

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

- APPLICATIONS** : Only applications submitted online will be accepted. To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>
- CLOSING DATE** : 04 May 2026
- NOTE** : Shortlisted candidates will be required to attend interviews on a date and time determined by the department and submit documentation for verification purposes and criminal record vetting. All shortlisted candidates 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. The selection process will be guided by the EE targets of the employing department. By applying for this position, you are consenting to the Western Cape Government contacting your previous employers/managers for an employment reference. Reference checks will include enquiries relating to your disciplinary records and reasons for leaving. Should you experience difficulties with your online application, technical support is available from Monday to Friday from 08:00 to 16.00. Contact the helpline at 086 137 0214. For all other queries relating to the position, kindly contact the enquiries person as indicated in the advert. Please ensure that you submit your application before the closing date as no late applications will be considered.

OTHER POSTS

- POST 13/309** : **DEPUTY DIRECTOR: ACCOUNTS AND FINANCIAL REPORTING (ELSENBURG) REF NO: AGR 18/2026**

- SALARY** : R896 436 per annum (Level 11), (all-inclusive salary package)
- CENTRE** : Department of Agriculture, Western Cape Government
- REQUIREMENTS** : An appropriate 3-year B-Degree at NQF level 7 (equivalent or higher qualification) in Financial Accounting / Management; A minimum of 3 years relevant experience in financial accounting at supervisory/ management level (ASD). Competencies: Knowledge of the following: Financial background specifically in Public Sector Finance; Personal and Salary Administration (PERSAL) and Basic Accounting System (BAS); Relevant legislation, directions and procedures with regard to financial administration and more specifically of: PFMA, NTR'S, PTI'S and SCOA; How to do basic research/gather information/analysing; Interpretation of policies and procedures; Record keeping procedures; Updating and compiling Standard Operating Procedures for the Department in accordance with relevant legislation; Accounting - To provide financial administration and accounting services (ledgers/journals, accounting and reporting (interim and annual financial statements). Skills in the following: Good planning and organisational; Problem solving and decision making within the field of work; Good communication skills (speaking, writing and reading); Maintain discipline and dealing with conflict; Routine verbal exchange of information requiring helpfulness and politeness; Computer literacy in MS Office Package (Word, Excel, PowerPoint, Internet, Outlook); Ability to solve financial problems; Ability to work independently and as part of a team.

- DUTIES** : Manage the alignment of accounts management and financial reporting policies and procedures; Undertake revenue expenditure management and accounting work as required; Undertake Financial Planning, budget and reporting work as required. Manage the sub- directorate Accounts and financial reporting.

- ENQUIRIES** : Mr M Jacobsz at Tel No: (021) 808 5032

- POST 13/310** : **SENIOR AGRICULTURAL ADVISOR: AGRICULTURAL PRODUCER SUPPORT AND DEVELOPMENT (CAPE WINELANDS- STELLENBOSCH) REF NO: AGR 19/2026**

- SALARY** : R468 459 - R561 894 per annum (Level 09)
- CENTRE** : Department of Agriculture, Western Cape Government

<u>REQUIREMENTS</u>	:	An appropriate 4 year BSc Agric degree majoring in Agricultural Economics or BAgri Honours degree majoring in Agricultural Economics on NQF level 8 or equivalent; Registered with SACNASP or any other recognised professional body (Proof to be submitted); A minimum of 3 years experience in agricultural extension; A valid code B driving licence. Competencies: Knowledge of the following: Agricultural production economics and agricultural economics; Production of crops and livestock produced in the specific area, also markets and value adding; Project management practices; Good research skills; Excellent written and verbal communication and report; Sound organizational and leadership abilities; Good understanding of the land reform, programme and project implementation; Excellent communication (written and verbal skills); Proven computer literacy in MS Office; (MS Word, MS Excel, MS Outlook, MS Power Point).
<u>DUTIES</u>	:	Compilation of enterprise budgets and cashflow statements within fruit, livestock vegetables and wine commodities; Conduct relevant project evaluation within the monitoring and evaluation framework; Deliver continuous support to all farmers, especially developing farmers across all functions, which include land reform, infrastructure development, extension and support on production and economic principles, institutional support as well as capacity building and food security; Assist with research and demonstration trials; Provide information on markets; Facilitate workshops and planning sessions to determine needs and progress; Promote sustainable production systems; Write reports regarding economical progress; Facilitate the development of organisational skills of the developing agricultural sector; Facilitate relevant recordkeeping and economical training as well as support to projects; Participate as a member of the project team by giving economical input and for the compilation of business plans; General office administration; Ensure the implementation of Agricultural Information Management System (AIMS); Facilitate, engage and provide inputs to Implementing Agencies and relevant Commodity Project Allocation Committees in the delivery and implementation of projects lead, guide and provide support to lower level extension staff.
<u>ENQUIRIES</u>	:	Mr. D Chitepo Tel No: (021) 808 5100
<u>POST 13/311</u>	:	<u>LECTURER: AGRONOMY (ELSENBURG) REF NO: AGR 20/2026</u>
<u>SALARY</u>	:	R397 116 - R467 790 per annum (Level 08)
<u>CENTRE</u>	:	Department of Agriculture, Western Cape Government
<u>REQUIREMENTS</u>	:	An appropriate 4-year BSc degree (equivalent or higher qualification); A minimum of 3 years appropriate experience; A valid (Code B or higher) driving licence. NB: People with disabilities that restrict driving abilities, but who have reasonable access to transport, may also apply. Competencies: Proven knowledge of the following: Agronomy Production; Vegetable crops produced and alternative crops produced in the Western Cape; Presentation; Verbal and Written communication skills; Computer literacy; Leadership, Planning and Organising skills; Formal training and presentation.
<u>DUTIES</u>	:	Prepare lesson plans and present practical, theoretical and/or short courses; Renewal and development of course material and study guides; Assessment of students through compilation of question papers and memorandums for examination; Administrative responsibilities; Keep abreast of applicable prescripts, policies, procedures, technologies and new developments in the subject field.
<u>ENQUIRIES</u>	:	Ms B Abrahams Tel No: (021) 808 5480
<u>POST 13/312</u>	:	<u>ADMINISTRATIVE OFFICER: ADMIN SUPPORT FACILITIES MAINTENANCE (ELSENBURG) REF NO: AGR 04/2026</u>
<u>SALARY</u>	:	R325 101 – R382 959 per annum (Level 07)
<u>CENTRE</u>	:	Department of Agriculture, Western Cape Government
<u>REQUIREMENTS</u>	:	An appropriate 3-year National Diploma/B-Degree (equivalent or higher qualification); A minimum of 1 year relevant experience; A valid (Code EB) driving license. NB: People with disabilities that restrict driving abilities, but who have reasonable access to transport, may also apply. Competencies: Knowledge and understanding of the following: Relevant legislation/ policies/ prescripts and procedures; Financial regulations and instructions to ensure smooth administrative functioning of the financial administration and procurement; Working procedures in terms of the working environment; Disciplinary code and procedures; OHS procedures; People management.

- Skills in the following: Written and Verbal communication; Planning and organising; Computer literacy (MS Office Package); Analytical; Report writing and problem-solving skills.
- DUTIES** : Oversee supply chain support services within the Sub-Directorate; Administrative and related functions; Oversee personnel administration support services within the component; Oversee financial administration support services in the component; People management.
- ENQUIRIES** : Mr V Govender Tel No: (021) 808 5422

DEPARTMENT OF CULTURAL AFFAIRS AND SPORT

- APPLICATIONS** : Only applications submitted online will be accepted. To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>
- CLOSING DATE** : 04 May 2026
- NOTE** : Shortlisted candidates will be required to attend interviews on a date and time determined by the department and submit documentation for verification purposes and criminal record vetting. All shortlisted candidates 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. The selection process will be guided by the EE targets of the employing department. By applying for this position, you are consenting to the Western Cape Government contacting your previous employers/managers for an employment reference. Reference checks will include enquiries relating to your disciplinary records and reasons for leaving. Should you experience difficulties with your online application, technical support is available from Monday to Friday from 08:00 to 16.00. Contact the helpline at 086 137 0214. For all other queries relating to the position, kindly contact the enquiries person as indicated in the advert. Please ensure that you submit your application before the closing date as no late applications will be considered.

OTHER POST

- POST 13/313** : **DEPUTY DIRECTOR: INFRASTRUCTURE, RESEARCH AND EVENT SUPPORT SERVICES REF NO: CAS 02/2026**
- SALARY CENTRE REQUIREMENTS** : R896 436 per annum (Level 11), (all-inclusive salary package)
: Department of Cultural Affairs and Sport, Western Cape Government
: An appropriate 3-year National Diploma/B-Degree (equivalent or higher qualification); A minimum of 3 years middle management experience. Competencies: Knowledge of the following: Financial Management; Human Resources; Knowledge in Infrastructure, Research, major events and sport tourism. Skills needed: Computer literacy in MS Office Package (Word, Excel, PowerPoint etc); Communication skills (written and verbal); Ability to work independently and as part of a team.
- DUTIES** : Managing staff; Managing budgets; Ensuring smooth operations of the component; Leadership; Human resources.
- ENQUIRIES** : Mr T Tutu Tel No: (021) 483 9621

DEPARTMENT OF ECONOMIC DEVELOPMENT AND TOURISM

- APPLICATIONS** : Only applications submitted online will be accepted. To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>
- CLOSING DATE** : 04 May 2026
- NOTE** : Shortlisted candidates will be required to attend interviews on a date and time determined by the department and submit documentation for verification purposes and criminal record vetting. All shortlisted candidates 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. The selection process will be guided by the EE targets of the employing department. By applying for this position, you are consenting to the Western Cape Government contacting your previous employers/managers for an employment reference. Reference checks will include enquiries relating to your disciplinary records and reasons for leaving. Should you experience difficulties with your online

application, technical support is available from Monday to Friday from 08:00 to 16.00. Contact the helpline at 086 137 0214. For all other queries relating to the position, kindly contact the enquiries person as indicated in the advert. Please ensure that you submit your application before the closing date as no late applications will be considered.

OTHER POSTS

POST 13/314 : **ASSISTANT DIRECTOR (INTERNAL CONTROL): ASSURANCE SERVICES**
REF NO: DEDAT 09/2026

SALARY : R468 459 - R561 894 per annum (Level 09)
CENTRE : Department of Economic Development and Tourism, Western Cape Government.

REQUIREMENTS : An appropriate Bachelor's Degree (NQF Level 7) equivalent or higher qualification in Internal Auditing (Majors in Auditing and Financial Accounting); A minimum of 3 years relevant experience in an internal control and governance environment. Competencies: Knowledge of the following: Policy development; Budgeting processes; Financial norms and standards (Public Financial Management Act, National Treasury Regulations, Provincial Treasury directives/instructions); Public Service Anti-Corruption Strategy and Fraud Prevention Measures; Principles and Practices of Financial Accounting; Internal Control Tools and Techniques; Government Accounting Standards (GRAP); Economic Reporting Framework including Standard Charts of Accounts; Risk Management Frameworks; Government Financial Systems; Human Resource Management. Skills in the following: Report writing; Interpersonal relations; Flexibility; Teamwork; Accuracy; Aptitude of figures; Computer literacy in MS Office Package (Word, Excel, PowerPoint); Communication skills (written and verbal); Ability to work independently and as part of a team.

DUTIES : Provide Assurance Services; Management of irregular, fruitless and wasteful expenditure and investigations; Report to key stakeholders on the financial governance and compliance environment; Co-ordination of internal and external auditors; Policy formulation, drafting of internal control policy and training; Provide fraud and losses management services; Manage and undertake all administrative functions required with regard to financial and HR management.

ENQUIRIES : Ms B Mott Tel No: (021) 483 9088

POST 13/315 : **ASSISTANT DIRECTOR: MUNICIPAL ECONOMIC SUPPORT REF NO: DEDAT 10/2026**

SALARY : R468 459 - R561 894 per annum (Level 09)
CENTRE : Department of Economic Development and Tourism, Western Cape Government

REQUIREMENTS : An appropriate 3-year National Diploma/B-Degree (equivalent or higher qualification) in Economics; A minimum of 3 years administrative experience in project management; 3 years' experience in data analysis. Competencies: Knowledge of the following: Economic development (refers to a practical understanding of the processes, programs, and policies that improve a community's economic well-being and quality of life); Development economics (refers to a technical, academic understanding of the theories, models, and methods used to analyse the economic issues of developing nations); Project Management; Relationship and stakeholder management; Monitoring and evaluation methods, tools and techniques; Skills in the following: Planning and Organising; Working with People; Analysing; Relating and Networking; Following Instructions and Procedures; Writing and Reporting; Delivering Results and Meeting Customer Expectations; Computer literacy in MS Office Package (Word, Excel, PowerPoint); Communication skills (written and verbal); Ability to work independently and as part of a team.

DUTIES : Facilitate capacity building of municipalities in the regions; Support the building of partnerships, IGR, cross-cutting and area-specific initiatives that promotes alignment of economic activities in region; Support the implementation of spatial economic growth initiatives in regions; Support the building of business partnerships for growth opportunities across regions; Support the coordination of municipal-level data and intelligence.

ENQUIRIES : Ms F Dharsey Tel No: (021) 483 7508

POST 13/316 : **OFFICE MANAGER: STRATEGIC ECONOMIC ACCELERATORS AND DEVELOPMENT REF NO: DEDAT 11/2026**

SALARY CENTRE : R468 459 - R561 894 per annum (Level 09)
: Department of Economic Development and Tourism, Western Cape Government

REQUIREMENTS : An appropriate 3-year National Diploma/B-Degree (equivalent or higher qualification); A minimum of 3 years experience in rendering executive support functions to top management. Competencies: Knowledge of the following: Administrative and HR administration; Systems and knowledge management administration; Communication and marketing project management; Public Service Regulatory Framework; Financial and people management; Information and records management; Relevant software packages; Intergovernmental and international relations. Skills in the following: Computer literacy in MS Office Package (Word, Excel, PowerPoint); Communication (written and verbal); Basic research; Project planning; Financial management; Ability to work independently and as part of a team.

DUTIES : Render line administrative support services; Execute research, analyse information and compile complex documents for the DDG; Manage resources of the Office of the DDG, including office budgets, asset control & petty cash; Developing and managing systems within the branch to improve administrative efficiencies; Providing project support to the Office of the DDG; Remain abreast of policies and procedures; Communication & Digital Content Management.

ENQUIRIES : Ms Ilse van Schalkwyk Tel No: (021) 483 9494

POST 13/317 : **PERSONAL ASSISTANT: STRATEGIC AND OPERATIONAL SUPPORT REF NO: DEDAT 13/2026**

SALARY CENTRE : R325 101 - R382 959 per annum (Level 07)
: Department of Economic Development and Tourism, Western Cape Government

REQUIREMENTS : Grade 12 (Senior Certificate or equivalent qualification) plus an accredited secretarial diploma and/or administrative qualification on the level of NQF level 5 or relevant higher tertiary qualification; A minimum of 3 years' experience in rendering a support service to management/ senior management. Competencies: Knowledge of the following: Relevant legislation/ policies/ prescripts and procedures; Basic financial administration; Ability to run and maintain a record management system; Procurement of goods and services; Ability to properly record minutes and decisions at meetings; Advanced knowledge of relevant software packages. Skills in the following: Computer literacy in MS Office Package (Word, Excel, PowerPoint); Report writing, Organising and planning; Time management; Recording of minutes; Communication skills (written and verbally); Research; Analytical skills; Ability to work independently and as part of a team.

DUTIES : Provide a secretarial/ receptionist support service to the manager; Render administrative support services, inclusive of: Scrutinising routine submissions/ reports and make notes and/or recommendations for the manager; Collects, analyses and collates information requested by the manager; Provide support to the manager regarding meetings, inclusive of: Scrutinising documents to determine actions/information/ other documents required for meetings; Collecting and compilation of all necessary documents for the manager to inform him/her on the contents; Recording of minutes/ decisions and communicating to relevant role-players, follow-up on progress made; Preparation of briefing notes for the manager as required; Support the manager with the administration of the manager's budget; Study the relevant Public Service and departmental prescripts/ policies and other documents and ensures that the application.

ENQUIRIES : Ms Julies Tel No: (021) 483 9000

DEPARTMENT OF ENVIRONMENTAL AFFAIRS AND DEVELOPMENT PLANNING

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

CLOSING DATE : 04 May 2026

NOTE : Shortlisted candidates will be required to attend interviews on a date and time determined by the department and submit documentation for verification purposes and criminal record vetting. All shortlisted candidates 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. The selection process will be guided by the EE targets of the employing department. By applying for this position, you are consenting to the Western Cape Government contacting your previous employers/managers for an employment reference. Reference checks will include enquiries relating to your disciplinary records and reasons for leaving. Should you experience difficulties with your online application, technical support is available from Monday to Friday from 08:00 to 16.00. Contact the helpline at 086 137 0214. For all other queries relating to the position, kindly contact the enquiries person as indicated in the advert. Please ensure that you submit your application before the closing date as no late applications will be considered.

OTHER POSTS

POST 13/318 : **ENVIRONMENTAL OFFICER (SPECIALISED PRODUCTION): AIR QUALITY PLANNING AND INFORMATION MANAGEMENT REF NO: EADP 05/2026**

SALARY CENTRE : R498 916 per annum, (OSD as prescribed)
 : Department of Environmental Affairs and Development Planning, Western Cape Government

REQUIREMENTS : An appropriate Honours Degree in Environmental Management or Physical / Natural Sciences or Engineering (or an equivalent qualification); A valid (Code B) driving license. Competencies: Working knowledge and relevant experience of the following: Environmental Management, Integrated Environmental Management, particularly Air Quality Management; Air Quality Monitoring; Environmental Legislation; Compliance and Enforcement and Project Management / Planning; Environmental Management (air quality management, integrated environmental management; pollution management); Air Quality Management Systems (e.g., atmospheric emission licensing, air quality management planning, etc.); Compliance Monitoring and Enforcement, with respect to statutory obligations (e.g. NEMA; NEM:AQA); Environmental legislation, particularly as it relates to air quality management (e.g., NEMA, NEM:AQA). Skills in the following: General Office / Administration in respect of Budgeting and Financial Management; Human Resource Management (Supervisory and Mentoring); Research and report writing skills, including the ability to analyse, interpret and respond to scientific and technical reports; Computer literacy in MS Office Package (Word, Excel, PowerPoint etc); Ability to work independently and as part of a team; Communication skills (written and verbal).

DUTIES : Provide specialised advice and technical expertise towards the development and administration of Air Quality Management systems legislation and policies; Provide specialised support, guidance and technical advice on the development and implementation of specific projects (e.g. Atmospheric Emissions Licensing, Emissions Inventory, Dispersion Modelling, Air Quality Management Planning, information management and capacity building); Contribute towards the development and implementation of air quality management planning and governance, and reporting; Provide specialised inputs on compliance monitoring and enforcement with respect to statutory obligations (NEMA and NEM: AQA); Provide support and input to all financial management, human resource management, administrative and strategic planning and related functions.

ENQUIRIES : Dr Joy Leaner at (joy.leaner@westerncape.gov.za) / Tel No: (021) 483 2798

POST 13/319 : **ENVIRONMENTAL SUPPORT OFFICER: ENVIRONMENTAL LAW ENFORCEMENT REF NO: EADP 06/2026**

SALARY CENTRE : R397 116 - R467 790 per annum (Level 08)
 : Department of Environmental Affairs and Development Planning, Western Cape Government

REQUIREMENTS : An appropriate 3-year National Diploma/B-Degree (equivalent or higher qualification); A minimum of 3 years relevant administrative experience; A valid

code B (or higher) driving license. Note: People with disabilities that restrict driving abilities but have reasonable access to transport may also apply. Competencies: Knowledge of the following: Financial and administrative prescripts governing the public sector, the Western Cape Government and the Department; Legislation, regulations, policies and prescripts that are relevant to the Department and the component; General office administration processes; Database and information management processes; Project administration processes; Record-keeping legislation, regulations, policies, prescripts and processes; People management prescripts, policies and processes; Supply Chain Management. Skills needed: Computer Literacy (MS Office: Word, Excel, PowerPoint etc.); Accounting, Finance and Audit; Ability to work independently and as part of a team; Must be able to meet strict deadlines.

DUTIES : Facilitate procedural and administrative functions aligned with operational compliance; Coordinate and maintain environmental data systems to support policy implementation and regulatory reporting; Provide logistics and secretariat services to relevant stakeholders within the component; Administer financial processes to support environmentally aligned procurement, budgeting, and reporting functions.

ENQUIRIES : Mr A Bassier Tel No: (021) 483 3506

POST 13/320 : **ENVIRONMENTAL SUPPORT OFFICER: WASTE POLICY AND MINIMISATION REF NO: EADP 07/2026**

SALARY CENTRE : R397 116 - R467 790 per annum (Level 08)
: Department of Environmental Affairs and Development Planning, Western Cape Government

REQUIREMENTS : An appropriate 3-year National Diploma/B-Degree (equivalent or higher qualification); A minimum of 3 years relevant administrative experience; A valid code B (or higher) driving license. Note: People with disabilities that restrict driving abilities but have reasonable access to transport may also apply. Competencies: Knowledge of the following: Financial and administrative prescripts governing the public sector, the Western Cape Government and the Department; Legislation, regulations, policies, and prescripts that are relevant to the Department and the component; General office administration processes; Database and information management processes; Project administration processes; Record-keeping legislation, regulations, policies, prescripts and processes; People management prescripts, policies and processes; Supply Chain Management Skills needed: Computer Literacy (MS Office: Word, Excel, PowerPoint etc.); Accounting, Finance and Audit; Ability to work independently and as part of a team; Must be able to meet strict deadlines.

