCED systems such as CEMIS, Eduinfosearch,SAMI, DMIS, etc. Co-ordinate M&E activities and maintain relevant systems. Update and maintain the information systems for Learner Support Component projects. (e.g. APP Projects). (i) Compile memoranda and reports on validity and relevance of data received from project stakeholders. i) Remain abreast with project procedures and process that apply to the Learner Support Component, Positive Behaviour, Learner Support Budgets (ii) Coordinate projects development queries (labour enquiries) -related parliamentary/ ministerial enquiries referred to the Learner Support Component. (iii) Analyse reports and make notes and/or recommendations with regard to projects implemented by the Learner Support Component. (iv) Assist the Head Learner Support in the analysis of business reports. Draft progress reports on all plans. (v) Manage and maintain an effective filing system. Screen documents to determine actions/information/documents required for meetings i) Collect and compile information on project with regard to issues that needs to be discussed at meetings. Render secretariat services: (i) Arrange for the placement of project related items on the agenda of meetings chaired by the Head Learner Support, and to ensure circulation of accompanying memoranda. Provide Support to the Unit for Supply Chain Management. (i) Manage the procurement of standard items: (i) Handle all memorandums of agreement, venues, signatures, finances, financial planning and monitoring for WSP / positive behaviour. (ii) Assist with stationary for Learner Support staff, in terms of the project-related activities, obtain the necessary signatures on documents e.g. procurement advice and attendance records. (i) Prepare and process contract applications for Learner Support Component and follow up with HO (ii) Budget / requisition paperwork e.g. WSP/ Positive Behaviour (iii) Management of preparation of documentation for claims / payments. Render advise and liaise w.r.t administrative matters (i) Keep an update on WCED school online systems including, SAMI, CEMIS, DMIS and Eduinfosearch (including Databases and Registers within the Learner Support Component) (ii) Maintain a database and track the distribution of LTSM, learning support, therapy sections, Abuse No More Docs etc. (ii) Facilitate and manage all databases pertaining to Assessments and Accommodations. (iii) Special school applications, data management, tracking applications (iv) Concessions / Adaptations (v) SLES Referral pathway / SIAS (vi) Database of special school referrals. (vii) Manager Register for Abuse no More. (viii) Manage registers / database re Suspensions and Expulsions / Form 22 / Abuse No More Register. (ix) EduInfo Search capturing, gathering statistics, drawing up reports as required. (x) Status / Tracking of various types of applications. (xi) Collate learner support data available on WCED systems. (xii) Track learner disability of EduInfoSearch, assist with verification of learner disabilities for AG purposes. Report on

outstanding learner verifications for LSEN in the mainstream as provided by learning support educators. Study the relevant Public Services and departmental prescripts/policies and other documents and ensure that the application thereof is understood properly. Remain abreast with project procedures and processes that apply to the Learner Support Component. Compile reports and submissions.

**ENQUIRIES** : Ms L Diamond Tel No: (021) 900 7006 (Metro East EDO)

**POST 06/276** : **ADMIN SUPPORT OFFICER: DISTRICT REF NO:01**

Directorate: Chief Directorate: Districts

**SALARY**

: R325 101 per annum (Level 07)

**CENTRE**

: Cape Town

**REQUIREMENTS**

: Relevant diploma or degree in Office Administration or Public administration. At least 3 years' experience in administration within an educational institution. Knowledge and experience in financial administration. Knowledge of educational activities and procedures. Financial administration. Computer literacy (MS Word, MS Excel, PowerPoint, IMS, MS Access) Verbal and non-verbal communication skills. Report writing.

**DUTIES**

: Provide an administration support service: Support management in the planning of workshops, monitoring visits, events, conferences, meetings, seminars etc. Manage logistical arrangements for the above. Develop and manage a filing system for the Directorate. Photocopying, binding, faxing of documents. Manage incoming and outgoing correspondence. Manage and provide support with procurement processes. Manage IMS. Take minutes of meetings. Follow up on decisions made in the meetings. Financial Administration: Manage and verify all claims and requisitions. Keep records of all claims and requisitions submitted. Provide support in the management of the budget. Develop systems to keep track of expenditure. Record keeping and Reporting: Develop and manage a database e.g. records of stakeholder's forums etc. Take, type and distribute minutes to relevant stakeholders. Keep records of circulars, submissions, minutes, policies etc. Keep records of plans/reports submitted by stakeholders. Keep records of strategic and operational plans. Liaise: Ensure good stakeholder relations. Attend to stakeholder queries and requests immediately. Liaise with: National department, other provincial departments, directorate and district offices, Communicate with contractors' workers, stakeholders and service providers. Assist in arranging consultative workshops, conferences and seminars for stakeholders. Provide support in the coordination of forums with relevant assessment stakeholders. Provide support in facilitating integration with relevant District directorates.

**ENQUIRIES**

: Ms H Van Ster Tel No: (021) 467 2089

**POST 06/277**

: **CHIEF ACCOUNTING CLERK REF NO: 34**

Directorate: Education District Office Eden & Central Karoo

**SALARY**

: R325 101 per annum (Level 07)

**CENTRE**

: George

**REQUIREMENTS**

: National Senior Certificate plus 6 years relevant financial experience. Basic knowledge of financial functions, practices and ability to capture data, computer literate, collate financial statistics. Basic knowledge and insight of the Public Service financial legislations, procedures and Treasury regulations (PFMA, DORA, PSA, PSR, PPPFA, Financial Manual) Knowledge of basic financial operating systems (PERSAL, BAS, LOGIS, etc.). Computer literate (accounting system), Planning and organising, good verbal and written communication skills, basic numeracy skills, able to perform routine tasks, interpersonal skills.

**DUTIES**

: Supervise and render financial accounting transactions: receive and allocate payment advice, verify payment advice and support documents for correctness, verification and approval, draw Monthly Document Control Report and ensure the completeness of the payment batched, ensure timeous submission of payment batches to Head Office, supervise the filing of all documents, supervise collection of petty cash. Supervise and pays lip administration support services: Receive and distribute pay lips and IRP5's, obtain signatures, supervise the filing of all documents. Supervise and render financial accounting transactions: Verify all financial transactions captured, record debtors and creditors, verify and process the processing of electronic

banking transactions. Render a budget support service: verify information collected from fund managers and feedback to them, compare and verify expenditure against budget, identify and verify variances, Verify the capturing of allocations on budgets, responsible for the distribution of documents regarding the budget, supervise the filing of all documents, supervise the receipt and capturing of cash payments. Supervision of staff: Allocate and ensure quality of work, personnel development, assess staff performance, staff discipline.

<b><u>ENQUIRIES</u></b>	:	Mr J Jonkers Tel No: (044) 803 8300 (Eden & Central Karoo EDO)
<b><u>POST 06/278</u></b>	:	<b><u>ADMIN OFFICER: PEOPLE MANAGEMENT REF NO: 62</u></b> District Office: Education District Office Metro North.
<b><u>SALARY</u></b>	:	R325 101 per annum (Level 07)
<b><u>CENTRE</u></b>	:	Parow
<b><u>REQUIREMENTS</u></b>	:	3 years post matric qualification plus 1-year relevant clerical/administrative experience. Knowledge: Extensive knowledge of applicable policies and procedures, public service procedures, Knowledge of people management processes, Labour relations, financial management, Project planning. Skills: Interpret and apply relevant policies and procedures, People resource planning, Problem solving, Sound Budgeting, Facilitation, Presentation, Communication, Analytical, Computer Literacy.
<b><u>DUTIES</u></b>	:	Implement and administer the Workplace Skills Plan (WSP) at District Level. Assist with the process to obtain and collate training needs. Provide support to the DCES People Management in drafting of the workplace skills plan in conjunction with the District Skills Development Committee. Assist with the implementation of the Workplace Skills Plans. Ensure that administration pertaining to training interventions is up-to-date, accurate and thorough. Assist the DCES People Management with the compilation of training reports, ensuring that all reports are aligned with SETA requirements. Administer the training and professional development plan at District Level: Administer the process regarding the identification and nomination of candidates / participants for service training courses. Administer the identification and nomination of teachers, for the Teacher Qualification Improvement Programmes. Administer the roll-out of the District Professional Development Plan and monitor against the approved budget. Administer the implementation of SACE CPTD-MS (Continuing Professional Teacher Development Management System). Assist in the administration and monitoring of professional participation at school level in line with PGP's (Professional Growth Plans) and School Improvement Plans and WCED Professional Development Priorities. Administer and ensure that all data pertaining to the professional Development Points of all teachers are captured accurately and the information recorded is relevant, per district intervention. Compile submission of district interventions for CPTD MS from District Components for SACE endorsements. Provide administrative support to teachers or refer them to the relevant support systems of their participation in the CPTD Management system and Professional Development uptake. Administer and monitor the National Teaching Awards process at District level. Compile monthly, quarterly and annual reports for WCED/CTLI (e.g. training interventions relating to the District Professional Development Plan). Assist with the monitoring and administration of the Staff Performance Management System(s) at District (including schools) Level: Assist in the administration and dissemination of performance management training information within the district and schools. Schedule and plan performance management events and activities, aligning the performance management plan and timetables with that of the Head Office performance management structure and assisting in the collation/compilation of regular progress reports. Assist with administrative and operational support for the alignment of individual and district performance plans. Assist with the communication and dissemination of information on performance management framework and assist with the gathering of information regarding performance management implementation trends within the district and report to supervisor. Administer and file personal development plans of district employees, skills development programmes and performance related management processes and assist in the identification of gaps and overlaps. Develop, implement and comply with new and amended departmental policies and procedures at district and school level. File all documents relating to the SPMS (IPDP, quarterly review forms, appraisal certificates, circulars, etc.) Render support and advice to district management

regarding Employee Assistance Program (EAP). Mediation of new policies, procedures and guidelines and providing support to all staff on the interpretation of the EAP policy of the Department (through workshops, information sessions. etc.). Assist with provision of information on appropriate health, welfare and psychosocial facilities, support / counselling services at the workplace, or within the community to employees. To draft letters, progress /status reports as required in terms of prescripts / policies. Supervisory functions attached to the post.

<b><u>ENQUIRIES</u></b>	:	Ms W Horn Tel No: (021) 938 3133
<b><u>POST 06/279</u></b>	:	<b><u>ADMIN SUPPORT OFFICER: CIRCUIT REF NO: 108</u></b> District Office: Education District Office Metro North
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R325 101 per annum (Level 07)
	:	Parow
	:	2 years post matric qualification plus 3 years relevant clerical/administrative experience Additional Requirements: Ability to be creative Flexibility Using your own trusted discretion, when necessary, Ability to consult Accountability. Knowledge of provincial and national education strategies. Advanced knowledge of relevant software packages &; sound application of relevant computer programmes. Knowledge of the relevant legislation/ policies/ prescripts and procedures. Basic financial administration Skills: Draft documentation like submissions, letters, etc. Sound organising, planning and time management skills (for example workshops, conferences, events). Diary management, travel itineraries, document flow in the office. Properly record minutes and decisions at meetings. Run and maintain a record management system. Communicate effectively (written and verbally). Procure goods and services Work under pressure. Make sound judgments. Do basic research (information gathering). Analyse documents and situations. Ability to access research sources (Information platforms). Function as a team member.
<b><u>DUTIES</u></b>	:	Management support staff in all administrative duties. component. and oversee and provide effective guidance and advice on the flow of information and documents, to from the Management and Governance Component. Prepare documentation and verify responses information received from schools, and other internal and external stakeholders. Obtain input, collate and compile reports pertaining to the Management and Governance Component and advise/ sensitise the office. Assist with monitoring and evaluating the performance of the Management and Governance Component on an ongoing basis against predetermined objectives. Ensure that effective records are kept of the activities and resources of the Management and Governance Component. Assist with the planning of workshops, large meetings, conferences as and when they occur. Follow up with outstanding documentation / data /information from relevant stakeholders. Collate management and governance data available on WCED systems such as CEMIS, Eduinfosearch, SAMI, DMIS, etc. Co-ordinate Monitoring & Evaluation activities and maintain the relevant systems. Provide support to the supply chain management. Provide support to the supply chain management. Render advice and liaise w.r.t administrative matters.
<b><u>ENQUIRIES</u></b>	:	Ms W Horn Tel No: (021) 938 3133
<b><u>POST 06/280</u></b>	:	<b><u>WORKS INSPECTOR REF NO: 7</u></b> Directorate: Infrastructure Delivery Management
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R269 499 per annum (Level 06)
	:	Cape Town
	:	National Diploma in Building or Mechanical or Electrical or N3 with passed Trade Test or National Diploma in Engineering. One year's relevant experience post-qualification. Valid Driver's License and computer literacy. An approximately 6 (six) month orientation period shall precede Works Inspectors' relocation to their respective Education District Office (EDO). For the orientation period Works Inspectors shall be based at the WCED Head Office (Cpt CBD). Skills: Project management skills, organizing, research and report writing, monitoring of projects, time management.
<b><u>DUTIES</u></b>	:	Prepare specifications for all types of maintenance-related work. Contribute to the development of Bills of Quantities for maintenance-related work where required. Drafting of Reports and or proposals, including associated costs, where required. Conducting inspections on all types of Education Infrastructure

<p>construction projects, monitoring progress &amp; quality of work. Conducting Condition Assessments on school infrastructure. Assist schools with the development- &amp; management of Maintenance Plans for school facilities. Assist in completing NEIMS (National Education Infrastructure Management System) assessments for existing Education Infrastructure.</p>	
<b><u>ENQUIRIES</u></b>	: Mr GP Nieuwoudt Tel No: (021) 467 2052
<b><u>POST 06/281</u></b>	: <b><u>ACCOUNTING CLERK: SALARIES REF NO: 91</u></b> Directorate: Financial Accounting
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	: R228 321 per annum (Level 05) : Cape Town : Grade 12(or equivalent qualification) with Mathematics and/or Accounting as subjects passed. A valid (Code B or higher) driving licence and willingness to drive. Knowledge: Knowledge of financial accounting processes. Be a team player as well as working independently, good accounting and analytical skills. Good numerical skills. Intermediate computer literacy in Microsoft Office applications (Word, Excel and PowerPoint). Excellent written and verbal communication skills in at least two of the three official languages of the Western Cape. Good interpersonal skills. Basic problem-solving skills. Illustrate a positive attitude.
<b><u>DUTIES</u></b>	: Implementation, amendments and terminations of salary deductions. Clearing and age analysis of suspense accounts in Salaries. Prepare and/or compile payments in preparation for processing of transactions on financial systems (BAS/PERSAL). Report regularly to supervisor regarding compliance and assist with the preparation of inputs for the monthly and quarterly reporting. Assist with all general tasks within the Financial Accounting Department.
<b><u>ENQUIRIES</u></b>	: Ms C Adendorff Tel No: (021) 467 2506
<b><u>POST 06/282</u></b>	: <b><u>ACCOUNTING CLERK REF NO: 47</u></b> District Office: Education District Office Metro Central
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	: R228 321 per annum (Level 05) : Maitland : Grade 12 certificate. Basic knowledge of financial functions, practices as well as the ability to capture data, operate computer and collate financial statistics. Basic knowledge and insight of the Public Service financial legislations, procedures and Treasury regulations (PFMA, DORA, PSA, PSR, PPPFA, Financial Manual). Basic knowledge of financial operating systems (PERSAL, BAS, LOGIS etc.) Knowledge: Skills: Computer skills. Planning and organisation. Language. Good verbal and written communication skills. Basic Numeracy skills. Ability to perform routine tasks. Ability to operate office equipment.
<b><u>DUTIES</u></b>	: Render Financial Accounting Transactions Receive payment advices. Check payment advices for correctness, verification and approval. Process payment advices (e.g. capture payments). Filing of all documents. Collection of petty cash. Perform Payslip Administration. Receive and distribute payslips and IRP5s. Obtain signatures. File all documents. Perform Bookkeeping support service. Capture all financial transactions (including registration of suppliers). Record debtors and creditors. Process electronic banking transactions. Compile journals.
<b><u>ENQUIRIES</u></b>	: Ms B Robertson Tel No: (021) 514 6700(Metro Central EDO)
<b><u>POST 06/283</u></b>	: <b><u>SCM CLERK REF NO: 63</u></b> District Office: Education District Office Metro North
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	: R228 321 per annum (Level 05) : Parow : Senior/Matric Certificate. Knowledge: Basic knowledge of supply chain duties, practices as well as the ability to capture data, operate computer and collecting statistics. Basic knowledge and understanding of the legislative framework governing the Public Service. Basic knowledge of SCM work procedures in terms of the working environment. Skills: Computer Skills. Planning and organisation. Language skills. Good verbal and written communication skills. Compile and maintain records (e.g. asset records / databases). Check and issue furniture, equipment and accessories to components and individuals. Identify redundant, non-serviceable and obsolete equipment for disposal.
<b><u>DUTIES</u></b>	

Verify inventories and asset register. Register suppliers on LOGIS (electronic purchasing system) or similar system. Request and receive quotations via relevant system. Capture specification on the electronic purchasing system. Place orders. Issue and receive bid documents. Provide secretariat or logistical support during the bid consideration and contracts conclusion process. Compile draft documents as required. Receive and verify goods from suppliers. Capture goods in registers databases. Receive request for consumables from end users. Issue consumables to end users. Maintain consumable register.

<b><u>ENQUIRIES</u></b>	:	Ms W Horn Tel No: (021) 938 3133
<b><u>POST 06/284</u></b>	:	<b><u>ADMINISTRATION CLERK: OFFICE OF THE HOD REF NO: 96</u></b> Directorate: Office of The Hod
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R228 321 per annum (Level 05) Cape Town
	:	Grade 12 (Senior Certificate). Skills: Computer literacy (MS Word and Excel), Good written and oral communication skills, Good organisational skills, Typing skills.
<b><u>DUTIES</u></b>	:	General office administration and secretarial duties and will include the following: Perform secretarial duties, manage the telephone in a professional manner, Arrange appointments, Take notes and type documentation, Make Photostat copies, Dispatch work, Receive visitors, Render support regarding organising of meetings, Arrange meetings/appointments and manage multiple boardroom calendars, Take minutes of meetings, Organise and serve refreshments at meetings, Prepare documentation for meetings, Inform all role-players who should attend meetings, Keep records, Trace files, Maintain leave register, Record departmental and ministerial requests, Maintain records of correspondence on an electronic system (IMS), Monitor IMS, Arrange for processing of travel and accommodation claims, Make travel and accommodation arrangements, Identify and address procurement needs, Follow up all functional issues with components, Prioritise all incoming documentation, Follow up correspondence, Send emails, Filter all documentation and correspondence.
<b><u>ENQUIRIES</u></b>	:	Ms L Boniface Tel No: (021) 467 2534
<b><u>POST 06/285</u></b>	:	<b><u>ADMINISTRATION CLERK: CIRCUIT 4 REF NO: 40</u></b> District Office: Education District Office Eden & Central Karoo
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R228 321 per annum (Level 05) Knysna
	:	National Senior/Matric Certificate. Knowledge: Knowledge of clerical duties, practices as well as the ability to capture data, taking minutes, operating computer and collecting statistics. Knowledge and understanding of the legislative framework governing the Public Service. Knowledge of working procedures in terms of the working environment. Skills: Computer skills, planning and organisation, good verbal and written communication skills. Languages.
<b><u>DUTIES</u></b>	:	Render general clerical support services. Record, organise, store, capture and retrieve correspondence and data. Update registers and statistics. Keep and update databases of the profile of all schools in the circuit. Handle routine enquiries and keep record of enquiries. Make photocopies and receive or send facsimiles and e-mails when necessary. Distribute documents/packages to various stakeholders as required. Keep and maintain the filing system for the component. Type letters, presentations, training material, minutes, business plans and/or other correspondence when required. Keep and maintain the incoming and outgoing document register of the component. Assist with meeting arrangements. Render reception duties (where applicable). Assist with office support duties within the circuit. Provide supply chain clerical support services within the component: Liaise with internal and external stakeholders in relation to procurement of goods and services. Obtain quotations, complete procurement forms for the purchasing of standard office items. Stock control of office stationery. Keep and maintain the asset register of the component. Provide personnel administration clerical support services within the component. Maintain a leave register for the component. Keep and maintain personnel records in the component. Keep and maintain the attendance register of the component. Arrange travelling and accommodation and claims stemming from this. Keep detail records of the CMs school visits and activities.

	Provide financial administration support services in the component. Capture and update expenditure in the component. Check correctness of subsistence and travel claims and submit for approval. Handle telephone call record book, telephone accounts and petty cash for the component.
<b><u>ENQUIRIES</u></b>	Mr J Jonkers Tel No: (044) 803 8300 (Eden & Central Karoo EDO)
<b><u>POST 06/286</u></b>	<b><u>ADMINISTRATION CLERK: PEOPLE MANAGEMENT REF NO: 72</u></b> District Office: Education District Office Metro South
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	R228 321 per annum (Level 05) Mitchells Plain National Senior/Matric Certificate. Knowledge: Extensive knowledge of applicable policies and procedures. Public service procedures. Knowledge of people management processes. Skills: Co-operate with the stakeholders. Computer literate. Hardworking. Meet deadlines.
<b><u>DUTIES</u></b>	Assist with the implementation and administration of the Workplace Skills Plan (WSP) to the District Office. Render clerical support with the coordination and facilitation of the training and professional development plan to the District Office. Render clerical support with the administration of Staff Performance Management Systems at District Office
<b><u>ENQUIRIES</u></b>	Ms C Meyer- Williams Tel No: (021) 370 2000 (Metro South EDO)
<b><u>POST 06/287</u></b>	<b><u>ADMINISTRATION CLERK: DISTRICT CIRCUIT: CIRCUIT 3 REF NO: 73</u></b> District Office: Education District Office Overberg
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	R228 321 per annum (Level 05) Cape Town National Senior/Matric Certificate. Knowledge: Knowledge of clerical duties, practices as well as the ability to capture data, taking minutes, operates computer and collecting statistics. Knowledge and understanding of the legislative framework governing the Public Service. Knowledge of working procedures in terms of the working environment. Skills: Computer skills, planning and organisation, good verbal and written communication skills. Languages.
<b><u>DUTIES</u></b>	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.
<b><u>ENQUIRIES</u></b>	Ms I Senosi Tel No: (028) 214 7300 (Overberg EDO)
<b><u>POST 06/288</u></b>	<b><u>ADMINISTRATION CLERK: PEOPLE MANAGEMENT REF NO: 95</u></b> District Office: Education District Office Cape Winelands
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	R228 321 per annum (Level 05) Worcester National Senior/Matric Certificate. Knowledge: Extensive knowledge of applicable policies and procedures. Public service procedures. Knowledge of people management processes. Skills: Co-operate with the stakeholders. Computer literate. Hardworking. Meet deadlines.
<b><u>DUTIES</u></b>	Assist with the implementation and administration of the Workplace Skills Plan (WSP) to the District Office. Render clerical support with the coordination and facilitation of the training and professional development plan to the District Office. Render clerical support with the administration of Staff Performance Management Systems at District Office.
<b><u>ENQUIRIES</u></b>	Mr N Petersen Tel No: (023) 348 4600
<b><u>POST 06/289</u></b>	<b><u>ADMINISTRATION CLERK: GG TRANSPORT REF NO: 55</u></b> District Office: Metro North Education District Office
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	R228 321 per annum (Level 05) Parow Senior /Matric certificate. Knowledge: Knowledge of recordkeeping. Knowledge of relevant Departmental Policies and Procedures. Knowledge of relevant financial procedures. Skills: Communication skills (2 official languages of the Western Cape). Computer literacy skills. Problem solving skills. Report writing skills. Recordkeeping abilities. Planning and organisation Interpersonal skills.

<b><u>DUTIES</u></b>	: Render clerical support with regard to GG Transport. Administer, verify and update motor drivers licenses register (file) of all personnel. Collect and check all trip authorities and garaging documents. Check that logbooks and log sheets are kept up to date. Check that all logbooks are signed off at the end of the month, verified and submit to Head Office and GMT. Inspection of vehicles after trips. Check claims submitted by GMT, verify and submit to Head Office for payment. Check and verify transport log sheets, check for control purposes the KM usage with authorise trips. Organise services of vehicles, replacement of tires, batteries and cleaning of vehicles. Administer all fines on databases. Check that vehicles are roadworthy, licenced and stored safely. Collect and verify taxi trip authorities and file accordingly. Check and verify invoices for taxi transport from GMT before sending for payment. Administer, verify and monitor the use of rentals. Distribute transport circulars, minutes of transport related meetings and the recordkeeping thereof. Record, organise, store, capture and retrieve correspondence and data. Update registers, statistics and make photocopies. Handle routine enquiries. Distribute documents / packages to various stakeholders as required. Type letters and/or other correspondence when required.
<b><u>ENQUIRIES</u></b>	: Ms W Horn Tel No: (021) 938 3133
<b><u>POST 06/290</u></b>	: <b>LEARNER TRANSPORT CLERK REF NO: 32</b> District Office: Education District Office Cape Winelands
<b><u>SALARY</u></b>	: R228 321 per annum (Level 05)
<b><u>CENTRE</u></b>	: Worcester
<b><u>REQUIREMENTS</u></b>	: Matric / Grade 12 Certificate Recommendation: Valid Drivers' License. Knowledge of recordkeeping. Knowledge of financial administration. Skills: Written and verbal communication in 2 official languages of the Western Cape. Organising and planning. Functional numeracy. Computer literacy. Recordkeeping. Interpersonal skills Report writing skills.
<b><u>DUTIES</u></b>	: Execution of bi-annual vehicle testing and maintenance of database of all vehicles. Maintain and update the database of all approved vehicles on LTS routes indicating all relevant vehicle, license and roadworthy details. Request principals of schools with devolved routes to identify in writing the details of the approved vehicles prior to its inclusion on the database. Maintain and update the database regularly in line with changes in the approved vehicles, licenses and roadworthy renewal dates. Draw relevant reports on the testing, licensing and roadworthiness of vehicles. Arrange testing of all approved vehicles, due for the 6-monthly roadworthy test/s timeously. Prepare and submit to head office on a monthly basis a schedule of the approved vehicles to be tested during the following month. Arrange with the relevant traffic department officials and learner transport contractors or schools (in cases of devolved routes), the monthly testing of all approved vehicles as per the biannual testing schedule. Require learner transport contractors and principals (in cases of devolved routes) to obtain approval for the replacement of learner transport vehicles. Keep record of all roadworthy testing results / reports. Arrange for the re-testing of all approved vehicles that fail the initial roadworthy test/s. Inform schools and learner transport contractors of cases where failed vehicles may not be used on the road prior to the successful retesting of vehicles and request that relevant alternative arrangements are effected. Prepare and submit to head office a monthly report on the testing of vehicles. Maintain and update all records relating to Learner Transport. Report to Admin Officer LTS. Administer payment of monthly claims. Receive claims and supporting documents signed by the principal from the learner transport contractor. Calculate the amount to be paid, including penalties in cases of non-compliance, in accordance with the contract specifications. Submit the claim documents to the Administrative Officer LTS for verification. File all documentation in accordance with the District Office file plan. Report to the Admin Officer LTS. KRA 3 Assist the Administrative Officer with Learner Transport. The determination and verification of learner transport route distances. Assist when necessary, with the investigation of complaints. Maintain and update Learner Transport Complaints database. Assist when necessary, with the inspection of learner transport routes.
<b><u>ENQUIRIES</u></b>	: Mr N Petersen Tel No: (023) 348 4600

<u>POST 06/291</u>	:	<b>ACCOUNTING CLERK: LOSS CONTROL OFFICE (VARIOUS POSTS) REF NO: 92</b> Directorate: Financial Accounting
<u>SALARY CENTRE REQUIREMENTS</u>	:	R228 321 per annum (Level 05) Cape Town
	:	A Senior Certificate with Accounting or Mathematics as a passed subject. A Valid driving license and willingness to drive. Exposure in Accounting and/or Auditing and willingness to work overtime. Knowledge: Knowledge of the Public Finance Management Act (PFMA), National Treasury Regulations (NTR), Western Cape Provincial Treasury Instructions (WCPTI), and Modified Cash Standard MCS. Knowledge of supply chain management/financial management principles. Irregular Expenditure, Fruitless and Wasteful Expenditure Framework. BAS and PERSAL Skills: Proficiency in Ms Office Suite (Word, Excel, Power Point, Outlook) Ability to work under pressure and meet deadlines. Analytical and logical thinking. Team Player. Excellent report writing, planning, organisational, communication, and problem-solving skills.
<u>DUTIES</u>	:	Open and close loss control files on the Loss System. Open and close loss control files at Registry. Investigate and verify alleged cases of Theft, Accidents, Irregular Expenditure, Fruitless and Wasteful Expenditure and other losses. Make photocopies of supporting documentation. Liaise with various directorates as well as the Office of the State Attorney during investigations. Compile submissions for write-offs and condonations of expenditure in accordance with legislations. Compile and capture BAS journals. Request BAS reports and compile monthly aging analyses. Maintain accurate records. Compiling inputs for Annual Financial Statements (AFS) and Interim Financial Statements (IFS) for submission to the reporting team. Provide training to interns and review work performed by interns. Filing Loss Control documents. Perform ad-hoc duties as required by Management.
<u>ENQUIRIES</u>	:	Mr H Burger Tel No: (021) 467 2188
<u>POST 06/292</u>	:	<b>ADMINISTRATION CLERK REF NO: 12</b> Directorate: Curriculum FET (1 Year Contract)
<u>SALARY CENTRE REQUIREMENTS</u>	:	R228 321 per annum (Level 05) Cape Town
	:	Senior Certificate. Knowledge: Knowledge of clerical duties, practices as well as the ability to capture data, taking minutes, operates computer and collecting statistics. Knowledge and understanding of the legislative framework governing the Public Service. Knowledge of working procedures in terms of the working environment. Skills: Computer skills; Planning and organisation; Good verbal and written communication skills. Two of the three languages of the Western Cape.
<u>DUTIES</u>	:	Assist with office support duties within the MST component. Core duties to include, but are not limited to compiling of submissions, liaise with MST schools, record keeping, assist with procurement matters, processing of claims, assist with the Division of Revenue Act (DORA) monthly and quarterly reports, populating financial excel spreadsheets, maintaining a good filing system and office organisation, handling incoming queries. Liaise with internal and external stakeholders in relation to partnerships. Provide financial administration support services in the component.
<u>ENQUIRIES</u>	:	Dr G Schreuder Tel No: (021) 467 2623
<u>POST 06/293</u>	:	<b>HUMAN RESOURCE CLERK: (VARIOUS POSTS) REF NO: 22</b> Directorate: Services Benefits
<u>SALARY CENTRE REQUIREMENTS</u>	:	R228 321 per annum (Level 05) Cape Town
	:	Senior/Matric certificate. Knowledge: Skills: Interpersonal, Problem Solving and Organising skills. Decision Making and Conflict Resolution skills; Written and Oral Communication skills; Demonstrate the ability to use the following IT Software: MS Office Package (MS Word, MS Excel, MS Outlook and PowerPoint).
<u>DUTIES</u>	:	Execute functions pertaining to: Conditions of service for Education and Public Service staff, e.g. Leave administration. Rendering an exit management service. Render general administrative duties with regard to service benefits.