DUTIES : Facilitate procedural and administrative functions aligned with operational compliance; Coordinate and maintain environmental data systems to support policy implementation and regulatory reporting; Provide logistics and secretariat services to relevant stakeholders within the component; Administer financial processes to support environmentally aligned procurement, budgeting and reporting functions; Asset management; Perform supervisory functions.

ENQUIRIES : Ms E Boonzaaier Tel No: (021) 483 8321

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.

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

CLOSING DATE : 05 May 2026, 17:00 PM

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

ERRATUM: Kindly note that the advert for the POST12/165: Operational Manager Nursing (Specialty Unit: Psychiatry), Salary R693 096 per annum,

Centre: Valkenberg Hospital, advertised in the Public Service Vacancy Circular 12 dated 10 April 2026, with Ref No: 12/165: Post has been cancelled.

OTHER POSTS

- POST 13/321** : **CLINICAL MANAGER (MEDICAL) GRADE 1**
Garden Route District
- SALARY** : R1 422 810 per annum, (A portion of the package can be structured according to the individual's personal needs.), (Plus non- pensionable rural allowance of 18% of your annual basic salary).
- CENTRE REQUIREMENTS** : Oudtshoorn Hospital, Oudtshoorn 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 a Medical Practitioner. Experience: A minimum of 3 years of appropriate experience as a Medical Officer after registration with HPCSA as a Medical Practitioner. Inherent requirement of the job: Valid driver's licence (Code B/EB). Competencies (knowledge/skills): Ability to communicate effectively (verbal and written) Management experience at a Health Facility. A commuted overtime contract is compulsory, as well as the ability to work after-hours.
- DUTIES** : Quality clinical, non-clinical and medico-legal patient care as required by the various programmes of the Department of Health. Supervise-, Support -, transfer of knowledge to-, training- and mentoring of the clinical staff and auxiliary staff. Provide an efficient administration service regarding all clinical and non-clinical matters and medico-legal work. Provide guidance and leadership towards the realisation of strategic goals and objectives of the division. Ensure a cost-efficient service at the clinical level with regard to laboratory services, blood, medicine, consumables and equipment. Willingness to travel throughout the district.
- ENQUIRIES NOTE** : Dr CA Dreyer Tel No: (044) 203-7204
No payment of any kind is required when applying for this post. Candidates will be subjected to a practical/written assessment.
- POST 13/322** : **MEDICAL SPECIALIST GRADE 1 TO 3 (INTERNAL MEDICINE)**
Chief Directorate: Metro Health Services
- SALARY** : Grade 1: R1 341 855 per annum
Grade 2: R1 531 032 per annum
Grade 3: R1 773 222 per annum
(A portion of the package can be structured according to the individual's personal needs).
- CENTRE REQUIREMENTS** : Victoria Hospital
Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as Medical Specialist in Internal Medicine. Registration with a Professional Council: Registration with the HPCSA as Medical Specialist in Internal Medicine. Experience: **Grade 1:** None after registration with the HPCSA as a Medical Specialist in Internal Medicine. **Grade 2:** A minimum of 5 years appropriate experience as Medical Specialist after registration with the HPCSA (or a recognised foreign Health Professional Council in respect of a foreign qualified employee) as a Medical Specialist in Internal Medicine. **Grade 3:** A minimum of 10 years appropriate experience as Medical Specialist after registration with the HPCSA (or a recognised foreign Health Professional Council in respect of a foreign qualified employee) as a Medical Specialist in Internal Medicine. Inherent requirements of the job: Valid (Code B/EB) driver's licence, willingness and ability to travel. It will be expected of the successful candidate to participate in a system of remunerated commuted overtime within the Metro Health Services. Competencies (knowledge/skills): Ability to work as a specialist physician at a Large District Hospital attached to a teaching institution. Verbal and written communication skills. Knowledge and understanding of relevant legislation, hospital procedures and policies.
- DUTIES** : Provision of specialist care to outpatients and inpatients (including ICU and high care). Clinical service leadership and oversight at Victoria hospital. Clinical link and between the Community Health Centres and Victoria and Groote Schuur and False Bay. Outreach to western subdistrict. Training and teaching

of students, interns, medical officers and registrars. Clinical governance and management for the Department of Internal Medicine including handling medico-legal enquires.

ENQUIRIES : Dr GL Dunbar Tel No: (021) 799-1211: Graeme.Dunbar@westerncape.gov.za
NOTE : No payment of any kind is required when applying for this post.

POST 13/323 : **REGISTRAR (MEDICAL) (RADIATION ONCOLOGY)**
(4-Year Contract)

SALARY : R1 001 349 per annum, (A portion of the package can be structured according to the individual's personal needs.)

CENTRE : Tygerberg Hospital, Parow Valley
REQUIREMENTS : Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Medical Practitioner. Registration with a professional council: Registration with the HPCSA as Medical Practitioner (Independent Practice). Inherent requirement of the job: Participation in commuted overtime (after-hours emergency service) is compulsory. Valid driver's license. Competencies (knowledge/skills): Post-community service clinical experience in an appropriate field of medicine (Internal medicine, surgery, emergency medicine, oncology, anaesthetics). Appropriate post-community service clinical experience, under on-site supervision of a registered Clinical Oncologist. Proven dedication to patient care and to maintaining professional integrity. Current ACLS certification. Computer literacy in MS Word, TEAMS and Excel or similar, including the ability to use online resources relevant to the discipline. Excellent communication skills. Good interpersonal and organisational skills and proven ability to function well within a team and to communicate effectively with all categories of staff as well as students. Palliative Care qualification (short course, diploma or Master's level. Research skills.

DUTIES : Provide a high-quality clinical oncology service to cancer patients and their families including radiotherapy, chemotherapy, and palliative and supportive care under the supervision of specialist Clinical Oncologists and the Head of Division. Supervision of junior medical staff to ensure quality of care and good clinical outcomes. Informal teaching and training of junior staff in the course of clinical work. Teaching (formal and informal) of undergraduate medical students. Achieve success in the FC Rad Onc Part I exam after 6 months and FC Rad Onc Part II exam of the CMSA prior to the end of the four-year contract. Graduation with an MMed (Rad Therapy) degree prior to the end of the four-year contract after completion of the required research project.

ENQUIRIES : Dr H Burger Tel No: (021) 938-4727, email. henrietteburger@sun.ac.za
NOTE : No payment of any kind is required when applying for this post. Appointment as Registrar will be for a maximum contract period of 4 years. It may become necessary to second/transfer staff to another hospital/institution during their period of training, in which case affected staff will be consulted prior to any decision being implemented. Registrars will function across health facilities, as per an agreed programme. Should registration with the HEI as a student be discontinued for any reason the appointment as a Registrar also discontinues. Consideration will be given to existing employees who are already on higher salary packages to retain their existing salary position, as personal. As such they are entitled to receive pay progression. Appointment as Registrar will be on contract. Employees in service who opt to continue with their pension benefits as Registrar, will be required to resign after completion of their registrarship should they not be successful for advertised Specialist positions. -The Department of Health is guided by the principles of Employment Equity. Candidates with disability are encouraged to apply and an indication in this regard will be appreciated. Specific Registrar posts within the Department will be identified as part of the Affirmative Action programme to create a representative Specialist cadre in line with applicable procedures. Preference will be given to SA citizens/permanent residents with a valid identity document. Registrars will be required to register as post-graduates with Stellenbosch University according to the yearbook and guidelines. "Candidates who are not in possession of the stipulated registration requirements may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable to health professionals who apply for the first time for registration in a specific category

with the relevant council (including individuals who must apply for a change in registration status)".

POST 13/324

: **REGISTRAR (MEDICAL) (OPHTHALMOLOGY) (X2 POSTS)**
(5-Year Contract)

SALARY

: R1 001 349 per annum, (A portion of the package can be structured according to the individual's personal needs.)

CENTRE REQUIREMENTS

: Tygerberg Hospital, Parow Valley
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 (Independent Practice). Inherent requirement of the job: A valid (code B/EB) driver's licence. Commuted overtime is compulsory. Emergency and after hour call cover. Applicants must have a FCOphth part 1 (all 3 modules). Competencies (knowledge/skills): Post-internship experience in Ophthalmology (under onsite supervision of a registered ophthalmologist). Diploma in Ophthalmology. Ability to work in a professional team. Ability to achieve and maintain good interpersonal relations with staff, patients and their families. Excellent report, clinical note and referral writing skills. Sound verbal and written communication skills. Experience with teamwork, planning, organizing and coordination. Excellent administrative, communication, analytical and problem-solving skills. Display empathy for patients, promote advocacy and facilitate holistic treatment. Good time management. Knowledge and practical skills for safe cataract surgery and management of ophthalmic emergencies. Knowledge and appropriate use of equipment. Minimum of 50 complete cataract surgeries performed.

DUTIES

: Provision of safe eye care to patients. Pre-op assessment of patients, operative management of ophthalmic conditions and post-operative care of patients. Out-patient management of chronic eye conditions. Management of patients admitted to the Eye ward. After hours management of emergency eye conditions and eye trauma. Learning the art and science of eye care medicine and surgery. Attending tutorials and assisting with the training of medical students, nursing staff and ophthalmic assistants. Involvement in research/audits relating to ophthalmology. Administration of registrar rosters and the teaching program. Improving professional competence by regular self-learning and reflection with the application of current evidence.

ENQUIRIES NOTE

: Prof L Visser Tel No: (021) 938-5519
No payment of any kind is required when applying for this post. Appointment as Registrar will be for a maximum contract period of 5 years. It may become necessary to second/transfer staff to another hospital/institution during their period of training, in which case affected staff will be consulted prior to any decision being implemented. Registrars will function across health facilities, as per an agreed programme. Should registration with the HEI as a student be discontinued for any reason the appointment as a Registrar also discontinues. Consideration will be given to existing employees who are already on higher salary packages to retain their existing salary position, as personal. As such they are entitled to receive pay progression. Appointment as Registrar will be on contract. Employees in service who opt to continue with their pension benefits as Registrar, will be required to resign after completion of their registrarship should they not be successful for advertised Specialist positions. The Department of Health is guided by the principles of Employment Equity. Candidates with disability are encouraged to apply and an indication in this regard will be appreciated. Specific Registrar posts within the Department will be identified as part of the Affirmative Action programme to create a representative Specialist cadre in line with applicable procedures. Preference will be given to SA citizens/permanent residents with a valid identity document. Registrars will be required to register as post-graduates with Stellenbosch University according to the yearbook and guidelines. -"Candidates who are not in possession of the stipulated registration requirements may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable to health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for a change in registration status)".

- POST 13/325** : **REGISTRAR (SURGERY: GENERAL)**
(5-Year Contract)
- SALARY** : R1 001 349 per annum, (A portion of the package can be structured according to the individual's personal needs.)
- CENTRE** : Groote Schuur Hospital, Observatory
- REQUIREMENTS** : Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Medical Practitioner. Registration with a professional council: Registration with the HPCSA as a Medical Practitioner (Independent practice). Inherent requirement of the job: Commuted overtime is compulsory. Emergency and after hour call cover. FCS (SA) primary examination. Competencies (knowledge/skills): Knowledge, expertise and experience with regards to providing medical services in General Surgery. Appropriate and sufficient clinical experience since obtaining the degree of MBChB and after completion of internal rotations. Previous research experience (publication/conference presentation). Post community service experience in General Surgery.
- DUTIES** : Leadership. Innovation and Research. Teaching. Clinical Service: Operative. Clinical Service: Patient care. Clinical Governance.
- ENQUIRIES** : Prof L Cairncross Tel No: (021) 406-6229 or email: melissa.mohamed@uct.ac.za
- NOTE** : No payment of any kind is required when applying for this post. Please ensure that you attach an updated CV. Groote Schuur Hospital has adopted the department's ecosystem framing of its training platform. Accordingly, all medical officer appointments may be called upon to work across this platform and may include rotations at Metro West and Rural East hospitals. This includes Red Cross War Memorial Children's Hospital, New Somerset Hospital, Mitchells Plein District Hospital, Victoria Hospital and George Provincial Hospital. -The Department of Health is guided by the principles of Employment Equity. Candidates with disability are encouraged to apply and an indication in this regard will be appreciated. Specific Registrar posts within the Department will be identified as part of the Affirmative Action programme to create a representative Specialist cadre in line with applicable procedures. Preference will be given to SA citizens/permanent residents with a valid identity document. Registrars will be required to register as post-graduates with University of the Western Cape according to the yearbook and guidelines. -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. 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).
- POST 13/326** : **MEDICAL OFFICER GRADE 1 TO 3 (ANESTHESIOLOGY) (DENTAL MAXILLO FACIAL AND ORAL SURGERY)**
Chief Directorate: Metro Health Services
- SALARY** : 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.)
- CENTRE** : Oral Health Centre, Tygerberg/Mitchell's Plain
- REQUIREMENTS** : Minimum educational qualification: A 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 as a Medical Practitioner. Experience: **Grade 1:** None after registration as a Medical Practitioner with the HPCSA in respect of SA qualified employees. One 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 five 5 years' appropriate experience after registration as a Medical Practitioner with the HPCSA in respect of SA qualified employees. A minimum of six 6 years 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 3:** A minimum of ten 10 years' experience as a Medical Practitioner with the HPCSA in respect of SA qualified employees. A minimum of eleven 11-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. Inherent requirement of the job: A valid (code B/EB) driver's licence. Willingness to work across the Oral Health Platform. Competencies (knowledge/skills): Ability to work independently and in a multi-disciplinary team. Interest in developing an academic career. Good computer literacy (MS Word, Excel and Outlook). Diploma in Anaesthesia (DA)SA from the Colleges of Medicine of South Africa (CMSA) Appropriate experience in Anaesthesia.

DUTIES : To deliver comprehensive anaesthesia to patients within the Department of Health and Wellness healthcare facilities of the Cape metro healthcare ecosystem. Pre-operative, intraoperative and post-operative anaesthetic management of surgical patients. Teaching, training and supervision of junior staff, post-graduate and undergraduate medical and dental students. Administrative duties such as resource management, statistics, presentations and research.

ENQUIRIES : Dr M Meyer Tel No: (021) 937-3086 or Dr N Behardien Tel No: (021) 937-3081
NOTE : No payment of any kind is required when applying for this post.

POST 13/327 : **OPERATIONAL MANAGER NURSING (SPECIALTY UNIT: TRAUMA AND OPD)**
 West Coast District

SALARY : R693 096 per annum
CENTRE : Vredenburg Hospital
REQUIREMENTS : Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification (R683 plus R254) 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: General or Medical and Surgical Nursing Science: Critical Care Nursing: Trauma and Emergency or 4 year Bachelor Degree in Nursing (R174) or equivalent qualification (R683 plus R1497 or R171 plus R1497) that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. A post graduate diploma (R635) accredited in Emergency Nursing. Registration with a professional council: Registration with the SANC as a Professional Nurse. Experience: A minimum of 9 years appropriate / recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. At least 5 years of the period referred to above must be appropriate / recognisable experience after obtaining the 1-year post-basic qualification or post-graduate diploma in the relevant specialty. Inherent requirements of the job: Valid (Code B/EB) driver's license. Willingness to work after hours (weekends, public holidays and night duty). Competencies (knowledge/skills): Knowledge of appropriate legislation, regulations and Departmental Policies. Knowledge of Hospital and Emergency Centre Triage Information System (HECTIS) and South African Triage System (Basic knowledge and experience in human resource management, labour relations, financial and supply chain procurement processes. Experience in the use of clinical equipment and control of budget levels. The ability to promote quality patient care through the setting, implementation, and monitoring of standards. Effective communication, interpretation, leadership, execute discipline, decision-making and conflict resolution skills.

DUTIES : Coordination of optimal, holistic specialised nursing care within set standards and within a professional /legal framework. Manage effectively the utilisation and supervision of resources. Coordination of the provision of effective training and research. Provision of effective support to Nursing Services. Maintain professional growth/ethical standards and self-development.

ENQUIRIES : Dr. JM Van Schalkwyk Tel No: (022) 709-7287

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

POST 13/328 : **ASSISTANT MANAGER NURSING: (GENERAL NURSING)**
Chief Directorate: Metro Health Services

SALARY : R693 096 per annum

CENTRE : New Somerset Hospital

REQUIREMENTS : Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification (R683 plus R254) that allows registration with the South African Nursing Council (SANC) as a Professional Nurse OR A 4 year Bachelor Degree in Nursing (R174) or equivalent qualification (R683 plus R1497 or R171 plus R1497) that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. Registration with a professional council: Registration with the SANC as Professional Nurse. Experience: A minimum of 8 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. At least 3 years of the period referred to above must be appropriate/recognisable experience at management level. Inherent requirements of the job: Willingness to work overtime should the need arise, day or night. Perform after-hour and weekend duties in order to assist the matron or night manager as the need arises. Competencies (knowledge/skills): Excellent conflict management skills. Excellent writing and communication skills. Ability to work effectively and amicably, at management level with people of diverse backgrounds and beliefs. Basic computer literacy. Knowledge of legislation relative to the Health Care Service and policies of the Department of Health. Ability to manage own work, and that of the units which report to the post, and to ensure appropriate interventions to enhance the nursing service at the institution. Skilled nurse clinician able to lead the nursing service within the scope of practice and accepted nursing standards.

DUTIES : Co-ordinate, supervise and delegate the provision of effective and efficient patient care through quality nursing care within set standards and legal framework. Participate in analysis, formulation and implementation of nursing guidelines, practices, standards and procedures. Manage and monitor the cost-effective utilization of human, financial and physical resources. Coordinate the provision of effective training and research. Provide effective support to Nursing Services and maintain professional self-development.

ENQUIRIES : Ms. S Basardien Tel No: (021) 402-6485

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

POST 13/329 : **OPERATIONAL MANAGER NURSING (SPECIALTY UNIT: PSYCHIATRY) (PRE DISCHARGE)**
Chief Directorate: Metro Health Services

SALARY : R693 096 per annum

CENTRE : Valkenberg Hospital

REQUIREMENTS : Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification (R683 plus R880) 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 Advanced Psychiatric Nursing Science (R212) OR A 4 year bachelor's degree in nursing (R174) or equivalent qualification (R171 plus R1497) that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. A post graduate diploma (R635) accredited with the SANC in Mental Health Nursing. Registration with a Professional Council: Registration with the SANC as Professional Nurse. Experience: A minimum of 9 years appropriate/recognisable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. At least 5 years of the period referred to above must be appropriate/recognisable experience in Advanced Psychiatric Nursing Science after obtaining the one-year post-basic qualification in Advanced Psychiatric

Nursing Science (R212) or a post-graduate diploma (R635) accredited with the SANC in Mental Health Nursing. Inherent requirements of the job: Work night duty on a planned schedule to relieve the night manager. A Valid (Code B/EB) driver's licence. Competencies (knowledge/skills): Knowledge of legal framework and regulations regarding nursing practice. Good leadership and people management skills, maintain constructive relationships with members of the multi-disciplinary team. Computer literacy. Basic financial management skills. The ability to communicate (verbal and written).

DUTIES : Ensure adherence to MHCA prescripts and other legislation. Effective management of the ward, hospital after hours, over weekends and public holidays on a planned basis and maintain good working relationship amongst all members of staff Manage and monitor the effective utilisation of human, financial and physical resources as per departmental policies. Co-ordinate and actively participate in focused training and development of permanent staff and nursing students according to development plan. Participate in analysis, formulation and implementation of nursing guidelines, practices, standards and procedures.

ENQUIRIES : Mr. V Nel Tel No: (021) 826-5801

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

POST 13/330 : **DENTIST GRADE 1 TO 3 (5/8TH)**
Garden Route District

SALARY : Grade 1: R607 884 (5/8th) per annum
Grade 2: R714 096 (5/8th) per annum
Grade 3: R826 470 (5/8th) per annum
A portion of the package can be structured according to the individual's personal needs.)

CENTRE REQUIREMENTS : PHC Support and Outreach Knysna/Bitou Sub-district
Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Dentist. Registration with a professional council: Registration with the Health Professions Council of South Africa (HPCSA) as a Dentist. Experience: **Grade 1:** None after registration as Dentist with the HPCSA in respect of SA-qualified employees. 1-year relevant experience after registration as Dentist with a recognized foreign health professional council in respect of foreign qualified employees, of whom it is not required to perform community service, as necessary in South Africa. **Grade 2:** Minimum of 7 years' appropriate experience as Dentist after registration with the HPCSA as a Dentist in respect of SA-qualified employees. Minimum of 8 years' relevant experience after registration as Dentist with a recognized foreign health professional council in respect of foreign qualified employees, of whom it is not required to perform community service, as necessary in South Africa. **Grade 3:** Minimum of 12 years' appropriate experience as Dentist after registration with the HPCSA as a Dentist in respect of SA-qualified employees. Minimum of 13 years' relevant experience after registration as Dentist with a recognized foreign health professional council in respect of foreign qualified employees, of whom it is not required to perform community service, as necessary in South Africa. Inherent requirement of the job: Valid driver's licence (Code B/EB) and willingness to travel throughout the Knysna/Bitou Sub-district. Competencies (knowledge/skills): Adhere to all departmental requirements and protocols. Excellent report writing, clinical documentation, recording keeping and referral writing skills. Sound verbal and written communication skills. Good computer skills (MS Word, Excel and PowerPoint). Comply with National Core Standards and or ideal facility/clinic requirements as applicable and good time management. Clinical therapeutic skills including assessment techniques, treatment, discharge planning and follow up as needed. Ability to be flexible and innovative in response to differing client needs.