	Capturing the appointment of personnel on PERSAL. Render salary administration pertaining to the appointment process. General administrative duties.
<b><u>ENQUIRIES</u></b>	: Ms D Pillay Tel No: (021) 467 2477
<b><u>POST 06/294</u></b>	: <b><u>ADMINISTRATION CLERK: DISTRICT CIRCUIT: CIRCUIT 10 REF NO: 60</u></b> District Office: Education District Office Metro North
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	: R228 321 per annum (Level 05) Parow
	: Senior/Matric certificate. Knowledge: Extensive knowledge of applicable policies and procedures, Public Service procedures and Collective Agreement for QMS, EMS-PMDS, SPMDS. Knowledge of people management systems (PERMIS) and processes. Skills: Computer Literacy (Excel, Word, Email, Google, Powerpoint, Publisher). Planning and Organization Skills. Good verbal and written communication skills. Interpersonal skills. Problem solving. Time Management. Excellent teamwork.
<b><u>DUTIES</u></b>	: Assist with the implementation and administration of the Workplace Skills Plan (WSP) at District level. Monitor expenditure of the Workplace Skills Plan in the District Office. Render clerical support with the co-ordination and facilitation of the training and professional development plan at District Level. Render clerical support with the administration of staff Performance. Management Systems at School Level and District level. Capture and process District Office staff Leave documentation.
<b><u>ENQUIRIES</u></b>	: Ms W Horn Tel No: (021) 938 3133
<b><u>POST 06/295</u></b>	: <b><u>ADMINISTRATION CLERK: SCM REF NO: 45</u></b> District Office: Metro Central District Office
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	: R228 321 per annum (Level 05) Maitland
	: Senior/Matric Certificate or equivalent. Knowledge: Basic knowledge of supply chain duties, practices as well as the ability to capture data, operate computer and collect statistics. Basic knowledge and understanding of the legislative framework governing the Public Service. Basic knowledge of SCM work procedures in terms of the working environment. Skills: Computer Skills. Planning and organisation. Language skills. Good verbal and written communication skills.
<b><u>DUTIES</u></b>	: Compile and maintain records (e.g. asset records / databases). Check and issue furniture, equipment and accessories to components and individuals. Identify redundant, non-serviceable and obsolete equipment for disposal. Verify inventories and asset register. Register suppliers on LOGIS (electronic purchasing system) or similar system. Request and receive quotations via relevant system. Capture specification on the electronic purchasing system. Place orders. Issue and receive bid documents. Provide secretariat or logistical support during the bid consideration and contracts conclusion process. Compile draft documents as required. Receive and verify goods from suppliers. Capture goods in registers databases. Receive request for consumables from end users. Issue consumables to end users. Maintain consumable register.
<b><u>ENQUIRIES</u></b>	: Ms B Robertson Tel No: (021) 514 6700 (Metro Central EDO)
<b><u>POST 06/296</u></b>	: <b><u>LEARNER TRANSPORT CLERK REF NO: 100</u></b> District Office: Education District Office Eden & Central Karoo
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	: R228 321 per annum (Level 05) George
	: Matric / Grade 12 Certificate. Valid Drivers' License. Knowledge: Knowledge of recordkeeping. Knowledge of financial administration. Skills: Written and verbal communication in 2 official languages of the Western Cape. Organising and planning. Functional numeracy. Computer literacy. Recordkeeping. Interpersonal skills Report writing skills.
<b><u>DUTIES</u></b>	: Execution of bi-annual vehicle testing and maintenance of database of all vehicles. Maintain and update the database of all approved vehicles on LTS routes indicating all relevant vehicle, license and roadworthy details. Request principals of schools with devolved routes to identify in writing the details of the approved vehicles prior to its inclusion on the database. Maintain and update the database regularly in line with changes in the approved vehicles, licenses

and roadworthy renewal dates. Draw relevant reports on the testing, licensing and roadworthiness of vehicles. Arrange testing of all approved vehicles, due for the 6-monthly roadworthy test/s timeously. Prepare and submit to head office on a monthly basis a schedule of the approved vehicles to be tested during the following month. Arrange with the relevant traffic department officials and learner transport contractors or schools (in cases of devolved routes), the monthly testing of all approved vehicles as per the bi-annual testing schedule. Require learner transport contractors and principals (in cases of devolved routes) to obtain approval for the replacement of learner transport vehicles. Keep record of all roadworthy testing results / reports. Arrange for the re-testing of all approved vehicles that fail the initial roadworthy test/s. Inform schools and learner transport contractors of cases where failed vehicles may not be used on the road prior to the successful re-testing of vehicles and request that relevant alternative arrangements are effected. Prepare and submit to head office a monthly report on the testing of vehicles. Maintain and update all records relating to Learner Transport. Report to Admin Officer LTS. Administer payment of monthly claims. Receive claims and supporting documents signed by the principal from the learner transport contractor. Calculate the amount to be paid, including penalties in cases of non-compliance, in accordance with the contract specifications. Submit the claim documents to the Administrative Officer LTS for verification. File all documentation in accordance with the District Office file plan. Report to the Admin Officer LTS. KRA 3 Assist the Administrative Officer with Learner Transport. The determination and verification of learner transport route distances. Assist when necessary, with the investigation of complaints. Maintain and update Learner Transport Complaints database. Assist when necessary, with the inspection of learner transport routes.

<b><u>ENQUIRIES</u></b>	:	Mr J Jonkers Tel No: (044) 803 8300 (Eden & Central Karoo EDO)
<b><u>POST 06/297</u></b>	:	<b>SCM CLERK REF NO: 28</b> District Office: Education District Office Cape Winelands
<b><u>SALARY</u></b>	:	R228 321 per annum (Level 05)
<b><u>CENTRE</u></b>	:	Worcester
<b><u>REQUIREMENTS</u></b>	:	Senior/Matric Certificate or equivalent. Basic knowledge of supply chain duties, practices as well as the ability to capture data, operate computer and collecting statistics. Basic knowledge and understanding of the legislative framework governing the Public Service. Basic knowledge of SCM work procedures in terms of the working environment. Computer Skills. Planning and organisation. Language skills. Good verbal and written communication skills.
<b><u>DUTIES</u></b>	:	Compile and maintain records (e.g. asset records / databases). Check and issue furniture, equipment and accessories to components and individuals. Identify redundant, non-serviceable and obsolete equipment for disposal. Verify inventories and asset register. Register suppliers on LOGIS (electronic purchasing system) or similar system. Request and receive quotations via relevant system. Capture specification on the electronic purchasing system. Place orders. Issue and receive bid documents. Provide secretariat or logistical support during the bid consideration and contracts conclusion process. Compile draft documents as required. Receive and verify goods from suppliers. Capture goods in registers databases. Receive request for consumables from end users. Issue consumables to end users. Maintain consumable register.
<b><u>ENQUIRIES</u></b>	:	Mr N Petersen Tel No: (023) 348 4600
<b><u>POST 06/298</u></b>	:	<b>REGISTRY CLERK REF NO: 66</b> District Office: Education District Office Metro South
<b><u>SALARY</u></b>	:	R228 321 per annum (Level 05)
<b><u>CENTRE</u></b>	:	Mitchells Plain
<b><u>REQUIREMENTS</u></b>	:	Senior/Matric certificate. Working knowledge and understanding of the legislative framework governing the Public Service. Knowledge of registry duties, practices as well as the ability to capture data, and operate computer. Knowledge of storage and retrieval procedures in terms of the working environment. Understanding of the work in registry. Knowledge of the National Archives and Record Management Act and related instructions. Knowledge of and ability to handle labour saving devices. Computer Literacy. Good verbal and written communication skills (2 Official Languages). Planning and organisation. Interpersonal relations / teamwork. Filing and reference skills.

<b><u>DUTIES</u></b>	:	Provide registry counter services. Handle incoming and outgoing correspondence. Opening and close files according to record classification system. Print / filing / storage, tracing (electronically / manually) and retrieval of documents and files. Complete index cards for all files. Operate office machines in relation to the registry function. Process documents for arching and / disposal. Receive and sending of faxes.
<b><u>ENQUIRIES</u></b>	:	Ms C Meyer- Williams Tel No: (021) 370 2000 (Metro South EDO)
<b><u>POST 06/299</u></b>	:	<b><u>ADMINISTRATION CLERK: PEOPLE MANAGEMENT REF NO: 59</u></b> District Office: Education District Office Metro North
<b><u>SALARY</u></b>	:	R228 321 per annum
<b><u>CENTRE</u></b>	:	Parow
<b><u>REQUIREMENTS</u></b>	:	National Senior/Matric Certificate plus 6 months clerical experience. Extensive knowledge of applicable policies and procedures. Public service procedures. Knowledge of people management processes. Co-operate with the stakeholders. Computer literate. Hardworking. Meet deadlines.
<b><u>DUTIES</u></b>	:	Assist with the implementation and administration of the Workplace Skills Plan (WSP) to the District Office. Render clerical support with the coordination and facilitation of the training and professional development plan to the District Office. Render clerical support with the administration of Staff Performance Management Systems at District Office.
<b><u>ENQUIRIES</u></b>	:	Ms W Horn Tel No: (021) 938 3133
<b><u>POST 06/300</u></b>	:	<b><u>SCM CLERK REF NO: 102 (X2 POSTS)</u></b> District Office: Education District Office West Coast
<b><u>SALARY</u></b>	:	R228 321 per annum (Level 05)
<b><u>CENTRE</u></b>	:	Paarl
<b><u>REQUIREMENTS</u></b>	:	Senior/Matric Certificate or equivalent. Knowledge: Basic knowledge of supply chain duties, practices as well as the ability to capture data, operate computer and collect statistics. Basic knowledge and understanding of the legislative framework governing the Public Service. Basic knowledge of SCM work procedures in terms of the working environment. Skills: Computer Skills. Planning and organisation. Language skills. Good verbal and written communication skills.
<b><u>DUTIES</u></b>	:	Compile and maintain records (e.g. asset records / databases). Check and issue furniture, equipment and accessories to components and individuals. Identify redundant, non-serviceable and obsolete equipment for disposal. Verify inventories and asset register. Register suppliers on LOGIS (electronic purchasing system) or similar system. Request and receive quotations via relevant system. Capture specification on the electronic purchasing system. Place orders. Issue and receive bid documents. Provide secretariat or logistical support during the bid consideration and contracts conclusion process. Compile draft documents as required. Receive and verify goods from suppliers. Capture goods in registers databases. Receive request for consumables from end users. Issue consumables to end users. Maintain consumable register.
<b><u>ENQUIRIES</u></b>	:	Ms A Truter Tel No: (021) -860 1209 (West Coast EDO)
<b><u>POST 06/301</u></b>	:	<b><u>ACCOUNTING CLERK, REF NO: 101</u></b> District Office: Education District Office Metro South
<b><u>SALARY</u></b>	:	R228 321 per annum (Level 05)
<b><u>CENTRE</u></b>	:	Mitchells Plain
<b><u>REQUIREMENTS</u></b>	:	A grade 12 certificate or equivalent qualification. Basic knowledge of financial functions, practices as well as the ability to capture data, operate computer and collate financial statistics. Basic knowledge and insight of the Public Service financial legislations, procedures and Treasury regulations (PFMA, DORA, PSA, PSR, PPPFA, Financial Manual). Basic knowledge of financial operating systems (PERSAL, BAS, LOGIS etc.). Computer skills. Planning and organisation. Language. Good verbal and written communication skills. Basic Numeracy skills. Ability to perform routine tasks. Ability to operate office equipment.
<b><u>DUTIES</u></b>	:	Render Financial Accounting Transactions Receive payment advice. Check payment advice for correctness, verification and approval. Process payment advice (e.g. capture payments). Filing of all documents. Collection of petty cash. Perform Pay slip Administration. Receive and distribute pays slips and

	IRP5's. Obtain signatures. File all documents. Perform Bookkeeping support service. Capture all financial transactions (including registration of suppliers). Record debtors and creditors. Process electronic banking transactions. Compile journals.
<b><u>ENQUIRIES</u></b>	: Ms C Meyer- Williams Tel No: (021) 370 2000 (Metro South EDO)
<b><u>POST 06/302</u></b>	: <b><u>ADMINISTRATION CLERK: SCM OPERATIONS REF NO: 99</u></b> Directorate: Supply Chain Management
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	: R228 321 per annum (Level 05) : Cape Town : Matric plus at least 2 years administrative experience in a purchasing/selling environment. Knowledge: Proficient in figures with Mathematics or Accountancy on matric level; Computer literacy (at least MS Word and Excel); Knowledge of Supply Chain Management practices, processes and procedures, Knowledge of sourcing strategies and electronic procurement systems. Skills: Good verbal and written communication skills in at least two of the official languages of the Western Cape; Report writing, problem solving and record keeping capabilities.
<b><u>DUTIES</u></b>	: Capture requisitions received on an electronic database and maintain various registers; Invite quotations for goods and services via the various procurement methods (written quotations, contracts, ePS, etc); Assist and scheduling of quotations received for consideration by the relevant SCM Committees or delegated officials; Clarify prices and quantities with bidders. Draft letters of acceptance; Request extension of validity periods of quotations; Verify supplier's status on the Central Supplier Database (CSD) and Western Cape Supplier Evidence Bank (WCSEB); The compilation of procurement packages through downloading of supporting documents from the Central Supplier Database (CSD) and the Western Cape Supplier Evidence Bank (WCSEB); Liaise with travel agencies in respect of requirements for air travel, accommodation, shuttle services, car rental and conferencing/events/training; Confirm travel arrangements and liaise with the clients in this regard. Perform secretarial duties for the Quotation Committee (as and when required)
<b><u>ENQUIRIES</u></b>	: Ms R De Bruyn Tel No: (021) 467 2821
<b><u>POST 06/303</u></b>	: <b><u>ADMINISTRATION CLERK: GG TRANSPORT REF NO: 43</u></b> District Office: Education District Office Metro Central
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	: R228 321 per annum (Level 05) : Maitland : Senior / Matric Certificate. Knowledge of recordkeeping. Knowledge of relevant Departmental Policies and Procedures. Knowledge of relevant financial procedures. Communication skills (2 official languages of the Western Cape). Computer literacy skills. Problem solving skills. Report writing skills. Recordkeeping abilities. Planning and organisation Interpersonal skills.
<b><u>DUTIES</u></b>	: Render clerical support with regard to GG Transport. Administer, verify and update motor drivers' licenses register (file) of all personnel. Collect and check all trip authorities and garaging documents. Check that logbooks and log sheets are kept up to date. Check that all logbooks are signed off at the end of the month, verified and submitted to Head Office and GMT. Inspection of vehicles after trips. Check claims submitted by GMT, verify and submit them to Head Office for payment. Check and verify transport log sheets, check for control purposes the KM usage with authorise trips. Organise services of vehicles, replacement of tires, batteries and cleaning of vehicles. Administer all fines on databases. Check that vehicles are roadworthy, licenced and stored safely. Collect and verify taxi trip authorities and file accordingly. Check and verify invoices for taxi transport from GMT before sending for payment. Administer, verify and monitor the use of rentals. Distribute transport circulars, minutes of transport related meetings and the recordkeeping thereof. Record, organise, store, capture and retrieve correspondence and data. Update registers, statistics and make photocopies. Handle routine enquiries. Distribute documents / packages to various stakeholders as required. Type letters and/or other correspondence when required.
<b><u>ENQUIRIES</u></b>	: Ms B Robertson Tel No: (021) 514 6700 (Metro Central EDO)

<b><u>POST 06/304</u></b>	:	<b><u>ADMINISTRATION CLERK: GG TRANSPORT REF NO: 33</u></b> District Office: Education District Office Eden & Central Karoo
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R228 321 per annum (Level 05)
	:	George Senior / Matric Certificate. Knowledge of recordkeeping. Knowledge of relevant Departmental Policies and Procedures. Knowledge of relevant financial procedures. Communication skills (2 official languages of the Western Cape). Computer literacy skills. Problem solving skills. Report writing skills. Recordkeeping abilities. Planning and organisation Interpersonal skills
<b><u>DUTIES</u></b>	:	Render clerical support with regard to GG Transport. Administer, verify and update motor drivers' licenses register (file) of all personnel. Collect and check all trip authorities and garaging documents. Check that logbooks and log sheets are kept up to date. Check that all logbooks are signed off at the end of the month, verified and submitted to Head Office and GMT. Inspection of vehicles after trips. Check claims submitted by GMT, verify and submit to Head Office for payment. Check and verify transport log sheets, check for control purposes the KM usage with authorise trips. Organise services of vehicles, replacement of tires, batteries and cleaning of vehicles. Administer all fines on databases. Check that vehicles are roadworthy, licenced and stored safely. Collect and verify taxi trip authorities and file accordingly. Check and verify invoices for taxi transport from GMT before sending for payment. Administer, verify and monitor the use of rentals. Distribute transport circulars, minutes of transport related meetings and the recordkeeping thereof. Record, organise, store, capture and retrieve correspondence and data. Update registers, statistics and make photocopies. Handle routine enquiries. Distribute documents / packages to various stakeholders as required. Type letters and/or other correspondence when required.
<b><u>ENQUIRIES</u></b>	:	Mr J Jonkers Tel No: (044) 803 8300 (Eden & Central Karoo EDO)
<b><u>POST 06/305</u></b>	:	<b><u>ADMIN CLERK SCM REF NO: 75</u></b> District Office: Education District Office Overberg
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R228 321 per annum (Level 05)
	:	Caledon Senior/Matric Certificate or equivalent. Knowledge: Basic knowledge of supply chain duties, practices as well as the ability to capture data, operate computer and collecting statistics. Basic knowledge and understanding of the legislative framework governing the Public Service. Basic knowledge of SCM work procedures in terms of the working environment. Skills: Computer Skills. Planning and organisation. Language skills. Good verbal and written communication skills.
<b><u>DUTIES</u></b>	:	Compile and maintain records (e.g. asset records / databases). Check and issue furniture, equipment and accessories to components and individuals. Identify redundant, non-serviceable and obsolete equipment for disposal. Verify inventories and asset register. Register suppliers on LOGIS (electronic purchasing system) or similar system. Request and receive quotations via relevant system. Capture specification on the electronic purchasing system. Place orders. Issue and receive bid documents. Provide secretariat or logistical support during the bid consideration and contracts conclusion process. Compile draft documents as required. Receive and verify goods from suppliers. Capture goods in registers databases. Receive request for consumables from end users. Issue consumables to end users. Maintain consumable register.
<b><u>ENQUIRIES</u></b>	:	Ms I Senosi Tel No: (028) 214 7300 (Overberg EDO)
<b><u>POST 06/306</u></b>	:	<b><u>ADMINISTRATION CLERK: DISTRICT CIRCUIT: CIRCUIT 9 REF NO: 49</u></b> District Office: Education District Office Metro East
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R228 321 per annum (Level 05)
	:	Kuilsrivier Senior /Matric certificate. Knowledge of clerical duties, practices as well as the ability to capture data, taking minutes, operates computer and collecting statistics. Knowledge and understanding of the legislative framework governing the Public Service. Knowledge of working procedures in terms of the working environment. Computer skills, planning and organisation, good verbal and written communication skills. Languages.

<b><u>DUTIES</u></b>	:	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.
<b><u>ENQUIRIES</u></b>	:	Ms L Diamond Tel No: (021) 900 7006 (Metro East EDO)
<b><u>POST 06/307</u></b>	:	<b><u>ADMINISTRATION CLERK: LEARNING TEACHING SUPPORT MATERIAL (LTSM) REF NO: 4</u></b> Directorate: Institutional Resource Support (In Lib Serv)
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R228 321 per annum (Level 05)
	:	Cape Town
	:	Senior Certificate / Matric. Previous experience in a similar work environment will be an added advantage. Computer literacy in MS Word and Excel. Good verbal and written communication skills in two of the official languages. Knowledge of supply chain management processes, eProcurement Solution (ePS) and LOGIS. Good numeracy skills. Proficiency in two of the three official languages of the Western Cape Province. Sound computer skills. Typing. Organising and planning. Good written and verbal communication. Good interpersonal skills. Liaison skills. Ability to work under pressure. Problem solving.
<b><u>DUTIES</u></b>	:	Administrative support in line with LTSM provisioning. Processing requisitions for LTSM. Procurement, ordering and payment of goods. Updating of information on database. Follow-up on outstanding deliveries with service providers. Telephonic enquiries. General administrative duties.
<b><u>ENQUIRIES</u></b>	:	Ms A Henriques Tel No: (021) 467 2767
<b><u>POST 06/308</u></b>	:	<b><u>ACCOUNTING CLERK REF NO: 78</u></b> District Office: Education District Office Overberg
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R228 321 per annum (Level 05)
	:	Caledon
	:	A grade 12 certificate or equivalent qualification. Job Summary: To render financial support services within the Education District. Knowledge: Basic knowledge of financial functions, practices as well as the ability to capture data, operate computer and collate financial statistics. Basic knowledge and insight of the Public Service financial legislations, procedures and Treasury regulations (PFMA, DORA, PSA, PSR, PPPFA, Financial Manual). Basic knowledge of financial operating systems (PERSAL, BAS, LOGIS etc.) Skills: Computer skills. Planning and organisation. Language. Good verbal and written communication skills. Basic Numeracy skills. Ability to perform routine tasks. Ability to operate office equipment.
<b><u>DUTIES</u></b>	:	Render Financial Accounting transactions, Receive payment advices. Check payment advices for correctness, verification and approval. Process payment advices (e.g. capture payments). Filing of all documents. Collection of petty cash. Perform Payslip Administration. Receive and distribute payslips and IRP5s. Obtain signatures. File all documents. Perform Bookkeeping support service. Capture all financial transactions (including registration of suppliers). Record debtors and creditors. Process electronic banking transactions. Compile journals.
<b><u>ENQUIRIES</u></b>	:	Ms I Senosi Tel No: (028) 214 7300
<b><u>POST 06/309</u></b>	:	<b><u>SCHOOL SAFETY SUPPORT WORKER REF NO: 64 (X2 POSTS)</u></b> District Office: Education District Office Metro South
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R228 321 per annum (Level 05)
	:	Mitchells Plain
	:	Matric Certificate. A valid drivers license. 6 months relevant experience. Preference will be given to applicants with experience in community work. Extensive Knowledge Occupational Health and Safety Act 85 of 1993. Knowledge of Health and safety procedures and prescripts. Handbook on Reasonable Accommodation for People with Disabilities in the Public Service,2008. Computer skills. Planning and organizational skills. Good verbal and written communication skills. Facilitation and presentation skills. Problem solving. Sound budgeting. Facilitation and presentation. Report writing and analytical skills. Computer literacy. Human relations. Communication skills.

<b><u>DUTIES</u></b>	: <p>Provide assistance and support to the Public Ordinary and Special Schools Safety Committee by improving and maintaining School Safety with: Emergency preparedness planning. Security audits and assessments. Putting in place requisite security and safety mechanisms (Access Control Evacuation Drills etc.) to address risks. Special safety programmes or presentations. Assist in preventing incidents. Assist in the alleviation of substance abuse and establishment of support or preventative programmes. Facilitate various attitudinal and behavioural programmes to enhance safety. Participating as a resource person for different stakeholders to address safety. Assist in developing and conducting sustainable advocacy campaigns to gain support from parents and the broader community to effectively change the culture of truancy. Assist schools in understanding the Learner Attendance Policy. Assist the schools in investigating the allegations of truancy through home visits. Assist in facilitating the assessment of truant learners and placement for interventions with support of educators, parents and curriculum team. Assist support structures in liaising with schools and communities with creative and sustainable structures to deal with the truant and at-risk learners. Attend meetings and liaise with law enforcement agencies, SAPS, DOCS and DOJ. Assist in participating as a resource person in classroom discussions, assemblies and parent groups. Establish youth clubs to address the major challenges facing the schools and communities, viz, gangsterism, abuse, crime, bullying, racism, teenage sexuality, vandalism and burglaries. Identifying learners at risk in consultation with the school. Establish criteria for intervention programmes. Conducting CCAC and Peer Mediation Workshops. Reporting of school crime and violence to DSSCO and Safe Schools Call Centre. Record, organise, store, capture and retrieve correspondence and data. Update register, organise, stores. Handle routine enquiries. Make photocopies and receive or send facsimiles and e-mails. Distribute documents/packages to various stakeholders as required. Type letters and / or other correspondence when required. Keep and maintain the incoming and outgoing register. Liaise with internal and external stakeholders in relation to procurement of goods and services. Obtain quotations from school and complete procurement forms for the bidding services. Assist with verification of responses/information received from schools, and other internal and external stakeholders. Obtain inputs, collate and assist with the compilation of reports pertaining to the schools serviced. Assist with monitoring and evaluating services rendered to schools pertaining predetermined objectives. Assist with the planning of workshops, large meetings, conferences as and when they occur.</p>
<b><u>ENQUIRIES</u></b>	: <p>Ms C Meyer- Williams Tel No: (021) 370 2000 (Metro South EDO)</p>
<b><u>POST 06/310</u></b>	: <p><b>RECEPTIONIST REF NO: 70</b> District Office: Education District Office Metro South</p>
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	: <p>R193 359 per annum (Level 04) Mitchells Plain Senior/Matric certificate. 6 months relevant experience. Knowledge: Knowledge of Departmental policies and procedures. Knowledge of receptionist duties. Communications protocol. Knowledge of Record Management (Registry &amp; postmaster system). General knowledge of Education District Structure (Operations). Client Care Etiquette. Skills: Demonstrate the ability to use the following IT Software: MS Office Package (MS Word, Excel, PowerPoint) e-mail system, Internet. Organising skills (Queue-Management skills). Filing skills. Operating of Switchboard. Conflict Management Skills. Interpersonal skills. Listening skills. Good written and verbal communications skills in 2 official languages of the Western Cape.</p>
<b><u>DUTIES</u></b>	: <p>Receive clients visiting district office. Refer clients to relevant official / venues. Take messages and delivered to employee. Receive mail and documentation delivered to the Education District Office. Register hand delivered mail / files. Access Control. Print and distribute attendance register of officials. File documentation. Recording of all incoming and outgoing faxes. Sending outgoing faxes immediately. Handover of faxes to responsible employee. Register of all incoming and outgoing faxes in fax register. Answer and transfer of telephone calls. Take messages if employees is not available. See that employee receive all messages.</p>
<b><u>ENQUIRIES</u></b>	: <p>Ms C Meyer- Williams Tel No: (021) 370 2000 (Metro South EDO)</p>

<b><u>POST 06/311</u></b>	:	<b><u>PRINCIPAL MESSENGER REF NO: 17</u></b> Directorate: Knowledge And Information Management
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R193 359 per annum (Level 4) Cape Town Requirements: Minimum of Senior Certificate (or equivalent); Drivers license. Supervisory and appropriate experience in a registry environment would be an advantage. Appropriate knowledge and experience of messenger services and registry functions. Good written, verbal communication and reading skills in at least two of the three official languages of the Western Cape; Good client and listening skills.
<b><u>DUTIES</u></b>	:	Collecting, delivering and posting letters, documents, parcels, records and other (walking and driving). Picking up documents from various pick-ups stations. Assist with the execution of functions of the records division. Records documentation received and delivered in register. Supervise staff by monitoring work performance, progress and productivity, organizing work team, training and develop/mentor staff performance management, setting goals, observing and giving feedback, addressing performance issues and ensuring conformance to personnel policies and other regulations. Transport parcels to and in emergency cases when no alternative transport is available. Minor maintenance to vehicle (e.g. changing a flat tyre, washing vehicle, etc)
<b><u>ENQUIRIES</u></b>	:	Ms Z Esterhuizen Tel No: (021) 467 2766
<b><u>POST 06/312</u></b>	:	<b><u>MESSENGER REF NO: 21</u></b> Directorate: Service Benefits
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R138 486 per annum (Level 02) Cape Town Requirements: Senior Certificate (or equivalent. A driver's license; appropriate experience in a registry environment and computer literacy (Microsoft Word, Excel, Email etc.) would be an advantage. Knowledge: Appropriate knowledge and experience of messenger services as well as registry functions. Skills: Good written and verbal communication skills in at least two of the three official languages of the Western Cape; must be a team player and self-motivated.
<b><u>DUTIES</u></b>	:	Collection, picking up, delivering and posting of letters, documents, parcels, Photostats, reprographics, faxes, files, records and other documents. Walking and driving from various pick-up stations; preparing of file covers and letters for franking; assist with execution of functions of the records division as requested; record documentation received and delivered in appropriate registers and electronic systems; assist in rendering transport services and do minor emergency maintenance of vehicle (e.g. changing of flat tyre, maintain vehicle, etc.)
<b><u>ENQUIRIES</u></b>	:	Ms D Pillay Tel No: (021) 467 2477
<b><u>POST 06/313</u></b>	:	<b><u>GENERAL WORKER/GROUNDSMAN REF NO: 68</u></b> District Office: Education District Office Metro South
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R138 486 per annum (Level 02) Mitchells Plain Requirements: Basic reading, writing and calculating skills. Good interpersonal and communication skills in two of the three official languages of the Western Cape. Prepared to work overtime during the week and occasional weekends. Ability to work effectively in a team. Recommendations: Proven experience in cleaning services of large facilities Job Summary: To render general work. Knowledge: Rendering of an efficient and effective Cleaning service daily. Professionalism. Dependable and takes pride in his/her duties. Ability to work independently. Provide laundry service in the Hostels. Provide general support services. Provide services for minor maintenance. Promote safety and security standards. Experience in rendering gardening services. Experience in rendering cleaning services of facilities Experience in operating cleaning and/or gardening tools and machinery. Experience in minor maintenance and repairs. Physical strength to move furniture and other goods. Skills: Basic communication skills. Basic literacy skills. Ability to work in garden and handle equipment. Ability to work in office with cleaning utensils.
<b><u>DUTIES</u></b>	:	Provide general support services such as: General gardening services. General cleaning services. Minor maintenance and repairs. Promoting safety and security standards.

**ENQUIRIES** : Ms C Meyer- Williams Tel No: (021) 370 2000 (Metro South EDO)

#### **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** : All shortlisted candidates, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment.

#### **MANAGEMENT ECHELON**

**POST 06/314** : **DEPUTY DIRECTOR-GENERAL: CORPORATE SUPPORT SERVICES**

**SALARY** : R1 813 182 per annum, (A portion of the package can be structured according to individual needs).

**CENTRE REQUIREMENTS** : Head Office, Cape Town  
Minimum educational qualification: An appropriate tertiary qualification (NQF level 8) as recognized by SAQA with at least 8 years of experience at a senior managerial level. Being a CA(SA) will be advantageous. Pre-entry Certificate for the Senior Management Services is not a requirement to apply but will be required for appointment (Candidates not in possession of this entry requirement can still apply but are requested to register for the course and complete it as no appointment can be made in the absence thereof. The course is available at the National School of Governance (NSG) under the name "Certificate for entry into the SMS" and the full details can be sourced from the following link: <https://www.thensg.gov.za/trainingcourse/sms-pre-entry-programme/>. All costs associated herewith are the responsibility of the applicant). Inherent requirements of the job: Valid driver's licence and willingness to travel. Willingness to work after hours. Competencies (knowledge/skills): Ability to function in a team. Computer literacy (MS Office). Knowledge and understanding of relevant laws and regulations related to Corporate Support Services. Skilled in analytical and strategic thinking, negotiating and conflict handling, budgeting and accounting, problem solving and communications. Strong programme and project management and leadership capabilities.

**DUTIES** : Performs the role of departmental CFO as well as leading and ensuring integration of corporate strategy and service delivery with broader departmental strategy and objectives to proactively enable optimal health service delivery. Provides strategic leadership, oversight and accountability in respect of the rendering of efficient and cost-effective corporate support services in support of departmental service delivery, which includes Finance, Supply Chain Management, Infrastructure and Facility Management, Health technology, and People management and development. As custodian of Corporate Support Services strategy and as member of the Senior Governance Executive of the Department, actively influences the departmental strategic agenda, processes and decisions with special emphases on whole department and integrated citizen-centered service delivery. Overall responsible for corporate governance of the Branch, including all aspects of People Management and Development, Financial Management and Supply Chain Management and Infrastructure and Facility Management. Ensure effective and efficient engagement with internal and external stakeholders.

**ENQUIRIES APPLICATIONS** : Dr K Cloete Tel No: (021) 483-3647  
Applications are submitted online via [www.westerncape.gov.za/health-jobs](http://www.westerncape.gov.za/health-jobs) (click "online applications").

**CLOSING DATE** : 13 March 2026, 17:00 PM  
**NOTE** : No payment of any kind is required when applying for this post.

#### **OTHER POSTS**

**POST 06/315** : **HEAD CLINICAL UNIT (MEDICAL) GRADE 1: NEUROLOGY**

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

**CENTRE** : Groote Schuur Hospital, Observatory

<b><u>REQUIREMENTS</u></b>	:	Minimum educational qualification: Appropriate qualification, which allows registration with the Health Professions Council of South Africa (HPCSA) as Medical Specialist in Neurology. Registration with a professional council: Registration with the HPCSA as Medical Specialist in Neurology. Experience: A minimum of 3 years' appropriate experience as a Medical Specialist after registration with the HPCSA as Medical Specialist in Neurology. Inherent requirements of the job: It will be expected of the successful Head: Clinical Unit to work commuted overtime, limited to 12 hours. Participate in the after-hours call system. Competencies (knowledge/skills): Inspirational, innovative, agile and adaptable leadership and management skills, including the ability to unify and motivate teams at all levels. Comprehensive knowledge of, and competency in, the principles and practice of clinical specialist neurological medicine. Comprehensive knowledge of, and competency in, the principles and practice of clinical neurophysiology including electroencephalography, electromyography and nerve conduction studies. A sound understanding of the principles of good governance, as well as relevant statutory frameworks, including Healthcare 2030, Current Best Practice Criteria, National Core Standards, Current Standard Treatment Guidelines, and the HPCSA Ethical Guidelines and Rules of Conduct. Excellent management and administrative skills. Excellent crisis management and conflict resolution skills. Exceptional interpersonal skills at all levels. Proficiency in financial management and accountability, as well as the ability to interact effectively with University and Department of Health-related administration.
<b><u>DUTIES</u></b>	:	Provide effective, strategic and pragmatic leadership, and ensure cohesion and common purpose of the neurology team at all levels. Ensure an efficient and cost-effective neurology service to patients consistent with tertiary teaching hospital standards. Ensure rational use of resources (including laboratory investigations, medications, consumables and equipment). Deliver effective and efficient administration of the Division of Neurology. Oversee and partake in the training of staff including registrars, medical officers, and medical students. Conduct neuroscience research and oversee the research enterprise of the Division of Neurology. Conducting Research. Teaching at undergraduate and postgraduate levels.
<b><u>ENQUIRIES</u></b>	:	Prof M Setshedi Tel No: (021) 406-6200
<b><u>APPLICATIONS</u></b>	:	Applications are submitted online via <a href="http://www.westerncape.gov.za/health-jobs">www.westerncape.gov.za/health-jobs</a> (click "online applications").
<b><u>NOTE</u></b>	:	No payment of any kind is required when applying for this post. Shortlisted candidates may be subjected to a practical test. The pool of applications will be considered for vacancies within Groote Schuur Hospital, for a period of three months from the date of the advert, provided that the job title, core functions, inherent requirements, and salary level are the same as those of the advertised post.
<b><u>CLOSING DATE</u></b>	:	06 March 2026, 17:00 PM
<b><u>POST 06/316</u></b>	:	<b><u>MEDICAL SUB-SPECIALIST GRADE 1 TO 3 (MEDICINE: HEPATOLOGY)</u></b>
<b><u>SALARY</u></b>	:	Grade 1: R1 553 670 per annum Grade 2: R1 773 222 per annum Grade 3: R1 936 806 per annum A portion of the package can be structured according to the individual's personal needs.
<b><u>CENTRE REQUIREMENTS</u></b>	:	Groote Schuur Hospital, Observatory Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Medical Sub-Specialist in Hepatology. Registration with a professional council: Registration with the HPCSA as Medical Sub-Specialist in Hepatology. Experience: <b>Grade 1:</b> None after registration with the HPCSA as a Medical Sub-Specialist in Hepatology. <b>Grade 2:</b> A minimum of 5 years' appropriate experience as Medical Sub-Specialist after registration with the HPCSA (or a recognised foreign Health Professional Council in respect of a foreign qualified employee) as a Medical Sub-Specialist in Hepatology. <b>Grade 3:</b> A minimum of 10 years' appropriate experience as Medical Sub-Specialist after registration with the HPCSA (or a recognised foreign Health Professional Council in respect of a foreign qualified employee) as a Medical Sub-Specialist in Hepatology. Inherent requirement of the job: Commuted overtime is compulsory. Competencies (knowledge/skills): Clinical Skills required of a Hepatologist and Liver Transplant physician (e.g. Assessment, diagnosis and treatment of

<b><u>DUTIES</u></b>	: inpatients and outpatients with Acute and chronic liver diseases, different manifestations of porphyria and liver transplantation). Communication including report generation, letter writing, consultation in inpatient and outpatient settings. Clinical Research skills.
<b><u>ENQUIRIES</u></b>	: Clinical Service provision at Inpatient (General Hepatology, porphyria and Liver transplantation) and Outpatients (General hepatology, porphyria and liver transplant clinics). Teaching and Training/Supervision of Junior Staff: Clinical and Research.
<b><u>APPLICATIONS</u></b>	: Prof M Setshedi Tel No: (021) 406-6200
	: Applications are submitted online via <a href="http://www.westerncape.gov.za/health-jobs">www.westerncape.gov.za/health-jobs</a> (click "online applications").
<b><u>NOTE</u></b>	: 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. 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). Please ensure that you attached an updated CV.
<b><u>CLOSING DATE</u></b>	: 06 March 2026, 17:00 PM
<b><u>POST 06/317</u></b>	: <b><u>CLINICAL MANAGER (MEDICAL) GRADE 1</u></b>
<b><u>SALARY</u></b>	: Grade 1: R1 422 810 per annum, (A portion of the package can be structured according to the individual's personal needs).
<b><u>CENTRE REQUIREMENTS</u></b>	: Langeberg Sub-district (Based at Robertson Hospital) Minimum educational qualification: Appropriate qualifications that allow registration with the Health Professions Council of South Africa (HPCSA) as Medical Practitioner. Registration with a professional council: Registration with the HPCSA as a Medical Practitioner (Independent Practice). Experience: <b>Grade 1:</b> A minimum of 3 years appropriate experience as Medical Officer after registration with the HPCSA as Medical Practitioner. Inherent requirement of the job: A valid driver's license. Willingness to do commuted overtime. Willing to work weekends and public holidays and to travel to various sites. Competencies (knowledge/skills): Appropriate in-depth clinical experience. Appropriate clinical governance knowledge and skills. Good communication skills (written and verbal) Ability to function/make decisions independently and as part of a multi-disciplinary team. Good interpersonal relationships, exceptional leadership and conflict resolution skills. Knowledge of financial and human resource management, change management and other relevant general management skills. Knowledge of relevant legislation and policies of the Department of Health Western Cape. Good computer skills.
<b><u>DUTIES</u></b>	: Strategic leadership and governance of clinical and corporate services that contribute to quality and patient centred care within the Langeberg Sub-district and the wider ecosystem. Clinical service delivery within the acute and primary health care facilities within the Langeberg Sub-district. Supervision, management, training, mentoring and support of clinical staff within the Langeberg Sub-district. Provide an efficient administration service regarding all clinical and non-clinical matters and medico-legal work. Ensure a cost-efficient and cost-effective service at clinical level with regards to the use of staffing resources, workplace systems, laboratory services, blood, medicine, consumables and equipment.
<b><u>ENQUIRIES</u></b>	: Dr NPB Beyers Tel No: (023) 626-8573 (Langeberg Sub-district)
<b><u>APPLICATIONS</u></b>	: Applications are submitted online via <a href="http://www.westerncape.gov.za/health-jobs">www.westerncape.gov.za/health-jobs</a> (click "online applications").
<b><u>NOTE</u></b>	: No payment of any kind is required when applying for this post. Shortlisted candidates will be subject to a practical test. Candidates will be subjected to a competency-based assessment. "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."
<b><u>CLOSING DATE</u></b>	: 06 March 2026, 17:00 PM

<u>POST 06/318</u>	:	<b><u>SENIOR REGISTRAR (MEDICAL) (PAEDIATRIC PULMONOLOGY)</u></b> (2-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 REQUIREMENTS</u>	:	Tygerberg Hospital, Parow Valley
	:	Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as Medical Specialist in Paediatrics. Registration with a professional council: Registration with the HPCSA as Medical Specialist in Paediatrics. Experience: To render a comprehensive clinical service in Paediatric Pulmonology covering day-time work and after-hours. To provide Paediatric Pulmonology inpatient and/ or outpatient care, as well as performing clinical teaching, administrative duties, management and research. Inherent requirements of the job: Commuted overtime is compulsory. Emergency and after hours call cover. Competencies (knowledge/skills): Excellent communication skills. Ability to function independently at a level of a Medical Specialist in Paediatrics. FCPaed. MMed (Paed).
<u>DUTIES</u>	:	To render a comprehensive clinical service in Paediatric Pulmonology covering day-time work and after-hours. To provide Paediatric Pulmonology inpatient and/ or outpatient care, as well as performing clinical teaching, administrative duties, management and research.
<u>ENQUIRIES</u>	:	Prof P Goussard Tel No: (021) 938-9220
<u>APPLICATIONS</u>	:	Applications are submitted online via <a href="http://www.westerncape.gov.za/health-jobs">www.westerncape.gov.za/health-jobs</a> (click "online applications").
<u>NOTE</u>	:	No payment of any kind is required when applying for this post. Appointment as Senior Registrar will be for a maximum contract period of 2 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. Senior 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 Senior 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 Senior Registrar will be on contract. Employees in service who opt to continue with their pension benefits as Senior Registrar, will be required to resign after completion of their registrarship should they not be successful for advertised Medical Sub-Specialist positions. The Department of Health is guided by the principles of Employment Equity. Candidates with disability are encouraged to apply and an indication in this regard will be appreciated. Specific Senior Registrar posts within the Department will be identified as part of the Affirmative Action programme to create a representative Specialist cadre in line with applicable procedures. Preference will be given to SA citizens/permanent residents with a valid identity document. Senior Registrars will be required to register as post-graduates with Stellenbosch University 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 as Medical Specialist in Paediatrics with the relevant council (including individuals who must apply for change in registration status)".
<u>CLOSING DATE</u>	:	06 March 2026, 17:00 PM
<u>POST 06/319</u>	:	<b><u>MEDICAL SPECIALIST GRADE 1 TO 3: PSYCHIATRY (CHILD AND ADOLESCENT PSYCHIATRY)</u></b> Chief Directorate: Metro Health Services
<u>SALARY</u>	:	Grade 1: R1 341 855 per annum Grade 2: R1 531 032 per annum Grade 3: R1 773 222 per annum (A portion of the package can be structured according to the individual's personal needs.)

<b><u>CENTRE REQUIREMENTS</u></b>	: <p>Lentegeur Hospital</p> <p>Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Medical Specialist in Psychiatry. Registration with a professional council: Registration with the HPCSA as a Medical Specialist in Psychiatry. Experience: <b>Grade 1:</b> None after registration with the HPCSA as a Medical Specialist in Psychiatry. <b>Grade 2:</b> 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 Psychiatry. <b>Grade 3:</b> 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 Psychiatry. Inherent requirements of the job: Valid (Code B/EB) driver's licence. Willingness to participate in after-hours duties when required. Willingness to provide outreach within the Hospital catchment area and Ecosystem framework. Competencies (knowledge/skills): Competencies in the clinical assessment and management of child and adolescent mental disorders. Strong record of clinical expertise, clinical governance, research, teaching and training at under and postgraduate levels. Excellent managerial, interpersonal, leadership, administrative, communication, analytical and problem-solving skills. Ability to supervise clinical training and teaching. Appropriate experience in teaching, training and supervision of students, Registrars and Medical Staff. Appropriate clinical experience in delivering clinical services to children and adolescents.</p>
<b><u>DUTIES</u></b>	: <p>Provide specialist clinical services to inpatients and outpatients, including outreach services within the hospital catchment area and Ecosystem Framework. Management of relevant clinical governance and administrative requirements. Leadership of a multi-disciplinary clinical team. Academic teaching, training and research.</p>
<b><u>ENQUIRIES</u></b>	: <p>Ms M Jacobs Tel No: (021) 370-1314</p>
<b><u>APPLICATIONS</u></b>	: <p>Applications are submitted online via <a href="http://www.westerncape.gov.za/health-jobs">www.westerncape.gov.za/health-jobs</a> (click "online applications").</p>
<b><u>NOTE</u></b>	: <p>No payment of any kind is required when applying for this post. Candidates will be subjected to a written/practical and oral assessment. Candidates, who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted with their job application/on appointment. 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 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.</p>
<b><u>CLOSING DATE</u></b>	: <p>06 March 2026, 17:00 PM</p>
<b><u>POST 06/320</u></b>	: <p><b>MEDICAL SPECIALIST GRADE 1 TO 3 (PSYCHIATRY)</b> Chief Directorate: Emergency Clinical and Services Support</p>
<b><u>SALARY</u></b>	: <p>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).</p>
<b><u>CENTRE REQUIREMENTS</u></b>	: <p>Department of Psychiatry, Based at Tygerberg Hospital, Parow Valley</p> <p>Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Medical Specialist in Psychiatry. Registration with a professional council: Registration with the HPCSA as a Medical Specialist in Psychiatry. Experience: <b>Grade 1:</b> None after registration with the HPCSA as a Medical Specialist in Psychiatry. <b>Grade 2:</b> A Minimum of 5 years appropriate experience as Medical Specialist after registration with the HPCSA (or recognized Health Professional Council in respect of foreign qualified employees) as a Medical Specialist in Psychiatry. <b>Grade 3:</b> A Minimum of 10 years appropriate experience as Medical Specialist after registration with the HPCSA (or recognized Health Professional</p>

Council in respect of foreign qualified employees) as a Medical Specialist in Psychiatry. Inherent requirements of the job: Valid Driver's licence. Willingness to travel. Willingness to participate in the after-hours duty roster. Competencies (knowledge/skills): Specialist knowledge in the assessment and management of general adult psychiatry conditions including emergency psychiatry and eating disorders. Knowledge of eating disorders and obesity (bariatric) psychiatry. Advanced clinical knowledge and skills in adult psychiatry. Administration of electroconvulsive therapy. Clinical governance and service planning. Teaching and supervision of health professionals at multiple levels. Evidence-based practice and research methodology. Strong communication and interpersonal skills. Ability to lead, supervise, and work in multi-disciplinary teams. Professional resilience and adaptability. Commitment to Batho Pele principles and WCG values: Caring, Competence Accountability, Integrity, Innovation, Responsiveness. Demonstrated expertise in the management of eating disorders and bariatric psychiatry.

**DUTIES** : Provide high-quality specialist psychiatric clinical services to adult patients across inpatient, outpatient, liaison, eating disorder, and bariatric psychiatry services. Support safe, efficient, and ethical service delivery by participating in clinical governance activities, service planning, and quality-improvement initiatives within the department. Deliver structured teaching and supervision to undergraduate students, registrars, medical officers, and other health professionals to support training and clinical competence. Participate in academic activities and contribute to research relevant to psychiatry, including supervision, publication, and continuing professional development.

**ENQUIRIES** : Dr Almero Oosthuizen Tel No: (021) 402 6552, or email [Almero.Oosthuizen@westerncape.gov.za](mailto:Almero.Oosthuizen@westerncape.gov.za)

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

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

**CLOSING DATE** : 06 March 2026, 17:00 PM

**POST 06/321** : **DEPUTY DIRECTOR: HIV PREVENTION (HEALTH) (LATE LIFE COURSE)**  
Chief Directorate: Emergency and Clinical Services Support

**SALARY** : R1 059 105 per annum, (A portion of the package can be structured according to the individual's personal needs.)

**CENTRE REQUIREMENTS** : Service Priorities Co-ordination  
Minimum educational qualification: An appropriate 3-year Degree (or equivalent) in a Health-Related field, registerable with a South African Health Professions Council (HPCSA) or South Africa Nursing Council (SANC). Experience: Extensive experience in the management and coordination of public health programmes. Extensive experience in policy development/translation/implementation across the life course. Extensive supervisory experience. Inherent requirements of the job: Valid Driver's licence. Willingness and ability to travel to the districts and national office. Competencies (knowledge/skills): Advanced computer literacy skills. Ability to work under pressure and to meet deadlines. Ability to produce and evaluate detailed policy documentation and to produce reports of a high standard. The ability to perform a detailed and critical analysis of the performance of the healthcare service and propose constructive interventions. Project management and research skills. Be familiar with the legal, policy, managerial and clinical aspects of public health programmes/ interventions and services. Good written & communication skills.  
(Oversee the Late Life Course Sub-Directorate. Manage and coordinate the development and adaptation of policies, guidelines, protocols, and tools to guide the prioritisation and implementation of public health program interventions across the life course. Liaise with NDOH on key service priorities and policy imperatives. Support the development of implementation plans in collaboration with services. Develop monitoring and evaluation tools and

	mechanisms, including assessments and information systems for health programmes. Produce reports and develop presentations for presentation at various governance platforms. Manage human and financial resources allocated to specific health programmes. Ensure effective inter and intra-sectoral collaboration to enhance programme outcomes. Participate as key member of the Service Priority Coordination Team and or project team in driving health systems responses as required.
<b><u>ENQUIRIES</u></b>	Dr H Goeiman Tel No: (021) 815-8741
<b><u>APPLICATIONS</u></b>	Applications are submitted online via <a href="http://www.westerncape.gov.za/health-jobs">www.westerncape.gov.za/health-jobs</a> (click “online applications”).
<b><u>NOTE</u></b>	No payment of any kind is required when applying for this post. All shortlisted candidates, including SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine the candidate's suitability based on the post's technical and generic requirements, and the other will be an integrity (ethical conduct) assessment. Candidates may undergo a Competency Based Assessment. The pool of applicants may be considered for other vacant Deputy Director: Health (Late Life Course) posts within the Chief Director Emergency & Clinical Support Services, for a period of 3 months from date of advert. Candidates will be subjected to a written/practical and oral assessment.
<b><u>CLOSING DATE</u></b>	06 March 2026, 17:00 PM
<b><u>POST 06/322</u></b>	<b><u>MEDICAL OFFICER GRADE 1 TO 3 (EMERGENCY MEDICINE) (X2 POSTS)</u></b> Chief Directorate: Metro Health Services
<b><u>SALARY</u></b>	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)
<b><u>CENTRE REQUIREMENTS</u></b>	Mitchells Plain District Hospital Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Medical Practitioner. Registration with a professional council: Registration with the HPCSA as a Medical Practitioner. Experience: <b>Grade 1:</b> None after registration as a Medical Practitioner with the HPCSA in respect of SA-qualified employees. 1-year relevant experience after registration as a Medical Practitioner with a recognised foreign Health Professional Council in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa. <b>Grade 2:</b> A minimum of 5 years' appropriate experience as a Medical Practitioner after registration with the HPCSA as a Medical Practitioner in respect of SA-qualified employees. A minimum of 6 years' relevant experience after registration as a Medical Practitioner with a recognised foreign Health Professional Council in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa. <b>Grade 3:</b> A minimum of 10 years' appropriate experience as a Medical Practitioner after registration with HPCSA as a Medical Practitioner in respect of SA-qualified employees. A minimum of 11 years' relevant experience after registration as a Medical Practitioner with a recognised foreign Health Professional Council in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa. Inherent requirements of the job: A valid (Code B/EB) driver's license. Completion of Basic Life Support (BLS) and Advanced Cardiovascular Life Support (ACLS). Participation in commuted overtime is compulsory. Willingness to participate in audits, research and quality improvement projects. Competencies (knowledge/skills): Ability to communicate effectively. Able to work in an integrated multi-disciplinary team under pressure in a high-volume high stress environment. Basic computer literacy, administrative and IT skills. Completion of community service, and appropriate and sufficient experience in the evidence-based emergency management of acutely unwell patients.
<b><u>DUTIES</u></b>	Clinical management of all emergency medicine presentations to the emergency centre, including neonates, children, and adults. Managing critically ill patients, including resuscitation. Supervision and teaching of students, interns and all levels of healthcare providers in the EC. Effective management of physical, financial and human resource allocation. Efficient administration/documentation regarding clinical matters. Participate in research and innovation w r t systems/publications/conference etc.

<b><u>ENQUIRIES</u></b>	:	Dr K Evans Tel No: (021) 377-4496
<b><u>APPLICATIONS</u></b>	:	Applications are submitted online via <a href="http://www.westerncape.gov.za/health-jobs">www.westerncape.gov.za/health-jobs</a> (click "online applications").
<b><u>NOTE</u></b>	:	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 application will be considered for vacancies within the Department of Health and Wellness, 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.
<b><u>CLOSING DATE</u></b>	:	06 March 2026, 17:00 PM
<b><u>POST 06/323</u></b>	:	<b>MEDICAL OFFICER GRADE 1 TO 3</b> West Coast District
<b><u>SALARY</u></b>	:	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).
<b><u>CENTRE REQUIREMENTS</u></b>	:	Piketberg CDC, Bergriver Sub-district 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: <b>Grade 1</b> : 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. <b>Grade 2</b> : 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. <b>Grade 3</b> : A minimum of 10 years' appropriate experience as Medical Practitioner after registration with the HPCSA as a Medical Practitioner in respect of SA qualified employees. A minimum of 11 years relevant experience after registration as Medical Practitioner with a recognised foreign Health Professional Council in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa. Inherent requirements of the job: Willingness to relieve at Primary Health Care Clinics within the Sub-district Valid (Code B/EB) driver's licence. Willingness to rotate Willingness to partake in the Commuted Overtime system at Radie Kotze and Lapa Munnik Hospital. Competencies (knowledge/skills): Ability to function/make decisions independently and as part of a multi-disciplinary team. Good communication, interpersonal relationships, exceptional leadership and conflict resolution skills. Basic computer skills in MS Word, Excel, and Outlook. Knowledge of relevant legislation, policies and protocols of the Department of Health, Western Cape.
<b><u>DUTIES</u></b>	:	Clinical Service provision. Forensic service provision. Service management. Training and Development. Research and support.
<b><u>ENQUIRIES</u></b>	:	Dr C Prins Tel No: (022) 931-2140
<b><u>APPLICATIONS</u></b>	:	Applications are submitted online via <a href="http://www.westerncape.gov.za/health-jobs">www.westerncape.gov.za/health-jobs</a> (click "online applications").
<b><u>NOTE</u></b>	:	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 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 the Matzikama 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.