DUTIES : Provide clinical primary and secondary dental treatment to children on the wellness bus and inpatients and outpatients as applicable to the designated work areas. Provide dental care support in dental clinics in the different sub-districts within Knysna/Bitou Sub District. Provide a holistic dental service independently and as part of a team in a hospital and primary health care setting. Diagnose and appropriate management of patients. Daily collection and monthly submission of data as per departmental protocols. Effective, efficient and optimal use of resources including facilitating the repair and maintenance of dental equipment. Stock taking and ordering of consumables

as required within departmental norms. Relevant in-service training and skills transfer. Provide relevant relief duty within Knysna/Bitou Sub District in absence of a peer colleague.

ENQUIRIES : Dr FR Potgieter Tel No: (044) 302 - 8400
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).

POST 13/331 : **CHIEF ARTISAN GRADE A (ELECTRICAL/MECHANICAL) (X2 POSTS)**
Cape Winelands District

SALARY : R480 261 per annum
CENTRE : Cape Winelands District Office (X1 Post)
Overberg District Office (X1 Post)

REQUIREMENTS : Minimum educational qualification: Appropriate Trade Certificate in Electrical/Mechanical Artisanship. Experience: 10 years' appropriate post-qualification experience in the post of Artisan/Artisan Foreman. Inherent requirement of the job: Willingness to work overtime and attend to unplanned callouts and emergency maintenance. Valid driver's license (Code B/EB) and willing to travel when needed. Competencies (knowledge/skills): Be conversant with the requirements of the Machinery and Occupational Health and Safety Act. Computer literacy in Ms Word, Excel, Outlook and Web-based systems. Appropriate knowledge and skills to lead infrastructure and maintenance coordination in the district. Excellent report writing skills.

DUTIES : Lead the implementation of the workshop hub and spoke model within the ecosystem. Coordinate the strategic planning and management of health facility maintenance needs across the district. Manage risks, quality, assets, stock and finances as they relate to infrastructure and maintenance projects. Human resource management and development, including providing support to workshop staff across the district.

ENQUIRIES : Mr O Motshweneng Tel No: (023) 348-8120/8104 (Cape Winelands District)
Ms R Zondo Tel No: (028) 214-5800 (Overberg District)

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

POST 13/332 : **ASSITANT DIRECTOR: INFORMATION MANAGEMENT (SYSTEM MANAGER: CLINICAL SYSTEMS)**
Directorate: Health Information Technology (HIS Application Support Centre)

SALARY : R468 459 per annum
CENTRE : Head Office, Cape Town

REQUIREMENTS : Minimum educational qualification: An appropriate 3-year National Diploma or Degree in Information Technology. Experience: Appropriate experience of hospital administrative and clinical processes. Appropriate experience working on Electronic Health Record systems/modules. Appropriate working experience and knowledge of Electronic Health Record systems / modules. Appropriate experience in training and supporting system users. Appropriate experience of Hospital Fees and patient administration policies. Inherent requirement of the job: Valid driver's license. Willingness to travel to WCDHW 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. Computer literacy, including MS Office and MS Project. Knowledge of Clinicom, HECTIS, eCCR and other HIS modules. Understanding of Business Process Re-engineering. Understanding of system maintenance and enhancement process flow. Understanding and developing quality control processes. Proven ability to work in a team environment.

DUTIES : Manage and control the Clinical systems / modules at all hospitals and clinics in the Western Cape. Maintain and update master files, documentation, access control and print management. Manage and ensure update of annual or adhoc regulatory changes. Liaise with HIS management, hospital IT, and other stakeholders on clinical system matters. Provide end-user support and resolve

system problems. Update and maintain user manuals and clinical system procedures. Develop quality control script for system changes and manage test process with formal outcome reporting. Develop system release notice for system changes and ensure user awareness. Assist with data quality assurance. Manage compliance of system release logs and exception reports. Drive business process re-engineering in clinical system -related areas across hospitals. Support development and administration of new clinical system modules. Manage Integrated Health Solution System Controllers. Collaborate with the Finance and clinical documentation team to ensure compliance of Clinical systems to hospital fee and patient administration policy and manage new enhancement requests to deployment where accepted. Provide ad hoc support to the Deputy Director: eHealth Systems. Identify training needs and provide training to users and core trainers.

**ENQUIRIES
NOTE**

: Mr J Maharaj Tel No: (021) 938-6513
 : No payment of any kind is required when applying for this post. Shortlisted candidates will be required to undergo competency assessments/proficiency tests.

POST 13/333

: **PROFESSIONAL NURSE GRADE 1 TO 2 (SPECIALTY: MATERNITY AND NEONATAL WARD)**
 Chief Directorate: Rural Health Services

SALARY

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

**CENTRE
REQUIREMENTS**

: New Somerset Hospital
 : Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification (R683 plus R254) 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 Advanced Midwifery and Neonatal Nursing Science (R212) OR A 4 year Bachelor Degree in Nursing (R174) or equivalent qualification (R683 plus R1497 or R171 plus R1497) that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. A post graduate diploma (R635) accredited in Midwifery. Registration with a professional council: Registration with the SANC as a Professional Nurse. Proof of annual registration with the SANC. Experience: **Grade 1:** A minimum of 4 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. **Grade 2:** A minimum of 14 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. At least 10 years of the period referred to above must be appropriate/recognisable experience after obtaining the 1-year post-basic qualification or post-graduate diploma in the relevant specialty. Inherent requirements of the job: Willingness to work shifts, day and night duty, weekends, and public holidays to meet the operational requirements. Must be prepared to assist in all departments according to operational requirements. Competencies (knowledge/skills): Computer literacy in Microsoft package. Effective communication skills and interpersonal skills. Knowledge of relevant legislation and policies of the Department of Health Western Cape. Skills to plan, organize and coordinate the service by analyzing, problem solving and decision-making. Leadership towards the realization of strategic goals and objectives of the Obstetric and Neonatology department.

DUTIES

: Provide optimal, holistic specialised nursing care with set standards and within a professional/legal framework. Assist in managing the utilization and supervision of all resources effectively. Assist in effective management and utilization of human and financial resources to ensure optimal operational functions. To assist in the planning and co-ordination of training and research effectively. Assist to organize a cost-effective service daily and provide support to supervisor and management.

**ENQUIRIES
NOTE**

: Ms. S Basardien Tel No: (021) 402-6485
 : 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 or post-graduate diploma in the relevant specialty.

POST 13/334 : **PROFESSIONAL NURSE GRADE 1 TO 2 (SPECIALTY: ADVANCED MIDWIFERY)**
Overberg District

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

CENTRE : Grabouw CHC

REQUIREMENTS : Minimum Education qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification (R683 plus 254) that allows registration with the SANC as a Professional Nurse. A post-basic qualification nursing qualification with a duration of at least 1 year accredited with the SANC in Advanced Midwifery and Neonatal Nursing Science (R212) OR a 4-year bachelor's degree in nursing (R174) or equivalent qualification (R683 plus R1497 or R171 plus R1497) that allows registration with the SANC as a Professional Nurse. A post graduate diploma (R635) accredited with the SANC in Midwifery. Registration with a Professional Council: Registration with the SANC as a Professional Nurse. Experience: **Grade 1:** A minimum of 4 years appropriate/recognisable experience in nursing after registration with the SANC as Professional Nurse in General Nursing. **Grade 2:** A minimum of 14 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. At least 10 years of the period referred to above must be appropriate/recognisable experience after obtaining the 1-year post-basic qualification or post-graduate diploma in the relevant specialty. Inherent requirements of the job: Work within a shift system. Willing to work public holidays, after-hours, night duty and weekend cover for nursing. Assist with relief duties and partake in overall specialised area functions, i.e. team building, supervision, training, workshops and updates. Competencies (knowledge/skills): Computer literacy. Knowledge and insight of relevant legislation and policy related to this nursing speciality within the public sector. Ability to promote quality patient care through the setting, implementation and monitoring of standards. Effective communication, interpretation, leadership, decision-making and conflict resolution and organisational skills.

DUTIES : Provide optimal, holistic specialized nursing care with set standards and within a professional/legal framework. Assist in managing the utilization and supervision of all resources effectively. Assist in effective management and utilisation of human and financial resources to ensure optimal operational functions. To assist in the planning and co-ordination of training and research effectively. Assist to organise a cost-effective service daily and provide support to supervisor and management.

ENQUIRIES : Ms V Maqhina Tel No: (028) 212-1048

NOTE : No payment of any kind is required when applying for this post. Candidate 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 candidates who apply for the first time for registration in the post basic qualification in: A post-basic nursing qualification with a duration of at least 1 year accredited with the SANC in Advanced Midwifery and Neonatal Nursing Science (R212) OR A post graduate diploma (R635) accredited Midwifery.

POST 13/335 : **ASSISTANT DIRECTOR: ASSET MANAGEMENT**

SALARY : R468 459 per annum

CENTRE : Groote Schuur Hospital, Observatory

REQUIREMENTS : Minimum educational qualification: Appropriate three year National Diploma/ Degree in Accounting, Financial Management, Supply Chain Management (with Accounting/Finance modules). Experience: Appropriate experience in asset management, with a proven track record in: Financial reporting and compliance with the Modified Cash Standard, Managing government movable assets, including reconciliations, disposals, and audit processes, Leading teams and implementing asset management controls. Inherent requirement of the job: A valid (code B/EB) driver's licence. Competencies (knowledge/skills): Strong leadership, conflict resolution, and project management skills. Expertise

in government asset management systems (e.g., LOGIS, Syspro) and advanced Excel. Proficiency in financial reporting, reconciliations, and audit processes. Advanced knowledge of Public Finance Management Act (PFMA), Treasury Regulations, and Modified Cash Standard.

DUTIES : Collaborate with finance, procurement, and clinical teams to align asset management with budgetary and operational needs. Prepare and reconcile monthly/quarterly financial reports, including inputs for the Annual Financial Statements (AFS) and asset disclosure notes. Ensure accurate accounting for assets in compliance with the Modified Cash Standard and PFMA/Treasury Regulations, including ensuring that asset valuations align with GRAP (Generally Recognised Accounting Practice) standards for departmental reporting. -Manage the moveable asset management component, including staff performance, training, and HR matters. Oversee real-time capturing of acquisitions, transfers, disposals, and barcoding on the institutional asset register. Plan and conduct the annual asset verification and reconcile discrepancies between the asset register and BAS systems.

ENQUIRIES : Mr R Schroeder Tel No: (021) 404-3248
NOTE : No payment of any kind is required when applying for this post. Shortlisted candidates may be subjected to a practical test.

POST 13/336 : **QUALITY ASSURANCE COORDINATOR**
 West Coast District

SALARY : R468 459 per annum
CENTRE : Vredenburg Hospital, Saldanha Bay Sub-district
REQUIREMENTS : Minimum educational qualification: Appropriate 4-year Health related Diploma/degree that is registrable with any of the statutory bodies of South Africa. Experience: Appropriate experience in Quality Assurance (QA), Infection Prevention Control (IPC) and Occupational Health & Safety (OH&S). Appropriate management experience. Inherent requirement of the job: Valid driver's licence and willingness to travel extensively within the rural districts. Competencies (knowledge/skills): Ability to analyse and interpret Health Systems information, compile reports and present the data to direct planning. Have Knowledge of Project and Financial Management. Good organisational, interpersonal, creative problem solving and research skills. Computer literacy (Ms Office: Word, Excel, PowerPoint and Outlook) Ability to communicate effectively (verbal and written).

DUTIES : Support the Health Establishment, staff & Sub District Management Team, with the implementation of the Ideal Hospital/Clinic Realisation and Maintenance and Promulgated Norms & Standards requirements. Ensure the maintenance of the Infection Prevention and Control (IPC) standards. Establish measures that will ensure Health and Safety of staff & users. Help build the competency of staff by identifying, planning and addressing Quality Improvement (OI), Infection Prevention and Control (IPC) and Occupational Health & Safety training needs. Monitor data quality in the Health Establishment and update the Health Establishment Training data base.

ENQUIRIES : Ms E Van Ster Tel No: (022) 487-9269
NOTE : No payment of any kind is required when applying for this post. Applicants may be subjected to competency assessments.

POST 13/337 : **SENIOR PERSONNEL PRACTITIONER: (EMPLOYEE SOURCING)**
 Chief Directorate: Metro Health Services

SALARY : R397 116 per annum
CENTRE : Northern/Tygerberg Sub-structure Office
REQUIREMENTS : Minimum educational qualification: Appropriate three-year National Diploma or Degree in Human Resource Management. Experience: Appropriate experience and in-dept knowledge in Recruitment & Selection. Appropriate experience on the Scube Online system. Inherent requirements of the job: Valid Code (B/EB) driver's license. Willingness to travel. Willingness to work after hours. Competencies (knowledge/skills): Computer literate in MS Office (Excel, Word and Power point) Outlook and PERSAL. Good verbal and written communication skills to ensure effective presentation of submissions and policies. Knowledge of Employment Equity and Recruitment and Selection Policy and prescripts. Knowledge of all relevant PM policies and policies.

DUTIES : Responsible for downloading of CV's and capturing of adverts on the Scube online system and DOTS 360 for verifications and the Biometric machine to

host fingerprints. Arrange and co-ordinate the logistics for the Recruitment & Selection processes, responsible for regular update of statistical appointments/transfers and exists on share drive. Act as HR scribe and advisory to the panel members, optimal support to supervisor and colleagues. Responsible to draft and scrutinize motivations for procedural correctness and fairness, effective handling of the Approved post list (APL) and the establishments related matters within the Sub-structure. Keep abreast with the Recruitment & Selection Policy and PM amendments within Circulars/Policy Frameworks, Regulations and EE stats. Responsible for salary determinations for all disciplines and effective control of internal and external transfers.

ENQUIRIES : Ms. P Petersen Tel No: (021) 815-8567
NOTE : No payment of any kind is required when applying for this post. Candidates will be subjected to a written/practical and oral assessment.

POST 13/338 : **PHYSIOTHERAPIST GRADE 1 TO 3**
 Garden Route District
 (Contract until 31 March 2027)

SALARY : Grade 1: R397 233 per annum
 Grade 2: R463 941 per annum
 Grade 3: R543 099 per annum
 (Annual salary plus 37% in lieu of service benefits.)

CENTRE : Knysna/Bitou Sub-district
REQUIREMENTS : Minimum educational qualification: Appropriate qualification that allows registration with the HPCSA as a Physiotherapist. Registration with a professional council: Registration with the Health Professions Council of South Africa (HPCSA) as a Physiotherapist. Experience: **Grade 1:** None after registration with the HPCSA as a Physiotherapist in respect of RSA qualified employees. 1-year relevant experience after registration with the HPCSA as a Physiotherapist in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. **Grade 2:** A minimum of 10 years' relevant experience after registration with the HPCSA as a Physiotherapist in respect of SA qualified employees. A Minimum of 11 years' relevant experience after registration with the HPCSA as a Physiotherapist in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. **-Grade 3:** A minimum of 20 years' relevant experience after registration with the HPCSA as a Physiotherapist in respect of SA qualified employees. A minimum of 21 years' relevant experience after registration with the HPCSA as a Physiotherapist in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. Inherent requirement of the job: Valid driver's licence (Code B/EB). Competencies (knowledge/skills): Adhere to all departmental requirements and protocols. Excellent report, clinical note and referral writing skills. Good computer skills (MS Word, Excel and PowerPoint). Comply with National Core Standards and or ideal facility/clinic requirements as applicable. Knowledge of prescription and issuing of assistive devices including mobility. Clinical therapeutic skills including assessment techniques, treatment, discharge planning and follow up as needed. Basic to intermediate wheelchair seating assessments, prescription, fitting and issuing and other relevant assistive devices and therapeutic knowledge and skills within the field of physiotherapy and rehabilitation.

DUTIES : Provide clinical physiotherapy service delivery to inpatients and outpatients as applicable to the designated work areas. Provide clinical physiotherapy service delivery to patients at a primary healthcare level, including transitional care facilities/ intermediate care facilities, and relevant NGO's applicable to the designated work areas. Oversee physiotherapy students and support their learning in designated clinical areas. Participate in ward rounds, multidisciplinary meetings, and support to specialist outreaches as applicable to the designated work area. Participate in personal, district, sub district and hospital in-service and training programs as applicable to the designated work area including transitional care facilities/intermediate care facilities, and relevant' s. Daily collection and monthly submission of data as per departmental protocols. Effective, efficient and optimal use of resources including facilitating the repair and maintenance of assistive devices. Stock taking and ordering of consumables and assistive devices as required within departmental norms. Relevant in-service training and skills transfer, clinical

		facilitation, and mentorship of placed students. Provide relevant relief duty in absence of a peer colleague and provide support to supervisor.
<u>ENQUIRIES</u>	:	Dr FR Potgieter Tel No: (044) 302 - 8400
<u>NOTE</u>	:	No payment of any kind is required when applying for this post. Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable on health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status).
<u>POST 13/339</u>	:	<u>SOCIAL WORKER GRADE 1 TO 4 (PRODUCTION)</u> Chief Directorate: Metro Health Services
<u>SALARY</u>	:	Grade 1: R325 200 per annum Grade 2: R397 119 per annum Grade 3: R477 564 per annum Grade 4: R585 441 per annum
<u>CENTRE REQUIREMENTS</u>	:	Victoria Hospital Minimum educational qualification: Appropriate qualification as a Social Worker that allows for registration with the South African Council for Social Service Professionals (SACSSP). Registration with a Professional Council: Registration with the South African Council for Social Service Professions (SACSSP) as a Social Worker. Experience: Grade 1: None after registration. Grade 2: A minimum of 10 years appropriate experience in social work after registration as a Social Worker with the SACSSP. Grade 3: A minimum of 20 years appropriate experience in social work after registration as a Social Worker with the SACSSP. Grade 4: A minimum of 30 years appropriate experience in social work after registration as a social worker with the SACSSP. Inherent requirements of the job: Valid (Code B/EB) driver's licence. Competencies (knowledge/skills): Strong leadership, problem solving, decision making and conflict resolution skills. Computer literacy (MS Office package: Word, Excel, PowerPoint, Outlook email). Knowledge and insight of relevant legislation and policy related to social work service in the public sector. Good report writing, interpersonal, leadership and planning skills. Ability to work independently and within an interdisciplinary team to achieve functional outcomes for clients. Knowledge and understanding of illness and disease, human behaviour, and social systems within a health environment setting.
<u>DUTIES</u>	:	Provision of comprehensive, client centred clinical social work services to adults and children in a district hospital. Ensure safe discharge plans, support and protection of vulnerable individuals and families. Conduct psychosocial assessments aimed at identifying conditions within individuals that justify relevant interventions. Implementation of applicable social work interventions. Effective engagement and networking with the multidisciplinary team as well as all relevant external stakeholders. Keep up to date with new developments in social work. Utilize and manage resources. Support social workers, social auxiliary workers, volunteers and students. Assist with the achievement of department and organisational goals. Perform all administrative functions required of the job. Deliver an accountable social work service through the appropriate implementation of social work processes.
<u>ENQUIRIES</u>	:	Dr G Dunbar Tel No: (021) 799-1211, email: graeme.dunbar@westerncape.gov.za
<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 appointments on condition that proof of application for registration with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable on health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status)".

POST 13/340 : **ADMINISTRATIVE OFFICER: FINANCE ADMIN (HOSPITAL FEES AND ADMISSIONS)**
West Coast District

SALARY : R325 101 per annum
CENTRE : Vredendal Hospital, Matzikama Sub-district
REQUIREMENTS : Minimum educational qualification: Senior Certificate (or equivalent) with Mathematics or Accountancy as a passed subject. Experience: Appropriate experience and knowledge in Patient Administration, Medical Records, archive in a Healthcare environment, administration of Hospital Memorandum Chapter 18 and UPFS. Appropriate practical experience in Clinicom, AR, JAC, HIS, BAS, HECTIS and LOGIS systems. Inherent requirement of the job: Willingness to work after hours (weekends, public holidays) and overtime at short notice. Willingness to rotate and/or relief staff within the admissions, archive and hospital fees department within the facility. Valid (Code B/EB) driver's license. Competencies (knowledge/skills): Ability to execute duties accurately and working under pressure and meet strict deadlines. Appropriate supervisory experience to ensure that sound people management and labour practices are implemented in a Hospital Fees and/or Patient Administration environment. Computer Literate (Microsoft Excel, Word, Outlook, Internet). Good communication skills (verbal and written), analytical and problem-solving skills. Appropriate knowledge and understanding of Hospital Fees, Hospital Information Systems (Clinicom, Account Receivable, UPFS, Cashiers Functions, Electronic Data Interchange, JAC, Medical Records and BAS) as well knowledge of Hospital Memorandum Chapter 18, PFMA, handling of state money, patient valuables (Chapter 6), applicable policies and prescripts in respect of revenue generation, reception and medical records, and all circulars, instructions, policies and procedures related to the above.