<b><u>CLOSING DATE</u></b>	:	06 March 2026, 17:00 PM
<b><u>POST 06/324</u></b>	:	<b>MEDICAL OFFICER GRADE 1 TO 3</b> Garden Route District
<b><u>SALARY</u></b>	:	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).
<b><u>CENTRE REQUIREMENTS</u></b>	:	Bridgeton CDC, Oudtshoorn Sub-district Minimum educational qualification: Appropriate qualification that allows registration with the Health Professional Council of South Africa (HPCSA) as Medical Practitioner. Registration with a professional council: Registration with the HPCSA as a Medical Practitioner. Experience: Grade 1: None after registration as Medical Practitioner with HPCSA in respect of SA qualified employees. 1-year relevant experience after registration as Medical Practitioner with a recognized foreign Health Professional Council in respect of foreign qualified employees, of who is not required to perform Community Service as required in South Africa. Grade 2: A minimum of 5 years appropriate experience as a Medical Practitioner after registration with the HPCSA as a medical practitioner in respect of SA qualified employees. A minimum of 6 years relevant experience after registration as a medical practitioner with a recognized foreign Health Professional Council in respect of foreign qualified employees, of who is not required to perform Community Service as required in South Africa. Grade 3: A minimum of 10 years appropriate experience as a Medical Practitioner after registration with the HPCSA as a medical practitioner in respect of SA qualified employees. A minimum of 11 years relevant experience after registration as a medical practitioner with a recognized foreign Health Professional Council in respect of foreign qualified employees, of who is not required to perform Community Service as required in South Africa. Inherent requirements of the job: Valid (Code B/EB) driver's license. Willingness to travel throughout the districts A commuted overtime contract is compulsory, as well as the ability to work after-hours. Willingness to do outreaches within the Oudtshoorn & Kannaland Sub-districts. Competencies (knowledge/skills): Ability to communicate effectively (verbal and written). Ability to work in integrated multi-disciplinary teams across all platforms. Computer literacy in Ms Office is mandatory. Surgical and anaesthetic skills applicable in rural setting e.g. Caesarean sections, sterilisations, spinal and other regional blocks.
<b><u>DUTIES</u></b>	:	Quality clinical, non-clinical and medico-legal patient care as required by the various programs of the Department of Health and Wellness. Supervise-, Support-, transfer of knowledge to-, training- and mentoring of the clinical staff and auxiliary staff. Provide an efficient administrative service regarding all clinical and non-clinical matters and medico-legal work. Provide guidance and leadership towards the realisation of strategic goals and objectives of the division. Ensure a cost-effective service at the clinical level with regards to laboratory services, blood, medicine, consumables and equipment.
<b><u>ENQUIRIES</u></b>	:	Dr E Heydenrych Tel No: (044) 203-7204
<b><u>APPLICATIONS</u></b>	:	Applications are submitted online via <a href="http://www.westerncape.gov.za/health-jobs">www.westerncape.gov.za/health-jobs</a> (click "online applications").
<b><u>NOTE</u></b>	:	No payment of any kind is required when applying for this post. Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable to health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must

apply for change in registration status). The pool of 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.

<b><u>CLOSING DATE</u></b>	:	06 March 2026, 17:00 PM
<b><u>POST 06/325</u></b>	:	<b><u>MEDICAL OFFICER GRADE 1 TO 3 (OTORHINOLARYNGOLOGY/EAR, NOSE AND THROAT)</u></b> Chief Directorate: Metro Health Services
<b><u>SALARY</u></b>	:	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.
<b><u>CENTRE REQUIREMENTS</u></b>	:	New Somerset Hospital Minimum educational qualification: Appropriate qualification that allows registration with the Health Professional Council of South Africa (HPCSA) as a Medical Officer. Registration with a professional council: Registration with the HPCSA as a Medical Officer. Experience: <b>Grade 1</b> : None after registration as a Medical Practitioner with the HPCSA in respect of SA qualified employees. 1-year relevant experience after registration as Medical Practitioner with a recognized foreign Health Professional Council in respect of foreign qualified employees, of who is not required to perform Community Service as required in South Africa. <b>Grade 2</b> : A minimum of 5 years appropriate experience as a Medical Practitioner after registration with the HPCSA as a Medical Practitioner in respect of SA qualified employees. A minimum of 6 years relevant experience after registration as a Medical Practitioner with a recognized foreign Health Council in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa. <b>Grade 3</b> : A minimum of 10 years' appropriate experience as a Medical Practitioner after registration with the HPCSA as a Medical Practitioner in respect of SA qualified employees. A minimum of 11 years relevant experience after registration as a Medical Practitioner with a recognized foreign Health Professional Council in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa. Inherent requirement of the job: Valid (Code B/EB) driver's licence. Competencies (knowledge/skills): Strong ethical principles and relevant clinical and counselling skills. Computer literacy. Leadership, interpersonal and organisational skills. Ability to successfully participate in an extremely busy ENT service on a district level.
<b><u>DUTIES</u></b>	:	Provision of clinical service delivery at regional hospital and across the ecosystem of New Somerset Hospital. Prescribe and manage treatment plans, including medical and therapies for ENT patients. Trauma and emergency referrals to ENT at New Somerset Hospital. Participation in appropriate outreach programmes. Maintain patient records. Refer patients appropriately to tertiary services. Perform procedural skills in ENT. Management of resources in ENT department. - Appropriate learning and CPD activities to stay compliant with HPCSA. Perform outreach in the New Somerset Hospital ecosystem.
<b><u>ENQUIRIES</u></b>	:	Prof Bougard Tel No: (021) 402-6408
<b><u>APPLICATIONS</u></b>	:	Applications are submitted online via <a href="http://www.westerncape.gov.za/health-jobs">www.westerncape.gov.za/health-jobs</a> (click "online applications").
<b><u>NOTE</u></b>	:	No payment of any kind is required when applying for this post. Shortlisted candidates will be subjected to a written/practical and oral assessment. "Candidates who are not in possession of the stipulated registration requirements may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable to candidates who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status)". 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.
<b><u>CLOSING DATE</u></b>	:	06 March 2026, 17:00 PM

<u>POST 06/326</u>	:	<b><u>REGISTRAR (OBSTETRICS AND GYNECOLOGY) (X2 POSTS)</u></b> (5 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 REQUIREMENTS</u>	:	Groote Schuur Hospital, Observatory
	:	Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Medical Practitioner. Registration with a professional council: Registration with the HPCSA as a Medical Practitioner (Independent Practice). Inherent requirement of the job: Commuted overtime is compulsory. Competencies (knowledge/skills): Ability to communicate effectively (verbal and written). Ability to work in integrated multi-disciplinary teams across platforms. Computer literacy in MS Office. Experience in essential gynaecological emergency care. Experience in labour ward management, including operative and assisted deliveries. Completion of FCOG part 1a.
<u>DUTIES</u>	:	Participation in the academic activities of with Department. In and after hour care to women accessing obstetric and gynaecological health services on our service platform.
<u>ENQUIRIES</u>	:	Prof N Mbatani, email: email: <a href="mailto:nomonde.mbatani@uct.ac.za">nomonde.mbatani@uct.ac.za</a> or Dr A Osman, Tel No: (021) 404-6020 or email: <a href="mailto:ayesha.osman@uct.ac.za">ayesha.osman@uct.ac.za</a>
<u>APPLICATIONS</u>	:	Applications are submitted online via <a href="http://www.westerncape.gov.za/health-jobs">www.westerncape.gov.za/health-jobs</a> (click "online applications").
<u>NOTE</u>	:	No payment of any kind is required when applying for this post. Please ensure that you attach an updated CV. Groote Schuur Hospital has adopted the department's ecosystem framing of its training platform. Accordingly, all registrar appointments may be called upon to work across this platform and may include rotations at Metro West and Rural East hospitals. This includes Red Cross War Memorial Children's Hospital, New Somerset Hospital, Mitchells Plein District Hospital, Victoria Hospital and George Provincial Hospital. Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable on health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status). Consideration will be given to existing employees who are already on higher salary packages to retain their existing salary position, as personal. As such they are entitled to receive pay progression. Appointment as a Registrar will be for a maximum contract period of 5 years. Employees in service who opt to continue with their pension benefits as Registrar, will be required to resign after completion of their registrarship should they not be successful for advertised Specialist positions. Should registration with the HEI as a student be discontinued for any reason the appointment of Registrar also discontinues. Applicants must indicate whether they have bursary obligations. The Department of Health is guided by the principles of Employment Equity. Candidates with disability are encouraged to apply and an indication in this regard will be appreciated. Specific Registrar posts within the Department will be identified as part of the Affirmative Action programme to create a representative Specialist cadre in line with applicable procedures. Preference will be given to SA citizens/permanent residents with a valid identity document. Registrars will be required to register as post-graduates with University of the Western Cape according to the yearbook and guidelines. 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>	:	06 March 2026, 17:00 PM
<u>POST 06/327</u>	:	<b><u>DEPUTY DIRECTOR: FINANCIAL MANAGER (FINANCE AND SUPPLY CHAIN MANAGEMENT)</u></b>
<u>SALARY</u>	:	R896 436 per annum, (A portion of the package can be structured according to the individual's personal needs.)

<b><u>CENTRE REQUIREMENTS</u></b>	: <p>Central Karoo District Office (Stationed in Beaufort West Hospital)        Minimum educational qualification: Appropriate three-year Diploma/Degree or equivalent. Experience: Appropriate experience in Supply Chain Management. Appropriate experience in Finance Management. Appropriate experience in preparation and reporting of financial statements. Appropriate and proven management experience, showing strong leadership, strategic and operational management skills. Appropriate experience Contract Management. Inherent requirements of the job: Valid (Code B/EB) driver's licence and willingness to drive vast distances. Competencies (knowledge/skills): Knowledge of relevant legislation and regulations, including PFMA, Accounting Officer's system, National and Provincial Treasury Regulations and Finance Instructions. Generally recognized accounting practice, cost and management accounting. Advanced computer skills using MS Excel, Word, and PowerPoint with the ability to understand and analyses statistical and financial information. Proven leadership skills, together with the ability to influence and motivate others to achieve targets and deadlines. Critical and innovative thinking, to solve problems to improve organisational performance. Ability to lead, innovate and drive improved Finance and Supply Chain Management. Good communicate skills (verbal and in written).</p>
<b><u>DUTIES</u></b>	: <p>Provide strategic management and leadership, as member of Central Karoo Management team. Ensure effective Supply Chain Management including demand management, warehousing, finance, and asset management. Management of all aspects of Revenue, Patient Administration and Information Management. Financial management, reporting and monitoring. Data analysis and review. Identifying trends and management. Implement effective controls to ensure audit compliance and good governance. Provision of timely and accurate information required for strategic decision-making and financial control. Human resource management and planning.</p>
<b><u>ENQUIRIES</u></b>	: <p>Ms H Le Roux Tel No: (044) 803-2700</p>
<b><u>APPLICATIONS</u></b>	: <p>Applications are submitted online via <a href="http://www.westerncape.gov.za/health-jobs">www.westerncape.gov.za/health-jobs</a> (click "online applications").</p>
<b><u>NOTE</u></b>	: <p>No payment of any kind is required when applying for this post. Shortlisted candidates will be subjected to a practical and competency 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.</p>
<b><u>CLOSING DATE</u></b>	: <p>06 March 2026, 17:00 PM</p>
<b><u>POST 06/328</u></b>	: <p><b><u>ASSISTANT MANAGER NURSING: (SPECIALTY AREAS: TRAUMA AND EMERGENCY)</u></b></p>
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	: <p>R755 355 per annum        Groote Schuur Hospital, Observatory        Minimum educational qualification: Basic R425 qualification (degree/diploma in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. A post-basic nursing qualification with a duration of at least 1 year accredited with SANC, in terms of R212 in one of the following specialties: Critical Care Nursing: Trauma &amp; Emergency or Critical Care Nursing: General. Registration with a professional council: Registration with the SANC as Professional Nurse. Experience: A minimum of 10 years appropriate/recognisable experience in Nursing after registration as a Professional Nurse with SANC. At least 6 years of the above period must be appropriate/recognisable experience after obtaining the post-basic qualification in the relevant speciality. At least 3 years of the above period must be appropriate/recognisable experience at nurse management level. Competencies (knowledge/skills): Quality Assurance, Human Resource, Finance and Change Management. Decision making, problem solving and interpersonal skills. Grievance procedures and disciplinary legislation. Computer literacy (MS Word and Excel). Negotiation, facilitation and communication skills. Infection Prevention and Control policies.</p>
<b><u>DUTIES</u></b>	: <p>Co-ordinate, supervise and control nursing services in the Trauma and Emergency Department. Ensure the provision of optimal, holistic, specialised nursing care within set standards and a professional and legal framework. Ensure that prescribed policies and procedures are adhered to. Effectively manage the initiation and utilisation of human and material resources. Ensure the control and execution of quality of care and financial management. Co-</p>

ordinate the provision of effective training and research to maintain professional growth, ethical standards and self-development. Liaise directly with the Nursing and Medical managers as well as the relevant Departmental Heads (Ancillary and Support Services).

**ENQUIRIES**  
**APPLICATIONS**

**NOTE**

**CLOSING DATE**

**POST 06/329**

**SALARY**  
**CENTRE**  
**REQUIREMENTS**

**DUTIES**

**ENQUIRIES**  
**APPLICATIONS**

**NOTE**

: Ms R Sutcliffe Tel No: (021) 404-2092

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

: No payment of any kind is required when applying for this post. Shortlisted candidates may be subjected to a practical test. The pool of applications will be considered for vacancies within Groote Schuur Hospital, for a period of three months from the date of the advert, provided that the job title, core functions, inherent requirements, and salary level are the same as those of the advertised post.

: 06 March 2026, 17:00 PM

: **ASSISTANT MANAGER NURSING: GENERAL (NIGHT DUTY)**  
Chief Directorate: Metro Health Services

: R693 096 per annum

: Alexandra Hospital

: Minimum educational qualification: Basic R425 qualification (i.e. degree/diploma in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse with Psychiatry. Registration with a professional council: Registration with the SANC as a Professional Nurse and Psychiatry. Experience: A Minimum of 8 years appropriate/recognisable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. At least 3 years of the period referred to above must be appropriate/recognisable experience at management level. Inherent requirement of the job: Valid (Code B/EB) drivers' licence. Willingness to work night shifts, public holidays, after-hours, standby and weekends. Willingness to travel for official meetings and/or training. Competencies (knowledge/skills): Demonstrate an in-depth understanding of nursing legislation and related legal and ethical nursing practices and how it impacts on service delivery in a rural regional hospital environment. Demonstrates a clear understanding of Infection Prevention Control, Occupational Health and Safety and Risk Management – including Ideal Hospital Framework and Quality Assurance Processes and Compliance. Ensure that clinical nursing practice are rendered by the nursing team and promote quality of nursing care as directed by scope of practice and standards. Managerial and leadership skills and values: integrity, innovative visionary, catalyst for change, self-awareness and confidence, delegation, accountability, problem solving & decision making, conflict resolution, interpersonal and communication skills. Very knowledgeable and demonstrates a good understanding of People Management (Human Resource Management). Demonstrates a good understanding of financial policies and practices. Knowledgeable about relevant legislation pertaining to labour relations, nursing legislation, related legal and ethical nursing practices, relevant public sector policies and protocols. Computer Literacy in MS Word, Excel, PowerPoint and Outlook. Willingness to act as Deputy Nursing Manager: Head of Nursing and other members of the Nurse Management team when required.

: Overall coordination, implementation and monitoring of the strategic objectives of nursing, the facility and the Department of Health. Effective management and coordination of quality nursing care within set standards and within legal and professional frameworks. Manage and facilitate both human resources and financial aspects related to the area being managed. Management of information through the collection and analysis of data, report writing and development and implementation of relevant interventions. Policy development and implementation.

: Mr M Njongoonkulu Tel No: (021) 503-5077

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

: No payment of any kind is required when applying for this post. The pool of applicants 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. Candidates will be subjected to a written/practical and oral assessment.

<b><u>CLOSING DATE</u></b>	:	06 March 2026, 17:00 PM
<b><u>POST 06/330</u></b>	:	<b><u>OPERATIONAL MANAGER NURSING (SPECIALTY UNIT: PAEDIATRICS)</u></b> Chief Directorate: Metro Health Services
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R693 096 per annum New Somerset Hospital Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as Professional Nurse and Midwife. A basic post qualification with duration of at least one year, accredited with the SANC in Child Nursing Science. Registration with a professional council: Registration with the SANC as a Professional Nurse and Midwife. Experience: A minimum of 9 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC. At least 5 years of the period referred to above must be appropriate/recognisable experience in the Paediatric department, after obtaining the one-year post-basic qualification in Child Nursing Science, accredited with the SANC. Inherent requirements of the job: Perform after-hour and weekend duties in order to assist the Matron or night manager as the need arises. 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 of General nursing and the relevant speciality. Ability to function independently as well as part of a multi-disciplinary team.
<b><u>DUTIES</u></b>	:	Responsible for the coordination and delivery of quality nursing care within the Paediatric 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.
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	Ms S Basardien Tel No: (021) 402-6224 Applications are submitted online via <a href="http://www.westerncape.gov.za/health-jobs">www.westerncape.gov.za/health-jobs</a> (click "online applications").
<b><u>NOTE</u></b>	:	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.
<b><u>CLOSING DATE</u></b>	:	06 March 2026, 17:00 PM
<b><u>POST 06/331</u></b>	:	<b><u>ASSISTANT MANAGER NURSING: (HEAD OF NURSING)</u></b> West Coast District
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R693 096 per annum Vredenburg Hospital, Saldanha Sub-district Minimum educational qualification: Basic R425 qualification (i.e. Diploma/Degree in Nursing) or equivalent qualification that allows registration with the SANC as a Professional Nurse. Registration with a professional council: Registration with the SANC as a Professional Nurse. Experience: A minimum of 8 years' appropriate/recognizable experience in nursing after registration as a Professional Nurse with the SANC. At least 3 years of the period referred to above must be appropriate/recognizable experience at management level. Inherent requirements of the job: Valid driver's licence (Code B/EB) and willingness to travel. Willingness to deal with after-hour calls from the community. Competencies (knowledge/skills): Computer literacy (MS Word, Excel, PowerPoint, Outlook, Internet). Good communication (written and verbal) skills with ability to manage conflict and knowledge of legislation related

<p>to the Health Care Service and policies of the Department of Health. Ability to work effectively and amicably at management level with people of diverse backgrounds and beliefs. Good organisational, interpersonal-, creative problem solving- and research skills, as well as the ability to manage own work (and that of the units which report to the post), and to ensure appropriate interventions to enhance all services at the institution.</p>	
<b><u>DUTIES</u></b>	: Provide guidance, leadership towards the realization of strategic goals and objectives of the division and monitor the implementation of policies, programmes, regulations, practices, procedures, and standards pertaining to nursing care. Provide professional, technical and management support, co-ordinate and monitor quality patient care through proper management of nursing care programs. Advocate and ensure the promotion of nursing ethos and professionalism. Provide effective support to Nursing-, Administration- and Support services and maintain professional self-development. Utilize information technology and other management information systems to manage nursing information for the enhancement of service delivery, human, financial-, and physical resources. Supervisory and mentorship role to the Operational Managers of the hospital.
<b><u>ENQUIRIES</u></b>	: Dr JM Van Schalkwyk Tel No: (022) 709-7287
<b><u>APPLICATIONS</u></b>	: Applications are submitted online via <a href="http://www.westerncape.gov.za/health-jobs">www.westerncape.gov.za/health-jobs</a> (click "online applications").
<b><u>NOTE</u></b>	: No payment of any kind is required when applying for this post. Shortlisted candidates may be subjected to a practical test.
<b><u>CLOSING DATE</u></b>	: 06 March 2026, 17:00 PM
<b><u>POST 06/332</u></b>	: <b><u>OPERATIONAL MANAGER: NURSING (PRIMARY HEALTH CARE)</u></b> West Coast District
<b><u>SALARY</u></b>	: R693 096 per annum
<b><u>CENTRE</u></b>	: Vredenburg CC
<b><u>REQUIREMENTS</u></b>	: 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 a professional council: Current registration with the SANC as Professional Nurse and midwife. Experience: A minimum of 9 years appropriate/recognisable nursing experience after registration as Professional Nurse with the SANC in General Nursing. At least 5 years of the period referred to above must be appropriate/ recognisable experience in the specific specialty after obtaining the 1-year post-basic qualification (R48). Inherent requirement of the job: Valid (Code B/EB) driver's licence and willingness to travel. Competencies (knowledge/skills): Good interpersonal-, leadership and communication skills, strong sense of responsibility. Demonstrate an in-depth knowledge of nursing and public service legislation, regulators and Departmental Policies. Knowledge of Human resource and financial guidelines, policies and protocols. In depth knowledge and application of Ideal clinic and National Core Standards. Knowledge of Community Oriented Primary care. Computer literacy (MS Word, Excel and PowerPoint).
<b><u>DUTIES</u></b>	: The effective management and execution of relevant Curative Programmes within the scope of practice and to be an advocate for the patient to ensure the provision of necessary health care. The effective management and execution 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. The effective management and execution of relevant Woman's Health Services within the scope of practice and to be an advocate for the patient to ensure the provision of necessary health care. The effective management and execution of relevant HAST programmes within the scope of practice and to be an advocate for the patient to ensure the provision of necessary health care. Effective and efficient management of the PHC facility, mobiles, satellites and security.
<b><u>ENQUIRIES</u></b>	: Ms AR Louw Tel No: (022) 709-5067
<b><u>APPLICATIONS</u></b>	: Applications are submitted online via <a href="http://www.westerncape.gov.za/health-jobs">www.westerncape.gov.za/health-jobs</a> (click "online applications").
<b><u>NOTE</u></b>	: No payment of any kind is required when applying for this post. Shortlisted candidates will be subjected to a practical assessment. The pool of applications will be considered for vacancies within Saldanha Sub-district, for a period of

<p>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.</p>	
<b><u>CLOSING DATE</u></b>	: 06 March 2026, 17:00 PM
<b><u>POST 06/333</u></b>	: <b><u>OPERATIONAL MANAGER NURSING (GENERAL UNIT)</u></b> West Coast District
<b><u>SALARY</u></b>	: R549 192 per annum
<b><u>CENTRE</u></b>	: West Coast TB Complex (Infectious Diseases Hospital, Malmesbury)
<b><u>REQUIREMENTS</u></b>	: Minimum educational qualification: Basic R425 qualification (i.e. degree/diploma in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. Registration with a professional council: Registration with the SANC as Professional Nurse. Experience: A minimum of 7 years appropriate/recognizable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. Inherent requirements of the job: Valid (code B/EB) driver's licence. Ability and willingness to assist with shifts and after-hour hospital cover including weekends, public holidays, night duty relief and overtime as the need arises. Competencies (knowledge/skills): Ability to promote quality patient care through the setting, implementation and monitoring of standards and knowledge and insight of relevant legislation and policies related to nursing within the public sector. e.g. Labour relations, disciplinary codes etc. Good organisational, interpersonal, leadership, decision-making, and conflict resolution skills. Basic computer literacy –MS Word, MS Excel, Outlook (proof must be attached). Knowledge of health applications i.e. CLINICOM, SINJANI.
<b><u>DUTIES</u></b>	: Ensure quality nursing care throughout the hospital through participation in the analysis, formulation and implementation of nursing guidelines, practices, standards and procedures. Participate in training, research and information management. Implement and oversee effective processes and practices regarding quality assurance programmes, initiatives, nursing guidelines, standards and procedures, adhere to National and Provincial policies and Core Standards (Ideal Hospital Framework, OHS). Efficient and effective Management and monitoring of financial, human and physical resources. Provision of effective support and standby duty for Nursing Management. Ensure sound Labour Relations.
<b><u>ENQUIRIES</u></b>	: Ms N Liebenberg Tel No: (021) 815-8340
<b><u>APPLICATIONS</u></b>	: Applications are submitted online via <a href="http://www.westerncape.gov.za/health-jobs">www.westerncape.gov.za/health-jobs</a> (click "online applications").
<b><u>NOTE</u></b>	: No payment of any kind is required when applying for this post. Shortlisted candidates will be subjected to a practical assessment. The pool of applications will be considered for vacancies within West Coast TB Complex, 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.
<b><u>CLOSING DATE</u></b>	: 06 March 2026, 17:00 PM
<b><u>POST 06/334</u></b>	: <b><u>PROFESSIONAL NURSE GRADE 1 TO 2 (SPECIALTY NURSING: OPHTHALMOLOGY OPD)</u></b>
<b><u>SALARY</u></b>	: Grade 1: R476 367 per annum
<b><u>CENTRE</u></b>	: Tygerberg Hospital, Parow Valley
<b><u>REQUIREMENTS</u></b>	: Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council as a Professional Nurse. A post-basic nursing qualification, with duration of at least 1 year accredited with the SANC in Medical and Surgical Nursing Science: Ophthalmological Nursing. Registration with a professional council: Registration with the SANC as Professional Nurse. Experience: <b>Grade 1:</b> A Minimum of 4 years appropriate/recognisable nursing experience after registration with the SANC as a Professional Nurse in General Nursing. <b>Grade 2:</b> A minimum of 14 years appropriate/ recognisable nursing experience after registration with the SANC as a Professional Nurse in General Nursing. At least 10 years of the period referred to above must be appropriate/recognizable experience after obtaining the one-year post-basic qualification year in Medical & Surgical Nursing

Science: Ophthalmological Nursing. Inherent requirements of the job: Will be required to work shifts, weekends and public holidays. Competencies (knowledge/skills): Basic computer literacy. Good written and verbal communication skills. Knowledge of relevant legislation and policy related to the nursing speciality. Strong leadership and interpersonal skills. Good organisational skills and the ability to function under pressure.

<b><u>DUTIES</u></b>	: Ensure quality patient care regarding the identification of nursing care needs, the planning and implementation of nursing care plans and the education of the nursing personnel as a Professional Nurse in the specific speciality clinical area. Render and supervise specialised clinical nursing care and support clinical staff with procedures within the specific clinical speciality unit. Utilize human, material and physical resources and development of self and others. Display core values of the Department of Health and Wellness (WCG) on the execution of duties while practicing within the legislation, regulations and protocols applicable to the public service.
<b><u>ENQUIRIES</u></b>	: Ms V Dubase Tel No: (021) 938-4000
<b><u>APPLICATIONS</u></b>	: Applications are submitted online via <a href="http://www.westerncape.gov.za/health-jobs">www.westerncape.gov.za/health-jobs</a> (click "online applications").
<b><u>NOTE</u></b>	: No payment of any kind is required when applying for this post. Candidates who are not in possession of stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable to candidates who apply for the first time for registration in the post-basic qualification in Medical & Surgical Nursing Science: Ophthalmological Nursing.
<b><u>CLOSING DATE</u></b>	: 06 March 2026, 17:00 PM
<b><u>POST 06/335</u></b>	: <b><u>PROFESSIONAL NURSE GRADE 1 TO 2 (SPECIALTY: ICU AND NEONATAL HIGH CARE UNIT) (X7 POSTS)</u></b>
<b><u>SALARY</u></b>	: Grade 1: R476 367 per annum Grade 2: R583 989 per annum
<b><u>CENTRE REQUIREMENTS</u></b>	: Red Cross War Memorial Children's Hospital, Rondebosch Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. A post-basic nursing qualification with a duration of at least 1 year accredited with the SANC in Medical and Surgical Nursing Science: Critical Care Nursing: Child or Medical and Surgical Nursing Science: Critical Care Nursing: General or Child Nursing Science. Registration with a professional council: Registration with SANC as Professional Nurse. Experience: <b>Grade 1:</b> A minimum of 4 years' appropriate/recognisable experience in Nursing after registration as a Professional Nurse with SANC in General Nursing. <b>Grade 2:</b> A minimum of 14 years' appropriate/recognizable experience in nursing after registration as Professional Nurse with SANC in General Nursing. At least 10 years of the period referred to above must be appropriate/recognisable experience in the specific speciality after obtaining the 1-year post-basic qualification in Medical and Surgical Nursing Science: Critical Care Nursing: Child or Medical and Surgical Nursing Science: Critical Care Nursing: General or Child Nursing Science. Inherent requirement of the job: Willingness to work shifts, public holidays, after-hours, night duty and weekend cover for nursing. Deputising for the Operational Manager: Nursing. Competencies (knowledge/skills): Demonstrate an in-depth understanding of nursing legislation and related legal and ethical nursing practices and how these impacts on service delivery. Ensure that clinical nursing practice rendered by the nursing team and promote quality of nursing care as directed by the professional scope of practice and standards. Effective interpersonal, leadership, organisational, decision making and conflict resolution skills. Demonstrate a good understanding of People Management (Human Resources) and financial policies and practices. Computer literacy (i.e. MS Word, Excel, PowerPoint and Outlook). Knowledge of FBU functions and management (ability to work collaboratively within FBUs). Provide comprehensive specialized nursing care provided within a professional/ legal framework. Participate with the multi-disciplinary team to provide holistic health care, provide good documentation, care, planning and health education. To support and participate in clinical practice development
<b><u>DUTIES</u></b>	: Provide comprehensive specialized nursing care provided within a professional/ legal framework. Participate with the multi-disciplinary team to provide holistic health care, provide good documentation, care, planning and health education. To support and participate in clinical practice development

<b><u>ENQUIRIES</u></b>	initiatives, educational activities, and research. Effective utilization of human and financial resources. Provide support services to supervisor and Nursing division.
<b><u>APPLICATIONS</u></b>	:           Ms M Franken Tel No: (021) 658-5187           Applications are submitted online via <a href="http://www.westerncape.gov.za/health-jobs">www.westerncape.gov.za/health-jobs</a> (click "online applications").
<b><u>NOTE</u></b>	:           No payment of any kind is required when applying for this post. Candidates who are not in possession of the required qualification will be appointed into the general stream, and they will be required to obtain the necessary qualification within a predetermined period. Candidates who are not in possession of the stipulated registration requirements may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable to candidates who apply for the first time for registration in the post-basic qualification in Medical and Surgical Nursing Science: Critical Care Nursing: Child or Medical and Surgical Nursing Science: Critical Care Nursing: General or Child Nursing Science
<b><u>CLOSING DATE</u></b>	:           06 March 2026, 17:00 PM
<b><u>POST 06/336</u></b>	: <b><u>PROFESSIONAL NURSE GRADE 1 TO 2 (SPECIALTY: ONCOLOGY) (X2 POSTS)</u></b>
<b><u>SALARY</u></b>	:           Grade 1: R476 367 per annum Grade 2: R583 989 per annum
<b><u>CENTRE REQUIREMENTS</u></b>	:           Red Cross War Memorial Children's Hospital, Rondebosch Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. A post-basic nursing qualification with a duration of at least 1 year, accredited with the SANC in Medical and Surgical Nursing Science: Oncology. Registration with a professional council: Registration with SANC as a Professional Nurse. Experience: <b>Grade 1:</b> A minimum of 4 years' appropriate/recognizable experience in Nursing after registration as a Professional Nurse with SANC in General Nursing. <b>Grade 2:</b> A minimum of 14 years' appropriate/recognizable experience in nursing after registration as Professional Nurse with 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 in Oncology Nursing Science. Inherent requirement of the job: Willingness to work shifts, public holidays, after-hours, night duty, and weekend cover for nursing. Deputising for the Operational Manager: Nursing. Competencies (knowledge/skills): Demonstrate an in-depth understanding of nursing legislation and related legal and ethical nursing practices and how this impact on service delivery. Ensure that clinical nursing practice rendered by the nursing team and promote quality of nursing care as directed by the professional scope of practice and standards. Effective interpersonal, leadership, organisational, decision-making and conflict resolution skills. Demonstrate a good understanding of People Management (Human Resources) and financial policies and practices. Computer literacy (i.e. MS Word, Excel, PowerPoint and Outlook). Knowledge of FBU functions and management (ability to work collaboratively within FBUs).
<b><u>DUTIES</u></b>	:           Provide comprehensive specialized nursing care provided within a professional / legal framework. Participate with the multi-disciplinary team to provide holistic health care, provide good documentation, care, planning and health education. To support and participate in clinical practice development initiatives, educational activities, and research. Effective utilization of human and financial resources. Provide support services to Supervisor and Nursing division.
<b><u>ENQUIRIES</u></b>	:           Ms M Franken Tel No: (021) 658-5187           Applications are submitted online via <a href="http://www.westerncape.gov.za/health-jobs">www.westerncape.gov.za/health-jobs</a> (click "online applications").
<b><u>NOTE</u></b>	:           No payment of any kind is required when applying for this post. Candidates who are not in possession of the required qualification will be appointed into the general stream, and they will be required to obtain the necessary qualification within a predetermined period of time. Candidates who are not in possession of the stipulated registration requirements, may also apply. Such

<p>candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable to candidates who apply for the first time for registration in the post-basic qualification in: Medical and Surgical Nursing Science: Oncology.</p>	
<b><u>CLOSING DATE</u></b>	: 06 March 2026, 17:00 PM
<b><u>POST 06/337</u></b>	: <b><u>PROFESSIONAL NURSE GRADE 1 TO 2 (SPECIALTY: TRAUMA AND EMERGENCIES)</u></b> Chief Directorate: Metro Health Services
<b><u>SALARY</u></b>	: Grade 1: R476 367 per annum Grade 2: R583 989 per annum
<b><u>CENTRE REQUIREMENTS</u></b>	: Mitchells Plain District Hospital
	: Minimum educational qualification: Basic R425 qualification (i.e. diploma / degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse and Midwife/ Accoucher. Post basic nursing qualification with a duration of at least one year accredited with the SANC in Medical and Surgical Nursing Science: Critical Care Nursing: Trauma and Emergency or Critical Care Nursing: General. Registration with a professional council: Registration with SANC as a Professional Nurse and Midwife/Accoucher. Experience: <b>Grade 1:</b> A minimum of 4 years of appropriate / recognizable experience in nursing after registration as Professional nurse with the SANC in General Nursing. <b>Grade 2:</b> A minimum of 14 years of appropriate / recognizable experience in nursing after registration as Professional nurse with the SANC in general nursing. At least 10 years of the above periods must be appropriate / recognizable experience in the specialty after obtaining the 1 year post basic qualification in Medical and Surgical Nursing: Critical Care: Trauma and Emergency or Critical Care Nursing: General. Inherent requirements of the job: Willingness to work shifts, day and night duty, weekends and public holidays to meet the operational requirements. Ability to work under pressure and in a multi-disciplinary team context. Competencies (knowledge/skills): Ability to function/ make decisions independently and as part of a multi-disciplinary team. Good communication, interpersonal, leadership and conflict resolution skills. Knowledge of major incident disaster plan. Computer skills (MS Office).
<b><u>DUTIES</u></b>	: Provide safe and comprehensive care delivered to patients in trauma and emergency unit. Provision of optimal, holistic specialized care with set standards within professional/legal framework. Ensure adherence to the principles of IPC practices in the trauma and emergency unit. Ensure accurate record keeping for statistical and legal purposes. Support and supervise students and subordinates in trauma and emergency. Effective utilization of human, material and physical resources.
<b><u>ENQUIRIES</u></b>	: Mr R Geswindt Tel No: (021) 377- 4410
<b><u>APPLICATIONS</u></b>	: Applications are submitted online via <a href="http://www.westerncape.gov.za/health-jobs">www.westerncape.gov.za/health-jobs</a> (click "online applications").
<b><u>NOTE</u></b>	: No payment of any kind is required when applying for this post. Candidates who are not in possession of the stipulated registration requirements may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable to candidates who apply for the first time for registration in the post-basic qualification in Medical and Surgical Nursing: Critical Care: Trauma and Emergency or Critical Care Nursing: General. The pool of applicants will be considered for vacancies within the Department of Health and Wellness, 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.
<b><u>CLOSING DATE</u></b>	: 06 March 2026, 17:00 PM

<u>POST 06/338</u>	:	<b><u>ASSISTANT DIRECTOR: INFORMATION MANAGEMENT (SYSTEM MANAGER: BILLING &amp; MATERIALS)</u></b> HIS Application Support Centre Directorate: Health Information Technology
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R468 459 per annum Head Office, Cape Town Minimum educational qualification: An appropriate 3-year National Diploma or Degree IT or Finance. Experience: Appropriate experience of patient administrative and billing procedures. Advanced experience working experience on patient admin and billing systems. Appropriate working experience and knowledge of the AR Billing system would be advantageous. Appropriate experience in training and supporting system users. Appropriate knowledge/experience of Hospital Fees and patient administration policies will be advantageous. Appropriate experience of materials management and asset management. Inherent requirements of the job: Valid driver's license. Willingness to travel within WCGHW health institutions. Willingness to work overtime. Competencies (knowledge/skills): Good communication and interpersonal skills. Ability to provide user training and support. Accurate data capturing skills. Advanced computer literacy, including MS Office. Knowledge of Accounts Receivable System, Clinicom, Materials Management. Understanding of Business Process Re-engineering. In-depth understanding of system maintenance and enhancement process flow. Understanding and developing quality control processes. Proven ability to manage a team.
<b><u>DUTIES</u></b>	:	Manage and control the Billing System at all hospitals in the Western Cape. Maintain and update master files, documentation, access control and print management. Manage and ensure update of annual or ad-hoc tariff increase. Liaise with HIS management, hospital IT, and other stakeholders. Provide end-user support and resolve system problems. Update and maintain user manuals and system procedures. Develop quality control scripts for system changes and manage test process with formal outcome reporting. Develop system release notices for system changes and ensure user awareness. Identify training needs and provide training to users and core trainers. Assist with data quality assurance. Manage compliance of system release logs and exception reports. Drive business process re-engineering in core systems across hospitals. Support development and administration of new modules. Manage team of System Controllers. Collaborate with the Finance teams to ensure compliance of system to hospital fee and patient admin policy and manage new enhancement requests to deployment where accepted. Provide ad hoc support to the Deputy Director: eHealth Systems.
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	Mr J Maharaj Tel No: (021) 938-6513 Applications are submitted online via <a href="http://www.westerncape.gov.za/health-jobs">www.westerncape.gov.za/health-jobs</a> (click "online applications").
<b><u>NOTE CLOSING DATE</u></b>	:	No payment of any kind is required when applying for this post. 06 March 2026, 17:00 PM
<u>POST 06/339</u>	:	<b><u>ASSISTANT DIRECTOR: HEALTH SUPPORT (INFORMATION MANAGEMENT AND MONITORING AND EVALUATION)</u></b> Chief Directorate: Emergency and Clinical Services Support
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R468 459 per annum Service Priorities Co-ordination Minimum educational qualification: Appropriate relevant 3-year National Diploma/ Degree or equivalent qualification. Experience: Appropriate experience in public health data systems. Appropriate experience in training and change management. Inherent requirements of the job: Valid Driver's licence. Willingness to travel to the districts and national office (DOH). Willingness to work overtime when required. Competencies (knowledge/skills): Excellent knowledge of common Electronic Health Systems in use at CCT, MHS and RHS (including SPV). Advanced Microsoft office (Excel, PowerPoint and Word) skills. Ability to interpret, analyse and present health information. Good numerical, communication, analytical thinking skills and interpersonal skills.
<b><u>DUTIES</u></b>	:	Monitoring and Evaluation. Information Management and M&E Strategic support. Implementation support on priority programmes and conditional grant indicators. Project management and planning. Information Management policy alignment and systems integration.

<b><u>ENQUIRIES</u></b>	:	Dr H Goeiman Tel No: (021) 815-8741
<b><u>APPLICATIONS</u></b>	:	Applications are submitted online via <a href="http://www.westerncape.gov.za/health-jobs">www.westerncape.gov.za/health-jobs</a> (click "online applications").
<b><u>NOTE</u></b>	:	No payment of any kind is required when applying for this post. All shortlisted candidates shall undertake two pre-entry assessments. One will be a practical exercise to determine the candidate's suitability based on the post's technical and generic requirements, and the other will be an integrity (ethical conduct) assessment. Candidates may undergo a Competency Based Assessment. The pool of applicants may be considered for other vacant Assistant Director: Health Support posts within the Chief Director Emergency & Clinical Services Support, for a period of three 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. Candidates will be subjected to a written/practical and oral assessment.
<b><u>CLOSING DATE</u></b>	:	06 March 2026, 17:00 PM
<b><u>POST 06/340</u></b>	:	<b><u>ADMINISTRATIVE MANAGER (CORPORATE SERVICES)</u></b> West Coast District
<b><u>SALARY</u></b>	:	R468 459 per annum
<b><u>CENTRE</u></b>	:	Citrusdal Hospital, Cederberg Sub-district
<b><u>REQUIREMENTS</u></b>	:	Minimum educational qualification: Appropriate 3-year national diploma or degree. Experience: Appropriate experience and knowledge of the management of support services with reference to people management, finance and supply chain management and facility management and supervision. Inherent requirement of the job: Valid (code B/EB/C1) driver's licence. Willingness to work extra hours and be on standby. Competencies (knowledge/skills): Advanced computer literacy (MS Word, Excel). Good written and communication skills. Strong leadership, managerial, organisational, strategic, operational and contingency planning skills. Independent decision-making, problem-solving and interpersonal skills.
<b><u>DUTIES</u></b>	:	Efficient and effective strategic planning of the corporate services in the Cederberg Sub-district (Citrusdal Hospital, Clanwilliam Hospital with support to PHC Services). Management of personnel administration, human resource development & training, disciplinary procedures, labour relations, recruitment and selection processes and staff performance assessment. Finance and supply chain management. Management of hospital fees, admissions and medical records. Effectively manages all facility-based support services and oversees maintenance requirements. Support to Medical Manager and management team.
<b><u>ENQUIRIES</u></b>	:	Mr R Van Staden Tel No: (022) 487-9339
<b><u>APPLICATIONS</u></b>	:	Applications are submitted online via <a href="http://www.westerncape.gov.za/health-jobs">www.westerncape.gov.za/health-jobs</a> (click "online applications").
<b><u>NOTE</u></b>	:	No payment of any kind is required when applying for this post.
<b><u>CLOSING DATE</u></b>	:	06 March 2026, 17:00 PM
<b><u>POST 06/341</u></b>	:	<b><u>ASSISTANT DIRECTOR: HEALTH SUPPORT (CLINICAL POLICY &amp; GOVERNANCE UNIT)</u></b> Chief Directorate: Emergency and Clinical Services Support
<b><u>SALARY</u></b>	:	R468 459 per annum
<b><u>CENTRE</u></b>	:	Service Priorities Coordination, Clinical Policy and Governance
<b><u>REQUIREMENTS</u></b>	:	Minimum educational qualification: Appropriate 3-year National Diploma/ Degree registrable with a South African Health Professional Body. Experience: Appropriate experience in public health management/programme development. Appropriate experience in community or primary health care services and management thereof. Inherent requirements of the job: Valid drivers' licence. Willingness to travel to the districts and national offices. Competencies (knowledge/skills): Computer literacy. Project management skills. Analytical and problem-solving skills. Knowledge and application of regulations, policies, procedures and indicators relevant to health programmes. Understanding of the District Health System. Good written and communication skills.
<b><u>DUTIES</u></b>	:	Manage and coordinate priority public health programmes and interventions. Develop and adapt policies, guidelines, and tools for planning, implementing and monitoring of a provincial public health programmes / intervention. Support and oversee the implementation of public health programme policy and

	strategies at the provincial level. Assess and evaluate public health programs as required, focusing on implementation status, service quality, program outcomes, and disease burden implications. Produce quarterly reports and annual reviews of health programmes. Participate as key member of the Service Priorities Coordination team and or Project teams to give effect to health system responses as required.
<b><u>ENQUIRIES</u></b>	Ms B Parker Tel No: (021) 815-8829
<b><u>APPLICATIONS</u></b>	Applications are submitted online via <a href="http://www.westerncape.gov.za/health-jobs">www.westerncape.gov.za/health-jobs</a> (click “online applications”).
<b><u>NOTE</u></b>	No payment of any kind is required when applying for this post. All shortlisted candidates shall undertake two pre-entry assessments. One will be a practical exercise to determine the candidate's suitability based on the post's technical and generic requirements, and the other will be an integrity (ethical conduct) assessment. Candidates may undergo a Competency Based Assessment. The pool of applicants may be considered for other vacant Assistant Director: Health Support posts within the Chief Director Emergency & Clinical Services Support, for a period of three 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. Candidates will be subjected to a written/practical and oral assessment.
<b><u>CLOSING DATE</u></b>	06 March 2026, 17:00 PM
<b><u>POST 06/342</u></b>	<b><u>EMS STATION MANAGER GRADE 3 TO 6</u></b> Chief Directorate: Emergency and Clinical Services Support
<b><u>SALARY</u></b>	Grade 3: R397 308 per annum Grade 4: R480 108 per annum Grade 5: R562 119 per annum Grade 6: R624 288 per annum
<b><u>CENTRE REQUIREMENTS</u></b>	Emergency Medical Services, Overberg (Hermanus) Minimum educational qualification: <b>Grade 3</b> : Successful completion of the Immediate Life Support (ILS) that allows registration with the HPCSA as Ambulance Emergency Assistant (AEA). <b>Grade 4</b> : Successful completion of the Emergency Care Technician Course (ECT) that allows registration with the HPCSA as Emergency Care Technician (ECT). <b>Grade 5</b> : Successful completion of the Critical Care Assistant course (CCA) or National Diploma that allows registration with the HPCSA as a Paramedic. <b>Grade 6</b> : Successful completion of the B-Tech Degree that allows registration with the HPCSA as an Emergency Care Practitioner (ECP). Registration with a professional council: <b>Grade 3</b> : Registration with the Health Professions Council of South Africa as an AEA. <b>Grade 4</b> : Registration with the Health Professions Council of South Africa as an ECT. <b>Grade 5</b> : Registration with the Health Professions Council of South Africa as a Paramedic. <b>Grade 6</b> : Registration with the Health Professions Council of South Africa as an ECP. Experience: <b>Grade 3</b> : Minimum of 3 years' experience after registration with the Health Professions Council of South Africa as Ambulance Emergency Assistant (AEA). <b>Grade 4</b> : Minimum of 3 years' experience after registration with the Health Professions Council of South Africa as Emergency Care Technician (ECT). <b>Grade 5</b> : Minimum of 3 years' experience after registration with the Health Professions Council of South Africa as a Paramedic (CCA or N.DIP). Grade 6: Minimum of 3 years' experience after registration with the Health Professions Council of South Africa as Emergency Care Practitioner (ECP). Inherent requirements of the job: Current registration as an AEA, ECT, Paramedic or ECP. Valid Code 10 Professional driver's permit. Physical and mental fitness as an Emergency Services practitioner. Valid code C1 driver's license. Exposure to the managerial or supervisory line function. Competencies (knowledge/skills): Good communication and interpersonal skills. Excellent knowledge of all levels of Emergency Care protocols. Computer literacy in the MS Office package. Report writing skills.
<b><u>DUTIES</u></b>	Manage pre-hospital Emergency Care Services within the geographic area and respond to incidents when required. Ensure that the maintenance of Emergency vehicles and equipment are managed effectively and efficiently. Maintain responsibility for the audit compliance with regards to Supply Chain Management and Human Resource matters, inclusive of the Station's budget allocation and facilitation of account payments for goods and services. Effectively manage and supervise staff. Ensure effective communication with regards to meetings, workshops, debriefs, compiling stats and report writing.

<b><u>ENQUIRIES</u></b>	Effective support to District Manager and colleagues and act in management capacity when required.
<b><u>APPLICATIONS</u></b>	Ms Y Avontuur (District Manager) Tel No: (028) 212-9111 Applications are submitted online via <a href="http://www.westerncape.gov.za/health-jobs">www.westerncape.gov.za/health-jobs</a> (click "online applications").
<b><u>NOTE</u></b>	No payment of any kind is required when applying for this post. Candidates are subjects to a practical. Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable on health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status). 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."
<b><u>CLOSING DATE</u></b>	06 March 2026, 17:00 PM
<b><u>POST 06/343</u></b>	<b><u>OCCUPATIONAL THERAPIST GRADE 1 TO 3</u></b> Chief Directorate: Metro Health Services
<b><u>SALARY</u></b>	Grade 1: R397 233 per annum Grade 2: R463 941 per annum Grade 3: R543 099 per annum
<b><u>CENTRE REQUIREMENTS</u></b>	Northern Tygerberg Sub-structure Office Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as an Occupational Therapist. Registration with a professional council: Registration with the Health Professions Council of South Africa (HPCSA) as an Occupational Therapist. Experience: <b>Grade 1:</b> None after registration with the HPCSA as an Occupational Therapist in respect of RSA qualified employees. 1-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. <b>Grade 2:</b> A minimum of 10 years' relevant experience after registration with the HPCSA as an Occupational Therapist in respect of SA qualified employees. A Minimum of 11 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. <b>Grade 3:</b> A minimum of 20 years' relevant experience after registration with the HPCSA as an Occupational Therapist in respect of SA qualified employees. 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. Willingness to rotate within the Sub-Structure and perform relief duties. Competencies (knowledge/skills): Ability to work accurately under pressure and maintain a high standard of professionalism. Ability to work independently and in a multi-disciplinary team with excellent interpersonal skills and communication skills. Innovative and analytical thinking and the ability to initiate, coordinate, manage and sustain programs. Knowledge of Community Orientated Primary Care, sound knowledge of relevant national, provincial legislation and Health Care 2030. Computer literate in MS Office (Excel, Word and PowerPoint) and MS Outlook.
<b><u>DUTIES</u></b>	Delivery of optimal outcomes-based interventions to patients in the community according to occupational therapy principles and protocols. Mobility and assistive device services rendered in the community, to be involved in research projects at the institution. Facilitation of training for health personnel, clients, their families, volunteers and inter-departmental personnel, liaise and collaborate with stakeholders. Perform administrative tasks relating to department and skills development and training for Occupational Therapist.
<b><u>ENQUIRIES</u></b>	Ms N Kassen Tel No: (021) 815-8798
<b><u>APPLICATIONS</u></b>	Applications are submitted online via <a href="http://www.westerncape.gov.za/health-jobs">www.westerncape.gov.za/health-jobs</a> (click "online applications").

<b><u>NOTE</u></b>	: No payment of any kind is required when applying for this post. Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview." This concession is only applicable on health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for a change in registration status)". The pool of applicants will be considered for 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. Candidates will be subjected to a practical/oral assessment.
<b><u>CLOSING DATE</u></b>	: 06 March 2026, 17:00 PM
<b><u>POST 06/344</u></b>	: <b><u>MEDICAL ORTHOTIST &amp; PROSTHETIST GRADE 1 TO 3 (TECHNICAL SERVICES)</u></b> Chief Directorate: Metro Health Services
<b><u>SALARY</u></b>	: Grade 1: R397 233 per annum Grade 2: R463 941 per annum Grade 3: R543 099 per annum
<b><u>CENTRE</u></b>	: Western Cape Rehabilitation Centre (Orthotic and Prosthetic Centre, Pinelands)
<b><u>REQUIREMENTS</u></b>	: Minimum educational qualification: Appropriate qualification that allows registration with HPCSA as a Medical Orthotist and Prosthetist. Registration with a professional council: Registration with the HPCSA as a Medical Orthotist and Prosthetist. Experience: <b>Grade 1:</b> None after registration with the HPCSA as a Medical Orthotist and Prosthetist. One-year relevant experience after registration with the HPCSA as a Medical Orthotist and Prosthetist in respect of foreign qualified employees, of whom is not required to perform Community Service, as required in South Africa. <b>Grade 2:</b> Minimum of 10 years relevant experience after registration with the HPCSA as a Medical Orthotist and Prosthetist in respect of RSA qualified employees. Minimum of 11-year relevant experience after registration with the HPCSA as a Medical Orthotist and Prosthetist in respect of foreign qualified employees, of whom is not required to perform Community Service, as required in South Africa. <b>Grade 3:</b> Minimum of 20 years relevant experience after registration with the HPCSA as a Medical Orthotist and Prosthetist in respect of RSA qualified employees. Minimum of 21-year relevant experience after registration with the HPCSA as a Medical Orthotist and Prosthetist in respect of foreign qualified employees, of whom is not required to perform Community Service, as required in South Africa. Inherent requirements of the job: Valid (Code B/EB) driver's licence. Competencies (knowledge/skills): Technical Skills: Proficiency in designing and fabricating orthotic and prosthetic devices. Anatomical Knowledge: Understanding of human anatomy and biomechanics. Interpersonal Skills: Ability to communicate effectively with patients and healthcare professionals. Problem-Solving: Skill in diagnosing issues with devices and making necessary adjustments. Manual Dexterity: Precision and skill in handling tools and materials for creating custom devices. Computer literacy skills with competency in MS Office package (MS word, PowerPoint etc.)
<b><u>DUTIES</u></b>	: Patient Assessment: Evaluate patients' needs by examining medical histories, physical conditions, and understanding their requirements for orthotic or prosthetic devices. Design and Fabrication: Design and create custom orthotic and prosthetic devices, ensuring they meet the specific needs and measurements of each patient. Fitting and Adjustment: Fit and adjust the devices to ensure proper function, comfort, and alignment. This involves multiple fittings and modifications. Patient Education: Educate patients on the use, care, and maintenance of their orthotic or prosthetic devices. Follow-Up Care: Provide ongoing support and adjustments to devices as necessary, ensuring optimal long-term use and patient satisfaction. Collaboration: Work with other healthcare professionals, such as doctors and physical therapists, to develop comprehensive treatment plans for patients. Provide and supervise the training of students MOPs and In-service trainees. Comprehensive clinical governance and Clinical Practice review, including the implementation of clinical protocols, guidelines, and SOPs. Participate in MOP Centre meetings

	and perform duties delegated by the CMOP including acting position as CMOP. Maintenance, Admin and Development: Machinery, tools and equipment in good working condition. Correct material and Stats.
<b><u>ENQUIRIES</u></b>	
<b><u>APPLICATIONS</u></b>	: Ms M Brink Tel No: (021) 531-5300
<b><u>NOTE</u></b>	: Applications are submitted online via <a href="http://www.westerncape.gov.za/health-jobs">www.westerncape.gov.za/health-jobs</a> (click "online applications").
<b><u>CLOSING DATE</u></b>	: No payment of any kind is required when applying for this post. Short-listed candidates will be subjected to a written/practical and oral assessment. Candidates who are not in possession of the stipulated registration requirements may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable to candidates who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status)". The pool of applicants will be considered for 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.
	: 06 March 2026, 17:00 PM
<b><u>POST 06/345</u></b>	
	: <b><u>SENIOR STATE ACCOUNTANT: FINANCIAL ACCOUNTING (X2 POSTS)</u></b>
	: Directorate: Financial Accounting
<b><u>SALARY</u></b>	
<b><u>CENTRE</u></b>	
<b><u>REQUIREMENTS</u></b>	: R397 116 per annum
	: Head Office, Cape Town
	: Minimum educational qualification: An appropriate three-year National Diploma/Degree in Accounting/Auditing. Experience: Appropriate experience in an accounting environment and preparation of financial statements. Appropriate Knowledge of BAS, LOGIS and support systems will be an added advantage. Inherent requirements of the job: A valid code B/EB driver's licence and willingness to travel. Competencies (knowledge/skills): Extensive knowledge of the compilation of Financial Statements. Advanced computer literacy in Microsoft Office applications (Excel spread sheets, report writing and drafting of Word documents, MS PowerPoint presentations), Analytical and presentation skills. Knowledge of accounting principles and Accrual Accounting. Knowledge of Modified Cash Standard (MCS) and/or Generally Recognised Accounting. Practice (GRAP) Standards and/or International Financial Reporting Standards (IFRS).
<b><u>DUTIES</u></b>	: Responsible for the review and consolidation of financial inputs used in the compilation of Annual and Interim Financial Statements of the Department of Health. Maintain Head Office disclosure notes Audit File. Analyse and advise on changes in the Departmental Financial Reporting Framework Guide relating to relevant disclosure notes. Analyse and advise in respect of the relevant Accounting Standards. Consolidate disclosure note inputs. Check and verify monthly Disclosure Note Reporting. Compile and develop procedures and policies in line with AFS/IFS requirements. Answering Audit enquiries. Human Resource Management and Monitoring.
<b><u>ENQUIRIES</u></b>	
<b><u>APPLICATIONS</u></b>	: Mr MN Davids Tel No: (021) 483-3176
<b><u>NOTE</u></b>	
<b><u>CLOSING DATE</u></b>	: Applications are submitted online via <a href="http://www.westerncape.gov.za/health-jobs">www.westerncape.gov.za/health-jobs</a> (click "online applications").
	: No payment of any kind is required when applying for this post.
	: 06 March 2026, 17:00 PM
<b><u>POST 06/346</u></b>	
	: <b><u>SENIOR PERSONNEL PRACTITIONER: (EMPLOYEE HEALTH &amp; WELLNESS)</u></b>
	: Chief Directorate: People Management
<b><u>SALARY</u></b>	
<b><u>CENTRE</u></b>	
<b><u>REQUIREMENTS</u></b>	: R397 116 per annum
	: Head Office, Cape Town (Employee Health and Wellness, Diversity and Disability)
	: Minimum educational qualification: Appropriate three-year National Diploma or Degree in Human Resources or Social Science or Industrial Psychology or Public Administration. Experience: Appropriate experience in Employee Health and Wellness (EHW). Inherent requirements of the job: Valid (Code B/EB) driver's licence. Willingness to travel. Competencies (knowledge/skills):