DUTIES : Patient Administration/Reception Services: Maintain a 24-hour reception service, management of medical records, medico-legal admin unit. Revenue Management: ensuring there is a Revenue Generation Plan in place per Financial Year with specific Monitoring Controls for Optimum Revenue Collection, System Control, Data Quality and Monitoring of the Revenue Unit, ensuring processes are in place for cash management in line with the relevant prescripts, ensuring that Management Accounting functions are done within prescribed timeframes. Reporting, Internal Control and Risk Management: Management of routine and mandatory reporting on all Outputs of the Patient Admin/Revenue units, Implementation and maintenance of effective Internal Control in all sections, management of various Audit processes. People management: Ensure efficient management of staffing resources in all sections, Maintaining Organisational Structure, People Development, Wellness and Organisational Culture, Performance Management & Review Process.

ENQUIRIES : Ms C Davids Tel No: (027) 213-2039

NOTE : No payment of any kind is required when applying for this post. Shortlisted candidates will be subject to a practical test.

POST 13/341 : **ADMINISTRATIVE OFFICER: SUPPLY CHAIN MANAGEMENT**
Chief Directorate: Metro Health Services

SALARY : R325 101 per annum
CENTRE : Eerste River Hospital
REQUIREMENTS : Minimum educational qualification: Senior Certificate (or equivalent) with Mathematics and/or Accountancy as a passed subject and/or Senior Certificate (or equivalent) with experience/competencies that focus on the Key performance Areas (KRA's) of the post. Experience: Appropriate experience in Supply Chain. Appropriate Experience in Supervisory. Appropriate experience in Contract Management. Inherent requirement of the job: A valid (Code B/EB) drivers licence. Competencies (knowledge/skills): Knowledge of Logis, EPS system. Knowledge and exposure to the Public Financial Management (PFMA), National Treasury Regulations and SCM Instructions. Computer Literacy (MS Office: Word, Excel, Outlook).

DUTIES : Ensure effective demand planning, procurement planning and asset register management. Manage acquisition of goods, services and assets through EPS, transversal contracts and other SCM processes in line with AOS and delegations. Provide system approvals and implement processes to prevent late payments. Compile and submit relevant monthly and quarterly SCM

reports. Maintain effective record keeping for all SCM activities and processes. Provide regular and credible feedback to management. Oversee Asset Management and Warehouse Management functions. Manage staff within the relevant SCM components. Serve as a member of the Vetting and Quotation Committee. Provide procurement support to clinics and assist other SCM components when required.

ENQUIRIES : Ms C Solomons Tel No: (021) 902-8058
NOTE : No payment of any kind is required when applying for this post.

POST 13/342 : **ADMINISTRATIVE OFFICER: SUPPORT SERVICES**
 Chief Directorate: Metro Health Services

SALARY : R325 101 per annum
CENTRE : Eerste River Hospital
REQUIREMENTS : Minimum educational qualification: Senior Certificate (or equivalent). Experience: Appropriate Support Services experience. Appropriate Supervisory experience. Maintenance of buildings, equipment, and machinery experience. Inherent requirement of the job: Valid driver's licence (Code B/EB). Willingness to do standby and work overtime. Competencies (knowledge/skills): Ability to draft service level agreements/contracts and implement standard operating procedures. Extensive knowledge of the Treasury Regulations and Contract Management, PFMA, OHS, and Public Service Acts. Computer skills (MS Office, Excel, and Word). Extensive knowledge of Western Cape Government maintenance protocols. Working knowledge of support services management or facilities management.

DUTIES : Promote and maintain acceptable standards of quality of services delivered by the Support Service components (Transport, Linen, Porters, Switchboard, Cleaning, Waste, Grounds, Parking, Security). Effective support of maintenance and capital works of buildings and equipment of institution. Ensure effective and efficient contract management. Ensure relevant policy implementation and compliance (Occupational Health & Safety, Ideal Hospital Framework, regulated norms & standards, etc.) at the Hospital. Support to ASD Facility Management, Staff and Support Services section. Optimum utilisation and supervision of human and other resources within Support Services.

ENQUIRIES : Mr J Levy Tel No: (021) 902-8077
NOTE : No payment of any kind is required when applying for this post.

POST 13/343 : **ADMINISTRATION CLERK: ADMISSIONS**
 Garden Route District

SALARY : R228 321 per annum
CENTRE : Knysna Hospital
REQUIREMENTS : Minimum educational qualification: Senior Certificate (or equivalent). Experience: Appropriate experience in patient administration / admissions at a hospital Experience of working on Clinicom system. Inherent requirement of the job: Willingness to work 12-hour shifts (i.e. night duty, weekends, public holidays) and work overtime when needed. Competencies (knowledge/skills): Good communication (verbal and written) skills, with internal and external clients. Cash management – receipt and safe keeping. Appropriate knowledge of electronic patient administration system Clinicom. Computer literacy in Microsoft (Word, Excel and Outlook). Appropriate knowledge of uniform patient fee schedule (UPFS).

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

ENQUIRIES : Mr E Harker Tel No: (044) 302-8400
NOTE : No payment of any kind is required when applying for this post. Candidates will be subjected to a practical/written assessment.

- POST 13/344** : **ADMINISTRATION CLERK: ADMISSIONS**
Chief Directorate: Metro Health Services
- SALARY** : R228 321 per annum
CENTRE : Eerste River Hospital
REQUIREMENTS : Minimum educational qualification: Senior Certificate (or equivalent). Experience: Appropriate experience in Patient Administration in the Health environment. Inherent requirement of the job: Willingness to work overtime when required, and 12-hour shifts (including night duty, weekends, and public holidays). Competencies (knowledge/skills): Good interpersonal skills. Knowledge of Hospital Fees Memorandum Chapter 18, PFMA, Hectis, UPFS, Clinicom and Finance instructions.
- DUTIES** : Render administrative support service to patients, the public, supervisor, and staff. Record and capture all patient information and activities (admission and discharge of patient) accurately and promptly on Clinicom. Responsible for effective revenue collection which includes receipt of money, issue of receipts, and account queries. Capture all charge entries, Update Hectis. Drawing of medical records. Relieve duties to que marshal/Helpdesk.
- ENQUIRIES** : Ms C Solomons Tel No: (021) 902-8058
NOTE : No payment of any kind is required when applying for this post.
- POST 13/345** : **ADMINISTRATION CLERK: SUPPORT (WARDS)**
Overberg District
- SALARY** : R228 321 per annum
CENTRE : Caledon Hospital, Theewaterskloof Sub-district
REQUIREMENTS : Minimum educational qualification: Senior Certificate (or equivalent). Experience: Appropriate administrative experience in a hospital setting. Inherent requirement of the job: Willingness to work shifts (overtime, weekends, public holidays, and night duty). Willingness to rotate. Competencies (knowledge/skills): Good communication skills verbally and written. Computer literacy in Microsoft Office package (i.e., MS Word, Excel, PowerPoint and Outlook). Experience in ordering of stock and supply chain management processes in a hospital setting. Effective leadership, interpersonal, problem solving, decision making, and conflict resolution skills. Good organisational skills. Ability to function independently as well as part of a multi-disciplinary team. Knowledge of patient administration functions, e.g., Admission, discharge, and transfers on Clinicom/ Tier.Net.
- DUTIES** : Provide an effective administrative service to the Operational Manager, nurses, and doctors in the wards. Order ward stock and responsible to manage ward storeroom. Provide helpdesk functions to patients and visitors. Effective utilisation of resources to assist in achieving the objectives of the ward. Relief services when needed. Deliver effective support to the Nursing Department as a whole.
- ENQUIRIES** : Mr S Roman Tel No: (028) 212-3702
NOTE : No payment of any kind is required when applying for this post. Shortlisted candidates could be subjected to a practical test.
- POST 13/346** : **ADMINISTRATION CLERK: SUPPLY CHAIN MANAGEMENT**
Chief Directorate: Emergency and Clinical Support Services
- SALARY** : R228 321 per annum
CENTRE : Emergency Medical Services, Central Karoo
REQUIREMENTS : Minimum educational qualification: Senior Certificate with Mathematics and/or Accountancy as a passed subject and/or Senior Certificate with experience/competencies that focus on the Key Performance Areas (KPA's) of the post. Experience: Appropriate experience in Supply Chain or Asset Management. Inherent requirement of the job: A valid driver's license. Willingness to travel. Competencies (knowledge/skills): Knowledge and exposure to the Public Finance Management Act (PFMA) and Regulations and SCM instructions. Knowledge of LOGIS (Logistical Information System) would be advantageous. Computer literacy (MS Office package).
- DUTIES** : Responsible for supply chain management at the district office, focusing of Asset Management and Warehouse Management. Ensure Audit Compliance and file source documents. Handle telephonic and written enquiries from user departments. Assist with the asset disposal and acquisition planning. Report

		on asset findings to relevant components. Assist with maintaining registers and repairs.
<u>ENQUIRIES</u>	:	Mr J Stuart Tel No: (021) 830-1159
<u>NOTE</u>	:	No payment of any kind is required when applying for this post.
<u>POST 13/347</u>	:	<u>PRINCIPAL FOOD SERVICES SUPERVISOR</u>
<u>SALARY</u>	:	R228 321 per annum
<u>CENTRE</u>	:	Groote Schuur Hospital, Observatory
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Grade 9 (Std. 7) / General Education and Training Certificate (GETC). Experience: Appropriate experience in a Large-Scale Food Service Unit. Inherent requirements of the job: This is a straight-shift position within a 24/7 service. The successful candidate will be required to work after hours and weekends (one in six), be on call, and night shifts in line with service requirements. Competencies (knowledge/skills): Have a knowledge and understanding of the basic food groups, normal and therapeutic diets and cooking methods and Hygiene and Safety standard. Good leadership and interpersonal skills and ability to work under pressure. The Ability to handle industrial equipment. Dress according to Departmental specifications.
<u>DUTIES</u>	:	Assist the Manager with Human and Financial Resource Management (Responsible for subordinates quarterly SPMS reporting, training allocation, leave, discipline and stock control of the Recon Kitchen). Communicate with patients and ward staff and feedback any problems and recommendations to the food service manager. Supervise FSA's in the running of a reconstitution/kitchen and the night duty food service aid's in the Main Kitchen from 18h30-06h30. Supervising and assisting with service of 3 meals and 4 beverages daily to the Patients, and with the cleaning and maintenance of the kitchen area and equipment and adhere to hygiene and safety standards. Supervising service of the 20h00 tea and snack and the 05h00 coffee to the Patients on the wards, collect and cleaning of cups afterwards and supervise the cooking of the porridge for breakfast. To supervise FSA's in the unloading and cleaning of supper trolleys and the washing of the crockery, lids, trays etc.
<u>ENQUIRIES</u>	:	Ms K Mapekula Tel No: (021) 404-4002
<u>NOTE</u>	:	No payment of any kind is required when applying for this post.
<u>POST 13/348</u>	:	<u>ADMINISTRATION CLERK: HUMAN RESOURCE MANAGEMENT</u> Chief Directorate: Metro Health Services
<u>SALARY</u>	:	R228 321 per annum
<u>CENTRE</u>	:	Lentegeur Hospital
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Senior Certificate (or equivalent). Experience: Appropriate experience in Human Resource Management. Appropriate PERSAL experience. Competencies (knowledge/skills): Sound knowledge of HRM Policies and Practices, Public Regulations, Collective. Agreements regarding personnel and salary administration. Computer literacy (MS Office package and Outlook). Ability to maintain confidentiality. Ability to work under pressure and meet deadlines. Ability to work independently and in a team. Appropriate knowledge and experience of PERSAL.
<u>DUTIES</u>	:	Perform all administrative duties pertaining to the personnel administration section e.g. appointments, service terminations, transfers, pension administration, salary administration, leave, housing, injury on duty, debt management, verify documents, qualifications, etc. Handle personnel inquiries and correspondence (written and verbal) and filing of personnel data. Responsible for capturing transactions on PERSAL. Maintain registers (PILIR, RWOEE, Appointments and Service Terminations). Auditing of Personnel and Leave records. Assist with Recruitment and Selection Process and SPMS/PERMIS. Assist staff, supervisor and management with regard to Human Resource and Personnel matters. Provide an effective support to supervisor.
<u>ENQUIRIES</u>	:	Mr P Pieters Tel No: (021) 370 1419
<u>NOTE</u>	:	No payment of any kind is required when applying for this post.
<u>POST 13/349</u>	:	<u>ADMINISTRATION CLERK: SUPPLY CHAIN MANAGEMENT</u> Chief Directorate: Emergency and Clinical Support Services
<u>SALARY</u>	:	R228 321 per annum

CENTRE REQUIREMENTS : Emergency Medical Services
: Minimum educational qualification: Senior Certificate with Mathematics and/or Accountancy as a passed subject and/or Senior Certificate with experience/competencies that focus on the Key Performance Areas (KPA's) of the post. Experience: Appropriate experience in Supply Chain. Inherent requirement of the job: Valid Driver's Licence. Willingness to Treasury Regulations and SCM instructions. Knowledge of LOGIS and/or SYSPRO, ESL and EPS system. Computer literacy (MS travel. Competencies (knowledge/skills): Knowledge of and exposure to the Public Finance Management Act (PFMA) National Office): Word, Excel, Outlook.

DUTIES : Adequate demand planning for warehousing. Ensure proper inventory verifications are performed. Storage and safekeeping of stock. Proper record keeping is maintained. Forms part of IFS and AFS reporting. Assisting in other components within SCM. Monthly reporting.

ENQUIRIES : Ms S Overmeyer Tel No: (021) 830-1160

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

POST 13/350 : **ADMINISTRATION CLERK: SUPPLY CHAIN MANAGEMENT**
Chief Directorate: Metro Health Services

SALARY : R228 321 per annum
CENTRE : Eerste River Hospital
REQUIREMENTS : Minimum educational qualification: Senior Certificate (or equivalent) with Mathematics or Accountancy as a passed subject and/or Senior Certificate with experience/competencies that focuses on the Key Performance Areas (KRA's) of the post. Experience: Appropriate experience in stock handling. Appropriate working experience in LOGIS. Knowledge and appropriate experience in Supply Chain Management and Warehouse Management. Inherent requirement of the job: Ability to lift and move heavy boxes and stock. Willingness to work overtime. Competencies (knowledge/skills): Computer literacy in MS Word, MS Excel and Outlook. Good verbal and written communication skills. Good organizational and time management skills. The ability to function independently. Ability to think creatively and apply ideas.

DUTIES : Completion and capturing of requisitions, receipt voucher and issue voucher on LOGIS. Receiving of goods and updating of Bin cards. Update monthly consumption report. Rotation within the SCM department. Packing and removing of stock from storage areas and shelves and delivering to end users. Ensure accurate stock and compliance controls i.e. applying FIFO principle, etc. Maintain stock levels and ordering of stock i.e. completion of PA, etc. Regular reporting i.e. monthly Inventory reporting, stock takes, etc.

ENQUIRIES : Ms C Solomons Tel No: (021) 902-8058

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

POST 13/351 : **FORENSIC PATHOLOGY OFFICER GRADE 1 TO 2**
Chief Directorate: Emergency and Clinical Support Services

SALARY : Grade 1: R217 092 per annum
Grade 2: R252 840 per annum

CENTRE : Forensic Pathology Service
REQUIREMENTS : Minimum educational qualification: Senior Certificate with having achieved English, mathematics, Life Science and / or Biology as passed subjects. Experience: **Grade 1:** None. **Grade 2:** 10 year's appropriate Forensic Pathology Service experience. Inherent requirement of the job: A valid (code B/EB) driver's licence. Ability to work under pressure. Willingness to be trained in Forensic Investigation and Dissection. Ability to work with and lift corpses, (mutilated, decomposed, infectious viruses, obese). Be willing on travelling long distances and working standby duties / overtime. Competencies (knowledge/skills): Computer and software literacy in at least MS Word and Excel. Ability to be trained in 4x4 Vehicle handling. Ability to be trained in photography. Ability to communicate clearly and discreetly in person and in writing. Willingness to assist with duties in an X-ray room. Ability to achieve and maintain good interpersonal and working relations with staff and clients. Ability to interpret and apply policies. Will be required to deliver testimony in court proceedings.

DUTIES : Effective and efficient recovery, storage and processing of deceased. An effective identification process and release of the deceased, including management of property. An effective forensic autopsy process and specimen

management rendered in accordance with set standards and guidelines. Optimal control of reports and statements during and after the Forensic Mortuary process. An efficient support service to the Manager with regard to Corporate and Clinical Governance functions of the Forensic Pathology Laboratory.

ENQUIRIES : Ms D Ontong Tel No: (021) 862-2047 or email: Dawn.Ontong@westerncape.gov.za

NOTE : No payment of any kind is required when applying for this post. Short-listed candidates will be subjected to a practical test. Candidates will be subjected to security clearance prior to appointment. The pool of applications will be considered for vacancies within Paarl Forensic Pathology 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 as those of the advertised post.

POST 13/352 : **ORTHOPADIC & PROSTHETIC ASSISTANT GRADE 1 TO 2 (TECHNICAL SERVICES)**
Chief Directorate: Metro Health Services

SALARY : Grade 1: R217 092 per annum
Grade 2: R252 840 per annum

CENTRE : Western Cape Rehabilitation Centre (Orthotic and Prosthetic Centre, Pinelands)

REQUIREMENTS : Minimum educational qualification: Appropriate qualification or prescribed in service training (with duration of less than two years) that allows for the required registration with the Health Professions Council of South Africa. Registration with a Professional Council: Registration with the Health Professional Council of South Africa (HPCSA) as an Orthotics and Prosthetics Assistant. Inherent requirements of the job: Ability to lift patients. Competencies (knowledge/skills): Technical abilities, computer literacy skills. Good communication and interpersonal skills. Ability to work independently. Understanding of orthotic and prosthetic devices, including types, components, and functions. Knowledge of human anatomy and physiology, including musculoskeletal and nervous system.

DUTIES : Assist the Medical Orthotist Prosthetist clinicians to prepare material and tools for measuring patients. Assist the Medical Orthotist Prosthetist clinicians to modify or correct patient measurements. Assist the Medical Orthotist Prosthetist clinicians to mould orthoses or laminate prosthetic sockets or bend metal bars for callipers. Assist the Medical Orthotist Prosthetist clinicians to cut and assemble the Orthotic and prosthetic device. Assist the Medical Orthotist Prosthetist clinicians to clean each area involved in stages of production. Assist the Medical Orthotist Prosthetist clinicians to adjust and repair Orthotist and Prosthetist devices. Assist the Medical Orthotist Prosthetist clinicians to perform administrative duties service including collection of statistics for production work and completing job cards. Assist to Maintain machinery and other equipment used in the Medical Orthotist Prosthetist Centre. Participate in general cleaning of the Medical Orthotist Prosthetist Centre. Leather work and sewing of straps or belts for use in appliances. Adhere to HPCSA regulations and attend staff development programs within the Medical Orthotist Prosthetist field. Perform any other reasonable duties delegated by supervisor from time to time within the Medical Orthotist Prosthetist assistant's scope of practice.

ENQUIRIES : Ms M Brink Tel No: (021) 531-5300/5218

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

POST 13/353 : **STAFF NURSE GRADE 1 TO 3 (FEMALE/CHILDRENS'S WARD AND MATERNITY/NEONATAL) (X3 POSTS)**
West Coast Health District

SALARY : Grade 1: R220 614 per annum

		Grade 2: R262 287 per annum
		Grade 3: R306 798 per annum
<u>CENTRE REQUIREMENTS</u>	:	Vredendal Hospital, Matzikama Sub-district
	:	Minimum educational qualification: Qualification that allows registration with the South African Nursing Council (SANC) as an Enrolled Nurse. Registration with a Professional Council: Registration with the SANC as an Enrolled Nurse. Experience: Grade 1: None. Grade 2: A minimum of 10 years appropriate/recognizable experience in nursing after registration at SANC as an Enrolled Nurse. Grade 3: A minimum of 20 years appropriate/ recognizable experience in nursing after registration with the SANC as Enrolled Nurse. Inherent requirements of the job: Willingness to work shifts, weekends, public holidays and night duty as well as overtime when necessary. Ability to work in a high stress environment. Willingness to rotate between Wards. Competencies (knowledge/skills): Ability to function/make decisions independently and as part of a multi-disciplinary team. Good communication and interpersonal relationships. Basic computer skills in MS Word and Outlook. Knowledge of relevant nursing legislation, policies and protocols of the Department of Health, Western Cape.
<u>DUTIES</u>	:	Development and implementation of basic patient care plans, carried out under the supervision of the Professional Nurse, to deliver adequate patient care. Provide basic clinical nursing care to patients under the supervision of the Professional Nurse. Effective utilization of resources, including stock and equipment and proper maintaining thereof. Maintain professional growth and ethical standards and self-development.
<u>ENQUIRIES NOTE</u>	:	Mr LK Wagenaar Tel No: (027) 213-2039
	:	No payment of any kind is required when applying for this post. Shortlisted candidates will be subjected to a practical test. Candidates who are not in possession of the stipulated registration requirements may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable on health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status).
<u>POST 13/354</u>	:	<u>STAFF NURSE GRADE 1 TO 3 (NURSING SERVICES)</u> West Coast Health District
<u>SALARY</u>	:	Grade 1: R220 614 per annum Grade 2: R262 287 per annum Grade 3: R306 798 per annum
<u>CENTRE REQUIREMENTS</u>	:	Citrusdal Hospital, Cederburg Sub-district
	:	Minimum educational qualification: Qualification that allows registration with SANC as an Enrolled Nurse. Experience: Grade 1: None. Grade 2: A minimum of 10 years appropriate/recognizable experience in nursing after registration at SANC as an Enrolled Nurse. Grade 3: A minimum of 20 years appropriate/ recognizable experience in nursing after registration with the SANC as Enrolled Nurse. Registration with a Professional Council: Registration with the South African Nursing Council as an Enrolled Nurse. Inherent requirements of the job: Willingness to work shifts, including night duty, weekends, and public holidays. Ability to work under supervision of a Professional Nurse. Willingness to rotate between wards within hospital. Work as part of a multi-disciplinary team and support managers to ensure quality nursing care. Competencies (knowledge/skills): Ability to function/make decisions independently and as part of a multi-disciplinary team and to function effectively within a multidisciplinary team. Good communication and interpersonal relationships. Basic computer skills in MS Word and Outlook. Knowledge of relevant nursing legislation, policies and protocols of the Department of Health, Western Cape.
<u>DUTIES</u>	:	Development and implementation of basic patient care to all patients. Provide basic clinical nursing care. Effective utilization of physical and financial resources. Maintain professional growth/ethical standards and self-development.
<u>ENQUIRIES NOTE</u>	:	Ms. L. van Geems-Wolmarans Tel No: (022) 921-2153
	:	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).

- POST 13/355** : **LAUNDRY SUPERVISOR**
Central Karoo District
- SALARY** : R193 359 per annum
CENTRE : Beaufort West Hospital
REQUIREMENTS : Minimum educational qualification: General education and Training Certificate (GETC) Grade 9 (Std 7). Experience: Appropriate experience in laundry / linen services in a hospital environment. Inherent requirement of the job: Valid Code B/EB drivers' licence. Willingness to travel work weekends, public holidays and overtime. Competencies (knowledge/skills): Appropriate knowledge of Laundry and Linen Services Good communication skills (written and verbal). Ability to work under pressure, perform heavy physically demanding tasks and to handle heavy objects. Ability to achieve and maintaining good interpersonal relations with staff and the service provider. Good numerical skills and sewing skills. Knowledge of and the ability to interpret the Western Cape Linen Management Policy. Computer literacy (MS Word and Excel). Ability to maintain confidentially. Knowledge and understanding laundry and linen policies and Hygiene and Safety standards.
- DUTIES** : Supervise Effective Laundry and Linen Services Ensure effective utilization of resources i.e. financial assets, consumables and Equipment. Implementation of infection control and waste management in the laundry and linen unit. Ensure effective Control and effective management of data/stats in the laundry and linen unit Ensuring high standards of cleanliness and- proper linen handling Ensure effective & efficient support to supervisor. Assist the Manager with Human and Financial Resource Management (Responsible for subordinates quarterly SPMS/PERMIS reporting, training allocation, leave, discipline and stock control of the Recon Laundry/Linen). Communicate with ward staff to provide feedback of any problems and recommendations. Ensure effective and efficient processing of linen within the Hospital. Effective quality control of the outsourced laundering and supervision of the internal linen services. Perform pre-condemning of linen and report irregularities to your supervisor.
- ENQUIRIES** : Ms MJ De koker Tel No: (023) 414 - 8200
NOTE : No payment of any kind is required when applying for this post. Candidates will be subjected to a written/practical and oral assessment.
- POST 13/356** : **NURSING ASSISTANT GRADE 1 TO 3 (INTERNAL MEDICINE)**
Chief Directorate: Rural Health Services
- SALARY** : Grade 1: R174 261 per annum
Grade 2: R203 271 per annum
Grade 3: R239 559 per annum
- CENTRE** : Paarl Hospital
REQUIREMENTS : Minimum educational qualification: Qualification that allows for registration with the South African Nursing Council (SANC) as a Nursing Assistant. Registration with a Professional Council: Registered with the South African Nursing Council (SANC) as a Nursing Assistant. Experience: **Grade 1:** None. **Grade 3:** A minimum of 20 years appropriate/recognisable experience after registration with the SANC as a Nursing Assistant. **Grade 2:** A minimum of 10 years appropriate/recognisable experience after registration with the SANC as a Nursing Assistant. Inherent requirements of the job: Willingness to work shifts, night duty, public holidays, after-hours, and weekend cover for nursing. Must be prepared to assist in all departments according to operational needs. Ability to work under pressure. Competencies (knowledge/skills): Ability to communicate effectively (verbal and written). Good communication, planning and interpersonal skills. Ability to work in a multidisciplinary team-context. Enhance patient care through the implementation of SOP's, policies and guidelines.

- DUTIES** : Effective utilization of physical and financial resources. Assist patients with activities of daily living (physical care) To provide elementary clinical nursing care Maintain professional growth/ ethical standards and self-development.
- ENQUIRIES** : Ms B Fourie: Bernice.Fourie@westerncape.gov.za
- 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 a change in registration status)". "Preference will be given to Grade 1 and/or Grade 2 candidates, should they be found appointable."
- POST 13/357** : **NURSING ASSISTANT GRADE 1 TO 2 (WARD 15 & 16)**
Chief Directorate: Rural Health Services
- SALARY** : Grade 1: R174 261 per annum
Grade 2: R203 271 per annum
- CENTRE** : Alexandra Hospital
- REQUIREMENTS** : Minimum educational qualification: Qualification that allows registration with the South African Nursing Council (SANC) as a Nursing Assistant. Registration with a Professional Council: Registration with the SANC as a Nursing Assistant. Experience: **Grade 1:** None. **Grade 2:** A minimum of 10 years' appropriate/recognizable nursing experience after registration with the SANC as Nursing Assistant. Inherent requirements of the job: Willingness to work shifts, day and night duty, weekends, and public holidays to meet the operational requirements. Must be prepared to assist in all departments according to operational requirements. Competencies (knowledge/skills): Effective communication and Interpersonal skills. Appropriate knowledge and experience of basic nursing care in a hospital setting.
- DUTIES** : Assist patients with activities of daily living (Physical care). Provide elementary clinical nursing care. Maintain efficient records of all health care activities. Maintain professional growth/ethical standards and self-development.
- ENQUIRIES** : Ms B. Wiener Tel No: (021) 503 5000 ext. 5030
- 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 a change in registration status). Short listed candidates will be subjected to a written and oral assessment.
- POST 13/358** : **OPERATOR: TUBE FEED ROOM (DIETETICS: INFANT MILK KITCHEN)**
- SALARY** : R163 680 per annum
- CENTRE** : Groote Schuur Hospital, Observatory
- REQUIREMENTS** : Minimum educational qualification: General Education and Training certificate (GETC) /Grade 9 (Std 7). Experience: Appropriate experience in a foodservice, tube feed service or milk kitchen. Inherent requirements of the job: Physically able to perform physical tasks such as lifting, packing, and pushing heavy trolleys. Willingness to work overtime on public holiday and weekends. Competencies (knowledge/skills): Ability to read and write. Basic numerical skills with an ability to adapt feed recipes. Good communication skills (verbal and written). Basic knowledge of infant feed products. Knowledge of milk kitchen hygiene practices. Basic knowledge of store keeping and stock management. Knowledge of pasteurisation of human breast milk.
- DUTIES** : Production and distribution of infant formula. Processing of human milk including pasteurisation. Maintain optimal hygiene standards in the milk kitchen and store area. Basic stock taking and stock control. Perform basic administrative tasks as required within the department.
- ENQUIRIES** : Ms A Du Toit Tel No: (021) 404-4471

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

POST 13/359 : **OPERATOR (TUBE FEED ROOM)**

SALARY : R163 680 per annum
CENTRE : Tygerberg Hospital, Parow Valley
REQUIREMENTS : Minimum educational qualification: General Education and Training certificate (GETC) /Grade 9 (Std 7). Experience: Appropriate experience in foodservice/milk kitchen/tube feed room and cleaning procedures. Inherent requirement of the job: Required to work shifts and overtime. Required to stand in for colleagues during leave or when ill. The ability to handle heavy equipment and perform heavy duty functions, e.g. lift heavy boxes or operate heavy trollies. Competencies (knowledge/skills): Good verbal and written communication skills. Ability to work effectively as part of multi-disciplinary team. Ability to read a recipe, weigh and mix products. Good numerical skills. The ability to work under supervision. The ability to function independently as well as in a team.

DUTIES : Correct weighing, mixing, decanting and labelling of formulae, tube feeds and special drinks. Delivery of tube feeds and special drinks with a heavy-duty trolley to the correct wards within time constraints. Daily cleaning of equipment, tube feed and supplementary drink bottles and all work areas in the unit. Delivery of nutritional products to various clinics and storage areas in the hospital. Delivery of tube feed products and agar samples to Department of Microbiology. Collection of ordered tube feed products from the stores and pharmacy. Monitor, control and maintain stock levels. FIFO. Perform and support Supervisor with work related tasks as well as administrative duties. Maintain a high standard of personal hygiene. Completion of any other work-related tasks given to the employee.

ENQUIRIES : Ms C Schubl Tel No: (021) 938-4351

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

POST 13/360 : **GENERAL WORKER (ENVIRONMENTAL HEALTH AND HYGIENE SERVICE)**

SALARY : R138 486 per annum
CENTRE : Tygerberg Hospital, Parow Valley
REQUIREMENTS : Minimum requirement: Basic numeracy and literacy. Experience: Appropriate general cleaning experience. Inherent requirement of the job: Required to work shifts, weekends and public holidays. Competencies (knowledge/skills): Good communication skills.

DUTIES : Collection of healthcare risk waste within the hospital and at any other outside areas at external pick-up points. Effectively operate equipment to perform cleaning functions within the waste area spaces. Provide effective support to the General Foreman with regards to the Environmental Health and Hygiene Services in the hospital. Ensure compliance to waste trolley hygiene and waste collection policies.

ENQUIRIES : Ms L White Tel No: (021) 938-4121

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

POST 13/361 : **LINEN STORES ASSISTANT (LINEN CONTROL)**

SALARY : R138 486 per annum
CENTRE : Red Cross War Memorial Children's Hospital, Rondebosch
REQUIREMENTS : Minimum requirement: Basic reading, writing and numerical skills. Experience: Appropriate experience in Laundry and linen management. Inherent requirements of the job: Ability to do physically hard work. Ability to stand for long hours. Competencies (knowledge/skills): A basic understanding of maintaining a safe and hygienically clean environment. Good interpersonal relations with supervisor, colleagues, and the public. Ability to read, speak and write. Basic knowledge of safe use of laundry machinery and equipment. Sound knowledge of infection control.

DUTIES : Provide a professional linen and clothing service to the institution. Ensure effective and efficient stock control. Sort, count and pack Theatre linen/CSSD, Emergency Bank linen. Unpack the linen bags, count the linen, record all the

clean linen and pack out the linen onto the Linen Bank shelves. Handling of soiled and infectious linen. Follow and maintain hygiene and safety regulation standards. Provide support to supervisor, wards, and other departments.

ENQUIRIES : Mr E Hefke Tel No: (021) 685-5034
NOTE : No payment of any kind is required when applying for this post.

POST 13/362 : **FOOD SERVICES AID**
Central Karoo District

SALARY : R138 486 per annum
CENTRE : Beaufort West Hospital
REQUIREMENTS : Minimum requirement: Basic numeracy and literacy skills. Experience: Appropriate experience in an Industrial Food Service Unit, within a hospital environment. Inherent requirement of the job: The incumbent must be strong enough to lift heavy objects and be on their feet the entire day. Willingness to work overtime, shifts (weekends and public holidays). Competencies (knowledge/skills): Good communicate efficiently (verbal and written). Knowledge of hygiene, occupational health, HACCP and safety principles. The ability to prepare meals according to standardized recipes.

DUTIES : Perform all tasks emanating from preparation and serving of food. Maintain general hygiene and safety standards in the Food Service Unit. Assist in the receiving, safe storage and stock control of food supplies. Assist with the informal in-service training of new employees.

ENQUIRIES : Ms De koker Tel No: (023) 414 - 8283
NOTE : No payment of any kind is required when applying for this post. Shortlisted candidates will be subjected to a practical test.

POST 13/363 : **DRIVER (LIGHT DUTY VEHICLE)**
Overberg District

SALARY : R138 486 per annum
CENTRE : Hermanus Hospital, Overstrand Sub-district
REQUIREMENTS : Minimum requirement: Basic numeracy and literacy skills. Experience: Appropriate driving experience including transportation of employees and delivery of goods. Inherent requirement of the job: A valid driver's license code (B/EB). Good physical health. Must be prepared to work overtime and perform standby duties on short notice (after hours, weekends and public holidays). Competencies (knowledge/skills): Ability to accept accountability and responsibility and to work independently and unsupervised. Good interpersonal and safe driving skills.

DUTIES : Transport of goods, post and Personnel. Maintenance of prescribed logbooks, trip authorities and administrative duties of driving. Inspection, storage, maintenance, and safe handling of vehicle. Support to supervisor.

ENQUIRIES : Mr T De Wet Tel No: (028) 312-1166
NOTE : No payment of any kind is required when applying for this post. Shortlisted candidates may be subjected to a competency test.

POST 13/364 : **MEDICAL OFFICER GRADE 3 (ENT AND UROLOGY) (SESSIONAL) (20 HOURS PER WEEK)**
Chief Directorate: Metro Health Services

SALARY : Grade 3: R636.per hour
CENTRE : Victoria Hospital
REQUIREMENTS : Minimum Education 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: **Grade 3:** 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. Competencies (knowledge/skills): Appropriate knowledge & surgical technical skills to manage an inpatient & outpatient ENT & urology surgical service at a district-level hospital. Good communication skills. Ability to work in a team and with all levels of staff. Good organizational skills & ability to perform tasks efficiently with a resource-limited

- environment. Understanding medico-legal requirements of the position. At least 10-years experience (Grade 3 MO) working within an ENT & urology surgical service of a district-/secondary-/tertiary-level hospital.
- DUTIES** : To deliver safe, cost-effective and high-quality surgical care at all times and promote comprehensive peri-operative care of patients in the discipline of general surgery. This would include the following roles: Pre-operative assessment and resuscitation of surgical patients (ENT & urology) presenting to the EC and planning appropriate operative management. Involvement in daily ward rounds, outpatient clinics & elective theatre lists (ENT & urology). Post-operative inpatient assessment & care, with appropriate investigation & management of possible complications. -Teaching and training of junior medical officers, community service medical officers, interns, students and nurses providing an appropriate level of care and knowledge. Planning & triaging (supervised) of efficient emergency & elective theatre lists, involving communication and discussion with anaesthetic & theatre nursing staff. Completion of medicolegal documents. Participation in research, audits and quality improvement programs.
- ENQUIRIES** : Dr J. Plaskett Tel No: (021) 799-1200, email: Jeremy.Plaskett@westerncape.gov.za
- NOTE** : No payment of any kind is required when applying for this post.
- POST 13/365** : **DENTIST GRADE 1 TO 3 (SESSIONAL) (DENTAL TRAINING) (20 HOURS PER WEEK)**
Chief Directorate: Metro Health Services
(Contract until 31 May 2029)
- SALARY** : Grade 1: R468 per hour
Grade 2: R550 per hour
Grade 3: R636 per hour
- CENTRE REQUIREMENTS** : Oral Health Centre, Tygerberg/Mitchell's Plain
Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Dentist. Registration with a Professional Council: Registration with the HPCSA as a Dentist. Experience: **Grade 1:** None after registration as Dentist with the HPCSA in respect of SA-qualified employees 1-year relevant experience after registration as Dentist with a recognized foreign health professional council in respect of foreign qualified employees, of whom it is not required to perform community service, as necessary in South Africa. **Grade 2:** Minimum of 7 years' appropriate experience as Dentist after registration with the HPCSA as a Dentist in respect of SA-qualified employees Minimum of 8 years' relevant experience after registration as Dentist with a recognized foreign health professional council in respect of foreign qualified employees, of whom it is not required to perform community service, as necessary in South Africa. **Grade 3:** Minimum of 12 years' appropriate experience as Dentist after registration with the HPCSA as a Dentist in respect of SA-qualified employees Minimum of 13 years' relevant experience after registration as Dentist with a recognized foreign health professional council in respect of foreign qualified employees, of whom it is not required to perform community service, as necessary in South Africa. Inherent requirements of the job: Valid (code B/EB) driver's licence. Competencies (knowledge/skills): Appropriate experience in management of trauma, pain and sepsis.
- DUTIES** : Screening of patients on arrival and those referred to the Academic Oral Health Centre. Record patient details. Liaising with the multidisciplinary team when required. Assess, diagnose and treat patients in a holistic manner. Treating patients under general anaesthetic and being familiar with general anaesthetic protocols. Record keeping. Responsible for compiling stats.
- ENQUIRIES** : Dr CCA Cloete Tel No: (021) 937-3092
- NOTE** : "Candidates who are not in possession of the stipulated registration requirements may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable on health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status)".

DEPARTMENT OF INFRASTRUCTURE

CLOSING DATE : 04 May 2026
NOTE : Shortlisted candidates will be required to attend interviews on a date and time determined by the department and submit documentation for verification purposes and criminal record vetting. All shortlisted candidates 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. The selection process will be guided by the EE targets of the employing department. By applying for this position, you are consenting to the Western Cape Government contacting your previous employers/managers for an employment reference. Reference checks will include enquiries relating to your disciplinary records and reasons for leaving. Should you experience difficulties with your online application, technical support is available from Monday to Friday from 08:00 to 16.00. Contact the helpline at 086 137 0214. For all other queries relating to the position, kindly contact the enquiries person as indicated in the advert. Please ensure that you submit your application before the closing date as no late applications will be considered.

OTHER POSTS

POST 13/366 : **ASSISTANT DIRECTOR (FINANCE): MANAGEMENT AND FINANCIAL ACCOUNTING (OUDTSHOORN) REF NO: DOI 37/2026**

SALARY : R468 459 – R561 894 per annum (Level 09)
CENTRE : Department of Infrastructure, Western Cape Government
REQUIREMENTS : An appropriate 3-year B-Degree (equivalent or higher qualification) in Financial Management; A minimum of 3 years relevant supervisory experience; A valid Code B (or higher) driving license. NB: People with disabilities that restrict driving abilities, but who have reasonable access to transport, may also apply. Competencies: Knowledge of the following: Financial Systems BAS, LOGIS, IMMS (Costing System), Electronic Purchasing System (EPS) or related systems; National and Provincial government rules, regulations and legislation pertaining to management and financial accounting; Management and financial accounting; Public Service administration and/ or Standard Chart of accounts and/or government accounting standards (GRAP); Labour relations and Public Service procedures. Skills in the following: Written and verbal communication; Proven computer literacy; Report writing and formulations skills; Well-developed interpersonal skills; Project management; Team and people orientated; Technical proficiency; Problem-solving and data analysis.

DUTIES : Supervision, performance management and discipline of subordinates; Coordinate an effective budget administration; Financial accounting function inclusive of revenue and expenditure control, payment voucher control, creditors, LOGIS Payments, journal transactions, cash and banking, revenue and receivables, form control and knowledge; Maintain a sound control environment with appropriate segregation of duties; Execute a wide variety of administrative functions related to the line functions in Finance; Perform leadership functions by advising and guiding subordinates, interpreting and application of Directives and policy, planning, budgeting and exercising control and supervision over all activities in the finance Section; Perform quality control and risk management functions; Ensure compliance with the PFMA, Treasury, Financial and SCM rules and Instructions; Plan, implement and maintain financial control and handling of audit queries.