<p>Computer Proficiency (MS Office (Word, MS Excel, MS PowerPoint, email). Communication skills (written and verbal). Presentation and facilitation skills. Understanding of Employee Health and Wellness Framework for the Public Service. Research, conceptualisation, and analytical skills. Creativity, self-motivation, and assertiveness. The ability to communicate eloquently (both written and verbal). Ability to function under pressure and handle a high work volume. Ability to prioritise and organise work and to exercise self-discipline. Ability to work independently without supervision.</p>	
<b><u>DUTIES</u></b>	: Provide input into policy development and facilitate the implementation of policy as per DPSA Employee Health and Wellness Strategic Framework. Administer Contract Management and Service Level Agreement (SLA) in the Employee Health and Wellness Focus Areas. Administer and Implement projects and programmes that promote Employee Health and Wellness strategies within budgetary guidelines. Facilitate the Training Requisition applications. Provide professional advice to management on issues impacting Employee Health and Wellness (EHW) Management referrals. Provide administrative support to Provincial EHW committees.
<b><u>ENQUIRIES</u></b>	: Ms J Andrews Tel No: (021) 483-5644
<b><u>APPLICATIONS</u></b>	: Applications are submitted online via <a href="http://www.westerncape.gov.za/health-jobs">www.westerncape.gov.za/health-jobs</a> (click "online applications").
<b><u>NOTE</u></b>	: No payment of any kind will be required when applying for this post.
<b><u>CLOSING DATE</u></b>	: 06 March 2026, 17:00 PM
<b><u>POST 06/347</u></b>	: <b><u>SENIOR STATE ACCOUNTANT: (TRAINERS) (HOSPITAL FEES TRAINING)</u></b> Directorate: Management Accounting Sub-Directorate: Billing System Support, Compliance Auditing and Training
<b><u>SALARY</u></b>	: R397 116 per annum
<b><u>CENTRE</u></b>	: Head Office, Cape Town ((Based at Western Cape College of Nursing, Stikland)
<b><u>REQUIREMENTS</u></b>	: Minimum educational qualification: An appropriate 3-year National Diploma/Degree. Experience: Appropriate experience in a training environment. Appropriate working experience in a clinical environment. Appropriate Training experience in Hospital Fees. Inherent requirements of the job: A valid Code B/EB driver's licence. Willingness to travel between Health institutions. Competencies (knowledge/skills): Computer literacy skills in MS Office. Skills in Research and analytical thinking, the ability to analyse information, solve problems and to prepare complex reports. Understanding of Hospital Fees Structure, PFMA, Hospital Fees Policies and Procedures. Excellent people, technical, and conceptual skills, with the ability to confidently represent the Department in engagements with internal and external clients, as well as other departmental institutions, while demonstrating strong interpersonal relations and conflict resolution abilities. Ability to work independently and unsupervised. Ability to analyse information and work with figures.
<b><u>DUTIES</u></b>	: Administration of relevant training courses offered by the sub-directorate. Conduct training in respect of the training courses offered by the sub-directorate. Facilitate e-Learning training in respect of courses offered by the sub-directorate. Assessment of and providing feedback and support after training/E-learning sessions/courses. Develop and maintain training material.
<b><u>ENQUIRIES</u></b>	: Mr W Norval at (083) 340-5529
<b><u>APPLICATIONS</u></b>	: Applications are submitted online via <a href="http://www.westerncape.gov.za/health-jobs">www.westerncape.gov.za/health-jobs</a> (click "online applications").
<b><u>NOTE</u></b>	: No payment of any kind is required when applying for this post. Short listed candidates must be prepared to do a test as part of the evaluation process.
<b><u>CLOSING DATE</u></b>	: 06 March 2026, 17:00 PM
<b><u>POST 06/348</u></b>	: <b><u>SOCIAL WORKER GRADE 1 TO 4 (X2 POSTS)</u></b>
<b><u>SALARY</u></b>	: Grade 1: R325 200 per annum Grade 2: R397 119 per annum Grade 3: R477 564 per annum Grade 4: R585 441 per annum
<b><u>CENTRE</u></b>	: Groote Schuur Hospital, Observatory
<b><u>REQUIREMENTS</u></b>	: Minimum educational qualification: Appropriate qualification as a Social Worker that allows for registration with the South African Council for Social Service Professionals (SACSSP). Registration with a professional council: Registration

with SACSSP as a Social Worker. Experience: **Grade 1**: None after registration. **Grade 2**: A minimum of 10 years appropriate experience in social work after registration as a Social Worker with the SACSSP. **Grade 3**: A minimum of 20 years appropriate experience in social work after registration as a Social Worker with the SACSSP. **Grade 4**: A minimum of 30 years appropriate experience in social work after registration as a Social worker with the SACSSP. Competencies (knowledge/skills): Computer literacy (Word, Excel and Power Point). Ability to render a clinical social work practise as a member of a multi-disciplinary team in a Specialist Acute Health Care setting. Sound knowledge and skills in neonatology, assessment skills, family and individual counselling skills. Knowledge of statutory processes with regards the Child Care Act. Good communication (verbal and written).

<b><u>DUTIES</u></b>	:	Provide social work services to in-patients and their families. Provide specialist knowledge and skills to services in neonatology. Provide psychosocial assessments, counselling to individuals and families, appropriate referrals to step down facilities, future care plans for patients, maintain all administration functions on work undertaken. Undertake telephonic patient follow up. Provide appropriate follow up to multidisciplinary team. Undertake training as required.
<b><u>ENQUIRIES</u></b>	:	Mr L Naidoo, email: <a href="mailto:Lionel.Naidoo@westerncape.gov.za">Lionel.Naidoo@westerncape.gov.za</a>
<b><u>APPLICATIONS</u></b>	:	Applications are submitted online via <a href="http://www.westerncape.gov.za/health-jobs">www.westerncape.gov.za/health-jobs</a> (click "online applications").
<b><u>NOTE</u></b>	:	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. 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).
<b><u>CLOSING DATE</u></b>	:	06 March 2026, 17:00 PM
<b><u>POST 06/349</u></b>	:	<b><u>ADMINISTRATIVE OFFICER: HRD (PEOPLE DEVELOPMENT)</u></b> Directorate: People Development
<b><u>SALARY</u></b>	:	R325 101 per annum
<b><u>CENTRE</u></b>	:	Head Office, Cape Town
<b><u>REQUIREMENTS</u></b>	:	Minimum educational qualification: Senior Certificate (or equivalent). Experience: Appropriate experience in a supervisory capacity. Appropriate experience in Human Resource Development & Management. Appropriate experience in report-writing and database management. Inherent requirements of the job: Valid Code (B/EB) Driver's licence and a willingness to travel throughout the province. Competencies (knowledge/skills): Ability to use all relevant computer applications independently, and with ease. Knowledge and understanding of People Management & Development legislation, including the Regulations Relating to Performance of Community Service in terms of Nursing Act (33 Of 2005) and the Health Professions Act (56 of 1974). excellent computer literacy skills. Ability to collate and prepare data for management reports. Excellent communication skills (verbal and written). Excellent interpersonal skills and ability to work under pressure.
<b><u>DUTIES</u></b>	:	Coordinate and verify the placement of the Medical Internship and Community Service Officials. Development, analysis, and maintenance of Medical Internship and Community Service allocation databases to track appointments, monitor trends, and support evidence-based management reporting. Assist with In Year Monitoring and Reporting processes to ensure compliance with Conditional Grant funding requirements. Effective general administrative support, Performance management and supervision of employees.
<b><u>ENQUIRIES</u></b>	:	Mr S Cupido Tel No: (021) 483-3843, or Email: <a href="mailto:Shane.cupido@westerncape.gov.za">Shane.cupido@westerncape.gov.za</a>
<b><u>APPLICATIONS</u></b>	:	Applications are submitted online via <a href="http://www.westerncape.gov.za/health-jobs">www.westerncape.gov.za/health-jobs</a> (click "online applications").
<b><u>NOTE</u></b>	:	No payment of any kind is required when applying for this post.
<b><u>CLOSING DATE</u></b>	:	06 March 2026, 17:00 PM

<b><u>POST 06/350</u></b>	:	<b><u>ADMINISTRATIVE OFFICER: INFORMATION MANAGEMENT</u></b> Overberg District
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R325 101 per annum Swellendam & Cape Agulhas Sub-district (Stationed at Bredasdorp) Minimum educational qualification: Senior Certificate (or equivalent). Experience: Appropriate experience in Information Management within a health provider environment. Inherent requirements of the job: Valid (Code B/EB/C1) driver's licence. Competencies (knowledge/skills): Good working knowledge and experience in Health Information System (Sinjani; PHCIS; Ideal Clinic Monitoring System & DHIS). Advanced computer literacy in MS Windows (Word and Excel, PowerPoint & Outlook). Logical thinker, with an eye for detail and ability to produce accurate and reliable outputs within a pressured and deadline driven environment.
<b><u>DUTIES</u></b>	:	Co-ordinate and participate in all health information activities and statistics in the Sub-district. Data verification and submission to district information office in prescribed format, within set time frames and according to the Information Management Policy. Conduct and assist with audits at facility level. Provide Information Management support to all health facilities within Sub-district. Supervision and staff performance management.
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	Ms G Van Der Westhuizen Tel No: (028) 514-8400 Applications are submitted online via <a href="http://www.westerncape.gov.za/health-jobs">www.westerncape.gov.za/health-jobs</a> (click "online applications").
<b><u>NOTE</u></b>	:	No payment of any kind is required when applying for this post. Shortlisted candidates may be subjected to a practical test.
<b><u>CLOSING DATE</u></b>	:	06 March 2026, 17:00 PM
<b><u>POST 06/351</u></b>	:	<b><u>ADMINISTRATIVE OFFICER: PEOPLE DEVELOPMENT (EPWP &amp; HRD)</u></b> Garden Route District
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R325 101 per annum Garden Route District Office, George Minimum educational qualification: Senior Certificate (Grade 12) or equivalent qualification. Experience: Appropriate experience in people development (HRD). Inherent requirements of the job: Valid (Code B/EB) driver's licence and willingness to travel. Competencies (knowledge/skills): Good interpersonal relations and communication skills (verbal and written). Ability to analyse and interpret reports and data. Excellent planning and organisational skills. Computer literacy (MS Word, Excel and PowerPoint).
<b><u>DUTIES</u></b>	:	Effective and efficient coordination of skills development and related programmes pertaining to the Expanded Public Works Programme (EPWP). Effective planning, implementation and monitoring of expenditure and reporting of skills development and related programmes pertaining to Expanded Public Works Programme (EPWP). Effective coordination of planned training interventions linked WSP. Assist with Training Needs Analysis. Compiling of Quarterly Monitoring Reports and Workplace Skills Plan. Maintain database and electronic systems.
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	Mr R Joubert Tel No: (044) 803-2706 Applications are submitted online via <a href="http://www.westerncape.gov.za/health-jobs">www.westerncape.gov.za/health-jobs</a> (click "online applications").
<b><u>NOTE</u></b>	:	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.
<b><u>CLOSING DATE</u></b>	:	06 March 2026, 17:00 PM
<b><u>POST 06/352</u></b>	:	<b><u>ADMINISTRATIVE OFFICER: HUMAN RESOURCE MANAGEMENT (RECRUITMENT AND SELECTION)</u></b>
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R325 101 per annum Groote Schuur Hospital, Observatory Minimum educational qualification: Senior Certificate (or equivalent). Experience: Appropriate experience in Human Resource Management: Recruitment and Selection. Competencies (knowledge/skills): Confident and

<p>capable in using Microsoft office package. Strong attention to detail and able to apply reasoning and propose solutions. Ability to assess urgency, manage competing deadlines, and stay organised under pressure. Excellent verbal and written communication. Extensive knowledge of HR Policies, procedures, practises relevant to Recruitment and Selection. Ability to work in a team.</p>	
<b><u>DUTIES</u></b>	: Do verification checks and salary determination. Compile, maintain and update databases and provide stats. Supervise and develop subordinates. Render a recruitment and selection function. Assist with grievances/disputes linked to recruitment and selection.
<b><u>ENQUIRIES</u></b>	: Ms B Alexander Tel No: (021) 404-2271
<b><u>APPLICATIONS</u></b>	: Applications are submitted online via <a href="http://www.westerncape.gov.za/health-jobs">www.westerncape.gov.za/health-jobs</a> (click "online applications").
<b><u>NOTE</u></b>	: 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. No payment of any kind is required when applying for this post. Shortlisted candidates may be subjected to a competency assessment.
<b><u>CLOSING DATE</u></b>	: 06 March 2026, 17:00 PM
<b><u>POST 06/353</u></b>	<p><b>SENIOR FORENSIC OFFICER</b>            Chief Directorate: Emergency and Clinical Services Support</p>
<b><u>SALARY</u></b>	: R325 101 per annum
<b><u>CENTRE</u></b>	: Oudtshoorn Forensic Pathology Laboratory
<b><u>REQUIREMENTS</u></b>	: Minimum educational qualification: Senior Certificate (or Equivalent). Experience: Appropriate Forensic (Medio-legal) experience as a Forensic Pathology Officer. Appropriate experience in supporting the Manager with Corporate Governance functions. Inherent requirements of the job: A Valid (Code B/EB) driver's license. Must be competent in Forensic investigation and evisceration. Knowledge of Finance and Supply Chain in the FPL setting and ability to support revenue and expenditure management processes. Analytical skills to monitor utilization of consumables and project needs for demand management and procurement planning. Will be required to assist in the planning/ training of Major incident exercises as well as involvement in Major incidents. Will be required to work office duties, standby duties and overtime duties. Ability to be trained in 4 x 4 vehicle handling and photography skills. Ability to lift and work with corpses (mutilated, decomposed, infectious viruses, etc.). Will be required to wear a uniform. Knowledge of Fleet, Assets and Stores Management. Competencies (knowledge/skills): Ability to communicate clearly and discreetly in person and in writing. Knowledge, application and implementation of regulations, policies and standards pertaining to the Forensic Pathology process, Forensic investigation and evisceration as well as sound knowledge and understanding of legislation pertaining to Forensic Pathology, the ethical issues in Forensic Pathology, scope of practice and Forensic Pathology standards. Ability to supervise and plan. Competent in numerical assessment, planning, forecasting and checking (budget, procurement, stores, claims, etc.). Ability to work under pressure, meet deadlines and solve complex problems in a multi-disciplinary team. Computer literacy in Microsoft Package (Microsoft Word, Microsoft Outlook, Microsoft Excel, FPS Business System, Live link). Ability to achieve and maintain good interpersonal and working relations with staff and clients, with knowledge of the core values of the Department.
<b><u>DUTIES</u></b>	: Efficient support to the Manager regarding operational management of the Forensic Pathology Laboratory. Efficient support to the Manager regarding Corporate Governance aspects. Effective Management of the Forensic Pathology Assistant Program. Effective Operational Service Delivery at the Facility.
<b><u>ENQUIRIES</u></b>	: Mr F Visser, email: <a href="mailto:Fizel.Visser@westerncape.gov.za">Fizel.Visser@westerncape.gov.za</a>
<b><u>APPLICATIONS</u></b>	: Applications are submitted online via <a href="http://www.westerncape.gov.za/health-jobs">www.westerncape.gov.za/health-jobs</a> (click "online applications").
<b><u>NOTE</u></b>	: No payment of any kind is required when applying for this post. The candidate will be subjected to an interview and competency test. Candidates will be subjected to security clearance prior to appointment. Shortlisted candidates may be subjected to a psychometric evaluation. "The pool of applicants will be considered for vacancies within Forensic Pathology Service, Oudtshoorn

<p>Laboratory 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 of those of the advertised post."</p>	
<b><u>CLOSING DATE</u></b>	: 06 March 2026, 17:00 PM
<b><u>POST 06/354</u></b>	: <b><u>PROFESSIONAL NURSE GRADE 1 TO 3 (GENERAL NURSING) (WELLNESS/ COPC)</u></b> Cape Winelands Health District
<b><u>SALARY</u></b>	: Grade 1: R324 384 per annum Grade 2: R396 132 per annum Grade 3: R476 367 per annum
<b><u>CENTRE REQUIREMENTS</u></b>	: Mbekweni CDC, Drakenstein Sub-district Minimum educational qualification: Basic R425 qualification (i.e., diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as Professional Nurse and Midwife. Registration with a professional council: Registration with the SANC as Professional Nurse and Midwife. Experience: <b>Grade 1</b> : None after registration as Professional Nurse with SANC in General Nursing <b>Grade 2</b> : A minimum of 10 years appropriate/recognisable nursing experience after registration with the SANC as Professional Nurse in General Nursing. <b>Grade 3</b> : A minimum of 20 years' appropriate/recognizable experience in nursing after registration with the SANC as Professional Nurse in General Nursing. Inherent requirement of the job: Valid (code B/EB) driver's licence. Willingness to assist at other facilities within the subdistrict (inclusive of mobile) when the need arises. Competencies (knowledge/skills): Excellent communication with community and other stakeholders' engagement and facilitation skills. Knowledge of relevant legislation, policies including Health care 2030, Sustainable Development Goals, 1 000 days. Excellent planning and organizational skills in Community Health Care program and services. Computer literate in Microsoft office programs.
<b><u>DUTIES</u></b>	: External interface management planning, coordination and implementation of wellness initiatives and interventions with support from internal stakeholders to implement community orientated primary care. Intersectoral interface management with strong organizational linkages and partnerships with outside stakeholders, sector, departments, NGO's and community structures. Lead and co-ordinate scheduled wellness activities for men, woman, adolescents, and youth with the focus on the 1st 1 000 Days initiative towards building healthy communities. Co-ordinate wellness activities in the specific communities with the focus on Western Cape Wellness (WOW) to support integrated approach in managing chronic conditions eg Diabetes, hypertension, TB, HIV, mental health. Coordinate and support collection, collation, interpreting of health data for reporting, monitoring and evaluation purposes.
<b><u>ENQUIRIES</u></b>	: Ms EJ Williams Tel No: (021)862-4520
<b><u>APPLICATIONS</u></b>	: Applications are submitted online via <a href="http://www.westerncape.gov.za/health-jobs">www.westerncape.gov.za/health-jobs</a> (click "online applications").
<b><u>NOTE</u></b>	: 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 Drakenstein 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."
<b><u>CLOSING DATE</u></b>	: 06 March 2026, 17:00 PM
<b><u>POST 06/355</u></b>	: <b><u>PROFESSIONAL NURSE GRADE 1 TO 3 (GENERAL NURSE) (PALLIATIVE CARE)</u></b> Cape Winelands Health District
<b><u>SALARY</u></b>	: Grade 1: R324 384 per annum

<b><u>CENTRE REQUIREMENTS</u></b>	Grade 2: R396 132 per annum Grade 3: R476 367 per annum (Plus non pensionable rural allowance of 8% of your annual basic salary) Robertson Hospital, Langeberg Sub-district
<b><u>DUTIES</u></b>	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 or Psychiatry (where applicable). Registration with a professional council: Registration with the SANC as a Professional Nurse and Midwife or Psychiatry (where applicable). Experience: <b>Grade 1:</b> None. <b>Grade 2:</b> A minimum of 10 years' appropriate/recognizable experience in nursing after registration with the SANC as a Professional Nurse in General Nursing. <b>Grade 3:</b> A minimum of 20 years' appropriate/recognizable experience in nursing after registration with the SANC as a Professional Nurse in General Nursing. Inherent requirement of the job: Valid (Code B/EB) driver's license. Willingness to undergo Palliative Care training. Competencies (knowledge/skills): Ability to communicate effectively. Computer literacy (MS Word, Excel, PowerPoint, Outlook). Demonstrate an in-depth knowledge of nursing and public service legislation and policies. Good leadership and people management skills maintain constructive relationships with members of the multi-disciplinary team.
<b><u>ENQUIRIES</u></b>	Facilitate the provision of holistic institutional nursing care to patients in an environment which promotes core values and human dignity. Ensure that quality of nursing care is facilitated cost-effectively, efficiently, and equitably, whilst at the same time ensuring compliance with the requirements of professional and ethical practices. Ensure the realization of strategic goals and objectives of the Palliative unit regarding inpatient and outpatient care. Ensure supportive role from ward staff in regard of end end-of-life patients, receiving and referrals of patients, performing patient assessments, and ensuring patients are appropriately managed and monitored by mentoring and guiding ward staff appropriately. Ensure that effective health promotion and comprehensive health care are in place for the treatment of patients and ensure the effective utilization of resources to provide quality and sustainable patient care. Coordination of relevant monthly meetings, liaison and communication with multi-disciplinary teams, effective utilization of training and research opportunities, and effective administrative management of reporting on Palliative care.
<b><u>APPLICATIONS</u></b>	Ms SM Kortje Tel No: (023) 626-8548 Applications are submitted online via <a href="http://www.westerncape.gov.za/health-jobs">www.westerncape.gov.za/health-jobs</a> (click "online applications").
<b><u>NOTE</u></b>	No payment of any kind is required when applying for this post. Shortlisted candidates will be subjected to a competency test. "Candidates who are not in possession of the stipulated registration requirements may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable to health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for a change in registration status)." -"The pool of 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."
<b><u>CLOSING DATE</u></b>	06 March 2026, 17:00 PM
<b><u>POST 06/356</u></b>	<b><u>PROFESSIONAL NURSE GRADE 1 TO 3 (GENERAL NURSE) (PALLIATIVE CARE)</u></b> Cape Winelands Health District
<b><u>SALARY</u></b>	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).
<b><u>CENTRE REQUIREMENTS</u></b>	Ceres Hospital Minimum educational qualification: Basic R425 qualification (i.e., diploma/degree in nursing) or equivalent qualification that allows registration

with the South African Nursing Council (SANC) as a Professional Nurse and Midwife or Psychiatry (where applicable). Registration with a professional council: Registration with the SANC as a Professional Nurse and Midwife or Psychiatry (where applicable). Experience: **Grade 1:** None. **Grade 2:** A minimum of 10 years' appropriate/recognizable experience in nursing after registration with the SANC as a Professional Nurse in General Nursing. **Grade 3:** A minimum of 20 years' appropriate/recognizable experience in nursing after registration with the SANC as a Professional Nurse in General Nursing. Inherent requirement of the job: Valid (Code B/EB) driver's license. Willingness to undergo Palliative Care training. Competencies (knowledge/skills): Ability to communicate effectively. Computer literacy (MS Word, Excel, PowerPoint, Outlook). Demonstrate an in-depth knowledge of nursing and public service legislation and policies. Good leadership and people management skills maintain constructive relationships with members of the multi-disciplinary team.

**DUTIES** : Facilitate the provision of holistic institutional nursing care to patients in an environment which promotes core values and human dignity. Ensure that quality of nursing care is facilitated cost-effectively, efficiently, and equitably, whilst at the same time ensuring compliance with the requirements of professional and ethical practices. Ensure the realization of strategic goals and objectives of the Palliative unit regarding inpatient and outpatient care. Ensure supportive role from ward staff in regard of end end-of-life patients, receiving and referrals of patients, performing patient assessments, and ensuring patients are appropriately managed and monitored by mentoring and guiding ward staff appropriately. Ensure that effective health promotion and comprehensive health care are in place for the treatment of patients and ensure the effective utilization of resources to provide quality and sustainable patient care. Coordination of relevant monthly meetings, liaison and communication with multi-disciplinary teams, effective utilization of training and research opportunities, and effective administrative management of reporting on Palliative care.

**ENQUIRIES** : Mr GH Vermeulen Tel No: (023) 316-9600

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

**NOTE** : No payment of any kind is required when applying for this post. Shortlisted candidates will be subjected to a competency 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 health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for a change in registration status)." "The pool of 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."

**CLOSING DATE** : 06 March 2026, 17:00 PM

**POST 06/357** : **PROFESSIONAL NURSE: GRADE 1 TO 3 (GENERAL) (X5 POSTS)**

**SALARY** : Grade 1: R324 384 per annum  
Grade 2: R396 132 per annum  
Grade 3: R476 367 per annum

**CENTRE REQUIREMENTS** : Red Cross War Memorial Children's Hospital, Rondebosch  
Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. Registration with a professional council: Registration with the SANC as a Professional Nurse. Experience: **Grade 1:** None **Grade 2:** A minimum of 10 years appropriate/recognizable experience in nursing after registration with the SANC as Professional Nurse in General Nursing. **Grade 3:** A minimum of 20 years appropriate/recognizable experience in nursing after registration with the SANC as Professional Nurse in General Nursing. Inherent requirement of the job: Inherent requirements of the job: Willingness to work shifts, public holidays, after hours, night duty and weekend cover for nursing. Competencies

(knowledge/skills): Demonstrate an understanding of nursing legislation and related legal and ethical nursing practices and how this impact on service delivery. Ensure that clinical nursing practice is rendered by the nursing team and promote quality of nursing care as directed by the professional scope of practice and standards. Effective interpersonal, leadership, organisational, decision making and conflict resolution skills. Demonstrate a good understanding of People Management (Human Resources) and financial policies and practices. Computer literacy (i.e. MS Word, Excel, PowerPoint and Outlook). Knowledge of FBU functions and ability to work collaboratively within FBUs.