ENQUIRIES : Ms A. Matthews Tel No: (044) 272 6071
APPLICATIONS : Only applications submitted online will be accepted. To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>

POST 13/367 : **PROGRAMME MANAGEMENT ADMINISTRATOR: PROJECT ADMIN OFFICE REF NO: DOI 40/2026**

SALARY : R468 459 – R561 894 per annum (Level 09)
CENTRE : Department of Infrastructure, Western Cape Government
REQUIREMENTS : An appropriate 3-year National Diploma/B-Degree (equivalent or higher qualification); A minimum of 3 years relevant administrative experience. Competencies: Knowledge and understanding of the following: Public Service

- Regulatory Framework; Programme management; Labour relations; Public Financial Management Act (PFMA); Project management; Public finance, human resources and operational management prescripts and processes; Labour Relations legislation and regulations; Performance management in general; Stakeholder management; Monitoring and evaluation systems. Skills in the following: Written and Verbal communication; Computer literacy; Attention to detail; Process-driven; Problem analysis; Technical proficiency and quick to learn; Problem-solving and decision making; Applying technology; Communication and information management; Planning and organising.
- DUTIES** : Oversee the administration of the projects/programmes of the Chief Directorate; Monitor, evaluate and report on project and programme performance; Provide technical and user support in respect of the project information system; People Management.
- ENQUIRIES APPLICATIONS** : Ms A Campbell Tel No: (021) 483 8868
: Only applications submitted online will be accepted. To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>
- POST 13/368** : **GEO TECHNICAL ASSISTANT: MATERIALS LABORATORY (2 POSTS AVAILABLE IN OUDTSHOORN) REF NO: DOI 07/2026**
- SALARY CENTRE REQUIREMENTS** : R228 321 - R268 950 per annum (Level 05)
: Department of Infrastructure, Western Cape Government
: Senior Certificate (Grade 12 or equivalent qualification) with Mathematics/ Mathematical Literacy; Accreditation with SANAS (South African National Accreditation System) in laboratory tests; A minimum of 1 year experience in construction or laboratory environment or road building materials; A valid code B (or higher) driving licence. NB: People with disabilities that restrict driving abilities, but who have reasonable access to transport, may also apply. Competencies: A good understanding of the following: Laboratory testing / Sampling / Road Construction materials; Knowledge of laboratory and field work; Knowledge of road maintenance and road construction; Knowledge of road related materials; Knowledge of internal audits Operating laboratory testing equipment including nuclear density apparatus; Operating equipment (jackhammer, compactors) that relates to sampling; Communication skills (verbal and written); Planning and organising; Problem solving; People management.
- DUTIES** : Performs laboratory field work, verification and validation of equipment; Handle, prepare and test samples in the laboratory; Responsible for administrative tasks on Material Testing System (MTS); Assist in the training of officials , supervision and monitoring.
- ENQUIRIES APPLICATIONS** : Mr C Malgas Tel No: (044) 272 6071
: Only applications submitted online will be accepted. To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>
- POST 13/369** : **ADMINISTRATION CLERK: CLEANING AND FOOD AID SUPPORT SERVICES REF NO: DOI 34/2026**
- SALARY CENTRE REQUIREMENTS** : R228 321 - R268 950 per annum (Level 05)
: Department of Infrastructure, Western Cape Government
: Grade 12 (Senior Certificate or equivalent qualification); A valid (code B or higher) driving licence. NB: People with disabilities that restrict driving abilities, but who have reasonable access to transport, may also apply. Competencies: Knowledge of the following: Record management; Relevant systems; PCS, E-Works, BAS (Basic Accounting System) and My Content; Contract management; Procurement procedures; Applicable legislations. Skills in the following: Proven computer literacy (MS Excel, Word, Outlook & PowerPoint); Written and verbal communication; Record keeping; Ability to work under pressure; Ability to work independently and in a team.
- DUTIES** : Assist with project and contract management of cleaning services contracts; Compiling and processing of claims and payments; Assist with the copying, filing, and scanning of documentation within the component; Draft and type submissions, default letters, arrange meetings, agenda's, taking of minutes and general correspondence; Manage and prepare spreadsheets for statistics to produce reports on projects; Liaising with service providers, Storeroom control, distribution and tracking of documents; Coordination of training and

		liaison with service providers; Data capturing; Arrange dates for site visits and conduct inspection; Maintenance of filing system opening of files
<u>ENQUIRIES APPLICATIONS</u>	:	Ms C Ngamlana-Jara Tel No: (021) 483 5785
	:	Only applications submitted online will be accepted. To apply submit your application online only: via http://www.westerncape.gov.za/jobs or https://westerncapegov.erecruit.co
<u>POST 13/370</u>	:	<u>ADMINISTRATION CLERK: HR AND GENERAL OFFICE SUPPORT SERVICES (OUDTSHOORN) REF NO: DOI 36/2026</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R228 321 - R268 950 per annum (Level 05)
	:	Department of Infrastructure, Western Cape Government
	:	Senior Certificate (Grade 12 or equivalent qualification); A valid (Code B or higher) driving licence. NB: People with disabilities that restrict driving abilities, but who have reasonable access to transport, may also apply. Competencies: Knowledge of the following: Legislation, Regulations & Public Service rules regarding human resource related matters; Human Resource in accordance with National, provincial and Departmental Policies; Working knowledge and understanding of the legislative framework governing the Public Service; Appropriate in-service training courses in HR related matters. Skills in the following: Problem solving; Proven Computer Literacy (MS Office); Planning and organising; Interpersonal skills; Good verbal and written communication; Self-motivated; Ability to work independently and as part of a team.
<u>DUTIES</u>	:	Undertake all PERSAL related functions and capturing of data; Provide support with all human resource support functions which includes application of leave policy, injuries on duty, collection and distribution of quarterly IPDP's; Appointments and service terminations maintenance of registers and statistics selection, recruitment and placement; Undertake filing handling of HR related queries; Provide secretariat functions; Support the Chief Clerk: HR and General Office Support other related duties in support of the District Roads Engineer.
<u>ENQUIRIES APPLICATIONS</u>	:	Mr C Kennedy Tel No: (044) 272 2992
	:	Only applications submitted online will be accepted. To apply submit your application online only: via http://www.westerncape.gov.za/jobs or https://westerncapegov.erecruit.co
<u>POST 13/371</u>	:	<u>STORES CLERK: SCM REGION 2 (OUDTSHOORN) REF NO: DOI 39/2026</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R228 321 - R268 950 per annum (Level 05)
	:	Department of Infrastructure, Western Cape Government
	:	Senior Certificate (Grade 12 or equivalent qualification); A valid (code B or higher) driving licence. NB: People with disabilities that restrict driving abilities, but who have reasonable access to transport, may also apply. Competencies: A good understanding of the following: Supply Chain Management; Inventory Management, i.e. store procedures and stocktaking procedures; Obtaining quotations, telephonically or via the Electronic Purchasing System (ePS); Applicable legislative and regulatory requirements, policies and standards within government; LOGIS, ePS or related systems and provisioning procedures. Skills in the following: Verbal and written communication; Good interpersonal relations with supervisor and colleagues; Organisational ability; Problem solving abilities; Computer Literacy (MS office environment); Ability to work under pressure; Ability to work independently.
<u>DUTIES</u>	:	Utilise the Logistical Information System (LOGIS) effectively for the provisioning functions; Placing and follow-up of orders by communicating with suppliers and contractors; Payment and administering of various accounts for goods and services rendered; Performing effective warehouse management through the receipt, issuing and control of stocks; Rendering of a general office administration function; Safeguarding and record-keeping of inventory, bin cards i.e. stock verification, shortages, surpluses; Assist with stocktaking, inventory control, stores issues and a general administrative (help) function to users and chief users.
<u>ENQUIRIES APPLICATIONS</u>	:	Mr. M. Kolose Tel No: (044) 272 6071
	:	Only applications submitted online will be accepted. To apply submit your application online only: via http://www.westerncape.gov.za/jobs or https://westerncapegov.erecruit.co

POST 13/372 : **CLEANER: CLEANING AND FOOD AID SUPPORT SERVICES REF NO. DOI 33/2026 (X2 POSTS AVAILABLE IN CAPE TOWN)**

SALARY : R138 486 - R163 131 per annum (Level 02)
CENTRE : Department of Infrastructure, Western Cape Government
REQUIREMENTS : ABET (below Grade 10). Competencies: General knowledge of the following: Occupational Health and Safety Act and relevant regulations; Understanding of how to handle cleaning products safely, including harsh chemicals; Ability to operate cleaning tools, such as steam cleaners, vacuum cleaners and floor buffers; Ability to deal with variety of clients with a broad range of needs and requests; Ability to work under pressure, independently as well as in a team; Ability to handle routine work and follow instructions; Good verbal and written communication skills.

DUTIES : Responsible for cleaning duties i.e. sweeping, dusting, emptying bins, moping, scrubbing and polishing, cleaning windows, deep cleaning of toilets, removal of refuse; Maintenance and safekeeping of supplies and equipment and cost-effective use of resource/consumables; Attend Inservice training and render support to the supervisor with regards to general cleaning duties.

ENQUIRIES : Ms C Jacobs Tel No: (021) 483 8921
APPLICATIONS : To apply, please complete an application form (Z83) and current CV (5 pages maximum). The post being applied for and the reference number must be clearly indicated on the Z83 application form. To submit your application, there are 3 methods in which you can apply, please only use 1 of the following:
1. Hand deliver your application for Attention: Western Cape Government Jobs, 44 Gannet Street Pelican Heights, Cape Town (From Monday to Friday between 07:00am to 17:00pm);
Or 2. Post your application for Attention: Western Cape Government Jobs, PO Box 22432, Fish Hoek, 7974,
Or 3. Email your application to, westerncape@respond.co.za Clearly indicate the reference number of post in email subject line and ensure attachments are in the appropriate format (MS Word or PDF).

NOTE : Applications not submitted on or before the closing date as well as faxed copies will not be considered. If you did not receive any correspondence within 3 months of closing date, consider your application as unsuccessful. NB: Applicants from relevant local communities will receive preferences. The selection process will be guided by the EE targets of the employing department.

DEPARTMENT OF LOCAL GOVERNMENT

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

CLOSING DATE : 04 May 2026

NOTE : Shortlisted candidates will be required to attend interviews on a date and time determined by the department and submit documentation for verification purposes and criminal record vetting. All shortlisted candidates 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. The selection process will be guided by the EE targets of the employing department. By applying for this position, you are consenting to the Western Cape Government contacting your previous employers/managers for an employment reference. Reference checks will include enquiries relating to your disciplinary records and reasons for leaving. Should you experience difficulties with your online application, technical support is available from Monday to Friday from 08:00 to 16.00. Contact the helpline at 086 137 0214. For all other queries relating to the position, kindly contact the enquiries person as indicated in the advert. Please ensure that you submit your application before the closing date as no late applications will be considered.

OTHER POSTS

POST 13/373 : **DEPUTY DIRECTOR: INTEGRATED DEVELOPMENT PLANNING REF NO: LG 43/2025 R1**

SALARY : R896 436 per annum (Level 11), (all-inclusive salary package)

<u>CENTRE REQUIREMENTS</u>	: Department of Local Government, Western Cape Government. : An appropriate 3-year B-Degree at NQF Level 7 (equivalent or higher qualification) in Town Planning / Development Studies / Public Management or related field; A minimum of 3 years middle management experience in Integrated Development Planning / Town Planning / Development studies or Local Government Planning. Competencies: Knowledge of the following: Integrated development planning (IDP) policy, legislation and guiding manuals; Municipal integrated development planning; People-centered development, community-based participation processes; Strategic management processes, including strategic planning and performance management within government - including inter-sphere and cross-sector planning; Constitutional, institutional and developmental circumstances of municipalities; Project management and performance management; Public service procedures and regulations; Human Resource Management; Labour relations legislation; Skills Development Act; White Paper on Employment Equity; Financial Management regulations. Skills in the following: Ability to analyse, promote, facilitate and implement strategic planning; Presentation skills; Implementation and monitoring skills; Project management skills; Interpretation of legislation; Effective communication (verbal & written); Dispute resolution, facilitation in groups (within the community) and conflict management; Problem solving; Basic Accounting; Basic budgeting skills; Computer skills in report writing.
<u>DUTIES</u>	: Ensure integrated development planning support to municipalities with the drafting and review of integrated development plans; Assessment of the quality of municipal integrated development plans; Provide support regarding national and provincial planning alignment with municipal integrated development plans; Integrated development planning (IDP) training and capacity building to municipalities and related stakeholders; Monitor and report on municipal Integrated development planning (IDP) review progress and implementation; Plan and manage the work of and account for the overall performance of the Sub directorate; People Management; Financial Management.
<u>ENQUIRIES</u>	: Mr P.C Jansen van Vuren Tel No: (021) 483 9077
<u>POST 13/374</u>	: <u>ASSISTANT DIRECTOR: INTEGRATED DEVELOPMENT PLANNING REF NO: LG 42/2025 R1</u>
<u>SALARY CENTRE REQUIREMENTS</u>	: R468 459 - R561 894 per annum (Level 09) : Department of Local Government, Western Cape Government : An appropriate 3-year National Diploma/B-Degree (equivalent or higher qualification) in Town Planning or Development studies or Public Management; A minimum of 3 years relevant experience in Integrated Development Planning / Town Planning / Development studies or Local Government Planning. Competencies: Knowledge of the following: Integrated development planning (IDP) legislation, regulatory frameworks, policies and good practices; Municipal integrated development planning (IDP), people-centered development, community-based participation processes; Strategic management processes including strategic planning and performance management within government including inter-sphere and cross sector planning; Constitutional, institutional and developmental circumstances of municipalities; Project management and performance management; Public service procedures and regulations; Information systems that aid in the management of knowledge and information pertaining to the line function; Operational management practices; Procurement and tendering processes. Skills in the following: Ability to analyse, promote, facilitate and implement strategic planning; Presentation skills; Implementation and monitoring skills; Project management skills; Interpretation of legislation; Effective communication (verbal and written); Dispute resolution, facilitation in groups (within community) and conflict management; Problem solving; Basic accounting; Basic budgeting skills; Computer skills in report writing.
<u>DUTIES</u>	: Provide integrated development planning (IDP) support to municipalities with the drafting and review of integrated development plans; Coordinate municipal integrated development planning (IDP) support across municipalities including sector planning support initiatives; Monitor the process and credibility of municipal integrated development planning; Research and develop integrated development planning good practices; Promote the institutionalisation of integrated development planning sector departments; Maintain an integrated development planning (IDP) document database that is accessible to all three spheres of government.

ENQUIRIES : Mr Ivan Meyer Tel No: (021) 483 5528

POST 13/375 : **PERSONAL ASSISTANT REF NO: LG 07/2026 (X2 POSTS)**

SALARY : R325 101 – R382 959 per annum (Level 07)

CENTRE : Department of Local Government, Western Cape Government

REQUIREMENTS : Grade 12 (Senior Certificate or equivalent qualification) plus an accredited secretarial diploma and/or administrative qualification on the level of NQF level 5 or relevant higher tertiary qualification; A minimum of 3 years' experience in rendering a support service to management/ senior management. Competencies: Knowledge of the following: Relevant legislation / policies / prescripts and procedures; Basic knowledge of financial administration. Skills in the following: Computer literacy in MS Office Package (Word, Excel, PowerPoint); Communication skills (written and verbal); Interpersonal and decision-making skills; Customer service orientation; Organising and planning; Ability to work independently and as part of a team.

DUTIES : Provide a secretarial/receptionist support service to the Manager; Renders administrative support services; Provide support to the Manager regarding meetings; Support the Manager with the administration of the manager's budget; Studies the relevant Public Service and departmental prescripts/policies and other documents and ensure that the application thereof is understood properly.

ENQUIRIES : Ms Nozuko Zamxaka Tel No: (021) 483 4449

DEPARTMENT OF THE PREMIER

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

CLOSING DATE : 04 May 2026

NOTE : Shortlisted candidates will be required to attend interviews on a date and time determined by the department and submit documentation for verification purposes and criminal record vetting. All shortlisted candidates 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. The selection process will be guided by the EE targets of the employing department. By applying for this position, you are consenting to the Western Cape Government contacting your previous employers/managers for an employment reference. Reference checks will include enquiries relating to your disciplinary records and reasons for leaving. Should you experience difficulties with your online application, technical support is available from Monday to Friday from 08:00 to 16.00. Contact the helpline at 086 137 0214. For all other queries relating to the position, kindly contact the enquiries person as indicated in the advert. Please ensure that you submit your application before the closing date as no late applications will be considered.

OTHER POSTS

POST 13/376 : **STATE LAW ADVISOR: LEGAL GOVERNANCE REF NO: DOTP 26/2026**

SALARY : LP 7: R932 904 per annum; (all-inclusive salary package), (OSD as prescribed).
LP 8: R1 094 901 per annum, (all-inclusive salary package), (OSD as prescribed).

CENTRE : Department of the Premier, Western Cape Government

REQUIREMENTS : LLB-Degree with admission as an Advocate or Attorney; **LP 7:** A minimum of 5 years' appropriate practical post qualification legal experience; **LP 8:** A minimum of 9 years' appropriate practical post qualification legal experience; A valid driving license (Code B or higher). Note: People with disabilities that restrict driving abilities but have reasonable access to transport may also apply. Competencies: Knowledge of the following: Constitutional, legal and institutional arrangements governing the South African public sector; Constitutional Law, PAJA, PAIA, POPIA, Interpretation of Statutes; Procurement and tendering processes; Relevant legislation, case law litigation trends as well as thorough understanding of the regulatory framework, policies and best practices that influence line functions. Skills in the following:

<u>DUTIES</u>	:	Computer literacy in MS Office Package (Word, Excel, PowerPoint etc); Ability to work independently and as part of a team; Exceptional communication skills (written and verbal); Presentation and facilitation skills; Project Management. Render legal training to departments, public entities and municipalities; Render legal research and advisory services on governance matters, including proactive counsel to the executive and departments; Render legal governance assessments and reporting services to provincial departments and entities; Render transversal legal governance service in respect of the Promotion of Access to Information Act (PAIA), Promotion of Administrative Justice Act (PAJA), Protection of Personal Information Act (POPIA) and other constitutional legislation; Review and maintain delegations for members of the executive and departments.
<u>ENQUIRIES</u>	:	Ms S van Aarde Tel No: (021) 483 8433
<u>POST 13/377</u>	:	<u>TECHNOLOGY MANAGER: DIRECTORY SECURITY AND COLLABORATION SERVICES REF NO: DOTP 23/2026</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R896 436 per annum (Level 11), (all-inclusive salary package) Department of the Premier, Western Cape Government An appropriate 3-year National Diploma/B-Degree (equivalent or higher qualification); A minimum of 3 years' experience on a middle management level. Competencies: Knowledge of the following: Expert-level competency across the Microsoft Office Suite, with advanced mastery of Microsoft Azure (AZ) and particularly strong, expert-level skills in Microsoft Excel; Working experience with the legislation, regulatory frameworks, policies and best practices that have a bearing on the line functions; Understanding of information systems that aid in the management of knowledge and information pertaining to the line function; Understanding of project management; Operational management practices; Mentoring and coaching practices; National and provincial instruments and legislation pertaining to human resources management, financial management and supply chain management; Policies of the government of the day (national and provincial); Provincial government functions and services; Statutory framework governing the broad management of the public service; Staff performance management system; Disciplinary and grievance procedure. Skills needed: Numeracy; Literacy; Computer Literacy; Written and verbal communication; Project Management; Accounting Finance and Audit; Analysing; Leading and Supervising; Persuading and Influencing; Deciding and Initiating Action; Working with People; Delivering Results and Meeting Customer Expectations; Relating and Networking; Presenting and Communicating Information; Adhering to Principles and Values; Writing and Reporting; Following Instructions and Procedures.
<u>DUTIES</u>	:	Manage a team that is necessary to perform and deliver services relating to business and technology planning, development, implementation and maintenance; Render infrastructure and architectural services; Plan and manage the work of and account for the overall performance of the Subdirectorate; People Management; Financial Management.
<u>ENQUIRIES</u>	:	Ms C Ruiters Tel No: (021) 850 4760
<u>POST 13/378</u>	:	<u>DEPUTY DIRECTOR: INTERNAL AUDIT REF NO: DOTP 29/2026</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R896 436 per annum (Level 11), (all-inclusive salary package) Department of the Premier, Western Cape Government An appropriate 3-year B-Degree (equivalent or higher qualification) majoring in Accounting and/or Auditing; Registration as a Certified Internal Auditor plus 3 year internal audit supervisory/management experience (ASD); or (Certification in Control Self-Assessment (CCSA), Certified Government Auditing Professional (CGAP). Competencies: Knowledge of the following: Audit practices: Strategic Planning and Management; Audit practices: Engagement Planning and Execution; Audit practices: Reporting and Progress Monitoring; International Standards for the Professional Practice of Internal Audit; Governance Principles; Risk Management Principles; Internal Control Systems. Skills needed: Analytical thinking; Project management; Information gathering; Client focus; Ability to work independently and as part of a team; Communication skills (written and verbal); Continuous learning; Developing others; Computer literacy in MS Office Package (Word, Excel, PowerPoint).

DUTIES : Develop an Internal audit plan for the department, consulted with appropriate client management and approved by the Audit Committee; Issue 100% of internal audit reports in accordance with the approved IA plans, per quarter; Conduct planning and project management on internal audit engagements; Conduct execution and reporting on internal audit engagements; Implement systems to ensure objectives are achieved, quality is assured, and staff are developed; Clear, concise, factual, and informative reporting quarterly to the Audit Committee and to client executive management on a monthly basis; Consistently comply with the relevant service standards measures in the Department's service schedules for Internal Audit.

ENQUIRIES : Morne Williams Tel No: (021) 483 3724 or via email morne.williams@westerncape.gov.za

POST 13/379 : **ASSISTANT DIRECTOR: DEPARTMENTAL WORK ORGANISATION CAPACITY DEVELOPMENT REF NO: DOTP 13/2026 (X3 POSTS)**

SALARY CENTRE REQUIREMENTS : R468 459 - R561 894 per annum (Level 09)
: Department of the Premier, Western Cape Government
: An appropriate 3-year National Diploma/B-Degree (equivalent or higher qualification) in Social Sciences / Humanities / Industrial Engineering / Industrial Psychology / Public and Business Management Science or related; A minimum of 3 years relevant experience. Competencies: Knowledge of the following: Organisational performance as they relate to the field of organisation development; Appropriate job evaluation system; Organisation development theory, practice, and techniques regarding organisation design, process development and improvement and behaviour; Appreciative inquiry; Research methods / statistics (action research, quantitative and qualitative); Project management; Mentoring and coaching practices; National and provincial instruments and legislation pertaining to human resources management, financial management and supply chain management; Policies of the government of the day (national and provincial); Provincial government functions and services; Statutory framework governing the broad management of the public service; Staff performance management system (SPMS); Disciplinary and grievance procedure; Legislation, regulatory frameworks, policies and best practices that have a bearing on the line functions; Information systems that aid in the management of knowledge and information pertaining to the line function; Project management; Operational management practices; Functioning of the Province and the activities of sister departments/related functional areas. Skills needed: Numeracy; Literacy; Computer Literacy; Written and verbal communication; Project Management; Accounting finance and audit; Research; Benchmarking; Conceptual, interpretive and formulation; Diagnostic and intervention design; Facilitation and process consultation; Innovative problem-solving; Interviewing and listening; Motivation and negotiation; Mentoring and coaching; Team building and strong inter-personal; Data analysis and interpretation; ICT systems awareness.

DUTIES : Deliver departmental work organisation capacity services; Deliver transversal job design services; Deliver on transversal organisation design and alignment; Deliver on transversal service delivery initiatives; Deliver a practice enablement and development service; Managerial Functions.

ENQUIRIES : Ms F Raybin at fagmieda.raybin@westerncape.gov.za

POST 13/380 : **ASSISTANT DIRECTOR: INTERNAL AUDIT REF NO: DOTP 14/2026 (X2 POSTS)**

SALARY CENTRE REQUIREMENTS : R468 459 - R561 894 per annum (Level 09)
: Department of the Premier, Western Cape Government
: A 3-year B-Degree (equivalent or higher qualification) majoring in Accounting and Auditing; Completion of the General Internal Auditing (including IAT learnership – (three years)) learnership from the IIA plus 2 year internal audit experience. Competencies: Knowledge and understanding of the following: International Standards and Professional Practice of Internal Auditing (Standards); The flow of the audit process and its link to strategic planning; Monitoring processes in place to deliver qualitative results on the plan. Skills needed: Information Gathering; Client Focus; Analytical Thinking; Communication (written and verbal); Computer literacy. Ability to work independently and as part of a team.

- DUTIES** : Perform engagement planning to acquire an understanding of the audit area and to determine the audit focus; Document comprehensive and accurate systems description using relevant tools to gain a better understanding of the process and perform walk-through to confirm the process is implemented as documented; Develop adequately motivated engagement objectives, based on the correct analysis of the control objectives, cognisant of the risk demonstrating a comprehensive understanding of how risks ought to be mitigated; Compile an Audit Planning Memorandum extracting information from the relevant steps of the engagement planning phase; Capture the risks, engagement objectives and key controls ensuring logical flow of the Engagement Work Programme (EWP) and assist with the control adequacy assessment / evaluation; Execute all audit procedures as per the engagement program ensuring that audit working papers are complete and accurate accompanied by useful, relevant, sufficient, and reliable evidence delivered and coaching noted are signed off; Draft audit findings ensuring the elements of audit findings are appropriately aligned and distribute draft report to management.
- ENQUIRIES** : Mr S Malan Tel No: (021) 483 9962
- POST 13/381** : **ASSISTANT DIRECTOR: TRANSVERSAL WORK ORGANISATION CAPACITY ENABLEMENT REF NO: DOTP 15/2026 (VARIOUS POSTS AVAILABLE)**
- SALARY CENTRE REQUIREMENTS** : R468 459 - R561 894 per annum (Level 09)
 : Department of the Premier, Western Cape Government
 : An appropriate 3-year National Diploma/B-Degree (equivalent or higher qualification) in Social Sciences, Humanities, Industrial Psychology, Public and Business Management Science or related; A minimum of 3 years relevant experience; A valid (Code B or higher) driving licence; NB: People with disabilities that restrict driving abilities, but who have reasonable access to transport, may also apply. Competencies: Knowledge of the following: Organisational performance as they relate to the field of organisation development; Appropriate job evaluation system; Organisation development theory, practice, and techniques regarding organisation design, process development and improvement and behaviour; Appreciative inquiry; Research methods/statistics (action research, quantitative and qualitative); Project management; Mentoring and coaching practices; National and provincial instruments and legislation pertaining to human resources management, financial management and supply chain management; Policies of the government of the day (national and provincial); Provincial government functions and services; Statutory framework governing the broad management of the public service; Staff performance management system (SPMS); Disciplinary and grievance procedure; Working experience with the legislation, regulatory frameworks, policies and best practices that have a bearing on the line functions; Understanding of information systems that aid in the management of knowledge and information pertaining to the line function; Operational management practices; Understanding of the functioning of the Province and the activities of sister departments/related functional areas. Skills needed: Numeracy; Literacy; Computer Literacy; Written and verbal communication; Project Management; Accounting Finance and Audit; Analytical; Data analysis and interpretation; ICT Systems Awareness; Benchmarking; Conceptual, interpretive and formulation; Diagnostic; Facilitation and process consultation; Innovative problem-solving skills; Interviewing and listening skills; Motivation and negotiation skills; Mentoring and coaching skills; Team building and strong inter-personal skills; Data analysis and interpretation; ICT systems awareness.
- DUTIES** : Deliver departmental work organisation capacity services. (Diagnosing organisational challenges and supporting improvement through organisation design, job design, process improvement and change interventions); Deliver transversal job design services. (Designing and evaluation jobs, applying the prescribed job evaluation system, and ensuring consistent job grading practices across government); Managerial Functions (Planning and managing work, supervising staff, monitoring performance and managing resources in line with governance requirements); Deliver on transversal organisation design and alignment (Designing and aligning organisational structures, mandates and operating models to support strategic priorities and effective service delivery); Deliver on transversal service delivery initiatives (Supporting and

coordinating service delivery improvement initiatives, assessments, and reporting linked to provincial and national frameworks); Deliver a practice enablement and development service (Developing and enabling organisation development practice through OD policies, frameworks, methodologies, tools, systems and capability building).

ENQUIRIES : Ms N Smith Tel No: (021) 466 9542

POST 13/382 : **CHIEF NETWORK TECHNOLOGIST (PAARL) REF NO: DOTP 21/2026**

SALARY : R468 459 - R561 894 per annum (Level 09)
CENTRE : Department of the Premier, Western Cape Government
REQUIREMENTS : An appropriate 3-year National Diploma/B-Degree (equivalent or higher qualification) in Information Technology; A Minimum of 3 years' experience in information technology; A valid (Code B or higher) driving licence. Competencies: Knowledge of the following: Working experience with the legislation, regulatory frameworks, policies and best practices that have a bearing on the line functions; Understanding of information systems that aid in the management of knowledge and information pertaining to the line function; Understanding of project management; Operational management practices; Mentoring and coaching practices; National and provincial instruments and legislation pertaining to human resources management, financial management and supply chain management; Policies of the government of the day (national and provincial); Provincial government functions and services; Statutory framework governing the broad management of the public service; Staff performance management system; Disciplinary and grievance procedure. Skills needed: Data Analytics; Numeracy; Literacy; Computer Literacy; Written and verbal communication skills; Performance Management; Reporting; Information and Data Technology; Formal Training; Economic, financial analysis; Strategic and performance planning.

DUTIES : Develop network infrastructure and end-user computing, architectures and security; Maintain network infrastructure and end-user computing, architectures and security; Liaise with relevant stakeholders and clients; Financial, people and project management.

ENQUIRIES : Mr B De Wee Tel No: (021) 348 4600

POST 13/383 : **CHIEF NETWORK TECHNOLOGIST: DIRECTORY SECURITY AND COLLABORATION SERVICES REF NO: DOTP 22/2026**

SALARY : R468 459 - R561 894 per annum (Level 09)
CENTRE : Department of the Premier, Western Cape Government
REQUIREMENTS : An appropriate 3-year National Diploma/B-Degree (equivalent or higher qualification) in Information Technology; A Minimum of 3 years experience in information technology; A valid (Code B or higher) driving licence. NB: People with disabilities that restrict driving abilities, but who have reasonable access to transport, may also apply. Competencies: Knowledge of the following: Working experience with the legislation, regulatory frameworks, policies and best practices that have a bearing on the line functions; Understanding of information systems that aid in the management of knowledge and information pertaining to the line function; Understanding of project management; Operational management practices; Mentoring and coaching practices; National and provincial instruments and legislation pertaining to human resources management, financial management and supply chain management; Policies of the government of the day (national and provincial); Provincial government functions and services; Statutory framework governing the broad management of the public service; Staff performance management system; Disciplinary and grievance procedure. Skills needed: Data Analytics; Numeracy; Literacy; Computer Literacy; Written and verbal communication skills; Performance Management; Reporting; Information and Data Technology; Formal Training; Economic, financial analysis; Strategic and performance planning.

DUTIES : Develop network infrastructure and end-user computing, architectures and security; Maintain network infrastructure and end-user computing, architectures and security; Liaise with relevant stakeholders and clients; Financial, people and project management.

ENQUIRIES : Mr. C.De Wet Tel No: (021) 938 3195

POST 13/384 : **ORGANISATIONAL DEVELOPMENT PRACTITIONER: DEPARTMENTAL WORK ORGANISATION CAPACITY DEVELOPMENT REF NO: DOTP 16/2026**

SALARY : R397 116 - R467 790 per annum (Level 08)
CENTRE : Department of the Premier, Western Cape Government
REQUIREMENTS : An appropriate 3-year National Diploma/B-Degree (equivalent or higher qualification); A minimum of 1 year relevant experience. Competencies: Knowledge of the following: Organisational performance as they relate to the field of organisation development; Organisation development theory, practice, and techniques regarding organisation design, process development and improvement and behaviour; Legislation, regulatory frameworks, policies and best practices that have a bearing on the line functions; Information systems that aid in the management of knowledge and information pertaining to the line function; Project management; Operational management practices; Procurement and tendering processes; Policy development, and operational management, monitoring and review processes; Modern systems of governance and administration; Public service procedures, processes and systems; Regional and local political, economic and social affairs impacting on the provincial government of the Western Cape; Constitutional, legal and institutional arrangements governing the South African public sector; Public finance, human resources and discourse management processes; Public Finance Management Act, National and Provincial Treasury Regulations, other financial policies, prescripts, directives and collective agreements; Functioning of the Province and the activities of sister departments/related functional areas; Policies of the government of the day; Labour Relations legislation and regulations; Performance management in general. Skills needed: Numeracy; Literacy; Computer Literacy; Written and verbal communication; Project Management; Analytical skills; Benchmarking skills; Conceptual, interpretive and formulation skills; Diagnostic and intervention design skills; Facilitation and presentation skills; Influencing, negotiation and motivation skills; Innovative problem-solving skills; Interviewing and listening skills; Mentoring and coaching skills.

DUTIES : Provide and support departmental work organisation capacity improvements; Provide a job design service; Provide transversal organisation design and alignment services; Provide and facilitate transversal service delivery and Batho Pele initiatives; Provide input and support with practice enablement and development.

ENQUIRIES : Ms T Assure at Theresa.Assure@westerncape.gov.za

POST 13/385 : **ORGANISATIONAL DEVELOPMENT PRACTITIONER: TRANSVERSAL WORK ORGANISATION CAPACITY ENABLEMENT REF NO: DOTP 33/2026 (VARIOUS POSTS AVAILABLE)**

SALARY : R397 116 - R467 790 per annum (Level 08)
CENTRE : Department of the Premier, Western Cape Government
REQUIREMENTS : An appropriate 3-year National Diploma/B-Degree (equivalent or higher qualification); A minimum of 1 year relevant experience. Competencies: Knowledge and understanding of the following: Organisational performance as they relate to the field of organisation development; Organisation development theory, practice and techniques regarding organisation design, process development and improvement and behaviour; Understanding of information systems that aid in the management of knowledge and information pertaining to the line function; Understanding of project management; Working experience with the legislation, regulatory frameworks, policies and best practices that have a bearing on the line functions; Operational management practices; Understanding of procurement and tendering processes; Policy development, and operational management, monitoring and review processes; Modern systems of governance and administration; Public service procedures, processes and systems; Regional and local political, economic and social affairs impacting on the provincial government of the Western Cape; Constitutional, legal and institutional arrangements governing the South African public sector; Public finance, human resources and discourse management processes; Public Finance Management Act, National and Provincial Treasury Regulations, other financial policies, prescripts, directives and collective agreements; Functioning of the province and the activities of sister departments/related functional areas; Policies of the government of the

day; Labour Relations legislation and regulations; Performance management in general. Skills needed: Numeracy; Literacy; Computer literacy in MS Office Package (Word, Excel, PowerPoint etc); Written and verbal communication skills; Project Management; Analytical skills; Benchmarking skills; Conceptual, interpretive and formulation skills; Diagnostic and intervention design skills; Facilitation and presentation skills; Influencing, negotiation and motivation skills; Innovative problem-solving skills; Interviewing and listening skills; Mentoring and coaching skills.

DUTIES : Provide and support departmental work organisation capacity improvements (Supporting organisational diagnostics and implementing organisation design, business process improvement and OD interventions); Provide a job design service (Supporting job design and job evaluation processes, including developing competency-based job descriptions and assisting with job evaluation activities); Provide transversal organisation design and alignment services (Supporting organisation design work and alignment of structures, mandates and processes across departments); Provide and facilitate transversal service delivery and Batho Pele initiatives (Supporting the implementation of service delivery improvement initiatives, including Batho Pele-related activities and reporting); Provide input and support with practice enablement and development (Contributing to the development, maintenance and application of OD tools, methodologies, systems and information management).

ENQUIRIES : Mr B Opperman at Brian.Opperman@westerncape.gov.za

POST 13/386 : **PERSONAL ASSISTANT REF NO: DOTP 27/2026 (X2 POSTS)**

SALARY CENTRE REQUIREMENTS : R325 101 - R382 959 per annum (Level 07)
 : Department of the Premier, Western Cape Government
 : Grade 12 (Senior Certificate or equivalent qualification) plus an accredited secretarial diploma and/or administrative qualification on the level of NQF level 5 (a certificate of completion should be provided); A minimum of 3 years' experience in rendering secretarial/ administrative support services to management/ senior management. Competencies: Knowledge of the following: General Support; Financial Support; Record keeping; Relevant policies and procedures. Skills in the following: Computer literacy in MS Office Package Word, Excel, PowerPoint); Communication skills (written and verbal); Good interpersonal and decision-making skills; Planning and Organising; Ability to work independently and as part of a team.

DUTIES : Provide a secretarial/receptionist support service to the manager; Render an administrative support service; Provide support to the senior manager regarding meetings; Support the senior manager with the administration of the budget; Analyse the relevant public service and departmental prescripts/ policies and other documents and ensure that the application thereof is understood properly.

ENQUIRIES : Mr H Jacobs Tel No: (021) 483 869

POST 13/387 : **CHIEF REGISTRY CLERK: RECORDS MANAGEMENT AND REGISTRY SERVICES REF NO: DOTP 31/2026**

SALARY CENTRE REQUIREMENTS : R325 101 - R382 959 per annum (Level 07)
 : Department of the Premier, Western Cape Government
 : Grade 12 (Senior Certificate or equivalent qualification); A minimum of 3 years relevant experience. Competencies: Knowledge of the following: Filing systems, records classification, records disposal programmes and archiving procedures including electronic scanning and archiving of documents; Storage and retrieval procedures in terms of the working environment; National Archives and Record Management Act, Protection of Personal Information Act (POPIA), and the Minimum Information Security Standard (MISS). Skills needed: Computer literacy in MS Office Package; Communication skills (written and verbal); Planning and organisation; Report Writing; Ability to work independently and as part of a team; Supervisory and Leadership Skills; Records Management Expertise; Communication and Interpersonal Skills; Administrative accuracy.

DUTIES : Supervise and provide Records Management and Registry Services; Coordinate the implementation of all Records Management policies and Registry Procedures; Supervise the Messenger Services; Coordinate the

		implementation of systematic disposal programmes; Manage and maintain all registers; Supervise and support staff performances and development.
<u>ENQUIRIES</u>	:	Ms D Beukes Tel No: (021) 483 9663
<u>POST 13/388</u>	:	<u>ASSESSMENT CENTRE COORDINATOR: TRANSVERSAL PEOPLE CAPACITY ENABLEMENT REF NO: DOTP 39/2026</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R325 101 - R382 959 per annum (Level 07)
	:	Department of the Premier, Western Cape Government
	:	Grade 12 (equivalent or higher qualification); A minimum of 6 years appropriate experience in a Human Resource/OD or assessment related environment; A valid code B or higher driving licence. NB: People with disabilities that restrict driving abilities, but who have reasonable access to transport, may also apply. Competencies: Knowledge of the following: Broad range of test batteries and psychological assessments; Health Professions Act, 1974; Competency Assessment Policy; Office administration and management; Basic Accounting System; LOGIS Procurement System; Contract management; Registry and archives legislation Skills needed: Analytical thinking; Attention to detail (accuracy); Computer literacy and proficiency in using software such as MS Office Package (Word, Excel, Power-point, Outlook); Coordination and prioritising; Good written and verbal communication; Interpersonal and relationship-building; Problem solving; Submission writing; Time Management; Leading and Supervising; Delivering Results and Meeting Customer Expectations; Following Instructions and Procedures; Adhering to Principles and Values; Writing and Reporting; Working with People; Deciding and Initiating Action; Achieving Personal Goals and Objectives.
<u>DUTIES</u>	:	Provide general administrative and operational support to the PAC; Scheduling and stakeholder coordination for client related engagements or project related sessions; Correspondence and document management (non-assessment specific): Handle all incoming and outgoing correspondence; PAC administrative processes and workflow support: Contribute to the development, enhancement and implementation of PAC administrative processes (e.g. booking flows, candidate confirmations, equipment checklists); Guide and support users in adhering to updated administrative processes; Arrange travel logistics as needed (GG vehicles, accommodation, flights, advances, etc.); Coordinate end-to-end competency assessment logistics; End-to-end assessment logistics to support assessment related sessions and engagements; PAC team availability and resource alignment; Manage PAC information systems, databases and records; Provide inputs into the development and enhancement of PAC information systems, databases and digital record structures; Conduct routine quality assurance checks on captured information to ensure data accuracy, completeness and integrity; Collate and analyse basic statistics for internal and external reporting requirements (e.g. Monthly dashboards, operational summaries); Sensitise relevant stakeholders to reporting due dates and data-submission (e.g. monthly dashboards, quarterly updates); Provide financial and SCM administration for PAC; Procurement and Sourcing Support the procurement of PAC tools, materials and assessment-related services in accordance with SCM prescripts; Financial Administration and Payments; Contract and Supplier Administration; Stock, Asset, and Resource Control Supervise PAC administrative staff and workflow; Participate in the recruitment and selection of employees; Motivate train and guide employees; Manage the performance, evaluation and rewarding of employees; Monitor information capacity building; Promote sound labour relations; Maintain discipline; Give direction to and manage policy issues with regard to the functions of the component under his / her command; Allocate duties to employees, monitoring outcomes and instituting the necessary corrective measures to address deviations from standards.
<u>ENQUIRIES</u>	:	Ms J Roux Tel No: (021) 466 9713
<u>POST 13/389</u>	:	<u>HUMAN RESOURCE CLERK: TALENT SOURCING REF NO: DOTP 19/2026</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R228 321 - R268 950 per annum (Level 05)
	:	Department of the Premier, Western Cape Government
	:	Grade 12 (Senior Certificate or equivalent qualification). Competencies: Knowledge of the e-recruitment system and the Human Resource/Recruitment environment; Proven computer literacy in MS Word and Excel; Good planning

and organising skills; Communication (written and verbal) skills; Interpersonal skills; Ability to work under pressure and meet deadlines.

DUTIES : Liaise with relevant stakeholders; General HR administration; Database Management; Capture and update expenditure in component; Recruitment and Selection Policies and Procedures.

ENQUIRIES : Ms S Faku Tel No: (021) 483 6369

POST 13/390 : **HUMAN RESOURCE CLERK: SERVICE CONDITIONS REF NO: DOTP 28/2026 (X2 POSTS)**

SALARY CENTRE REQUIREMENTS : R228 321 - R268 950 per annum (Level 05)
 : Department of the Premier, Western Cape Government
 : Grade 12 (Senior Certificate or equivalent qualification). Competencies: Good understanding of the following: Legislative framework that governs Human Resource; Service Conditions; Ability to work well under pressure with strict confidentiality requirements; Meet deadlines; Skills in the following: Computer literacy in MS Office Package; Ability to work independently and as part of a team; Communication skills (written and verbal); Human resource management experience; PERSAL Introduction certificate.

DUTIES : Administer various service conditions and service benefits (i.e Pension administration allowance payments, Injury on duty, long service recognition, Housing allowance and salary administration); Responsible for updating of databases; Liaison with call centre and Customer Relations Unit (CRU) managers and other departments; Drafting of formal correspondence and letters, (i.e. memorandums, e-mails).