<b><u>DUTIES</u></b>	:	Provide comprehensive nursing care provided within a professional / legal framework. Participate with the multi-disciplinary team to provide holistic health care, provide good documentation, care, planning and health education. To support and participate in clinical practice development initiatives, educational activities, and research. Effective utilization of human and financial resources. Provide support services to Supervisor and Nursing division.
<b><u>ENQUIRIES</u></b>	:	Ms M Franken Tel No: (021) 658-5187
<b><u>APPLICATIONS</u></b>	:	Applications are submitted online via <a href="http://www.westerncape.gov.za/health-jobs">www.westerncape.gov.za/health-jobs</a> (click "online applications").
<b><u>NOTE</u></b>	:	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 a change in registration status). The pool of applicants will be considered for other vacant Professional Nurse General posts within the Chief Directorate: Metro Health Services, for a period of 3 months from the date of advert. Candidates will be required to undertake a pre-entry assessment test/practical assessment and formal interview.
<b><u>CLOSING DATE</u></b>	:	06 March 2026, 17:00 PM
<b><u>POST 06/358</u></b>	:	<b><u>PROFESSIONAL NURSE GRADE 1 TO 3 (GENERAL NURSING)</u></b> Garden Route District
<b><u>SALARY</u></b>	:	Grade 1: R324 384 per annum Grade 2: R396 132 per annum Grade 3: R476 367 per annum
<b><u>CENTRE REQUIREMENTS</u></b>	:	Alan Blyth Hospital Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse and Midwife. Registration with a professional council: Registration with SANC as a Professional Nurse and Midwife. Experience: <b>Grade 1:</b> None after registration as Professional Nurse with the SANC in General Nursing. <b>Grade 2:</b> A minimum of 10 years appropriate/recognizable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. <b>Grade 3:</b> A minimum of 20 years appropriate/recognizable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. Inherent requirements of the job: Willing to work shifts, including weekends, public holidays and night duty. Willingness to rotate to other wards in the facility and to work at the clinics in the Sub-district when needed. Competencies (knowledge/skills): Basic computer skill in MS Word. The ability to function independently under pressure, as well as in a multi-disciplinary team to ensure good patient care. Knowledge of Nursing Practices, Infection Prevention Control, control measures and practices. Excellent communication skills (both written and verbal).
<b><u>DUTIES</u></b>	:	Provide direction and supervision for the implementation of the nursing plan (clinical practice or patient care). Implement standards, practices, criteria, and indicators for quality nursing (quality of practice). Practice nursing and health care in accordance with the laws and regulations relevant to nursing and health care. Maintain constructive working relationship with nursing and other stakeholders. Utilize human, material, and physical resources efficiently and effectively.
<b><u>ENQUIRIES</u></b>	:	Ms A Laubscher Tel No: (028) 551-1010

<b><u>APPLICATIONS</u></b>	:	Applications are submitted online via <a href="http://www.westerncape.gov.za/health-jobs">www.westerncape.gov.za/health-jobs</a> (click “online applications”).
<b><u>NOTE</u></b>	:	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.
<b><u>CLOSING DATE</u></b>	:	06 March 2026, 17:00 PM
<b><u>POST 06/359</u></b>	:	<b>PROFESSIONAL NURSE GRADE 1 TO 3 (GENERAL: MIXED WARD)</b> Chief Directorate: Rural Health Services
<b><u>SALARY</u></b>	:	Grade 1: R324 384 per annum Grade 2: R396 132 per annum Grade 3: R476 367 per annum
<b><u>CENTRE REQUIREMENTS</u></b>	:	Worcester Regional Hospital Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the SANC as a Professional Nurse and Midwife. Registration with a professional council: Registration with the South African Nursing Council as Professional Nurse and Midwife. Experience: <b>Grade 1:</b> None. <b>Grade 2:</b> A minimum of 10 years appropriate/ recognisable experience in nursing after registration with the SANC as Professional Nurse in General Nursing. <b>Grade 3:</b> A minimum of 20 years appropriate/ recognisable experience in nursing after registration with the SANC as Professional Nurse in General Nursing. Inherent requirement of the job: Ability to work shifts during the day and night, weekends and public holidays and overtime when required by supervisor. Willingness to rotate within different Functional Business Units. Competencies (knowledge/skills): The ability to function independently in a multi-disciplinary team and the ability to direct the team to ensure quality nursing care. Good problem solving, motivational and leadership skills.
<b><u>DUTIES</u></b>	:	Provide direction and supervision for the implementation of the nursing plan (clinical practice/quality patient care). Implement standards, practices, criteria and indicators for quality nursing (quality of practice). Practice nursing and health care in accordance with the laws and regulations relevant to nursing and health care. Maintain a constructive working relationship with nursing and other stakeholders. Utilize human, material and physical resources efficiently and effectively. Ensure accurate collection and recording of data. Render support to the supervisor and colleagues.
<b><u>ENQUIRIES</u></b>	:	Mr S Bruiners Tel No: (023) 348-1104
<b><u>APPLICATIONS</u></b>	:	Applications are submitted online via <a href="http://www.westerncape.gov.za/health-jobs">www.westerncape.gov.za/health-jobs</a> (click “online applications”).
<b><u>NOTE</u></b>	:	No payment of any kind is required when applying for this post. Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable on health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status). The pool of applicants will be considered for vacancies within Worcester Regional Hospital for a period of 3 months from date of advert, provided that the job title, core functions, inherent requirements, and salary level are the same as those of the advertised post.
<b><u>CLOSING DATE</u></b>	:	06 March 2026, 17:00 PM

<u>POST 06/360</u>	:	<b><u>ELECTRO- ENCEPHALOGRAPHIC ASSISTANT GRADE 1 TO 2 (NEUROLOGY)</u></b>
<u>SALARY</u>	:	Grade 1: R269 106 per annum Grade 2: R313 800 per annum
<u>CENTRE REQUIREMENTS</u>	:	Tygerberg Hospital, Parow Valley
	:	Minimum educational qualification: Appropriate qualification that allows for registration with the Health Professions Council of South Africa (HPCSA) as an Electroencephalograph (EEG) assistant. Registration with a professional council: Registration with the HPCSA as Electroencephalographic Assistant. Experience: <b>Grade 1:</b> None after obtaining an appropriate qualification or prescribed in-service training that allows for the required registration with the HPCSA as an Electroencephalograph (EEG) assistant. <b>Grade 2:</b> A minimum of 10 years' appropriate experience after obtaining an appropriate qualification or prescribed in-service training that allows for the required registration with the HPCSA as an Electroencephalograph (EEG) assistant. Inherent requirements of the job: After-hours' service is compulsory. Competencies (knowledge/skills): Advanced knowledge of the performance of EEG's and the skill to work with paediatric, adult and geriatric patients.
<u>DUTIES</u>	:	Perform electroencephalographs on patients in a laboratory, ward and intensive care unit setting. Assist with overnight Polysomnography. Perform overnight polysomnography, multiple sleep latency test and multiple wakefulness test. Participate in Research projects. Participate in on-going quality control and infection control. Participate in training of Clinical Technology students. Perform assigned administrative duties.
<u>ENQUIRIES</u>	:	Ms E Mollentze Tel No: (021) 938-5500 or email: <a href="mailto:emmerentia.mollentze@westerncape.gov.za">emmerentia.mollentze@westerncape.gov.za</a>
<u>APPLICATIONS</u>	:	Applications are submitted online via <a href="http://www.westerncape.gov.za/health-jobs">www.westerncape.gov.za/health-jobs</a> (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 Electroencephalograph Assistant with the relevant council (including individuals who must apply for change in registration status).
<u>CLOSING DATE</u>	:	06 March 2026, 17:00 PM
<u>POST 06/361</u>	:	<b><u>PHARMACIST ASSISTANT (POST-BASIC) GRADE 1 TO 3 (X2 POSTS)</u></b> Chief Directorate: Metro Health Services
<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>	:	Goodwood CDC
	:	Minimum educational qualification: Appropriate qualification that allows registration with the South African Pharmacy Council (SAPC) as a Pharmacist's Assistant (Post Basic) Institutional or Pharmacist's Assistant (Post Basic). Registration with a professional council: Registration with the SAPC as Pharmacist's Assistant (Post-Basic) or Pharmacist's Assistant (Post-Basic) (Institutional). Experience: <b>Grade 1:</b> None after registration as with the SAPC as a Pharmacist Assistant (Post-Basic). <b>Grade 2:</b> A minimum of 5 years' appropriate experience after registration as a Pharmacist Assistant (Post-Basic) with the SAPC. <b>Grade 3:</b> A minimum of 13 years' relevant experience after registration as a Pharmacist Assistant (Post-Basic) with the SAPC. Competencies (knowledge/skills): Good computer literacy. Ability to work as part of a team or independently and work under pressure. Accuracy and attention to detail. Good understanding of Good Pharmacy Practice (GPP) & Ethical working Practice and compliance.
<u>DUTIES</u>	:	Assist with issuing of pharmaceutical products and ensure quality provision of Pharmaceutical Care, including prescription evaluation. Working under direct supervision of a pharmacist. Assist with the control of stock by managing the safe and reliable procurement, storage, control and distribution of quality pharmaceuticals. Assist with the support of chronic medication delivery. Assist with the packing of pharmaceuticals products. Assist with the control and

distribution finished pharmacy products. Assist with the collation and organizing of information for research purposes and any reasonable job-related requests within the scope of practice of the Pharmacist Assistant (Post-Basic).

**ENQUIRIES**  
**APPLICATIONS**

**NOTE**

: Mr T Rawoot Tel No: (021) 827-9120  
Applications are submitted online via [www.westerncape.gov.za/health-jobs](http://www.westerncape.gov.za/health-jobs) (click "online applications").

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

**CLOSING DATE**

: 06 March 2026, 17:00 PM

**POST 06/362**

: **ADMINISTRATION CLERK: SUPPLY CHAIN MANAGEMENT (WAREHOUSE)**  
Chief Directorate: Metro Health Services

**SALARY**  
**CENTRE**  
**REQUIREMENTS**

: R228 321 per annum  
Mitchells Plain District Hospital  
Minimum educational qualification: Senior Certificate (or equivalent) with experience/competences that focuses on the Key Performance Areas (KRA's) of the post. Experience: Knowledge and appropriate experience in Supply Chain Management and Warehouse Management. Inherent requirements of the job: Ability to lift and move heavy boxes and stock. Valid driver's licence. Competencies (knowledge/skills): Computer literacy (MS Word, Excel, PowerPoint and Outlook). Sound communication, organisational, planning and interpersonal skills. Sound knowledge of a Warehouse Management environment and Logis / Syspro systems of the Western Cape Government Health & Wellness (BAS, LOGIS). Knowledge on matters related to the Accounting Officer's System / Financial Administration (including legislation and policy documents, i.e. PFMA, National Treasury Regulations, and Provincial Instructions). Appropriate knowledge of relevant financial prescripts, departmental policies, delegations and procedures. An aptitude for working with warehouse stock, different stakeholders (users / wards), financial figures and good organizational and stock balance skills. Appropriate knowledge and practical experience in LOGIS, ESL, Electronic Procurement Solutions (EPS) and Microsoft Office.

**DUTIES**

: Prepare and capture documentations (Log1's & issue vouchers) for the Warehouse Management team. Effective control over warehouse stock. Maintain a clean / neat warehouse / storeroom location. Timeous delivery of stock to departments, theatre and clinics in a cost effective and safe manner. Ensure regular warehouse item spot checks and replenishment thereof. Adhere to all prescripts. Support Supervisor and Manager Capture of issues, receipts, donations, disposals etc. Request dues-out reports. Applying of warehouse stock principles (FIFO / LIFO). Handle telephonic and written enquiries.

**ENQUIRIES**  
**APPLICATIONS**

**NOTE**

: Mr Q Vaughan Tel No: (021) 377-4363  
Applications are submitted online via [www.westerncape.gov.za/health-jobs](http://www.westerncape.gov.za/health-jobs) (click "online applications").

: No payment of any kind is required when applying for this post. Shortlisted candidates may be subjected to a competency test. 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. As directed by the Department of Public Service and Administration, applicants must note that further checks will be conducted once they are shortlisted and that their appointment is subject to

	positive outcomes on these checks, which include security clearance, qualification verification, criminal records and previous employment.
<b><u>CLOSING DATE</u></b>	: 06 March 2026, 17:00 PM
<b><u>POST 06/363</u></b>	: <b><u>ADMINISTRATION CLERK: ADMISSIONS (X3 POSTS)</u></b>
<b><u>SALARY</u></b>	: R228 321 per annum
<b><u>CENTRE</u></b>	: Tygerberg Hospital, Parow Valley
<b><u>REQUIREMENTS</u></b>	: Minimum educational qualification: Senior Certificate (or equivalent). Experience: Appropriate experience in Patient Reception Services. Inherent requirements of the job: Must be willing to work 12-hour shifts. Comply with internal rotation schedules within the component to ensure continued development and growth for future opportunities and also performing relief duties as required. Competencies (knowledge/skills): Computer literacy in terms of collating, interpreting and inserting data into a spreadsheet. Computer Literacy (Microsoft Word, Microsoft Excel, CLINICOM). Good communication skills (written and verbal). Ability to work under pressure with set deadlines. Excellent interpersonal skills / Client care skills. Ability to execute duties accurately and thoroughly. Must be able to work independently or in a team and under supervision. Working knowledge of CLINICOM.
<b><u>DUTIES</u></b>	: Handling of state monies and the safeguarding thereof. Perform all duties associated with collating data onto CLINICOM and rendering of an invoice. Ensure correctness of patient invoices and estimations. All reception, clinic, ward duties as well as special offices. Collection of valid documents in order to classify patients into correct tariff category. Ensuring all appointments are captured and admitted daily. Maintaining correct filing system for patient reception services.
<b><u>ENQUIRIES</u></b>	: Mr D Pietersen Tel No: (021) 938-6253
<b><u>APPLICATIONS</u></b>	: Applications are submitted online via <a href="http://www.westerncape.gov.za/health-jobs">www.westerncape.gov.za/health-jobs</a> (click "online applications").
<b><u>NOTE</u></b>	: No payment of any kind is required when applying for this post. All shortlisted candidates will be subjected to a practical assessment.
<b><u>CLOSING DATE</u></b>	: 06 March 2026, 17:00 PM
<b><u>POST 06/364</u></b>	: <b><u>ADMINISTRATION CLERK: FINANCE (BUDGET AND EXPENDITURE)</u></b>
<b><u>SALARY</u></b>	: R228 321 per annum
<b><u>CENTRE</u></b>	: Groote Schuur Hospital, Observatory
<b><u>REQUIREMENTS</u></b>	: Minimum educational qualification: Senior Certificate (or equivalent) with Mathematics or Accountancy as a passed subject and/or Senior Certificate (or equivalent) with experience/competencies that focuses on the Key Performance Areas (KRA's) of the post. Experience: Appropriate experience in a Finance Department. Competencies (knowledge/skills): Knowledge of Public Finance Management Act. Knowledge of BAS and knowledge of Syspro/Logis. Knowledge of supplier Reconciliations. Good communication skills (written and verbal). Computer literacy (MS Word, Excel).
<b><u>DUTIES</u></b>	: Making payments to suppliers for goods and services on BAS. Capturing invoices and manual payments on Syspro. Ensure that suppliers charge as per tender or quotation. Ensure that invoices are paid within 30 days and that discounts are taken timeously. Ensure that credits are passed for goods that have been returned and reconciliation of monthly supplier statements. All documentation received must be filed daily.
<b><u>ENQUIRIES</u></b>	: Ms R Cloete Tel No: (021) 404 2253
<b><u>APPLICATIONS</u></b>	: Applications are submitted online via <a href="http://www.westerncape.gov.za/health-jobs">www.westerncape.gov.za/health-jobs</a> (click "online applications").
<b><u>NOTE</u></b>	: No payment of any kind is required when applying for this post. Shortlisted candidates may be subjected to a practical test. 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.
<b><u>CLOSING DATE</u></b>	: 06 March 2026, 17:00 PM
<b><u>POST 06/365</u></b>	: <b><u>ADMINISTRATION CLERK: SUPPLY CHAIN MANAGEMENT ACQUISITION MANAGEMENT (PROCUREMENT)</u></b>
<b><u>SALARY</u></b>	: R228 321 per annum

<b><u>CENTRE REQUIREMENTS</u></b>	: <p>Groote Schuur Hospital, Observatory        Minimum educational qualification: Senior Certificate (or equivalent) with Mathematics or Accounting as a passed subject and/or Senior Certificate (or equivalent) with appropriate experience/competencies that focuses on the Key Performance Areas (KPA's) of the post. Experience: Appropriate experience in Supply Chain Management. Appropriate experience and knowledge in Public Sector Procurement and Supply Chain Management Processes and Procedures. Competencies (knowledge/skills): Ability to work under pressure. Good communication skills (verbal and written). Computer literacy and have knowledge of related procurement systems, SYSPRO, EPS, ESL Knowledge and understanding of relevant acquisition management legislation and regulations. Knowledge of SCM framework, AO System, Provincial Treasury Instructions, Practice Notes and Delegations issued in terms of section 44 of PFMA.</p>
<b><u>DUTIES</u></b>	: <p>Sourcing of Quotations for Goods and Services via the EPS i.e., Buyouts, mini contracts, staggered orders and procuring from contracts to ensure adequate supply of stock. Preparation of Quotation Batches for the Quotation Committee. Processing and expediting of Purchase Orders. Communication/Follow-ups and Feedback with Suppliers and End-users. Be an active member of the innovation team within SCM to improve on processes and work methods.</p>
<b><u>ENQUIRIES</u></b>	: <p>Mr JK Pypers Tel No: (021) 404-2338</p>
<b><u>APPLICATIONS</u></b>	: <p>Applications are submitted online via <a href="http://www.westerncape.gov.za/health-jobs">www.westerncape.gov.za/health-jobs</a> (click "online applications").</p>
<b><u>NOTE</u></b>	: <p>No payment of any kind is required when applying for this post. Shortlisted candidates may be subjected to a practical test. The pool of applications will be considered for vacancies within Groote Schuur Hospital, for a period of three months from the date of the advert, provided that the job title, core functions, inherent requirements, and salary level are the same as those of the advertised post</p>
<b><u>CLOSING DATE</u></b>	: <p>06 March 2026, 17:00 PM</p>
<b><u>POST 06/366</u></b>	: <p><b><u>ADMINISTRATION CLERK: SUPPLY CHAIN MANAGEMENT (BID ADMINISTRATION)</u></b></p>
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	: <p>R228 321 per annum        Tygerberg Hospital, Parow Valley        Minimum educational qualification: Senior Certificate (or equivalent) with Mathematics and/or Accountancy as passed subject or Senior Certificate (or equivalent) with appropriate experience that focuses on the Key Performance Area's (KRA's) of post. Experience: Appropriate experience in Supply Chain Management in a buying capacity and Bid administration. Appropriate experience in the procurement of equipment, provisioning of goods and services. Appropriate experience of using the Electronic Procurement Solutions (ePS) quotation tool, SEB, CSD, Syspro and eTender. Appropriate experience in planning and implementation of formal and mini contracts and the management of the relevant contract management tools. Appropriate experience that focuses on the Key Performance Areas of the post. Competencies (knowledge/skills): Extensive knowledge of the SYSPRO/LOGIS or a similar procurement management system. Knowledge of the Public Finance Management Act (PFMA), National, Provincial Treasury Regulations and the Accounting Officer's System of the Department of Health including delegations, Supply Chain Management and the ePS (Electronic Procurement Solutions). Knowledge of tenders &amp; contracts management. Timous completion of work with minimal errors. Language proficiency and ability to liaise with companies and departments. Computer literacy (MS Word, Excel). Knowledge and skills of Syspro System, Electronic Procurement Solutions (ePS), Western Cape Supplier Evidence Bank, E-Tender.</p>
<b><u>DUTIES</u></b>	: <p>Facilitate and ensure effective and efficient Bid Administration. Ensure effective and efficient procurement of Equipment and Services are done in time, as per approved Budget. Receiving and evaluation of proposals, making supplier recommendations, correct placing of orders according to SCM policies and Correct implementation of procedures and directives relating to procurement. Coordinate and facilitate the Sourcing management process, Record and System management, Effective communication and overall responsiveness. Ensure implementation of procurement plan and assist in the demand management and procurement planning. Provide support to colleagues and supervisors (internal and external).</p>

<b><u>ENQUIRIES</u></b>	:	Ms G Isaacs Tel No: (021) 938-5605
<b><u>APPLICATIONS</u></b>	:	Applications are submitted online via <a href="http://www.westerncape.gov.za/health-jobs">www.westerncape.gov.za/health-jobs</a> (click "online applications").
<b><u>NOTE</u></b>	:	No payment of any kind is required when applying for this post. Shortlisted candidates will be subjected to a practical assessment.
<b><u>CLOSING DATE</u></b>	:	06 March 2026, 17:00 PM
<b><u>POST 06/367</u></b>	:	<b><u>ADMINISTRATION CLERK: SUPPORT (OPERATIONS)</u></b> Chief Directorate: Emergency and Clinical Services Support
<b><u>SALARY</u></b>	:	R228 321 per annum
<b><u>CENTRE</u></b>	:	Cape Medical Depot
<b><u>REQUIREMENTS</u></b>	:	Minimum educational qualification: Senior Certificate (or Equivalent). Experience: Appropriate experience. Competencies (knowledge/skills): Computer literacy (MS Word, Excel, Outlook, and Teams). Ability to work independently as well as in a team. Good interpersonal and communication skills. Good organising and numerical skills. The ability to work in a warehouse type situation and have physical dexterity. Ability to work accurately under pressure, meet deadlines and maintain a high work ethic. Ability to comply with applicable legislation.
<b><u>DUTIES</u></b>	:	Administrative support to warehouse operations. Cold Chain and Compliance Documentation. Helpdesk and Customer Service Administration. Reporting, filling, and general office administration.
<b><u>ENQUIRIES</u></b>	:	Ms C Buthelezi Tel No: (021) 483-8804
<b><u>APPLICATIONS</u></b>	:	Applications are submitted online via <a href="http://www.westerncape.gov.za/health-jobs">www.westerncape.gov.za/health-jobs</a> (click "online applications").
<b><u>NOTE</u></b>	:	No payment of any kind is required when applying for this post. All shortlisted candidates shall undertake two pre-entry assessments. One will be a practical exercise to determine the candidate's suitability based on the post's technical and generic requirements, and the other will be an integrity (ethical conduct) assessment. The pool of applicants may be considered for other vacant Administration Clerk: Support posts within the Chief Director Emergency & Clinical Services Support, for a period of three 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. Candidates will be subjected to a written/practical and oral assessment.
<b><u>CLOSING DATE</u></b>	:	06 March 2026, 17:00 PM
<b><u>POST 06/368</u></b>	:	<b><u>ADMINISTRATION CLERK: SUPPORT SERVICES</u></b> Western Cape College of Nursing
<b><u>SALARY</u></b>	:	R228 321 per annum
<b><u>CENTRE</u></b>	:	Head Office, Cape Town, (Central Administration Office, Stikland)
<b><u>REQUIREMENTS</u></b>	:	Minimum educational qualification: Grade 12/Senior Certificate. Experience: Appropriate experience in support services/assistance. Inherent requirements of the job: Valid (code B/EB) driver's licence. Willingness to travel and work overtime if required. Competencies (knowledge/skills): Computer literacy in Microsoft Word and Excel. Good interpersonal and communication skills. Good numerical skills. Ability to accept accountability and responsibility and to work independently and unsupervised. Ability to communicate eloquently.
<b><u>DUTIES</u></b>	:	Performs advanced clerical tasks & assist with all OHS compliance outputs. Performs field inventory by physically locating, identifying and counting assets. Ordering and control of stock and key control. Responsible for assisting with contract management functions. Assist with Building and maintenance projects administration, and report, follow up on maintenance defaults.
<b><u>ENQUIRIES</u></b>	:	Ms N Johaardien Tel No: (021) 831-5838
<b><u>APPLICATIONS</u></b>	:	Applications are submitted online via <a href="http://www.westerncape.gov.za/health-jobs">www.westerncape.gov.za/health-jobs</a> (click "online applications").
<b><u>NOTE</u></b>	:	No payment of any kind is required when applying for this post. Shortlisted candidates will be subjected to do a practical test.
<b><u>CLOSING DATE</u></b>	:	06 March 2026, 17:00 PM
<b><u>POST 06/369</u></b>	:	<b><u>ADMINISTRATION CLERK: SUPPLY CHAIN MANAGEMENT</u></b> Garden Route District
<b><u>SALARY</u></b>	:	R228 321 per annum
<b><u>CENTRE</u></b>	:	Alan Blyth Hospital

<b><u>REQUIREMENTS</u></b>	:	Minimum educational qualification: Senior Certificate (or equivalent) with Mathematics and/or Accounting as a passed subject and/or Senior Certificate (or equivalent) with experience/competencies that focuses on the Key Performance Areas (KPA's) of the post. Experience: Appropriate Supply Chain Management experience. Inherent requirements of the job: Valid (Code B/EB) driver's license Willingness to travel and work at all Public Health Institutions within the Oudtshoorn and Kannaland Sub-District. Competencies (knowledge/skills): Appropriate knowledge of the Accounting Officer System, SCM delegations, PFMA, PTI and NTR. Applied knowledge of Western Cape Supplier Database and Centralized Supplier Database. Ability to handle a high work volume and meet strict deadlines. Ability to function independently, as well as part of a multi-disciplinary team. -Ability to handle conflict and problem-solving situations. Good communicate skills (verbal and write). Knowledge of the Electronic Procurement System (EPS) and LOGIS procurement system. Computer literacy (Outlook, Word and Excel).
<b><u>DUTIES</u></b>	:	Perform tasks related to procurement administration, such as inviting of quotes on EPS, placing of orders, preparing quotes for Quotation Committee and follow-up with suppliers. Capturing of various documents on Supply Chain System and filing of documents. Management of assets: Disposal process, movements, stock taking and compliance. Constant spot check with BI-annual stocks and assist with input for the preparation for the Annual Financial Statements. Day to day administrative duties, audit compliance and handling of enquiries written and telephonically. Adhere to and implement Occupational and Health and Safety standards.
<b><u>ENQUIRIES</u></b>	:	Mr M Flink Tel No: (028) 551 -1010
<b><u>APPLICATIONS</u></b>	:	Applications are submitted online via <a href="http://www.westerncape.gov.za/health-jobs">www.westerncape.gov.za/health-jobs</a> (click "online applications").
<b><u>NOTE</u></b>	:	No payment of any kind is required when applying for this post. Shortlisted candidates may be subject to competency testing. 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.
<b><u>CLOSING DATE</u></b>	:	06 March 2026, 17:00 PM
<b><u>POST 06/370</u></b>	:	<b><u>STAFF NURSE GRADE 1 TO 3 (EC OPPD OVERNIGHT)</u></b> Overberg District
<b><u>SALARY</u></b>	:	Grade 1: R220 614 per annum Grade 2: R262 287 per annum Grade 3: R306 798 per annum
<b><u>CENTRE REQUIREMENTS</u></b>	:	Minimum educational qualification: Qualification that allows registration with the SANC as Staff Nurse. Registration with a professional council: Registration with the SANC as Staff Nurse. Experience: <b>Grade 1:</b> None. <b>Grade 2:</b> A minimum of 10 years appropriate/recognisable experience in nursing after registration with the SANC as Staff Nurse <b>Grade 3:</b> A minimum of 20 years appropriate/recognisable experience in nursing after registration with the SANC as Staff Nurse. Inherent requirements of the job: Willingness to work overtime. Willingness to work nightshift, shifts, weekends and public holidays. Relieve in all areas. Competencies (knowledge/skills): Basic Computer literacy (MS Office). Ability to function independently, as well as in a multi-disciplinary team to ensure good patient care. Ability to communicate effectively.
<b><u>DUTIES</u></b>	:	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.
<b><u>ENQUIRIES</u></b>	:	Ms ME Klem Tel No: (028) 313-1166
<b><u>APPLICATIONS</u></b>	:	Applications are submitted online via <a href="http://www.westerncape.gov.za/health-jobs">www.westerncape.gov.za/health-jobs</a> (click "online applications").
<b><u>NOTE</u></b>	:	No payment of any kind is required when applying for this post. Candidates will be required to undergo a practical assessment. Candidates who are not in possession of the 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 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.

<b><u>CLOSING DATE</u></b>	:	06 March 2026, 17:00 PM
<b><u>POST 06/371</u></b>	:	<b><u>STAFF NURSE GRADE 1 TO 3 (VARIOUS INSTITUTIONS) (X4 POSTS)</u></b> Chief Directorate: Metro Health Services
<b><u>SALARY</u></b>	:	Grade 1: R220 614 per annum Grade 2: R262 287 per annum Grade 3: R306 798 per annum
<b><u>CENTRE</u></b>	:	Bishop Lavis CHC (X1 Post) MOU Bishop Lavis CHC (X1 Post) Goodwood CDC (X1 Post) Symphony Way CDC (X1 Post)
<b><u>REQUIREMENTS</u></b>	:	Minimum educational qualification: Qualification that allows registration with the South African Nursing Council (SANC) as a Staff Nurse. Registration with a professional council: Registration with the SANC as a Staff Nurse. Experience: <b>Grade 1:</b> None after registration with SANC as a Staff Nurse. <b>Grade 2:</b> A Minimum of 10 years appropriate/recognisable experience in nursing after registration as a Staff Nurse with SANC. <b>Grade 3:</b> A Minimum of 20 years appropriate/recognisable experience in nursing after registration as a Staff Nurse with SANC. Inherent requirements of the job: Will be required to work shifts, public holidays, night duty, after hours and weekends. Willingness to work in the geographical PHC facilities within the Northern Tygerberg substructure, when operationally required Ability to work under pressure. Competencies (knowledge/skills): Ability to work in the multi-disciplinary team. Knowledge and understanding of nursing Code of Ethics and Professional Practice of the SANC of nursing Standard of Practice and scope of practice.
<b><u>DUTIES</u></b>	:	Development and implementation of basic patient care. Provide basic clinical nursing care Effective utilization of physical and financial resources Maintain professional growth/ethical standards and self-development. Actively participating in in-service training interventions.
<b><u>ENQUIRIES</u></b>	:	Ms P Ngcaba Tel No: (021) 508-4611 or Ms R Rula Tel No: (021) 827-9120 or Ms G Naude Tel No: (021) 204-9400
<b><u>APPLICATIONS</u></b>	:	Applications are submitted online via <a href="http://www.westerncape.gov.za/health-jobs">www.westerncape.gov.za/health-jobs</a> (click "online applications").
<b><u>NOTE</u></b>	:	No payment of any kind is required when applying for this post. Shortlisted candidates will be subjected to a practical/written and oral assessment. Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable on health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for a change in registration status). "The pool of applications will be considered for vacancies within Metro Health Services, for a period of three months from the date of the advert, provided that the job title, core functions, inherent requirements, and salary level are the same as those of the advertised post." Candidates will be subjected to a practical/oral assessment.
<b><u>CLOSING DATE</u></b>	:	06 March 2026, 17:00 PM
<b><u>POST 06/372</u></b>	:	<b><u>STAFF NURSE GRADE 1 TO 3 (TRAUMA &amp; OPD)</u></b> Cape Winelands Health District
<b><u>SALARY</u></b>	:	Grade 1: R220 614 per annum Grade 2: R262 287 per annum Grade 3: R306 798 per annum
<b><u>CENTRE</u></b>	:	Robertson Hospital
<b><u>REQUIREMENTS</u></b>	:	Minimum educational qualification: Qualification that allows registration with the SANC as Staff Nurse. Registration with a professional council: Registration with the SANC as Staff Nurse. Experience: <b>Grade 1:</b> None <b>Grade 2:</b> 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/recognizable experience in nursing after registration with the SANC as Staff Nurse. Inherent requirements of the job: Willingness to work overtime when necessary. Will be required to work shifts including night duty, weekends and public holidays. Must be prepared to assist in all departments according to operational needs. Ability to work under pressure. Competencies (knowledge/skills): Knowledge and insight of relevant legislation and policy related to nursing within the public sector. Ability to promote quality patient care through the implementation of protocols, guidelines, and standards.

**DUTIES** : Development and implementation of basic patient care to all patients. Provide basic clinical nursing care. Effective utilization of resources. Maintain professional growth/ethical standards and self-development.

**ENQUIRIES**  
**APPLICATIONS** : Mr SM Kortje Tel No: (023) 626-8503

**NOTE** : Applications are submitted online via [www.westerncape.gov.za/health-jobs](http://www.westerncape.gov.za/health-jobs) (click "online applications").

**CLOSING DATE** : No payment of any kind is required when applying for this post. Shortlisted candidates may be subjected to a practical test. Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable on health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status). " The pool of 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.

**POST 06/373** : 06 March 2026, 17:00 PM

**STAFF NURSE GRADE 1 TO 3 (CHRONIC WARD)**  
Chief Directorate: Metro Health Services

**SALARY** : Grade 1: R220 614 per annum  
Grade 2: R262 287 per annum  
Grade 3: R306 798 per annum

**CENTRE REQUIREMENTS** : Metro TB Hospital Complex (Brooklyn Chest Hospital)  
Minimum educational qualification: Qualification that allows registration with the South African Nursing Council (SANC) as a Staff Nurse. Registration with a professional council: Registration with the South African Nursing Council (SANC) as a Staff Nurse. Experience: **Grade 1:** None. **Grade 2:** A minimum of 10 years appropriate / recognisable experience in nursing after registration as Staff Nurse with the SANC. **Grade 3:** A minimum of 20 years appropriate / recognisable experience in nursing after registration as Staff Nurse with the SANC. Inherent requirements of the job: Willingness to work shifts, weekends, public holidays, night duty and overtime when necessary. Willingness to rotate between wards within hospital. Competencies (knowledge/skills): Basic communication skills (both written and verbal). Ability to function as part of a team. Enhance patient care through the implementation of SOP's, policies, and guidelines.

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

**ENQUIRIES**  
**APPLICATIONS** : Ms G Mashaba Tel No: (021) 508-7408 / (021) 713-7627

**NOTE** : Applications are submitted online via [www.westerncape.gov.za/health-jobs](http://www.westerncape.gov.za/health-jobs) (click "online applications").

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 after obtaining their qualification. The pool of applicants will be considered for similar vacant posts within Metro Health Services for a period of 3 months from date of advert.

<b><u>CLOSING DATE</u></b>	:	06 March 2026, 17:00 PM
<b><u>POST 06/374</u></b>	:	<b><u>LIBRARIAN ASSISTANT</u></b>
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	<p>R193 359 per annum            Western Cape College of Nursing, Boland Overberg Campus (Worcester)            Minimum educational qualification: Grade 12 / Senior Certificate plus competencies. Experience: Appropriate experience in a Library environment. Appropriate exposure to working in an academic library environment. Inherent requirements of the job: Good verbal and written communication skills. Reliability, mobility, confidentiality and integrity. Competencies (knowledge/skills): Good interpersonal skills. Good administrative skills. Knowledge of library operations and circulation procedures. Computer literacy (MS Office, library systems) and technical skills. Strong communication and customer service skills. Organisational awareness, attention to detail, and problem-solving ability. Adaptability and independence suited to a rural campus environment.</p>
<b><u>DUTIES</u></b>	:	Ensure and promote customer focussed service: Provide information services to students and staff. Participating in shift work, marketing relevant services and resources. Comply to the library policies, guidelines, copyright and legal compliances in the library. Circulation related tasks: Checking in and out library materials, managing holds and reserves, capturing receipts, patron registration. Administrative tasks and functions: Data entry, Photocopy and printing support, maintaining library spaces, record keeping, filing. Collection management: Responsible for the maintenance and preparation of library material, responsible for shelving and shelf reading of library material according to classification systems, inventory management. Provide assistance to students and staff in accessing and using library resources. Contribute to marketing library services and resources, and assist in training initiatives for users.
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	<p>Ms N Vajat Tel No: (021) 684-1204/1205            Applications are submitted online via <a href="http://www.westerncape.gov.za/health-jobs">www.westerncape.gov.za/health-jobs</a> (click "online applications").</p>
<b><u>NOTE CLOSING DATE</u></b>	:	<p>No payment of any kind is required when applying for this post.            06 March 2026, 17:00 PM</p>
<b><u>POST 06/375</u></b>	:	<b><u>HOUSEKEEPING SUPERVISOR</u></b> Chief Directorate: Metro Health Services
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	<p>R193 359 per annum            Delft CHC            Minimum educational qualification: General Education and Training Certificate (GETC)/Grade 9 (Std 7). Experience: Appropriate experience in housekeeping and cleaning in a health care facility environment. Appropriate experience in management and ordering stock. Inherent requirement of the job: Willingness to work 12-hour shifts and after hours (night duty, weekends and public holidays). Willingness to work overtime on short notice when required. Ability to perform physical tasks e.g. utilization of cleaning equipment etc. Competencies (knowledge/skills): Supervisory Skills, delegation of duties and optimal utilization of subordinates. Understanding hospital waste management, Infection Prevention &amp; Control, Linen management and time management.</p>
<b><u>DUTIES</u></b>	:	Supervise the provisioning of housekeeping, cleaning, safeguarding, maintenance services and inspect the duties of the Household Aids. Ensure a high standard of cleaning by effective management of waste control. Handle administrative duties e.g. leave, correspondence, reports etc. Supervise human and physical resources. Supervise linen operations. Develop and manage duty rosters for housekeeping staff as well as do in-house training. Supervision and allocation of staff and delegation of functions.
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	<p>Ms B Stuurman Tel No: (021) 954-2237            Applications are submitted online via <a href="http://www.westerncape.gov.za/health-jobs">www.westerncape.gov.za/health-jobs</a> (click "online applications").</p>
<b><u>NOTE</u></b>	:	No payment of any kind is required when applying for this post. The pool of applications will be considered for vacancies within Metro Health Services, for a period of three months from the date of the advert, provided that the job title, core functions, inherent requirements, and salary level are the same as those

	of the advertised post. Candidates will be subjected to a practical/oral assessment.
<b><u>CLOSING DATE</u></b>	: 06 March 2026, 17:00 PM
<b><u>POST 06/376</u></b>	: <b><u>LINEN SUPERVISOR</u></b> Overberg District
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	: R193 359 per annum Hermanus Hospital Minimum educational qualification: General Educational and Training Certificate (GETC)/Grade 9 (Std 7). Experience: Appropriate experience in laundry experience in a Hospital/Clinic environment. Inherent requirements of the job: Willingness to do manual labour (heavy linen bags) and assist in other departments when required. Able to handle heavily soiled linen containing human excretions and blood. Physically fit and able to lift heavy items. Competencies (knowledge/skills): Proper working knowledge of all laundry/linen policies, protocols, procedures and good work ethics. Good interpersonal, organizing and decision-making skills. Knowledge of inventory/stock control. Ability to work in a team and independently. Computer literacy (Microsoft Word and Excel). Good communication skills.
<b><u>DUTIES</u></b>	: Supervise Linen/laundry service and operate machinery and equipment, supervision and control. Supervise personnel, HR and general administration. Render an administration service. Liaise with laundry management. Monitor quality standard in the laundry.
<b><u>ENQUIRIES APPLICATIONS</u></b>	: Mr T De Wet Tel No: (028) 312-1166 Applications are submitted online via <a href="http://www.westerncape.gov.za/health-jobs">www.westerncape.gov.za/health-jobs</a> (click "online applications").
<b><u>NOTE</u></b>	: No payment of any kind is required when applying for this post. Shortlisted candidates may be subjected to a practical assessment.
<b><u>CLOSING DATE</u></b>	: 06 March 2026, 17:00 PM
<b><u>POST 06/377</u></b>	: <b><u>STERILISATION OPERATOR PRODUCTION</u></b> Garden Route District
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	: R163 680 per annum Oudtshoorn Hospital Minimum educational qualification: General Education and Training Certificate (GETC)/Grade 9 (Std 7). Experience: Appropriate experience in a hospital environment. Inherent requirements of the job: Willingness to work shifts (day and night duty), including weekends and public holidays. Competencies (knowledge/skills): Good interpersonal relations skills. Physically fit to lift heavy objects, push heavy trolleys, bend down, and stay on feet for long hours. Ability to work in a co-operative way within a team context. Good communication skills (written and verbal).
<b><u>DUTIES</u></b>	: Collect and deliver soiled and clean linen and packs to and from theatre and wards. Effective application of sterilisation processes and techniques and promote/adhere to infection control as well as health and safety regulations. Decontaminate, pack and sterilisation of instruments, linen, and supplies. Assist with cleaning and testing of sterilisation equipment, washing machines and autoclaves. Maintain equipment in an optimum working condition. Cost effective utilisation of resources, monitor, control and maintain adequate stock levels. Report and assist with investigation of lost instruments/equipment. Support to the supervisor and team members.
<b><u>ENQUIRIES APPLICATIONS</u></b>	: Mr CB Olivier Tel No: (044) 203 - 7203 Applications are submitted online via <a href="http://www.westerncape.gov.za/health-jobs">www.westerncape.gov.za/health-jobs</a> (click "online applications").
<b><u>NOTE</u></b>	: No payment of any kind is required when applying for this post. Candidates will be subjected to a practical/written 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.
<b><u>CLOSING DATE</u></b>	: 06 March 2026, 17:00 PM

<b><u>POST 06/378</u></b>	:	<b><u>PORTER</u></b> Garden Route District
<b><u>SALARY</u></b>	:	R138 486 per annum
<b><u>CENTRE</u></b>	:	Oudtshoorn Hospital
<b><u>REQUIREMENTS</u></b>	:	Minimum requirement: Basic numeracy and literacy skills. Experience: Appropriate experience in a hospital and Porter environment. Inherent requirements of the job: Willingness to work shifts, including nightshift, weekends, overtime and public holidays. Willingness to do mortuary duties, i.e., removal of corpse from wards. The ability to perform tasks such as lifting patient's from/onto beds, trolleys and wheelchairs and stay on your feet for long hours. Competencies (knowledge/skills): Good interpersonal relations skills. Communication skills (written and verbal). Ability to work cooperatively within a team context.
<b><u>DUTIES</u></b>	:	Accompany walking patients and transport sitting/non-walking patients per trolley or wheelchair between wards and treatment areas. Assist with loading patients into and out of ambulances/vehicles. Assist with the transfer of patients to beds/trolleys and vice versa. Responsible for the transportation of corpses from wards to the mortuary, entering details in the mortuary register and accountable for cleaning the mortuary. Direct or accompany visitors to various destinations and reply to requests from wards/clinics. Carry medical and other documentation (patient files, reports, etc.) to wards/treatment and other admin areas. Support for the supervisor and team members.
<b><u>ENQUIRIES</u></b>	:	Mr SR Papa Tel No: (044) 203 -7200
<b><u>APPLICATIONS</u></b>	:	Applications are submitted online via <a href="http://www.westerncape.gov.za/health-jobs">www.westerncape.gov.za/health-jobs</a> (click "online applications").
<b><u>NOTE</u></b>	:	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.
<b><u>CLOSING DATE</u></b>	:	06 March 2026, 17:00 PM
<b><u>POST 06/379</u></b>	:	
<b><u>FOOD SERVICES AID</u></b>	:	Chief Directorate: Metro Health Services
<b><u>SALARY</u></b>	:	R138 486 per annum
<b><u>CENTRE</u></b>	:	Alexandra Hospital
<b><u>REQUIREMENTS</u></b>	:	Minimum educational qualification: Basic numeracy and literacy skills. Experience: Appropriate experience in a large scale, Industrial Food Service Unit in a hospital environment. Inherent requirements of the job: Willingness to work shifts, public holidays, weekends and overtime. Must be healthy and strong enough to lift heavy objects and be on their feet the entire day. Competencies (knowledge/skills): Knowledge of production for normal and therapeutic diets in an Industrial Food Service Unit on a large scale. Knowledge of hygiene, occupational health, HACCP and safety principles.
<b><u>DUTIES</u></b>	:	Assist in the receipt and storage of all provisions and stock in the Food Service Unit. Pre preparation and production of all normal and therapeutic diets. Weighing, dishing and distribution of food to various wards. Cleaning of all areas, utensils and equipment in the Food Service Department. Follow and adhere to Health and Safety prescripts. Follow and adhere to elementary control measures and standard operational procedures.
<b><u>ENQUIRIES</u></b>	:	Ms S Abdurahman Tel No: (021) 503-5023
<b><u>APPLICATIONS</u></b>	:	Applications are submitted online via <a href="http://www.westerncape.gov.za/health-jobs">www.westerncape.gov.za/health-jobs</a> (click "online applications").
<b><u>NOTE</u></b>	:	No payment of any kind is required when applying for this post. The pool of applicants 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. Candidates will be subjected to a written/practical and oral assessment.
<b><u>CLOSING DATE</u></b>	:	06 March 2026, 17:00 PM

<b><u>POST 06/380</u></b>	:	<b><u>DRIVER (LIGHT DUTY VEHICLE)</u></b> West Coast District
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R138 486 per annum Saldanha PHC Minimum requirement: Basic numeracy and literacy. Experience: Appropriate experience of transporting personnel and goods. Inherent requirement of the job: Valid (Code B/EB) driver's licence. Valid Public Driving Permit (PDP). Physically fit and able to lift and load heavy items. Competencies (knowledge/skills): Must be able to speak clearly, read and write accurately. Knowledge of Transport regulations (Handbook 1 of 2019). Ability to accept accountability, responsibility and to work independently.
<b><u>DUTIES</u></b>	:	Daily transporting of post, packages, medication, goods and equipment and if necessary official passengers. Perform administrative duties pertaining to GG vehicles and ensure accurate and detailed completion of daily logbooks. Conduct routine inspection, maintenance, cleaning of vehicle and report any defects. Perform routine administrative duties when required and respond to emergencies when necessary. Support to supervisors and clinics when required.
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	Ms BD Breedekamp Tel No: (022) 709-5066 Applications are submitted online via <a href="http://www.westerncape.gov.za/health-jobs">www.westerncape.gov.za/health-jobs</a> (click "online applications").
<b><u>NOTE</u></b>	:	No payment of any kind is required when applying for this post. As directed by the Department of Public Service and Administration, applicants must note that further checks will be conducted once they are shortlisted and that their appointment is subject to positive outcomes on these checks, which include security clearance, qualification verification, criminal records, and previous employment.
<b><u>CLOSING DATE</u></b>	:	06 March 2026, 17:00 PM
<b><u>POST 06/381</u></b>	:	<b><u>DRIVER (SUPPORT SERVICES)</u></b> Chief Directorate: Metro Health Services
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R138 486 per annum Karl Bremer Hospital Minimum educational qualification: Basic numeracy and literacy skills. Experience: Appropriate experience as driver in an hospital environment. Inherent requirement of the job: Code (B or EB) driver's licence. Willingness to work shifts and night duty. Willingness to work overtime. Willingness to perform standby duties after hours, including weekends. Access to lock-up garage at residence or behind locked gates. Competencies (knowledge/skills): The ability to communicate effectively. Good knowledge of road network in the Peninsula. Knowledge of Transport Circular U2 33-2009The ability to accept accountability and responsibility and to work independently and unsupervised. Ability to work under pressure.
<b><u>DUTIES</u></b>	:	Transport goods and services from one point to another and transport personnel from one point to another. Responsible for completion of vehicle log sheets. Assist Transport Officer with basic administrative and general tasks. Responsible for basic maintenance of vehicles (cleaning, reporting of defects, take vehicles for services and repairs, etc).
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	Mr BC du Toit Tel No: (021) 918-1230 Applications are submitted online via <a href="http://www.westerncape.gov.za/health-jobs">www.westerncape.gov.za/health-jobs</a> (click "online applications").
<b><u>NOTE</u></b>	:	No payment of any kind is required when applying for this post. The pool of applications will be considered for vacancies within the Chief Directorate Metro Health Services, for a period of three months from the date of the advert, provided that the job title, core functions, inherent requirements, and salary level are the same as those of the advertised post.
<b><u>CLOSING DATE</u></b>	:	06 March 2026, 17:00 PM
<b><u>POST 06/382</u></b>	:	<b><u>FOOD SERVICES AID (CATERING)</u></b> Chief Directorate: Metro Health Services
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R138 486 per annum Karl Bremer Hospital Minimum educational qualification: Basic reading, writing and numerical abilities (basic mathematics). Experience: Appropriate experience in an

<p>Industrial Food Services Unit. Inherent requirements of the job: Prepared to work shifts, weekends and public holidays. The incumbent must be strong enough to lift heavy objects and be on their feet the entire day. Responsible for own transport. Competencies (knowledge/skills): The ability to function in a group and to work under pressure. Knowledge of HACCP, National Guidelines of safe preparation, storage and handling of powdered infant formula for Health Facilities and Home Environment and Health and Safety policies. Knowledge of basic cleaning and maintenance of equipment used in the milk kitchen and Food Service Unit. Knowledge with regards to the functioning of a hospital milk kitchen.</p>	
<b><u>DUTIES</u></b>	: The preparation and distribution of milk feeds to the wards, according to prescribed standardized recipes and the standard operation plan, and temperature control during the various processes. Assist with the receipt, storage and stock control of food and milk kitchen supplies and maintain record keeping and statistics of milk feeds delivered to the wards. Pre-prepare and prepare, dish up and distribute normal and special diets. Follow and maintain general hygiene and safety directives in the food service unit and milk kitchen including for the use of apparatus and equipment, and washing of crockery, cutlery and cooking utensils. Maintain safety measures for apparatus and equipment, and report broken apparatus and equipment. Assist with the informal in-service training of new employees.
<b><u>ENQUIRIES</u></b>	: Mr R Broekhuizen Tel No: (021) 918-1385
<b><u>APPLICATIONS</u></b>	: Applications are submitted online via <a href="http://www.westerncape.gov.za/health-jobs">www.westerncape.gov.za/health-jobs</a> (click "online applications").
<b><u>NOTE</u></b>	: 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 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.
<b><u>CLOSING DATE</u></b>	: 06 March 2026, 17:00 PM
<b><u>POST 06/383</u></b>	: <b>CLEANER</b> Chief Directorate: Emergency and Clinical Services Support
<b><u>SALARY</u></b>	: R138 486 per annum
<b><u>CENTRE</u></b>	: Emergency Medical Services, Overberg District
<b><u>REQUIREMENTS</u></b>	: Minimum requirement: Basic numeracy and literacy. Experience: Appropriate experience as a Cleaner in a health facility environment. Proven experience in duties as mentioned below. Inherent requirements of the job: Willingness to work shifts and on weekends. Competencies (knowledge/skills): Good time management. Knowledge of Health and Safety procedures.
<b><u>DUTIES</u></b>	: Cleaning of all offices, common areas, kitchens and ablution facilities of the EMS Base/Grounds, including deep cleaning and detailed cleaning tasks. Provide a clean, safe, and hygienic environment to prevent injuries and the spread of infection which includes sweeping, scrubbing, mopping of floors, dusting, polishing of floors and furniture, emptying bins daily, cleaning of windows, light shades, walls and all toilets, sluices and drains. Ensure that cleaning equipment e.g., polishing and scrubbing machines, mops, brooms, buckets etc. are clean after usage and securely stored. -Ensure removal of general waste from building daily. Notify management of deficiencies or repairs required and ensure good stock control processes. Relief according to the needs of the service.
<b><u>ENQUIRIES</u></b>	: Ms Y Avontuur Tel No: (028) 212-9111
<b><u>APPLICATIONS</u></b>	: Applications are submitted online via <a href="http://www.westerncape.gov.za/health-jobs">www.westerncape.gov.za/health-jobs</a> (click "online applications").
<b><u>NOTE</u></b>	: No payment of any kind is required when applying for this post.
<b><u>CLOSING DATE</u></b>	: 06 March 2026, 17:00 PM
<b><u>POST 06/384</u></b>	: <b>MEDICAL OFFICER GRADE 1 TO 3 (SURGERY) (10 SESSIONS PER WEEK)</b> Chief Directorate: Metro Health Services (Contract until 31 March 2027)
<b><u>SALARY</u></b>	: Grade 1: R482 per hour Grade 2: R550 per hour Grade 3: R636 per hour
<b><u>CENTRE</u></b>	: Mitchells Plain District Hospital

<b><u>REQUIREMENTS</u></b>	:	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: <b>Grade 1:</b> 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. <b>Grade 2:</b> 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. <b>Grade 3:</b> A minimum of 10 years' appropriate experience as a Medical Practitioner after registration with the HPCSA as a Medical Practitioner in respect of SA qualified employees. A minimum of 11 years' relevant experience after registration as Medical Practitioner with a recognised foreign Health Professional Council in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa. Inherent requirements of the job: A valid (Code B/EB) driver's licence. Competencies (knowledge/skills): Appropriate experience and skills in surgical care to manage a ward, theatre and outpatients at a large district level hospital. Ability to work in a team and all levels of staff. Must be able to perform amputations and minor surgical procedures safely and without surgical supervision. Candidates must be able to perform basic diagnostic upper endoscopy.
<b><u>DUTIES</u></b>	:	Clinical management of all acute and non-acute surgical and trauma emergencies at a busy district level hospital. Management of critically ill patients including resuscitation of patients while awaiting transfer to tertiary level care. Supervision and teaching of students and interns. Provide a proficient administrative service regarding all clinical and non-clinical matters and medicolegal work. Provide guidance and leadership towards strategic goals and objectives of the department. Ensure cost efficient service at clinical level with regards to laboratory services, blood, medicines, consumables and equipment.
<b><u>ENQUIRIES</u></b>	:	Dr F Gool Tel No: (021) 377- 4382
<b><u>APPLICATIONS</u></b>	:	Applications are submitted online via <a href="http://www.westerncape.gov.za/health-jobs">www.westerncape.gov.za/health-jobs</a> (click "online applications").
<b><u>NOTE</u></b>	:	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 applications will be considered for vacancies within Department of Health and Wellness, 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.
<b><u>CLOSING DATE</u></b>	:	06 March 2026, 17:00 PM
<b><u>POST 06/385</u></b>	:	<b><u>MEDICAL OFFICER: GRADE 1 TO 3 (20, 8, 3, AND 12 SESSIONS) (X4 POSTS)</u></b> Cape Winelands Health District (Contract till 31 March 2027)
<b><u>SALARY</u></b>	:	Grade 1: R482 per hour Grade 2: R550 per hour Grade 3: R636 per hour
<b><u>CENTRE REQUIREMENTS</u></b>	:	Drakenstein Sub-district Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Medical Practitioner. Registration with a professional council: Registration with the HPCSA as Medical Practitioner. Experience: <b>Grade 1:</b> None after

registration as a Medical Practitioner with the HPCSA in respect of SA qualified employees. One-year relevant experience after registration as Medical Practitioner with a recognized foreign Health Professional Council in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. **Grade 2:** A minimum of 5 years' appropriate experience as a Medical Practitioner after registration with the HPCSA as a Medical Practitioner in respect of SA qualified employees. A minimum of 6 years' relevant experience after registration as a Medical Practitioner with a recognized foreign Health Professional Council in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. **Grade 3:** A minimum of 10 years' appropriate experience as a Medical Practitioner after registration with the HPCSA as Medical Practitioner in respect of SA qualified employees. A minimum of 11 years' relevant experience after registration as Medical Practitioner with a recognized foreign Health Professional Council in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. Inherent requirement of the job: A valid driver's licence. Competencies (knowledge/skills): Knowledge of general medical and surgical conditions on hospital and PHC level and Knowledge applicable to South African TB and HIV care guidelines. Comprehensive evidence-based, direct patient-centred Clinical Service Provision in the District Health Service. Computer literacy (MS Excel, Word, Outlook etc.) and good interpersonal, organizational and teamwork skills. Ability and willingness to do outreach services to clinics throughout the Drakenstein Sub district (including Saron/Gouda), guiding health care colleagues in managing difficult PHC cases.

<b><u>DUTIES</u></b>	:	Provide quality outpatient care to patients in Drakenstein SD Primary Healthcare facilities. Provide an Outreach and Support service to PHC facilities in the Drakenstein Sub district (including Saron & Gouda) Actively participate in skills transfer, training, and academic opportunities relevant to the post. Active involvement in the clinical governance of Drakenstein Sub district facilities as required. No compulsory Commuted Overtime (COT) duties.
<b><u>ENQUIRIES</u></b>	:	Dr P van Wyk (Family Physician) Tel No: (021) 877-6449 or Dr R Gaffoor (Clinical Manager) Tel No: (021) 877-6400
<b><u>APPLICATIONS</u></b>	:	Applications are submitted online via <a href="http://www.westerncape.gov.za/health-jobs">www.westerncape.gov.za/health-jobs</a> (click "online applications").
<b><u>NOTE</u></b>	:	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 Drakenstein 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.
<b><u>CLOSING DATE</u></b>	:	06 March 2026, 17:00 PM
<b><u>POST 06/386</u></b>	:	<b><u>MEDICAL OFFICER GRADE 1 TO 3 (20 SESSIONS P/WEEK)</u></b> Chief Directorate: Metro Health Services (Contract 01 April 2026 until 31 October 2027)
<b><u>SALARY</u></b>	:	Grade 1: R482 per hour Grade 2: R550 per hour Grade 3: R636 per hour
<b><u>CENTRE REQUIREMENTS</u></b>	:	Metro TB Hospital Complex (DP Marais Hospital) Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Medical Practitioner. Registration with a professional council: Registration with the Health Professions Council of South Africa (HPCSA) as a Medical Practitioner. Experience: <b>Grade 1:</b> None after registration as a Medical Practitioner with the HPCSA in respect of SA qualified employees. One-year relevant experience after registration as Medical Practitioner with a recognized foreign Health Professional Council in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South

Africa. **Grade 2:** A minimum of 5 years' appropriate experience as a Medical Practitioner after registration with the HPCSA as a Medical Practitioner in respect of SA qualified employees. A minimum of 6 years' relevant experience after registration as a Medical Practitioner with a recognized foreign Health Professional Council in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. **Grade 3:** A minimum of 10 years' appropriate experience as a Medical Practitioner after registration with the HPCSA as Medical Practitioner in respect of SA qualified employees. A minimum of 11 years' relevant experience after registration as Medical Practitioner with a recognized foreign Health Professional Council in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. Inherent requirements of the job: A valid (code B/EB) driver's licence. Competencies (knowledge/skills): Ability to work in integrated multi-disciplinary teams across platforms. Computer Literacy (MS Office).

<b><u>DUTIES</u></b>	:	Provision of clinical services. Clinical management of all TB patients, referrals, admissions and new patients. Interact and co-operate with colleagues and other health services. Liaison with clinics, hospitals and other health services. Ensure cost effective and safe usage of drugs. Provide support to Head of Department. Participate in departmental activities and meetings. Undertake general administrative tasks and tasks delegated by the Head of Department. Serve on delegated committees and participate in operational research.
<b><u>ENQUIRIES</u></b>	:	Dr JB Te Riele Tel No: (021) 508-7400
<b><u>APPLICATIONS</u></b>	:	Applications are submitted online via <a href="http://www.westerncape.gov.za/health-jobs">www.westerncape.gov.za/health-jobs</a> (click "online applications").
<b><u>NOTE</u></b>	:	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 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.
<b><u>CLOSING DATE</u></b>	:	06 March 2026, 17:00 PM