ENQUIRIES : Ms N Makies Tel No: (021) 483 8704

POST 13/391 : **HUMAN RESOURCE DEVELOPMENT CLERK: SKILLS DEVELOPMENT FACILITATION REF NO: DOTP 40/2026**

SALARY CENTRE REQUIREMENTS : R228 321 - R268 950 per annum (Level 05)
 : Department of the Premier, Western Cape Government
 : Grade 12 (Senior Certificate or equivalent qualification). Competencies: Good understanding of the following: National and provincial legislation and instruments pertaining to human resource management, with reference to the Public Service Act, Public Service Regulations, Labour Relations Act etc; National and provincial skills development facilitation legislation, policies, strategies and prescripts, e.g. Skills Development Act, Skills Development Levies Act, Sectoral Skills Plans (relevant to PSETA), Human Resource Development Strategy etc; HRD Compliance reporting frameworks. Skills needed: Computer literacy in MS Office Package (Word, Excel, PowerPoint); Ability to work independently and as part of a team; Communication skills (written and verbal); Analytical Skills; Ability to analyse and conceptualise; Monitoring and reporting; Problem solving; Innovation; Project management skills.

DUTIES : Render administrative support to the Sub-directorate: Skills Development Facilitation e.g. filing, keeping of records, including electronic records (e.g. MyContent), compilation of letters and emails and distribution of circulars, minutes and other documents and perform general administrative duties; Gather relevant statistics on learning and development and maintain databases on learning and development interventions, service providers, etc., capture data on systems and analyse data; Provide support at meetings – logistical arrangements, compile agenda and minutes; Liaise with role-players in the human resource development field; Assist with training needs identification and analysis processes, training impact assessment processes and HRD compliance reporting processes; Provide inputs to and evidence for reports.

ENQUIRIES : Mr A Hlanganiso Tel No: (021) 483 0912

DEPARTMENT OF PROVINCIAL TREASURY

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

CLOSING DATE : 04 May 2026

NOTE : Shortlisted candidates will be required to attend interviews on a date and time determined by the department and submit documentation for verification

purposes and criminal record vetting. All shortlisted candidates 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. The selection process will be guided by the EE targets of the employing department. By applying for this position, you are consenting to the Western Cape Government contacting your previous employers/managers for an employment reference. Reference checks will include enquiries relating to your disciplinary records and reasons for leaving. Should you experience difficulties with your online application, technical support is available from Monday to Friday from 08:00 to 16.00. Contact the helpline at 086 137 0214. For all other queries relating to the position, kindly contact the enquiries person as indicated in the advert. Please ensure that you submit your application before the closing date as no late applications will be considered.

OTHER POST

POST 13/392 : **ADMINISTRATION CLERK: PROVISIONING AND ASSET MANAGEMENT**
REF NO: PT 08/2026

SALARY : R228 321 - R268 950 per annum (Level 05)
CENTRE : Provincial Treasury, Western Cape Government
REQUIREMENTS : Senior Certificate (Grade 12 or equivalent qualification). Competencies: Basic knowledge of the following: Supply chain duties, practices as well as the ability to capture data, operate computer and collecting statistics; Understanding of the legislative framework governing the Public Service; Work procedures in terms of the working environment; Clerical duties, practices as well as the ability to capture data, operate computer and collecting statistics; Legislative framework governing the Public Service. Skills needed: Written and verbal communication; Interpersonal relations; Flexibility; Teamwork; Planning and Organising; Computer Literacy; Working with People; Following Instructions and Procedures; Writing and Reporting; Delivering Results and Meeting Customer Expectations; Learning and Researching; Relating and Networking; Presenting and Communicating Information.

DUTIES : Support the delivery of fleet and auxiliary services through administrative functions; Assist in Logistical Management Processes (Ordering, Delivery & Payments); Provide Support in Asset Management; Maintain records and information management in the Division.

ENQUIRIES : Mr N Rhapale Tel No: (021) 483 5841

WESTERN CAPE MOBILITY DEPARTMENT

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

CLOSING DATE : 04 May 2026

NOTE : Shortlisted candidates will be required to attend interviews on a date and time determined by the department and submit documentation for verification purposes and criminal record vetting. All shortlisted candidates 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. The selection process will be guided by the EE targets of the employing department. By applying for this position, you are consenting to the Western Cape Government contacting your previous employers/managers for an employment reference. Reference checks will include enquiries relating to your disciplinary records and reasons for leaving. Should you experience difficulties with your online application, technical support is available from Monday to Friday from 08:00 to 16.00. Contact the helpline at 086 137 0214. For all other queries relating to the position, kindly contact the enquiries person as indicated in the advert. Please ensure that you submit your application before the closing date as no late applications will be considered.

OTHER POST

POST 13/393 : **ASSISTANT DIRECTOR: MANAGEMENT ACCOUNTING REF NO: WCMD 05/2026**

SALARY : R468 459 - R561 894 per annum (Level 09)
CENTRE : Western Cape Mobility Department, Western Cape Government
REQUIREMENTS : An appropriate 3-year B-Degree (equivalent or higher qualification) in Financial Management; A minimum of 3 years experience in management accounting at supervisory/management level. Competencies: Knowledge of the following: Legislation, regulatory frameworks, policies and best practices that have a bearing on the line functions; Enforcement of revenue and expenditure control; Coordinate, review, analyse and quality assure the financial supporting information; Coordinate, review, analyse and quality assure the management accounting reporting processes; Operational management practices; public service procedures, processes and systems; Public finance, human resources and discourse management processes; Public Finance Management Act (PFMA), 1999, National Treasury Regulations, Provincial Treasury Instructions, other financial policies, prescripts, directives and collective agreements; Project Management. Skills needed: Numeracy; Literacy; Computer Literacy; Project Management; Accounting, Finance and Audit; Verbal and Written Communication; Planning; Organising; Basic Research; Monitoring; Report-writing; Leadership; Problem-solving; Conceptual, Interpretative and Formulation; Analytical; Networking; Economic, Financial and Statistical Analysis; Conflict Management; Ability to work under pressure; Willingness to work irregular hours and meet tight deadlines.

DUTIES : Monitoring Revenue and Expenditure - Monitor, review, analyse and quality assure revenue and expenditure; Maintaining Revenue and Expenditure control – Analyse, maintain and quality assure revenue and expenditure control; Reporting – Coordinate, review, analyse and quality assure the management accounting; Reporting processes; Managerial functions.

ENQUIRIES : Mr K Jones at Tel No: (021) 483 3752.

DEPARTMENT OF SOCIAL DEVELOPMENT

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

CLOSING DATE : 04 May 2026

NOTE : Shortlisted candidates will be required to attend interviews on a date and time determined by the department and submit documentation for verification purposes and criminal record vetting. All shortlisted candidates 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. The selection process will be guided by the EE targets of the employing department. By applying for this position, you are consenting to the Western Cape Government contacting your previous employers/managers for an employment reference. Reference checks will include enquiries relating to your disciplinary records and reasons for leaving. Should you experience difficulties with your online application, technical support is available from Monday to Friday from 08:00 to 16.00. Contact the helpline at 086 137 0214. For all other queries relating to the position, kindly contact the enquiries person as indicated in the advert. Please ensure that you submit your application before the closing date as no late applications will be considered.

OTHER POSTS

POST 13/394 : **COMMUNITY DEVELOPMENT MANAGER: YOUTH DEVELOPMENT REF NO: DSD 16/2026**

SALARY : Grade 1: R970 686 – R1 109 877 per annum, (OSD prescribed)
Grade 2: R1 154 706 – R1 360 185 per annum, (OSD prescribed)
CENTRE : Department of Social Development, Western Cape Government
REQUIREMENTS : An appropriate 3-year National Diploma/B-Degree (equivalent or higher qualification); A minimum of 10 years' appropriate experience in Community Development work after obtaining the required tertiary qualification.

- Competencies: Knowledge of the following: Economics; Enterprise development; Research applications in economics; Financial management; Stakeholder management; Management principles; Project management; Public service procedure; Applicable policies and procedures; Relationship management. Skills in the following: Computer literacy in MS Office package (Word, Excel, PowerPoint); Analytical skills; Policy analysis; Financial management; Problem solving; Planning and organising; Influencing; Presentation; Conflict management; Communication (written and verbal); Relationship management; Networking and linking; People management; Motivational skills.
- DUTIES** : To manage the identification, facilitation and implementation of integrated development interventions in partnership with the community and other relevant stakeholders through the efficient, effective and economical utilisation of resources by the unit/sub directorate; Monitor, interpret and review legislation and policies to determine whether the legislation and policies are still relevant and comply with current requirements. Develop proposals to amend/maintain the relevant acts and policies and develop new policies where required; Manage a community development unit/sub-directorate to ensure that an efficient and effective community development service is delivered through the proper utilization of human, financial and physical resources; Keep up to date with new developments in the community development and management fields to enhance service delivery; Plan and ensure that research on community development is undertaken. Undertake/facilitate complex community development research.
- ENQUIRIES** : Mr M Hewu Tel No: (021) 483 3054
- POST 13/395** : **CENTRE MANAGER: FACILITY MANAGEMENT (KRAAIFONTEIN ROAR AND TREATMENT CENTRE) REF NO: DSD 15/2026**
- SALARY** : R896 436 per annum (Level 11), (all-inclusive salary package)
- CENTRE** : Department of Social Development, Western Cape Government
- REQUIREMENTS** : Appropriate 3-year National Diploma/B- Degree (equivalent or higher qualification); A minimum of 3 years middle management level experience in a secure or substance treatment residential care or related environment; A valid (Code B or higher) driving licence. NB: People with disabilities that restrict driving abilities, but who have reasonable access to transport, may also apply. Competencies: Knowledge of the following: Analytic, diagnostic, assessment tools, evaluation methods and processes (Social Worker); Personnel Management; Supervision Framework for Social Workers; Social Work legislation related to children; Social work theory and interventions; Information and Knowledge Management; Protocol and professional ethics. Skills needed: Organising and planning; Project planning; Psychosocial intervention; Communication and language; People management practices; Conflict management; Interpersonal; Report-writing; Computer literacy; Presentation and facilitation; Problem solving and analytical; Client orientation and customer focus.
- DUTIES** : Effective service delivery in terms of National, Provincial frameworks and international accords / models of residential care standard operating procedures; Ensure effective, efficient and economic use of appropriate funds and physical resources; Effective people management; Operational management of the facility.
- ENQUIRIES** : Ms L Goosen Tel No: (021) 202 9251
- POST 13/396** : **COMMUNITY DEVELOPMENT POLICY DEVELOPER: YOUTH DEVELOPMENT REF NO: DSD 14/2026**
- SALARY** : Grade 1: R388 110 – R436 110 per annum, (OSD as prescribed)
Grade 2: R453 201– R514 470 per annum, (OSD as prescribed)
Grade 3: R535 095 – R725 754 per annum, (OSD as prescribed)
- CENTRE** : Department of Social Development, Western Cape Government
- REQUIREMENTS** : An appropriate 3-year National Diploma/B-Degree (equivalent or higher qualification); **Grade 1:** A minimum of 8 years recognisable experience in Community Development after obtaining the required qualification; **Grade 2:** A minimum of 18 years recognisable experience in Community Development after obtaining the required qualification; **Grade 3:** A minimum of 28 years recognisable experience in Community Development after obtaining the required qualification. Competencies: Knowledge and understanding of the

following: Policy Analysis and development; Community development; Legislation of local government; Integrated Development Planning; Legislation, policies and procedures governing Non-Profit Organisations (NPO) Management of, as well as types of programmes relevant to NPOs; Skills needed: Mentoring and training; Facilitation; Project Management ; Planning and organising; Networking; Communication (written and verbal); Professional counselling; Financial management; Presentation; Monitoring and evaluation; Inter-sectoral collaboration and partnership; Intergovernmental relations; Ability to compile complex reports; Contract Management.

DUTIES : Develop, implement and maintain community development policies; Monitor, interpret and review legislation, policies and procedures to determine whether the legislation, policies and procedures are still relevant and comply with current requirements; Develop proposals to amend/maintain the relevant acts, policies and procedures and develop new policies/procedures where required. This includes costing the policies; Develop, implement and monitor youth development programmes; Manage youth development projects; Keep up to date with new developments in the community development field. This would, inter alia, entail the following: Study relevant journals and publications to ensure that cognisance is taken of new developments; Monitor and study the social services legal and policy framework continuously; Liaise/attend meetings with other departments, non-government institutions and relevant stakeholders to take cognisance of the latest developments in the relevant fields; Engage in continuous development activities; Research and development related to youth development programmes; Perform the administrative functions required in the unit; Stakeholder engagements.

ENQUIRIES : Mr L Arnolds Tel No: (021) 483 6657

POST 13/397 : **STAFF NURSE: PROFESSIONAL SERVICES REF NO: DSD 18/2026 (VARIOUS POSTS AVAILABLE AT SIVUYILE RESIDENTIAL)**

SALARY : Grade 1: R220 614 - R250 500 per annum, (OSD as prescribed)
Grade 2: R262 287 - R298 932 per annum, (OSD as prescribed)
Grade 3: R306 798 - R382 107 per annum, (OSD as prescribed)

CENTRE REQUIREMENTS : Department of Social Development, Western Cape Government
: **Grade 1:** Qualification that allows registration with the SANC as Staff Nurse; Registration with the SANC as Enrolled Nurse. **Grade 2:** Qualification that allows registration with the SANC as Staff Nurse; Registration with the SANC as Enrolled Nurse; A minimum of 10 years appropriate/recognisable experience in nursing after registration with the SANC as Enrolled Nurse. **Grade 3:** Qualification that allows registration with the SANC as Staff Nurse; Registration with the SANC as Enrolled Nurse; A minimum of 20 years appropriate/recognisable experience in nursing after registration with the SANC as Enrolled Nurse. Competencies: Knowledge of the following: Nursing care processes and procedures, nursing statutes; Nursing Act; Health Act; Occupational Health and Safety Act; Patient Rights Charter; Batho-Pele principles; Public Service Regulations; Labour Relations Act; Disciplinary code and procedure; Grievance procedure act; Written and verbal communication skills; Elementary facilitation skills; Responsiveness.

DUTIES : Development and implementation of basic patient care plans: Ensure maintenance of patient hygiene; Sustain nutritional status of patients; Facilitate the mobility of patients; Facilitate the elimination processes; Provide basic clinical nursing care: Measure, interpret and record vital signs; Operate all relevant apparatus and equipment; Assist professional nurses with clinical procedures (i.e. administering of intramuscular injections); Preparation of patients for diagnostic and surgical procedures; Effective utilisation of resources: Order stock and equipment in a cost-effective manner; Report loss or damage immediately; Maintain professional growth/ethical standards and self-development: To maintain the code of conduct as required in the Public Service and by the Professional Body; Seek learning opportunities, i.e. in-service training, courses.

ENQUIRIES : Ms Siebritz Tel No: (021) 482 1902

POST 13/398 : **CHILD AND YOUTH CARE WORKER: PROFESSIONAL SERVICES REF NO: DSD 17/2026 (POSTS AVAILABLE AT VARIOUS FACILITIES)**

SALARY : Grade 1: R184 320 – R206 802 per annum, (OSD as prescribed)
Grade 2: R215 181 – R243 750 per annum, (OSD as prescribed)

- CENTRE REQUIREMENTS** : Department of Social Development, Western Cape Government
 : A Grade 12 qualification (Senior Certificate or equivalent qualification)
 Experience: **Grade 1:** No experience; **Grade 2:** Minimum of 10 years appropriate experience in Child and Youth Care Work after having obtained the required qualification; A valid (Code B or higher) driving licence. NB: People with disabilities that restrict driving abilities, but who have reasonable access to transport, may also apply. Competencies: Knowledge of the following: Developmental programmes; Clerical/Administrative procedures; Rules and procedures of care centres / facilities; Professional norms and standards; Professional ethics; Ability to intervene and resolve conflict; Work effectively with social workers and members of multi-sectoral teams in social service delivery; Communication and language; Ability to work with children in conflict with the law; Report – writing; Computer literacy; Presentation and facilitation; Problem solving; Client orientation and customer focus; Planning and organising.
- DUTIES** : Receive children and youth to the care facility after admission; This would include the following actions: Engagement; Assessment / Plan of Action; Implementation of Developmental and Recreational Programs; Monitor and evaluation of developmental and recreational programs; Referral of professional services (e.g. appointment register, observation book, occurrence book); Enhance participation of the learners at the Facility in sport, recreation, arts and culture programmes and services; Continuous Professional Development; Perform administrative work and clerical functions as required.
- ENQUIRIES** : Ms D Baugaard Tel No: (021) 826 5972

WESTERN CAPE EDUCATION DEPARTMENT (WCED)

- APPLICATIONS** : Applications must be submitted by using the following URL <https://www.westerncape.gov.za/education> via Google Chrome or Mozilla Firefox. The applicants are advised to read the foreword available on the WCED website before applying for the post/s.
- CLOSING DATE** : 15 May 2026
- NOTE** : 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.

MANAGEMENT ECHELON

- POST 13/399** : **DIRECTOR: POLICY COORDINATION REF NO: 171**
 Directorate: Policy Co ordination
- SALARY** : R1 266 714 per annum (Level 13). An all-inclusive salary package consists of a basic salary, and the employer's contribution to the Pension Fund. The remainder of the package may be structured according to your personal needs.
- CENTRE REQUIREMENTS** : Cape Town
 : An undergraduate qualification (NQF level 7) as recognised by SAQA in policy analysis and research methodology. At least 5 years' experience at a middle/senior managerial level within a policy development environment.

Successful completion of the Certificate for entry into the Senior Management Service (SMS). Valid driver's license. Successful completion of the Certificate for entry into the Senior Management Service (SMS). Knowledge of: Advanced knowledge of public policy analysis and public policy development processes advanced knowledge of strategy development, strategy management and strategy monitoring and review processes advanced knowledge of modern systems of governance and administration advanced knowledge of public finance, people management advanced knowledge of public communication, public education, public participation and public discourse management processes knowledge of public management theory and practice knowledge of global, regional and local political, economic and social affairs impacting on the provincial government of the Western Cape knowledge of Constitutional, legal and institutional arrangements governing the South African public sector. Skills: Strong conceptual and formulation skills strong leadership skills in complex situations team building and strong interpersonal skills excellent verbal and written communication skills outstanding planning, organising and people management skills computer literacy. Personal attributes: A highly developed interpretative and conceptualisation/ formulation ability the ability to render advice and guidance in an objective and dedicated manner the ability to multi-task, deal with ambiguity and manage under rapidly changing and pressurised circumstances the ability to persuade and influence the ability to lead and direct teams of professionals and service providers.

DUTIES : Line Management Function: Strategic management, advice and guidance in respect of the following functional areas: Initiate and evaluate request for policy development Facilitate policy alignment within the department Manage the policy register Facilitate the policy communication process Provide expert advice and support on policy development Facilitate the legislative process of primary and secondary statutory policy Strategic Management(including Change Management). People Management. Financial Management.

ENQUIRIES : Mr I de Vega Tel No: (021) 467 9323

POST 13/400 : **DIRECTOR: INSTITUTIONAL RESOURCE SUPPORT REF NO: 172**
Directorate: Institutional Resource Support

SALARY : R1 266 714 per annum (Level 13). An all-inclusive salary package consists of a basic salary, and the employer's contribution to the Pension Fund. The remainder of the package may be structured according to your personal needs.

CENTRE : Cape Town

REQUIREMENTS : An undergraduate qualification (NQF level 7) as recognised by SAQA. At least 5 years' experience at a middle/senior managerial level, valid driver's license. Successful completion of the Certificate for entry into the Senior Management Service (SMS). Knowledge of: Advanced knowledge of public policy analysis and public policy development processes advanced knowledge of strategy development, strategy management and strategy monitoring and review processes advanced knowledge of modern systems of governance and administration advanced knowledge of public finance, people management advanced knowledge of public communication, public education, public participation and public discourse management processes knowledge of public management theory and practice knowledge of global, regional and local political, economic and social affairs impacting on the provincial government of the Western Cape knowledge of Constitutional, legal and institutional arrangements governing the South African public sector. Skills: Strong conceptual and formulation skills strong leadership skills in complex situations team building and strong interpersonal skills excellent verbal and written communication skills outstanding planning, organising and people management skills computer literacy. Personal attributes: A highly developed interpretative and conceptualisation/ formulation ability the ability to render advice and guidance in an objective and dedicated manner the ability to multi-task, deal with ambiguity and manage under rapidly changing and pressurised circumstances the ability to persuade and influence the ability to lead and direct teams of professionals and service providers.

DUTIES : Strategic management, advice and guidance in respect of the following functional areas: Manage the planning and delivery of LTSM to learning sites Manage the planning and coordination of LTSM in line with future infrastructure needs Facilitate the delivery of LTSM Monitor and evaluate LTSM Manage the planning and implementation of LTS Manage the planning and coordination of the LTS Ensure the delivery of LTS Monitor and evaluate LTS Manage the

ENQUIRIES

planning and delivery of equipment to learning sites Manage the planning and coordination of equipment in line with future infrastructure needs Facilitate the delivery of equipment in line with infrastructure requirements Monitor the delivery of equipment to learning sites Strategic Management (including change management). People Management. Financial Management
Ms L Mc Glenatendolf Tel No: (021) 467 2021